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*W/O Financial Penalties applies to students who have started at Mid-term Only*
QUICK CONTACTS – E-Mail

Note on communicating with students, faculty and staff:
The preferred method of communication between students, faculty, staff and administration is e-mail. Communicating via e-mail allows for maintaining a record of communications between individuals that provides a frame of reference for dealing with current and future questions, issues or concerns. In your communication, please state what it is you want to resolve and how you wish it resolved. Your e-mail will be addressed as quickly as possible.
The College assigns email addresses to all students, faculty and staff. Each email address is built using the same formula for everyone at the College.
The formula (type in all lowercase letters) is:

<first name><last name>@forrestcollege.edu

Jamey Bowen
Admissions Representative
jameybowen@forrestcollege.edu

Betty Campbell
Nurse Assisting Program Coordinator
bettycampbell@forrestcollege.edu

Sandra Carter
Allied Health/Medical Assisting Program Coordinator
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Laura Lee
Interim President,
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Debra Evett
Child Care Coordinator
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Liz Floyd
Finance/Records Business Coordinator
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Charette Goodjion
Assistant to Child Care Coordinator
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Tammy Griffith
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Susan Moser
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GED Program Coordinator
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Linda Perryman
Admissions Representative
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Linda Reeves
Academic Dean/Career Advisor
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Alica Swaney
Assistant to the Allied Health Coordinator
alicaswaney@forrestcollege.edu

Janie Turmon
Admissions Coordinator
janieturmon@forrestcollege.edu

(name)
Interim Business Administration Program Coordinator
(e-mail)

Tyrone Williams
Criminal Justice Program Coordinator,
Campus Security Coordinator
tyronewilliams@forrestcollege.edu
## Quick Contact List—Telephone

### Main Telephone Number: 864-225-7653

### By Name (Position)

<table>
<thead>
<tr>
<th>Name</th>
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<td>Jamey Bowen</td>
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<td>Betty Campbell</td>
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<td>Alica Swaney</td>
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<tr>
<td>Janie Turmon</td>
<td>(Admissions Coordinator)</td>
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<td>Work Room</td>
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1 - ABOUT FORREST COLLEGE

Dear Student:

Thank you for attending Forrest College. It’s our hope that you have selected FC as the academic institution that you trust will help you to reach your personal and career objectives.

FC is different from the other schools in a number of ways. We are private and smaller in numbers of students. This allows us to give our students much more individualized instruction and personalized attention.

You’ll find that FC is a friendly campus. At FC, you are an individual, not a number. We thrive on diversity, independent thinking, and sharing ideas and opinions. We encourage freedom of expression. Our students come from all “walks of life.”

Your age makes little or no difference at FC. Many of our students are married and have families; others are single and/or single parents. Most students have obligations in addition to attending classes, but they all share some things in common; they recognize the value of pursuing an education and ultimately earning a degree. They recognize that earning the associate degree will open career opportunities.

At FC, we work hard toward achieving a greater understanding of ourselves and others. We recognize the importance of teamwork. As a part of your instruction, you will be afforded numerous opportunities to share your knowledge and skills with others in your classes through small group discussion. These activities are aimed at increasing your self-confidence as well as your ability to communicate more effectively with others in hopes that you will be a more effective communicator at home as well as in the workplace.

Free childcare is provided while you attend classes at FC because we understand your concern and your desire to have your child supervised by professionals in a safe environment on campus while you pursue your educational and career training.

Again, we appreciate you attending Forrest College. We look forward to working with you in attaining your personal and career objectives.

Sincerely,

Laura Lee, M.IN.Ed., ABDA, CCM
Interim President
COLLEGE HISTORY

Forrest College was founded in January 1946 by Mr. R. C. Carr and was known at that time as the Carolina School of Commerce. The College was located on East Benson Street. Mr. Charles M. Forrest purchased the school in 1951 and, in 1954 the College moved to 500 North McDuffie Street. In 1963, a new facility was constructed and opened at its present location of 601 East River Street. The new facility became known as Forrest College. In April 1985, John Re, Ph.D., and Charles Palmer, Jr., M.Ed., purchased Forrest College.

MISSION STATEMENT AND EDUCATIONAL PURPOSE

The mission of Forrest College is to provide an environment that inspires students to more fully develop the confidence to reach their personal and professional goals. The College strives to attain its mission by providing appropriate educational experiences that stress personal and academic goal attainment and emphasize the importance of learning as a life-long process through both individual and group work.

The educational purpose of Forrest College is to provide initial training, retraining, and updating skills through its two-year educational programs culminating in an associate degree. Students are primarily prepared for careers in business, computer technology, allied health occupations, and criminal justice.

In order to accomplish its purpose, the College:

- Regularly evaluates and updates its educational programs
- Provides up-to-date equipment
- Selects instructors and staff members who have appropriate backgrounds and experiences to motivate students to reach their potential
- Promotes self-discipline and motivation that will enable students to enjoy both personal and career success

The College employs individuals who model behaviors consistent with its mission to demonstrate the qualities and characteristics that students need to acquire. These qualities include self-reliance, self-direction, self-discipline, responsibility, and dependability. The College has a tradition of providing personal attention and individualized instruction in a small, close-knit academic setting.
OWNERSHIP

Forrest College is a proprietary, nonsectarian, co-educational institution owned by Forrest College, Inc., a South Carolina corporation. The officers of the corporation are:

- C. John Re, Ph.D.  Chairman
- Charles Palmer, M.Ed.  Secretary-Treasurer/Registered Agent

BOARD OF DIRECTORS

The members of the Board of Directors of Forrest College are:

- John Re, PhD, Chair
- Charles Palmer, M.Ed., Secretary/Treasurer
- Laura Lee, M.Ed., Member

ADMINISTRATIVE OFFICERS

The Administrative Officers of Forrest College are:

- Laura Lee, M.IN.Ed., ABDA, CCM, Interim President
- Liz Floyd, AAS, Finance/Records Office Coordinator
- Linda Reeves, M.Ed., Academic Dean

LOCATION AND FACILITIES

The College campus is located at 601 East River Street, in Anderson, South Carolina. The present 10,000 square foot facility was built in 1963 specifically for business education purposes. In 1999, to support its purpose in applied electronics training in computer and network support and repair, an additional facility was acquired at 611 East River Street. The facility also serves as a computer repair and sales center and provides cooperative educational experiences to its students.

The College provides classrooms, laboratories, a library, offices, a student lounge, and a free childcare service for students' children. Classrooms can accommodate 35-40 students. Ample parking (including spaces for the handicapped) is available adjacent to the facility.

The College provides extensive library-related resources for its students and faculty through its participation in the Library and Information Resources Network (LIRN). LIRN is a consortium of over 45 educational institutions ranging in size from fewer than 100 students to multi-campus universities with thousands of students. The LIRN library contains a core collection that includes Infotrac databases: Academic ASAP, Academic OneFile, Business Resource Center, Criminal Justice Center, Computer, Custom Newspapers, General Business File, Health & Wellness Resource Center, Health Academic, Legaltrac, Literature, Newsletters, One File, Opposing Viewpoints, Student Resource Center, Proquest Psychology database, the Electric Library and Bowker databases. The College has also added additional databases, including the Proquest Academic, Proquest Medical, and ABI Global modules. It is estimated that
there are over 170,000,000 articles, television and radio transcripts, photographs, video and audio clips, encyclopedias, books periodicals and reference titles in the collection.

LIRN continues to expand its offerings to member institutions, presently providing its members with on-line access to ten databases containing full-text newspaper, newsletter, journal, and magazine articles. In addition to three general academic databases, the LIRN virtual library contains business and computer databases, providing user-friendly access to vast resources that support the academic programs offered by the College.

The College’s computer information network provides access to LIRN from all computers at the College. Computers are located in the library, and the computer lab. Students are assigned e-mail accounts and remote access identification numbers when they begin classes at the College so that they may use LIRN at home or any other place where connection to the Internet is possible.

The learning resource center (LRC) staff is available to provide reference services and orient new students to research techniques. The faculty and the LRC staff work together to provide book and non-book materials and instructional support. Instructors provide similar support to students.

Extensive resources are also available through agreement with the Anderson County Public Library System including access to the collections of the South Carolina State Library, which further enhances the resources of the College Library.

**HOURS OF OPERATION**

Forrest College administrative offices are open Monday through Thursday, 8:30am to 7:00pm, Friday, 8:30am – 4pm, and Saturday 8:30 – 2pm. Office hours are subject to change.

Classes are scheduled as needed and in accordance with the needs of continuing students and with the College calendar. Classes normally are scheduled from 8:30 a.m. until 9:30 p.m. Monday through Thursday. The College offers Friday and Saturday classes as needed. The College is in session throughout the year on a continuous basis. Holidays are noted in the College calendar.

The typical schedule for each student is three or four courses per quarter. Some courses are offered as "double session" classes, providing students an opportunity to accelerate their study.

The College reserves the right to revise the time, sequence, and offering of courses. All students may use the College facilities during the hours the College is open (except laboratories, where hours may be more regulated).
Forrest College was chartered by the State of South Carolina to operate as a proprietary educational institution. On March 2, 1989, the South Carolina Commission on Higher Education (SCCHE) licensed the College as a degree granting institution. Prior to that date the College operated as a non-degree granting institution by authority of the South Carolina State Department of Education.

Licensure, which is designated by the State to provide consumer protection, should not be confused with accreditation. The SC Commission’s mailing address is 1333 Main Street, Suite 200, Columbia, SC, 29201, (803) 737-2260, Fax (803) 737-2297.

Forrest College is a college accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award Associate in Science Degrees, diplomas, and certificates. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation (CHEA). The Accrediting Council’s mailing address is 750 First Street, NE, Suite 980, Washington, DC 20002-4241, (202) 336-6780, Fax (202) 842-2593. The Council’s website provides additional information – www.acics.org. The College has been accredited since 1965; its current term of accreditation is through December 2013.

Forrest College is a member in good standing of the Council for Higher Education Accreditation (CHEA). CHEA is a national advocate and institutional voice for self-regulation of academic quality through accreditation. CHEA is an association of 3,000 degree-granting colleges and universities and recognizes 60 institutional and programmatic accrediting organizations. CHEA's website provides additional information - http://www.chea.org.

In addition to ACICS accreditation, Forrest College has program accreditation for its Medical Assisting Associate in Science Degree Program. The Associate in Science Degree Program in Medical Assisting is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (CRB-AAMAE). The Commission’s mailing address is CAAHEP, 1361 Park Street, Clearwater, FL, 33756, 727-210-2350, Fax (727)210-2350. The Commission’s website provides additional information – www.caahep.org.

The South Carolina Department of Health and Human Services (DHHS) http://www.dhhs.state.sc.us has evaluated and approved the nurse assisting training program of the College as an official sponsor of candidates for Nurse Aide certification examination. Graduates of this
program are eligible to sit for the exam which leads to NA certification. The South Carolina Department of Health and Human Services (DHHS) has contracted with Promissor®, to develop, score, and report the results of the NATIONAL NURSE AIDE ASSESSMENT PROGRAM (NNAAP™) for the South Carolina Nurse Aide Registry - http://www.asisvcs.com/indhome.asp?CPCat=0741NURSE

The United States Citizenship & Immigration Services (USCIS) recognizes the College for the purpose of accepting and enrolling nonimmigrant students.

The College business license and accreditation certificates are displayed in the reception area of the College.

The College is a member of
- The American Association of Medical Assistants (AAMA)
- The American Library Association (ALA)
- The Anderson Area Chamber of Commerce
- The Council for Higher Education Accreditation (CHEA)
- the Library and Information Resources Network (LIRN)
- National Association for the Education of Young Children (NAEYC)
- The South Carolina Association of Student Financial Aid Administrators (SCASFAA)
- The South Carolina Library Association (SCLA)
- The Carolina Association of Collegiate Registrars and Admissions Officers (CACRAO)

The College is approved for funding under the following programs:
- Federal Work-Study
- Federal Direct Loans
- Federal Direct (PLUS) Loan (Parent)
- Federal PELL Grant
- Federal Perkins Student Loan
- Federal Stafford Loan
- Federal Supplemental Educational Opportunity Grant (SEOG)
- The GI Bill
- NAFTA-TAA Assistance Benefits, WIA Provider Number: 05EPL0201A
- Vocational Rehabilitation

EQUAL OPPORTUNITY

Forrest College is dedicated to the concept of equal opportunity. The College will not discriminate on the basis of race, religion, sex, age, national origin, marital status, sexual orientation, or handicap in its employment practices, nor in the admission and treatment of students.
2 - ADMISSIONS AND TUITION INFORMATION

ADMISSIONS REQUIREMENTS

Forrest College seeks to enroll students who are motivated to learn and achieve and who have a genuine interest in furthering their education and advancing their career goals.

Academic qualifications are important, but as important are the motivation and interest of the applicant. Our applicants are guided into programs where they will acquire skills leading to their personal and career objectives.

Those applying for admission to degree or diploma programs must have, at a minimum, an earned high school diploma or an equivalency certificate (GED) recognized by the granting state. It is the responsibility of the applicant to furnish proof of compliance with this requirement.

ADMISSIONS PROCESS

Applicants must:

- Complete an application for admission form and pay a non-refundable application fee of $50.00 (U.S. non-residents are charged an International Student Application Processing Fee of $250.00).
- Provide evidence of graduation from high school or its equivalent (GED) from a U.S. Department of Education approved program. Official transcripts will be requested and received during a student’s first quarter of enrollment.
- Undergo preliminary evaluations and/or interviews with academic program coordinators.
- Complete financial arrangements.

While the basic admission requirement to the College is a high school diploma or the equivalent (approved by the U.S. Department of Education), certain programs of study and certain classifications (e.g., international students) have some additional requirements. Special program requirements will vary depending upon the area of study in which the applicant is interested.

Each applicant is given individual consideration for admission. The decision to admit an applicant is based upon preliminary evaluations, a personal interview and demonstrated attitude of career and academic readiness. If there is a question as to the applicant's readiness or motivation, the applicant may be required to interview with the Admissions Committee. An applicant is refused admission if, in the judgment of the Admissions Committee, the College is not able to meet the learning needs or the professional ambitions of an individual. The Admissions Committee notifies
all applicants of acceptance or non-acceptance. The Admissions Committee is composed of the Financial Aid Coordinator, Registrar, Admissions Officer, Academic Program Coordinators, the President, and others as determined by the administration of the College.

The College offers two fundamental courses designed to address the fundamentals of English (ENG105) and the fundamentals of mathematics (SCI101). It is recommended that students with low evaluations in these areas take these courses. These courses are made available to all students by request.

**SINGLE SUBJECT ENROLLMENT**

A student not currently enrolled at Forrest College may register for a class as a single subject student. Single subject students are those who do not intend to complete a program of study. All single subject students must meet all entrance requirements. They may register for any course offered by Forrest College provided that they have taken the necessary prerequisite(s) for the course, unless they choose to audit the course or unless they have obtained permission of the instructor. Single subject students are expected to pay all fees and tuition prior to the start of their class.

**APPLICATION FOR READMISSION**

Any student who has been withdrawn from the College and desires to return must reapply for admission. Each re-entering student will be evaluated by the Admissions Committee to determine their suitability for re-entry based on academic history, general conduct, and the meeting of prior financial obligations. In some instances, the applicant will be requested to appear before the Admissions Committee to state his/her case for re-entry. Applicants will be notified of the decision of the Admissions Committee regarding re-admission.

**MIDTERM ADMISSION**

Midterm admission provides the opportunity to complete 10-12 weeks of study in 5 or 6 weeks and allows industrious students the opportunity to get a head start in completing their programs.
DATES OF ADMISSION

Applicants accepted to the College may begin classes on any of the following start dates and at mid-term (see the Academic Calendar):

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Winter Quarter #1
Winter Quarter #2
Spring Quarter #1
Spring Quarter #2
Fall Quarter #1
Fall Quarter #2

TUITION CHARGES

Because of the many changes that occur daily in both business and education, it is impossible to guarantee long-standing particulars. The College, therefore, reserves the right to add or withdraw any course or program, or to make changes in curricula, tuition, fees, regulations, or any other published arrangements as conditions warrant.

Tuition is charged by the credit hours attempted at the following rates:

- United States residents: $245 per credit hour
- Non-residents: $275 per credit hour

BOOKS, SUPPLIES AND OTHER FEES

Students are responsible for the purchase of all textbooks, supplies, and required course materials. Some texts/instructional materials are used for more than one class. Students are responsible for fees involving the purchase of required uniforms and accessories, fees for required health examinations or certifications, graduation, and other fees that may apply.

The following non-refundable fees are in effect:

- Administrative Fee for Payment Plan, per month $10
- Application Fee (resident) 50
- Application Fee (international) 250
- Application Fee (continuing education programs) 25
- Catalog (replacement) 20
- Certification Fee
  - Nursing Assistants 125
  - Medical Assistants 125
  - Microsoft Office Specialist Fee 100
  - Patient Care Technician 95
Phlebotomy 125
Change of Program Fee 150
College ID Replacement Fee 25
Credit-by-Evaluation or Experience, per examination 100
Criminal Background Check 35
Diploma or Certificate Replacement Fee 100
Graduation Fee (applies to each program of study for which a student wishes to receive a diploma)
  Associate Degree program 120
  Diploma or Certificate programs 50
Hepatitis B Panel (3 shots-nonrefundable fee) 187.20
Hepatitis B Panel Review (Titre) 21.60
*Interruption of Program or Withdrawal 250
Late Fee – Bookstore Day/Registration 50
Late Payment Fee 15
Physical Examination Fee
  Continuing education programs $ 50
  All Medical Programs 145
Returned Check Fee 35
Student File Copy Fee (per page) 2
Student ID Replacement Fee 25
TB Test (PPD) 15
Technology fee (per quarter) 125
Transcript Fee (per transcript, official or unofficial) 8
Scrubs Purchase Fee 38
Uniform Patch (All Medical Programs) 6

* Special Notice to Veterans concerning the “Interruption of Program or Withdrawal” fee: Any service member or veteran that is called to active duty and deployed will not be charged an “Interruption of Program or Withdrawal” fee. Any veteran who returns from active duty deployment will not be charged a re-entry/application fee provided that he/she returns to the College within six months of said return.

CANCELLATION AND REFUND POLICY

If a student or the College cancels the application for admission, the full amount of any prepaid tuition will be refunded.

College Refund Policy: If a student discontinues during his term of enrollment, the following College refund policy applies:

1. Withdrawal prior to the first calendar day of the term, 100% of tuition will be refunded.
2. Withdrawal through the first 25% of the term, 75% of tuition will be refunded less unpaid charges owed for the term.
3. Withdrawal after 25% of the term, there is no tuition refund.
Federal Title IV Refund Policy: If a student discontinues during his first term of enrollment or payment period the College will refund according to the Department of Education guidelines:

1. The College will determine the number of calendar days completed by the student in the payment period. The College will then divide the calendar days completed by the total calendar days in the payment period to obtain the percentage of attendance. The percentage of attendance is multiplied by the total Title IV aid for the pay period to reach the amount of Title IV aid that the student is eligible to receive. All other Title IV monies will be refunded.

2. If a student attends more than 60% of the term or the pay period, there is no refund of title IV funds due to be returned to the Department of Education.

For purposes of computing the amount of refund due, if any, for any student who discontinues attendance for any reason after enrollment and commencement of classes, the date of the student's last day of attendance (LDA) at the College will be used in the computation of the student's refund. Any student who withdraws or is withdrawn from the College will be charged a non-refundable $250 Interruption of Program or Withdrawal fee. Tuition paid beyond the term of withdrawal will be fully refunded. All refunds are paid within 14 days of the official termination date regardless of whether the student requests it.

REFUND PRIORITIES

If, for any reason, a student has a credit balance on his account at the time of withdrawal or graduation and a refund is required by the regulations governing the respective loan programs, the refund will be returned according to the following priorities:

1. Unsubsidized Federal Direct Loan
2. Subsidized Federal Direct Loan
3. Federal Perkins Student Loan (PSL)
4. Federal Direct PLUS Loan
5. Federal PELL Grant
6. Federal SEOG
7. Other Title IV Programs
8. Non-Title IV Programs
9. Student

Students may hold a credit balance on their account if they have pre-registered for another session, or have indicated in writing a desire to hold funds on their account because they intend to resume their schooling following an approved leave of absence.
Students who do not return as indicated will have their credit balances refunded to the student.

**STUDENT DELINQUENT ACCOUNTS/INDEBTEDNESS**

Returning students will not be allowed to register until all prior account balances are paid in full or satisfactory payment arrangements have been made with the Finance Office Coordinator. A student whose account status is delinquent will be subject to being withdrawn from the College and will not be allowed to participate in commencement exercises, nor will a diploma, transcripts, and/or grades be issued or released until the delinquency has been completely satisfied.
Federal Financial Aid exists to help those students who would not be able to attend college without monetary assistance. The Finance Office at Forrest College assists students in developing a financial plan that will meet their needs. In accordance to the U.S. Department of Education regulations, Federal Financial Aid must first satisfy the student's education expenses.

Persons applying for admission to the College should complete their application for federal financial assistance as soon as possible after making application. Continuing students must reapply for Federal Financial Aid each year by April 1.

**TYPES OF FINANCIAL ASSISTANCE**

Forrest College offers three basic categories of financial aid: grants, loans, and employment. Grants are outright gifts of money, which do not have to be repaid. Loans are borrowed money that must be repaid with interest and/or fees. Employment allows students to work and earn money to help pay for educational expenses. Other sources of financial aid are often available. Some of these include: Veterans’ Administration benefits, Vocational Rehabilitation benefits and sponsorship by employers.

The amounts and types of financial aid that students may be eligible to receive are determined through federal, state, and local guidelines.

Students should consider all possible sources of grants, loans, and any other forms of financial resources for which they are eligible. It is the student’s responsibility, and he or she is encouraged to search for additional funding to help pay educational expenses.

**ELIGIBILITY REQUIREMENTS**

To receive Federal Student Aid (Title IV), one must:

- be enrolled or accepted for enrollment in an approved associate, diploma, or certificate program approved for participation in Title IV programs
- be a United States citizen or eligible non-citizen
- demonstrate financial need
- not be in default on a Federal Perkins Loan (formerly NDSL), Federal Stafford Loan (formerly GSL), Federal PLUS loan, or Federal Supplemental Loan for Students (SLS) received at any school previously attended, or have been overpaid in the Federal PELL Grant program
- not owe a refund on a Federal PELL Grant, a Federal Supplemental Educational Opportunity Grant, or a State Student Incentive Grant at any school previously attended
- make satisfactory academic progress and do not exceed maximum time frame for completion.
- sign a statement of educational purpose and registration compliance
- have a high school diploma or GED

To apply for Federal Student Aid, a student must complete:

1. Apply for a PIN online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to electronically sign a Free Application for Free Student Aid.
3. Complete a Personal Data Sheet.

Federal Financial Aid application packets are available in the College reception area, on-line, as well as in the finance and business office.

**VERIFICATION**

Forrest College has developed the following policies and procedures regarding the verification of information provided by applicants for Federal Student Aid under the Title IV Programs:

1. Only those students who are selected for verification by the Department of Education will be required to submit supporting documentation.
2. Only one Federal PELL and/or campus-based award can be disbursed prior to the completion of verification.
3. The institution prior to the completion of verification may verify a William D. Ford Federal Direct Loan application. However, students have only 45 days from the time the loan disbursement arrives to the institution’s bank to provide the necessary documentation. If not completed by that time, the loan disbursement will be returned to the Department of Education.
4. Students have 45 days after their last day of attendance or the end of the award year, whichever comes first, to complete verification. In the interim the student must have made arrangements with the College for payment of all tuition and fees due or will risk termination at the option of the College. After the passage of the aforementioned period, all financial aid that may have been due is forfeited.
5. All students will be notified immediately if they have been selected for verification and will be informed of the supporting documentation that is required. Any information supplied by the student to correct inaccurate data on the FAFSA must be submitted for reprocessing immediately. All Federal Financial Aid will be held until this information is received.
If the student supplies inaccurate information on any application and refuses to correct it after being counseled by the institution, the College must refer this case to the Department of Education for resolution. Unless required by the Department of Education, no Federal Financial Aid will be disbursed to the student.

SECONDARY CITIZENSHIP CONFIRMATION PROCEDURE

In accordance with Federal Regulations published on January 7, 1993, Forrest College follows the following procedures relative to the secondary citizenship confirmation process for Title IV financial aid applicants who have indicated that they are eligible non-citizens or permanent residents of the United States. If the primary confirmation process documentation does not confirm eligible Title IV applicant status and the student submits reasonable evidence of eligible status, the College will initiate a procedure to make a second attempt to confirm citizenship status. The student will be given a copy of the secondary confirmation status procedures so that they can complete the citizenship confirmation process.

1. Students have 30 days from the date the institution receives the output document or 30 days from receipt of this document (whichever is later) to submit documentation for consideration of eligible non-citizen status.
2. Failure to submit the information by the deadline prevents the College from disbursing any Title IV funds or certifying the student as eligible for any Title IV funds.
3. The College will not make the decision regarding "eligible non-citizen" status without the student having the opportunity to submit documentation supporting a claim of eligibility.
4. Students must submit documentation of their current immigration status to the Financial Aid Office. This documentation must be official documents from the US Citizenship & Immigration Services (USCIS). In order to initiate the required process, students must submit USCIS documents which are legible and which demonstrate their current status with USCIS.
5. The College will initiate secondary confirmation within 10 business days of receiving both output documents and student's immigration status documents.

GRANTS

Federal PELL Grants were authorized by the Higher Education amendments of 1972 and marked a major change in the concept of student financial aid. Every undergraduate student enrolled in an eligible associate, diploma, or certificate program and who does not hold a bachelor's degree and wishes to attend a post-secondary institution may apply for this grant. PELL grants are intended to be the "floor" of a financial aid package and may be combined with any other aid to meet the full cost of education.
Note: Applicants who have been convicted of a felony may not be eligible for federal financial aid; this includes drug sale or possession convictions.

The amount of the Federal PELL Grant will depend upon:

1. The student aid index
2. The cost of education
3. The length of enrollment during the academic year
4. Enrollment status, i.e., full-time or part-time

The Federal Supplemental Educational Opportunity Grant Program (SEOG) provides financial assistance to undergraduate students with exceptional need. SEOG funds are an outright grant of aid and, therefore, do not have to be repaid.

FEDERAL LOANS

The Federal Perkins Loan Program is a low interest loan made to undergraduate and graduate students who are enrolled on at least a half-time basis and who show need for assistance in meeting their education expenses. Students may borrow as much as $4000 per award year if they are enrolled in an eligible associate, diploma, or certificate program. The Perkins Loan has a fixed interest rate of 5% and is awarded by the financial aid administrator to students with exceptional financial need. The student must have completed the Free Application for Federal Student Aid. The interest on the Perkins Loan is subsidized while the student is in school. Funds are very limited in this program and students are advised to seek funding through Federal Direct Loans first.

The amount of Perkins will depend upon:

1. The availability of Federal Perkins Loan funds at the school
2. The degree of need demonstrated by the student
3. The amount of other aid received by the student

Students do not make payments on Federal Perkins Loans as long as they are attending school at least half-time, remain in eligible programs, and maintain satisfactory progress. Students receive a nine-month grace period after graduating, leaving school, or dropping below half-time status. At the end of the grace period, repayment begins. Students must pay at least $40 per month.

The student must repay the loan in accordance with the terms agreed upon in the promissory note, the legal document signed at the time the loan is issued. The student is given a copy of the note and is given the original when the loan is paid in full. After the grace period has ended and repayment has begun, certain conditions allow the student to go into forbearance and only pay interest on the loan. For information concerning
these conditions, please consult the Finance Office or refer to the terms listed in the promissory note. *Note: A forbearance is not automatic; a student must apply for it. Forms are available upon request at the College as well as through the loan servicer.*

Deferment may also be granted for extraordinary circumstances such as prolonged unemployment or illness; however, interest on the loan will continue to accrue. *Note: A deferment is not automatic; a student must apply for it. Forms are available upon request at the College as well as through the loan servicer.*

There are certain conditions that allow a student's Federal Perkins Loan to be canceled, i.e., death, total and permanent disability, teaching in certain programs and other duties in other areas of the country, service in selected specialties of the U.S. Army, the Peace Corps, or VISTA. Additional information concerning loan cancellation is located on the student's promissory note forms.

Students who do not repay their loan(s) in accordance with the terms agreed upon in the promissory note may go into default, and the College can require immediate repayment of the entire loan amount including interest and penalty charges. The College will cooperate with all borrowers in any way possible; however, late payments and other types of neglect, i.e. failure to report an address change or to submit forms on time, could result in action by a collection agency. This would impair credit, impair relations with the College, and cause personal embarrassment. The College may take legal action against the student in order to collect the loan and can ask for help from the Federal Government in collecting.

Students who are in default on any loan received at Forrest College or any other college will not be admitted or allowed to re-enter Forrest College until the loan is no longer in default.

All questions concerning your Federal Perkins Loan should be addressed to our servicer, Educational Funding Resources, Inc. (EFR), at 800-798-7503. EFR will be contacting you quarterly during your 9 month Grace Period to keep you informed of your first payment date.

**The William D. Ford Federal Direct Loans (Direct Loans)** are made through the U.S. Department of Education. The Federal Direct loan Program includes the following loans:

- Direct Subsidized loans,
- Direct Unsubsidized Loans.

The two types of Federal Direct Loans are the most common Federal loans used by Forrest College students: subsidized and unsubsidized. The subsidized Federal Direct Loan is based on need. If you qualify, the government pays the interest due on your subsidized loans while you are in school and during grace and deferment periods. You are responsible for the interest that accrues on your subsidized loan during repayment.
and forbearance periods. The unsubsidized Federal Direct loan is not based on need. You are responsible for all interest that accrues on your unsubsidized loans.

These low interest loans are provided through the U.S. Department of Education. Undergraduate and graduate students who are enrolled at least half-time are eligible to apply for the Federal Direct Loan Program. Prior to awarding Direct Loan disbursements, the College must certify students' Federal Stafford Loan applications (MPN), indicating the cost of education, academic standing, and any other aid that students will receive.

You are subject to the limits on the amount you may borrow based on the following:

- Your academic level (freshman, sophomore, etc.),
- Your status as a dependent student or independent student,
- The length of the academic program in which you are enrolled
- The length of the remainder of your undergraduate program of study if it is less than one academic year and
- As otherwise authorized by the Higher Education Act
- The amount you have previously borrowed
- The cost of attendance

A Free Application for Federal Student Aid (FAFSA) is completed to help determine the amounts students may borrow under the Federal Direct Loan Program.

First year dependant undergraduates may borrow up to $3500 a year. Second year students may borrow up to $4,500 a year. The Department of Education charges an "origination fee" of up to 2% for Direct loans and 3% for PLUS loans, which is deducted proportionately from each loan disbursement the student receives.

Students receive a six-month grace period after they graduate, leave the College, or drop below half-time credit hour load. Repayment begins at the end of the grace period. The minimum payment available is $50 per month with a standard loan term of 10 years (there is no minimum loan term)

When students leave the College, they must contact the Department of Education to establish a repayment schedule. The amount of the payments depends on how much the student has borrowed and the amount of time allowed for repayment and whether or not the borrower chooses a lower payment option.

After the grace period has ended and repayment has begun, certain conditions allow students to defer repayment. Interest will accumulate during any deferment period; however, the federal government will pay the interest on the subsidized portion of the borrowers' loans. Please consult the Finance Office for information concerning these conditions. Students must contact the Direct Loan Servicing Center (website: www.dl.ed.gov and after March 2010, www.mydirectloan.gov) to apply for deferments.
Deferments are not automatic. Students whose loans are in default are not eligible for deferment.

Students may request forbearance if they are willing but unable to meet their repayment schedule and are not eligible for deferment. The Department of Education does not have to grant forbearance and students should note that interest will accrue on all loan types during periods of forbearance.

A Federal Direct Loan may be canceled if a student dies or becomes totally and permanently disabled after receiving the loan. The disability must be adequately documented by a physician and all documentation must be presented to the Department of Education.

Students who do not repay their loans in accordance with the terms agreed upon in the promissory note will be in default, and the state guarantee agency or federal government may, garnish wages, withhold tax refunds or take legal action to collect. Default will also affect the borrowers’ credit, and prevent them from participating in future federal financial aid.

**Parent Loans for Undergraduate Students Direct (PLUS)** are federal loans available to parents of dependent undergraduate students to help finance their child's education. This loan type is for natural or adoptive parents or stepparents (in some cases) of eligible dependent undergraduate students and eligible graduate or professional students themselves enrolled at least half-time to finance their own education. The yearly limit on a Direct PLUS Loan is equal to your cost of attendance minus any other financial aid you receive. If your cost of attendance is $6,000, for example, and you receive $4,000 in other financial aid, your parents can borrow up to $2,000.

For a Direct PLUS Loan, your parents must complete an electronic Direct PLUS Loan application and promissory note.

Note that your parents will be required to pass a credit check. If your parents don’t pass the credit check, they might still be able to receive a loan if someone, such as a relative or friend who is able to pass the credit check, agrees to endorse the loan. An endorser promises to repay the loan if your parents fail to do so. Your parents might also qualify for a loan without passing the credit check if they can demonstrate that extenuating circumstances exist. You and your parents must also meet other general eligibility requirements for federal student financial aid.

**FEDERAL WORK PROGRAM**

The Federal Work-Study Program (FWS) is a federally funded program that was established by Congress under the Economic Opportunity Act of 1964 and is under the authority of the Higher Education Act of 1965, as amended.
The Federal Work-Study program provides jobs to graduate and undergraduate students who need financial aid to assist them in meeting the expenses for their education.

The College will assign jobs on and off campus with public or private organizations. The College will take into consideration an applicant’s financial need, class schedule, and academic progress prior to arranging a job and assigning a work schedule. The hourly salary will be at least the current minimum wage.

The amount of the Federal Work-Study award will depend upon:

- The amount of other federal aid received by the student
- The availability of Federal Work-Study funds at the College
- The degree of need demonstrated
- The availability of jobs and the student’s class schedule

The eligibility requirements for Federal Work-Study are the same as those identified for the other Title IV programs.

Seven percent of FWS funds must be spent in community service, such as activities at Headstart and the Literacy Program or Community Civic Organizations. Students must maintain satisfactory academic progress.

FJC STUDENT EMPLOYMENT PROGRAM

In certain cases, a student may be selected for the Forrest College Student Employment Program. Students are selected for the program according to their skills, curriculum, class schedule, and the College’s particular needs. Financial need is not a necessary prerequisite. Students in this employment program must maintain satisfactory progress in order to remain employed.

SCHOLARSHIPS

Private Source Scholarships: Scholarships, loans, and grant-in-aid programs may be available from private sources such as fraternal groups, churches, societies, and clubs. Students may obtain information about these scholarships by contacting the guidance departments of their high schools or by writing to local chapters of the organizations themselves.

OTHER FORMS OF FINANCIAL ASSISTANCE

GI Bills for Veterans: The Veterans Administration, under the provisions of Title 38, U.S.C., commonly referred to as the "GI Bill," provides educational assistance programs for veterans, some personnel who are currently in the armed services, and disabled veterans. Eligibility requirements, benefits, and time limits vary for the different programs. Students should contact the
Veterans' Counselor or local Veterans Administration Regional Office for further details or by visiting www.va.gov, and select Veteran Services, then GI Bill.

**GI Bill for Veterans' Dependents:** The Veterans Administration, under the provisions of the GI Bill, also provides educational assistance to a veteran's spouse or dependent children. This assistance is also available to surviving spouses or surviving dependent children. The veteran must be either deceased or permanently disabled as a result of a service-connected disability. Other eligibility requirements and time limits apply to this program. Students should contact the Veterans' Counselor or a local Veterans Administration Regional Office for further details.

Students who receive veterans' benefits are subject to special rules set by the governmental agency with regard to academic probation and course withdrawal. Recipients of veterans' benefits that are on probation may not be certified beyond two quarters without an improvement in his/her academic standing.

**National Guard Federal Tuition Assistance (FTA):** This program is available to National Guard members that are in a satisfactory drilling status. It pays for the first associate, bachelor, masters, or first professional degree. It can also be used for certificate and licensing programs. It pays up to $250 per credit hour up to a maximum per fiscal year (October - September) of $4,500.00. Students must apply for FTA assistance each time a new course starts.

**Vocational Rehabilitation:** This program is operated to assist disabled individuals in preparing for or returning to productive activity. Vocational Rehabilitation Offices can provide funding for training, personal counseling, and other services. These services may be provided to people who have physical or mental disabilities that can be considered handicaps to employment. Services to eligible individuals are provided by state agencies for vocational rehabilitation. Further information may be obtained by contacting the local office of the State Vocational Rehabilitation Agency.

**Employer Sponsorship:** Many employers provide educational benefits to their employees. For further information, contact the personnel office where you work. Most educational reimbursements from employers are made after the student satisfactorily completes the course(s). Payment is usually made to the student and therefore, students using employer sponsorship must make payment to the College in advance of taking a course(s) unless other arrangements are made with the College.

**Trade Assistance Act (WIA-TAA):** The Trade Act of 1974, amended in 2002, created a program of Trade Adjustment Assistance to provide re-employment services and benefits to trade-affected workers. Workers who lose their jobs as a result of increased foreign imports or a shift in production to foreign countries that are party to Free Trade Agreements with
the United States are considered primarily affected workers and may be eligible for TAA.

**Secondarily affected workers** may also be eligible for TAA. These are workers whose employment is affected because they worked with a firm that either produced and supplied component parts or performed final assembly or finishing for articles produced by a firm where a group of workers was certified for TAA benefits.

**North American Free Trade Act Assistance (WIA-NAFTAA):** While the NAFTA-TAA is generally similar to the existing TAA program, it does differ in several ways. The Governor has a specific role in the new adjustment assistance program targeted to workers who may be displaced because of trade with Canada or Mexico. The Governor’s Representative makes a preliminary investigation and recommendation on the merits of the petition prior to forwarding it to the U.S. Department of Labor. The NAFTA-TAA program requires workers to be enrolled in training to qualify for trade readjustment allowance (TRA) payments, and does not allow the waiver of training requirement when training is not "feasible or appropriate," which is now available to eligible workers in the regular TAA program.

If there are no suitable jobs in your field, then training would improve your chances of getting a job. You should discuss your needs and aims with the staff of your local Job Service office to see if you qualify. You will be advised as to the employment outlook for workers with different job skills, the kinds of work best suited to your aptitudes and interests, and the training opportunities that may be available at no cost to you. Your plans may include on-the-job, vocational, or technical training.

If you feel that you may be eligible for funding under these programs, you should contact your local Employment Security Commission office. Funds may be available on an individual referral basis. Be specific when you speak with the SCESC Staff Member. State that you are interested in a training program offered by Forrest College. The College is a WIA Certified Training Provider. The College’s Provider Number: 05EPL0201A. Forrest College admissions or finance office staff will assist you in this process. Further information can be viewed at this website: [http://www.sccommerce.com/wia/providersearch.aspx](http://www.sccommerce.com/wia/providersearch.aspx). Once you are at the site, search for Forrest College.

**LEAVE OF ABSENCE**

Requests for a leave of absence may not exceed 180 days. Additional subsequent leaves may be granted for jury duty, military reasons, or circumstances covered under the FMLA of 1993.

A student whose leave of absence request has not been granted will be considered withdrawn. Students who do not return from leave of absence as scheduled will be considered withdrawn. Students who are withdrawn
due to not returning from an approved leave of absence and have received Federal student loan monies need to be aware that the time taken during the leave of absence will be counted toward their “grace” period. A program Interruption/Withdrawal Fee is charged to any student who is withdrawn.

**REESTABLISH ELIGIBILITY FOR FEDERAL FINANCIAL AID**

A student will lose his or her Federal Financial Aid eligibility if he or she does not maintain satisfactory progress.

A student who has been terminated for failing to maintain “satisfactory academic progress” may be reinstated after one quarter by reapplying for admission to the College, retaking courses previously failed or upgrading the skills applicable to the student’s educational objectives, and demonstrating the academic ability to progress satisfactorily in the program. However a student will not be eligible for Federal Financial Aid during the reinstatement-grading period. If by the end of that grading period a student achieves a GPA of 2.0 or better he will be considered to be making “satisfactory academic progress” and will be eligible for Financial Aid consideration in subsequent grading periods.
4- ACADEMIC POLICIES AND PROCEDURES

ATTENDANCE

Students must meet attendance requirements as stipulated by their instructors. Students are responsible for the material covered during absences. Excessive absences may make it impossible for a student to achieve the academic objectives of a course.

CLASS ATTENDANCE POLICY

Each student is responsible for attending scheduled classes in accordance with the directives of his/her instructor. The faculty member in each course is responsible for deciding the attendance policy for the course. This policy shall appear in the course syllabus of each course.

COLLEGE ATTENDANCE POLICY

Students who are absent from all classes for one consecutive week and are not in compliance with the attendance requirements of their instructor will receive a warning letter and be placed on attendance probation. Any student who is absent from all classes for two (2) consecutive weeks without notifying his/her instructor or the College (during this two-week period) will be withdrawn from the College for non-attendance. Any exception to this policy because of extenuating circumstances must have the approval of an academic program coordinator.

DEFINITIONS

Forrest College credits are expressed in Quarter Credit Hours. One-quarter credit hour is equal to 10 hours of lecture, 20 hours of laboratory, or 30 hours of externship, internship, or supervised field experience. Students registered for a midterm session receive the equivalent hours of instruction per quarter hour of credit as the students registered for a regular term course. For administrative purposes, a full-time student is defined as a student taking 12 credit hours or more. Students are considered full-time during midterm sessions if they take a minimum of 9 credit hours.

GRADING SYSTEM

The policy of the College is that the final grade for a course represents the student's performance in having achieved the objectives of the course. The student is expected to carry out assigned work and take all examinations or to otherwise be in compliance with the requirement of the instructor. Failure to carry out necessary assignments and examinations may result in an appropriate reduction in grade. The grading system is as follows:
A - 4 quality points - Sustained mastery of course content beyond the stipulated fulfillment of course requirements.

B - 3 quality points - Work displaying accurate knowledge of course content and demonstrated ability to use this knowledge in a manner that exceeds normal expectations.

C - 2 quality points - Work demonstrating average familiarity with basic course concepts, related methods of study, and participation in class work that is satisfactory.

D - 1 quality point - Work below the minimum standard which is expected but that is minimally acceptable.

F - 0 quality points - Failure. This grade is considered to be of no sufficient merit to be counted toward graduation.

CE - (Credit by Examination or Experience) - Assigned to students who show accurate knowledge of course content and ability through examination or demonstrated experience. Credit granted through testing does not affect the student's grade point average. A non-refundable Credit by Examination or Experience fee applies.

W -(Withdrawal) – Assigned to students who stop attending or withdraw from a course before and including the midpoint of the grading period for that particular course. Students may also be given a "W" if they withdraw beyond the midpoint if there are mitigating circumstances connected with the withdrawal. A "W" does not affect the grade point average.

NC - (No credit) - 0 quality points – Assigned to students who stop attending or withdraw from a course after the midpoint of the grading period for that particular course, unless there are mitigating circumstances connected with the dropping of the course. An "NC" is a punitive grade and is calculated into the grade point average.

I - (Incomplete) – Any student receiving a grade of “I” (Incomplete) must arrange with his/her instructor to make up the required work by the beginning of the following quarter unless otherwise stipulated by the instructor. Failure to make up the required work will result in a failing grade for the course unless mitigating circumstances are involved in which case additional time may be granted.

R - (Repeated Course) – Students may repeat any course (maximum 5 courses) in which they received a grade of “D,” “F,” or “NC”. The letter “R” on the student's transcript will replace the previous grade. The new grade will appear in the quarter the course is retaken and will be used to compute the student's GPA. Upon repeating a course the first time, the new grade earned will replace the original grade thus eliminating the effect of the original grade on the current cumulative grade point average.
S - (Satisfactory) - Represents a passing grade in a course taken on a pass-fail basis. A grade of “S” earns credit but does not earn quality points or affect the grade point average.

U - (Unsatisfactory) - Represents a failing grade in a course taken on a pass-fail basis. A grade of “U” earns no credit or quality points and does not affect the grade point average.

TC - (Transfer Credit) - Represents transfer of credit from another college. Transfer credit does not affect the grade point average.

X - (Audit) - Represents the successful completion of an audited course. A grade of “X” earns no credit or quality points and does not affect the grade point average.

NOTE: When graded numerically, the following scale applies:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 – 100</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>80 - 89</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>70 - 79</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>60 - 69</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>less than 60</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Grade reports are issued to each student within two weeks after completion of each quarter. Each student’s report is recorded on his/her permanent record (academic transcript). A copy of this report is given to each student prior to beginning of the next scheduled quarter.

ACADEMIC DISHONESTY

Acts of academic dishonesty take many forms, the most common of which are cheating on tests and plagiarism in written work such as essays, examinations, term-papers, critiques, or directed studies.

Forrest College follows the procedure listed below for acts of academic dishonesty:

1. An instructor who identifies an act of academic dishonesty will report it to the program coordinator.
2. The program coordinator will schedule an interview with the student(s) and the faculty member to discuss and review the circumstances surrounding the incident.
3. The program coordinator, in consultation with the faculty member, will determine what academic penalty, if any, is warranted for the incident.
4. The program coordinator submits a recommendation to the president.
5. The president reviews the recommendation and makes a determination.
6. The determination of the president is final.
REQUESTING AN INCOMPLETE ("I") GRADE

Forrest College discourages the practice of assigning grades of incomplete "I" by instructors. Therefore, incompletes are to be assigned only in rare cases. Although the determination of a grade of incomplete is made by the instructor, the following are general guidelines concerning which are taken under consideration:

1. Based upon the judgment of the instructor, the student must have completed 80% of the course work/assignments.
2. The student must obtain a copy of the incomplete form, complete it, attach required documents/statements, and submit it to the instructor for approval.
3. The instructor must complete the appropriate section for approval and submit the form to the program coordinator.
4. If, in the opinion of the program coordinator, the request is warranted, approval is granted and the form is routed to the records office.
5. The record’s office notifies the instructor and the student with regard to the approval or denial of the request.
6. The student must complete all assignments required by the instructor no later than the beginning of the following quarter unless otherwise stipulated by the instructor.
7. The student must coordinate the submission of a grade change with the instructor within the required time period.
8. If the Records Office has not received a grade change from the instructor within the specified time, the grade of "I" for the course will automatically be changed to a final grade of "F."
9. The administration reserves the right to waive portions of this policy in extremely rare cases with significantly unusual circumstances.

SATISFACTORY ACADEMIC PROGRESS (SAP) - Qualitative

In order to maintain academic satisfaction, students must attain a Cumulative Grade Point Average (CGPA) of 2.0 or higher or be on academic probation; they must progress at a satisfactory rate toward completion of their program; and they must complete their program within a maximum of one and a half (1.5) times the normal program length. A student who does not maintain academic satisfaction is placed on academic probation.

The Records Office monitors academic satisfaction by calculating the Cumulative Grade Point Average (CGPA) for each student at the end of each grading period. Students are in good academic standing whose CGPA is 2.0 or higher, and are progressing in their program at an acceptable rate.
INITIAL PROBATIONARY PERIOD (SAP) Qualitative

The Initial Probationary Period is the next grading period, which begins after a student has been placed on academic probation. During this period the student remains eligible for Federal Financial Aid. The student is required to repeat any failed courses at the earliest possible date. Other conditions of probation may include limited course load, counseling, and suggested tutoring at the discretion of the academic program coordinator.

If, by the end of the Initial Probationary Grading Period, the student achieves a Cumulative Grade Point Average (CGPA) of 2.0, the student is removed from probation.

If, by the end of the Initial Probationary Grading Period, the student does not achieve a CGPA of 2.0 but does achieve a GPA of 2.0, then the student may continue on academic probation for a second grading period with the approval of the finance office and will maintain eligibility for Federal Financial Aid. If the student does not achieve a GPA of 2.0 or higher for this initial grading period the student will be terminated from the College.

In the event that a student is designated an unsatisfactory academic satisfaction status as the result of having an incomplete grade ("I"), the student is allowed to complete the incomplete course within the specified time frame (usually two weeks) and will remain eligible for Financial Aid until the final grade is submitted and calculated into the student's Cumulative Grade Point average (GPA).

Note that any student who is withdrawn will be charged the Program Interruption/Withdrawal fee.

SECOND PROBATIONARY PERIOD (SAP)

If, by the end of the Second Probationary Grading Period, the student achieves a Cumulative Grade Point Average (CGPA) of 2.0 or higher, he/she is removed from probation.

If the student has not achieved a Cumulative Grade Point Average (CGPA) of 2.0 or higher at the end of this second probationary grading period, the student will be academically suspended (withdrawn) from the College. During the student’s second probationary period the student remains eligible for Financial Aid.

Note that any student who is withdrawn will be charged the Program Interruption/Withdrawal fee.
REINSTATING ACADEMIC PROGRESS (SAP) - Qualitative

A student who has been terminated for failing to maintain “academic satisfaction” may be reinstated after one quarter by reapplying for admission to the College, retaking courses previously failed or demonstrating the skills applicable to student’s educational objectives, and demonstrating the academic ability to progress satisfactorily in the program; however a student will not be eligible for Federal Financial Aid during the reinstatement-grading period. If, by the end of the grading period, the student achieves a grade point average or 2.0 or better he/she will be considered to be in “satisfactory academic progress” and will be eligible for Federal Financial Aid consideration in subsequent grading periods.

MAXIMUM TIME FRAME FOR COMPLETION OF PROGRAM (SAP) - Quantitative

A student may take up to 1.5 times the planned program length to complete his/her program of study. Each student’s rate of progress is measured to ensure that the student has completed enough of the program at the end of each measurement point to enable him/her to finish the entire program within the maximum allowable time frame.

If, at 25% of the student’s maximum program length, the student has not completed 55% of the credit hours attempted toward the program of study and has not achieved a 2.0 cumulative grade point average, then the student will be placed on probation.

At 50% of the student’s maximum program length, the student must have a minimum CPGA of 2.0 and must have successfully completed 60% of all credit hours attempted toward his/her program of study or be academically suspended (withdrawn) from the College. No probationary status is allowed.

In the event that a student is designated an unsatisfactory academic progress status as the result of having an incomplete grade (“I”), the student is allowed to complete the incomplete course within the specified time frame (usually two weeks) and will remain eligible for Financial Aid until the final grade is submitted and calculated into the student’s maximum program length.

Note that any student who is withdrawn will be charged the Program Interruption/Withdrawal fee. (For Veterans exception see page 20).
**Sliding scale for the Maximum Time for Completion and Rate of Progress**

**Full-Time Student – Associate Degree Program**
- First year – must have completed 31.5 credit hours
- Second year – must have completed 63 credit hours
- Third year – must have completed 94.5 credit hours

**(SAP) MAXIMUM TIME FRAME FOR COMPLETION OF PROGRAM FOR RE-ENTERING STUDENTS AND STUDENTS CHANGING PROGRAMS/MAJORS**

Any student re-entering into the college in his/her original program of study will be measured by the same rate of progress as if he/she never withdrew.

If a student changes programs/majors, his/her maximum time frame will be adjusted to allow him/her to take the additional classes/courses necessary to complete his/her new program of study.

Rate of progress for all students re-entering into the college in a different program of study or any current student converting into a different program of study will be measured as follows:

*Any course previously attempted that is in the new program of study will be calculated in the student’s new maximum time frame for completion. Any course previously attempted that is not in the new program of study will not be calculated in the student’s new maximum time frame for completion.*

**(SAP) SLIDING SCALE FOR OTHER STUDENTS AND DIPLOMA PROGRAMS**

All other schedules are prorated accordingly. The diploma programs must be completed within a maximum of one and one-half (1.5) times the planned program length for a full-time student with 50% of the credits having been completed at the end of the first academic year.

If a student changes programs/majors, his/her maximum time frame will be adjusted to allow him/her to take the additional classes/courses necessary to complete his/her new program of study.

**(SAP) APPEALS FOR REINSTATEMENT**

Students, who believe they had extenuating circumstances, which impaired their ability to meet satisfactory academic progress standards,
must appeal their case no later than three weeks after the quarter ends. Appeals and supporting documentation must be submitted in writing to the academic program coordinators of the College. Please refer to the section on "Administrative Appeals Procedure" in this Catalog.

GRADUATION

Commencement ceremonies for candidates for the associate degree are held once a year. The College does not conduct a formal commencement ceremony for candidates for diploma and/or certificate programs. The College does not award honors recognition.

GRADUATION REQUIREMENTS

In order to maintain satisfactory status leading to graduation, students must complete the following requirements:

1. Have a minimum cumulative grade point average of 2.0.
2. Abide by all College rules and regulations.
3. Complete the minimum credit hours of credit required in the program in which the student is enrolled.
4. Achieve the specified, measurable objectives as identified in the College Catalog.
5. Settle all financial obligations to the College and be in good financial standing with the College.

RESIDENCY REQUIREMENTS

Candidates for an associate degree must complete a minimum of 22.5 credit hours in residence at the College. A student who has registered for courses to be taken at Forrest College is considered to be in residence.

CREDIT FOR PREVIOUS TRAINING

The College welcomes applications from students wanting to transfer credit from other accredited colleges.

Credits for courses taken at other colleges will be accepted provided the student earned a grade of “C” or better for each course and provided the courses are equivalent to those required in specific curricula of the College. Credit granted through transfer does not affect the student's grade point average.

Transfer of credit is approved by the Records Office Coordinator upon evaluation of official transcripts from accredited post-secondary institutions. Applicants are considered on their individual merits, and must submit their previous college's official transcript upon entering Forrest College.
Students should request evaluation of transcripts before having been accepted to the College. The College reserves the right to make the final determination as to allowable transfer of credits.

**Special Notice to Veterans Regarding Transcript Requirements:** All students that are Veterans attending under the GI Bill must submit an official transcript from any and all colleges that they have previously attended. The official transcript must be submitted no later than by the end of their second quarter. A student will not be certified for VA benefits beyond the end of the second quarter until transcripts are submitted for evaluation. This is in accordance with VA regulations.

**CREDIT BY EXAMINATION**

Students who offer satisfactory evidence of being qualified to earn credit for a course by examination may do so by contacting the Records Office. If the examination is passed, the students will receive appropriate college credit, which will not be included in the calculation of the grade point average. Exemptions for credit must have the approval of the student’s academic program coordinator. A grade of “B” (80-89) or better on an exemption test will result in credit given. Forms are available in the Records Office.

All credit by examinations will be subject to the following guidelines:

1. Authorization will be not be given for a course under any of the following circumstances:
   a. If the student has previously audited the course.
   b. If the student has previously scheduled and failed the course.
   c. If the student has previously scheduled for the course, but has withdrawn after the drop/add period (listed in the catalog).
   d. If the student is currently enrolled in the course.
   e. If the course is either a prerequisite or an introduction to a course already completed.

2. Other Requirements:
   a. Credits earned by institutional examination may not be used to satisfy more than one-half of the major field requirements in a program of study.
   b. A passing grade for credit by examination is a grade of 80 percent or higher.
   c. A fee will be assessed for each credit by examination attempted; no course may be attempted more than once.
   d. A student must be admitted or enrolled to the College at the time of application for credit by examination.

**CREDIT BY EXPERIENCE**

Previous work experience, current certification in certain skill areas, or acquired job-related skills, may qualify the student for course credit by
taking a credit by exam. Affidavits from employers, interviews with program coordinators, and, if deemed necessary, comprehensive examinations are used to validate previous experience in terms of academic credit and/or proficiency. *Please note that additional requirements might apply in some areas.

Students who believe, through previous experience or training, that they have acquired sufficient knowledge to meet the objectives of a required course or courses in their programs of study, may request examination credit. A student may request a form for credit by experience through the Records Office. The program coordinator reviews and makes the final determination of all credit by experience applications. Credits earned by experience in required courses count towards meeting the program requirements. Credit granted through experience does not affect the student’s grade point average. A fee applies for each request for credit by experience.

TRANSFERABILITY OF CREDITS

Forrest College prides itself on providing personalized instruction, attention, and services to students through a program of instruction that emphasizes a strong general studies component, occupational skills, and the building of self-esteem through participation in study groups, oral presentations, and other means. The programs of study offered by the College are intended to prepare individuals for careers and/or occupations and are not necessarily intended for transfer of credit. Forrest College does not guarantee, imply, or infer transferability of credit to any other college, and it must not be assumed that any courses or programs described can be transferred to another institution. Any decision on the comparability, appropriateness, and applicability of credits and whether they should be accepted is the decision of the receiving institution.

COURSE SUBSTITUTIONS

The program coordinator may alter a program of study by making a course substitution to benefit a student’s particular circumstance.

DROP/ADD PROCEDURES

A student must officially drop a class within the first week of the quarter to not be financially obligated. The student will receive a grade of “W” (withdrawal), for any classes officially dropped prior to mid-point of the quarter. After midpoint of the quarter, students who drop or withdraw from a class will receive a grade of “NC” (no credit), as their final grade. A student whose first enrollment begins at mid-term has two (2) days after the first class session in which to drop the class. A mid-term student who drops a class after the second day will be charged in full for the class and will receive an “NC” as their final grade.
The "add period" for enrolling in classes is one week from the beginning date of the regular class meeting. Students who begin classes during the mid-term will be allowed a two day "add period." Under special circumstances a student may be allowed to exceed these deadlines based on the approval of the program coordinator and the instructor of the course or courses that the student is seeking to add.

CHANGE OF PROGRAM OR ADDING A PROGRAM

A student who wants to transfer from one curriculum to a different curriculum, or add an additional program or specialization may request consideration to do so by completing the appropriate paperwork and submitting it for review to the College Admissions Committee. (Note: Any student transferring into another program must meet any additional requirements for that program which may include an interview with the program coordinator for that program.) The Admissions Committee will take action on each request for change and will notify the student as to his acceptance or rejection. Any student changing programs or adding a program will be charged a Change of Program Fee upon the student's acceptance into the program.

When a change occurs, hours earned (applicable to the new program with a grade of "C" or better) are transferred into the new program. A new maximum time frame to complete the new program will be calculated.

If there are no relevant courses to transfer to the new academic program, the student may “start over” in terms of a new maximum time frame.

A student may change programs up to a maximum of two (2) times.

ACADEMIC TRANSCRIPT REQUEST

Official transcripts of student records are issued only upon written request. A transcript fee applies and must be included with the transcript request. An official transcript will not be issued on behalf of a student who is not in satisfactory financial standing with the College.

POLICY REGARDING THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Students and parents of dependent students have the right to review a student’s educational records, to request amendment to a student’s educational records, to provide consent prior to disclosure of personally identifiable information, and to file a complaint with the US Department of Education regarding the failure of an institution to comply with FERPA. Students or parents are also advised that a hearing can be requested to challenge the contents of a student’s record, and the student will be given
the opportunity to place a statement regarding contested information in the record stating the nature of the disagreement.

1. A parent or student should make a request in writing in advance to review educational records. Records will be made available in the appropriate institutional office on an appointment basis within 45 days. Educational records may be copied at a per-copy fee of $1.00 one-sided and $2.00 two-sided.

2. A student has the right to request the amendment of the student’s education records that the student believes are inaccurate or misleading. They should write the College record’s office, clearly identify the part of the record with which they disagree, and specify why it is inaccurate or misleading. FERPA was not intended to provide a process to be used to question substantive judgments which are correctly recorded. The right to challenge is not intended to allow students to contest, for example, a grade in a course because they felt a higher grade should have been assigned. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the student when notified of the right to a hearing.

3. No personally identifiable information will be released to a third party without written consent of parent or student unless it is:
   a. to other school officials who have an educational interest in the information or to officials of another school where the student seeks or intends to enroll.
   b. to representatives of the Comptroller General of the United States, the Secretary of Education, or State and local educational authorities in connection with certain State or Federally supported educational programs.
   c. relating to financial aid and is necessary to determine eligibility for aid, determine amount of aid, determine conditions for the aid, enforce terms and conditions of the aid.
   d. to state and local authorities, within a juvenile justice system, pursuant to specific state law.
   e. to organizations conducting studies for educational agencies or institutions to develop, validate, or administer tests, administer student aid programs or improve instruction. No personally identifiable information will be released except to representatives of the organization and the information provided to the organization will be destroyed when no longer needed for the study.
   f. to an accrediting agency to carry out accrediting functions.
   g. to comply with a judicial order or subpoena.
   h. to meet a health or safety emergency.
   i. to an alleged victim of a crime of violence regarding the results of disciplinary proceedings against the alleged perpetrator of the crime.
4. A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC, 20202-4605.

5. Personally identifiable information which is designated as directory information includes student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities, degrees and awards received, and the most recent previous educational agency or institution attended.

RESERVATIONS AS TO PROGRAMS AND CHANGES
Forrest College reserves the right to make changes in its tuition and fees; add to, or withdraw members from its faculty and staff; rearrange its programs from time to time, as teaching policies make it desirable to do so; withdraw subjects, courses, and programs if registration falls below a minimum number; to change or waive any specific course requirement or course substitution in any area. However, if a course is required for a student to graduate on time, and that course is not scheduled to be offered and has not been previously dropped or failed by the student, Forrest College will make arrangements for that student to receive one-on-one instruction from a qualified faculty member.
5- STUDENT SERVICES

ACADEMIC AND PERSONAL GUIDANCE

Student assistance and support are high priorities at FJC. This process begins when the student meets with an admissions officer of the College regarding the programs offered by the College. Academic and personal guidance continue (if needed) throughout a student's enrollment. Students experiencing personal or academic problems are welcomed and encouraged to talk to staff and faculty members.

BEHAVIOR CODE

Forrest College expects its students to behave in a manner that is conducive to learning in an academic setting as well as one that is consistent with the professional and ethical standards of the profession that they have chosen. The following types of behavior are unacceptable and can constitute causes for dismissal:

- cheating in any form
- using indecent, vulgar, or profane language or gestures
- using alcoholic beverages or drugs at any time on College property or at College-sponsored/endorsed events
- possessing weapons of any kind
- threatening others either verbally, physically, or in writing
- viewing or downloading offensive (racist, sexual, prejudicial, hateful, violent, or pornographic) web sites
- demonstrating disruptive behavior of any sort
- engaging in other forms of inappropriate behavior as defined by the College
- destruction of college property

The College reserves the right to dismiss any student whose attitude and conduct are not consistent with the requirements or expectations of the College.

Students, faculty, and staff are responsible for familiarizing themselves with the posted regulations relative to emergency exits, warnings, and drills.

Cellular phones, pagers and beepers are not to be used within the classroom, staff offices, or learning resource center. Use of these devices during classroom time will be considered a violation as it is related to "disruptive behavior."

Students are also expected to adhere to good housekeeping and safety rules.
RULES AND PROCEDURES FOR THE USE OF COLLEGE COMPUTER SYSTEMS

1. A student may not load any games, applications, or anything other than class-related work on any lab or learning resource center.

2. Students are asked to run Norton Virus Scan before accessing any data on any disks (floppy disks, flash drives, memory sticks, CD-ROM, etc.).

3. Students will abide by the South Carolina Computer Abuse Act of 2001 which states: “It is unlawful for a person to willfully, knowingly, maliciously, and without authorization or for an unauthorized purpose to do any of the following: alter, damage, destroy, or modify a computer, computer system, computer network, computer software, computer program or data contained in such a computer, computer system, computer program, or computer network, or to introduce a computer contaminant into the computer, computer system, computer program, or computer network.”

4. A student may not view or download any offensive (racist, sexist, prejudicial, hateful, violent, or pornographic) material. Any student found to be in violation of the aforementioned will be immediately and permanently expelled.

5. A student may not alter the desktop setting or any other setting on any computer on the school premises.

6. Forrest College computers are for Forrest College student use only.

7. Students shall not install their own personal Internet services or Instant messaging services on any Forrest College computer. Any student found to be in violation of the aforementioned will be denied use of all campus computers and may be expelled from the College.

8. A student may not use staff computers at any time. Any student found to be in violation of the aforementioned will be immediately and permanently expelled.

9. No food or drink is allowed in the computer lab areas.

10. No children are allowed in the computer lab areas.
SUBSTANCE ABUSE POLICY

Forrest College is committed to providing a safe and healthy environment for its students. Furthermore, FJC will assist students who seek rehabilitation. The College has adopted the following policy:

The College prohibits anyone from possessing or being under the influence of alcohol or illegal drugs while on the campus. The college administration may dismiss anyone who violates this policy. The sale, use, or possession of illegal drugs or other controlled substances while on campus will result in immediate disciplinary action by the President, the police will be summoned, and the student will likely be expelled.

Persons who believe they are in need of rehabilitation because of alcohol or substance abuse are encouraged to seek the assistance of the College. Such requests for assistance will be held in strict confidence and will not become a part of a student’s or employees permanent record. The College will assist the person in finding the appropriate agency for assistance.

STUDENT LOUNGE

Forrest College provides a student lounge which provides comfortable seating for students wishing to relax during breaks from academic activities. The student lounge provides vending machines for a student’s convenience.

TELEPHONES

Public Telephone: A telephone is located in the student lounge for a student’s use. The phone is free of charge and is limited to local calls only.

Calls for Students: Class interruptions are discouraged. Students are contacted only under emergency conditions. Classes are interrupted only in the case of emergency, usually health or safety related. Callers must divulge the nature of the emergency in order to determine the appropriate response.

SMOKING AND TOBACCO USE POLICY

All of Forrest College’s buildings are designated non-smoking and are free from tobacco use. Students wishing to smoke or use any form of tobacco may do so outside in the designated areas.
HOUSING

Forrest College does not offer campus housing for students. Within the Anderson area a variety of housing options are available; however, securing housing is the student's responsibility.

HEALTH SERVICES

Extensive health care services are not available on the campus. A first aid kit is kept on the premises and emergency care will be summoned when necessary. Forrest College and its staff accept no responsibility for the provision of health care or for charges incurred for emergency care requested and/or required. In case of emergency, please call 911.

PLACEMENT SERVICES

Enrollment at the College or completion of a program of study at the College does not guarantee employment.

Graduates may register with the Career Advisement Office one quarter prior to graduation. The Career Advisement Office conducts one-on-one counseling with prospective graduates to best determine the graduate's skills, in an attempt to match individual skills with employers' needs.

Graduates are requested to make annual contact with the Career Advisement Office so that accurate placement statistics can be gathered.

LEARNING RESOURCE CENTER/LIBRARY

The College provides extensive library-related resources for its students and faculty through its participation in the Library and Information Resources Network (LIRN). LIRN is a consortium of over 45 educational institutions ranging in size from less than 100 students to multi-campus universities with thousands of students. The LIRN library contains a core collection that includes Infotrac databases: Academic ASAP, Academic OneFile, Business Resource Center, Criminal Justice Center, Computer, Custom Newspapers, General Business File, Health & Wellness Resource Center, Health Academic, Legaltrac, Literature, Newsletters, One File, Opposing Viewpoints, Student Resource Center, Proquest’s Psychology database, the Electric Library and Bowker databases. The College has also added additional databases, including the Proquest Academic, Proquest Medical, and ABI Global modules. It is estimated that there are over 170,000,000 articles, television and radio transcripts, photographs, video and audio clips, encyclopedias, books periodicals and reference titles in the collection.

LIRN continues to expand its offerings to member institutions, presently providing its members with on-line access to ten databases containing
full-text newspaper, newsletter, journal, and magazine articles. In addition to three general academic databases, the LIRN virtual library contains business and computer databases, providing user-friendly access to vast resources that support the academic programs offered by the College.

The College’s computer information network provides access to LIRN from all computers at the College. Computers are located in the library, every classroom, and computer lab. Students are assigned e-mail accounts and remote access identification numbers when they begin classes at the College so that they may use LIRN at home or any other place where connection to the Internet is possible.

The LIRN training module provides tutorials, guided tours, marketing materials, LIRN publications and a list of web seminars (webinars) that are available to faculty, staff, and students. The Library staff is available to provide reference services and orient new students to research techniques. Additional instruction is provided students in CIS125, Internet Basics. The faculty and the library staff work together to provide instructional support to students. Instructors provide similar support to students.

Extensive resources are also available through the Anderson County Public Library System, Project Gutenburg, and the Think Quest Library to further enhance the resources of the College Library.

**STUDENT ACTIVITIES**

Participation in extra-curricular activities is somewhat limited at FJC for the following reasons: FJC is not designed for student residency, a large percentage of students have full-time jobs, and many students have children and other family obligations. The College does, however, sponsor some social/extra-curricular activities each year for its students. These activities include pizza parties, cookouts, outside speakers, and other social gatherings. These functions, plus the size of the College, enable students to get to know each other as well as members of the faculty and staff.

**CHILD-CARE SERVICE**

The College has available a free child sitting service for children of our program-enrolled students while attending classes at the College. In order to qualify for childcare, children must be walking independently but not older than 13 years of age. Children need not be potty trained. Additionally, the child must be a member of the student’s immediate family (a son or daughter, or legal custody of student). Childcare services are provided during our normal hours of operation. The College reserves the right to deny childcare services to children who are disrespectful, who threaten others, who misbehave beyond acceptable boundaries, and who
do not conform to the rules of the childcare center. The childcare service at FJC is a **privilege**, not a right and may be revoked at any time.

**CAMPUS SECURITY**

Forrest College makes every effort to maintain a secure campus. In keeping with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the College makes available to all current and prospective students, staff, and faculty, upon request, the College policies and procedures for maintaining campus security. In the fall of each year, the College publishes the “Campus Security Report” brochure as required by the Higher Education Amendments of 1992. This report is available in the administrative offices and on-line. It may be downloaded from the College website, www.forrestcollege.edu.

All students and employees are encouraged to report any crime occurring on campus to the president of the College. While Forrest College strives to provide a safe and secure learning environment, the College assumes no responsibility for loss of books or personal property on campus.

**ADMINISTRATIVE APPEALS PROCEDURE**

Recognizing that each student is a unique individual with different needs, concerns, and perceptions, it is the policy of this institution to attempt to meet students’ needs and concerns, if the institution is reasonably able to do so. The institution also recognizes that differences may arise between the student and the institution concerning some aspect of the services provided by the institution. As such, this institution has established procedures in this section to resolve such differences quickly and fairly. Any student who feels that the institution has not discharged its obligations to the student in any manner shall follow the procedures contained in this section and shall be bound by the final resolution brought by these procedures. Failure to do so will result in the student being bound by the administration’s decision on the matter and will bar the student from taking any other action against the institution or seeking redress in any other manner or forum.

If the student feels the institution has failed to discharge its obligation, he/she should promptly notify the president in writing. Written notification shall include a detailed description of the problem and shall be presented to the president as promptly as possible and in no event later than 30 days after the problem arises. The president will address the student’s written concern in a prompt manner and as quickly as is reasonable under the circumstances.

Once the president has proposed a solution to resolve the matter with the student, the student shall have 21 calendar days to decide whether or not the president’s proposal is satisfactory to the student. If the student is not
satisfied with the proposal, either the student or the president can suggest alternate solutions, during the 21-day period. If the president and the student cannot agree on a satisfactory resolution of the problem within the 21-day period, the student may make a written request that the matter be submitted to binding arbitration by the 28th day. If the student fails to do so, the student will be deemed to accept the president's resolution of the issue, and the student shall be barred from raising that issue or any related issue in any other manner, proceeding, or forum, within or outside of the institution.

If the student requests binding arbitration, the student and president shall follow the procedures in the Administrative Procedures Manual. The arbitrator's decision shall be binding upon the school and the student and shall not be subject to appeal except on the basis listed in the Administrative Procedures Manual. The arbitration procedures are available in the Administrative Procedures Manual shall be provided to any student upon request.

The purpose of the administrative appeals/arbitration procedure is to bring about a fair and quick resolution to situations where a student believes that the institution has failed to comply with the terms of the student's enrollment or otherwise owes a lawful obligation to the student that is not being adequately discharged. It shall in no way limit the administration's exclusive right and obligation to make decisions in the day-to-day operation of the institution and to establish policies. Decisions regarding matters such as dress code, student conduct, grades, class scheduling, and physical plant (campus) operations shall not be subject to the Administrative Appeals/Arbitration Process unless the decision may result in a breach of a lawful obligation owed to the student by the institution.

In the event that the student feels he has made a reasonable effort to obtain satisfaction through the administrative appeals/arbitration process of the College, the student may file a written complaint with the South Carolina Commission on Higher Education, 1333 Main Street, Suite 200, Columbia, SC, 29201 (803) 737-2260, Fax (803) 737-2297, or the Accrediting Council for Independent Colleges and Schools, 750 First Street, NE, Suite 980, Washington, DC 20002-4242, (202) 336-6780.

The complaint must disclose the name of the complainant and must include any evidence bearing on the issues and documentation that a reasonable effort was made to resolve the complaint directly with the institution. The Commission will review the facts as set forth in the complaint and may intervene, as appropriate, to bring the matter to a satisfactory conclusion. Such intervention shall be limited to facilitating settlement through negotiation and shall not include legal action for any party.
6 - ACADEMIC PROGRAMS
BUSINESS PROGRAM OFFERINGS
ASSOCIATE IN APPLIED SCIENCE DEGREE IN
BUSINESS ADMINISTRATION (AS/BA)

The core of business courses within the Business Administration program provides a study of the structure, function, and procedures of standard business operation. This program prepares the student for an entry-level position which may lead to a supervisory position, office or departmental management, or organization of one's own business. Upon graduation the student is awarded the Associate in Applied Science Degree in Business Administration.

<table>
<thead>
<tr>
<th>Area I: Core Component</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC100 Principles of Accounting I</td>
<td>3.0</td>
</tr>
<tr>
<td>ACC101 Accounting Lab: Computer Applications 1</td>
<td>1.5</td>
</tr>
<tr>
<td>BUS105 Introduction to Business</td>
<td>4.5</td>
</tr>
<tr>
<td>CIS100 Introduction to Computer Information Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS125 Internet Basics</td>
<td>1.5</td>
</tr>
<tr>
<td>ENG120 English Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td>SCI120 Principles of College Mathematics</td>
<td>4.5</td>
</tr>
</tbody>
</table>

**Component Total** 22.5

<table>
<thead>
<tr>
<th>Area II: Major Component</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS130 Principles of Management</td>
<td>4.5</td>
</tr>
<tr>
<td>BUS135 Principles of Marketing</td>
<td>4.5</td>
</tr>
<tr>
<td>BUS150 Human Resources Management</td>
<td>4.5</td>
</tr>
<tr>
<td>BUS250 Strategic Management</td>
<td>4.5</td>
</tr>
<tr>
<td>LEG200 Business Law, or Approved Elective</td>
<td>4.5</td>
</tr>
<tr>
<td>SOC110 Ethics</td>
<td>4.5</td>
</tr>
<tr>
<td>BUS140 Consumer Behavior</td>
<td>4.5</td>
</tr>
</tbody>
</table>

**Component Total** 31.5

<table>
<thead>
<tr>
<th>Area III: General Education Component</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG125 Professional Communications</td>
<td>4.5</td>
</tr>
<tr>
<td>ENG200 English Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td>SCI210 Introduction to Research and Statistics</td>
<td>4.5</td>
</tr>
<tr>
<td>SOC125 Principles of Psychology</td>
<td>4.5</td>
</tr>
<tr>
<td>SOC245 Economics I: Microeconomics, or Approved Elective,</td>
<td>4.5</td>
</tr>
</tbody>
</table>

**Component Total** 22.5

**Area IV: Elective Component 13.5**

*Choose Bus. Administration Emphasis Area or electives chosen in consultation with an Academic advisor*

**Minimum Total Credit Hours Required For Graduation** 90.0

For the period July 1, 2010, through June 30, 2011, retention in the Associate Degree program was 78%. 90% of the graduates of this program were placed in jobs directly or indirectly related to their training, or are continuing their education.
AREAS OF EMPHASES FOR THE
ASSOCIATE IN APPLIED SCIENCE DEGREE IN BUSINESS
ADMINISTRATION

Students in the program leading to the Associate in Applied Science Degree in Business Administration are not required to choose an area of emphasis; however, they may choose to substitute one of the options (emphases) listed below instead of their Area IV Elective Component. Should the student choose to exercise this option, he/she may have to add an additional course(s) to the basic program in Business Administration in order to complete this program of study.

Accounting (AS/BA-Accounting)
The emphasis in Accounting is for the student who wants training in the fundamentals of double-entry bookkeeping. The student will learn to keep a set of books and to handle many types of business transactions. Graduates may work in entry-level accounting/bookkeeping positions and/or maintain accounting records for small businesses. Upon graduation the student is awarded the Associate in Applied Science Degree in Business Administration with an Emphasis in Accounting.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC115</td>
<td>Principles of Taxation: Personal</td>
<td>3.0</td>
</tr>
<tr>
<td>ACC120</td>
<td>Principles of Accounting II</td>
<td>4.5</td>
</tr>
<tr>
<td>ACC200</td>
<td>Managerial Accounting</td>
<td>4.5</td>
</tr>
<tr>
<td>ACC205*</td>
<td>Cost Accounting</td>
<td>4.5</td>
</tr>
<tr>
<td>CIS130</td>
<td>Computer Information Systems, or</td>
<td></td>
</tr>
<tr>
<td>CIS210</td>
<td>Spreadsheet Concepts &amp; Applications</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Component Total: 19.5

Minimum Total Credit Hours Required For Graduation: 91.5

*NOTE: ACC205 substitutes for the major component elective

Child Care Management (AS/BA-CCM)
The emphasis in Child Care Management prepares individuals for positions in childcare facilities and day-care centers as well as to manage one’s own private child-care service. This program is designed for persons who are seeking initial training or for those persons with experience seeking to update and enhance their skills. Upon graduation, the student is awarded the Associate in Applied Science Degree in Business Administration with an Emphasis in Child Care Management.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS245</td>
<td>Entrepreneurship &amp; Small Business Management</td>
<td>4.5</td>
</tr>
<tr>
<td>BUS285C</td>
<td>Internship - Child Care Management</td>
<td>3.0</td>
</tr>
<tr>
<td>CED100</td>
<td>Introduction to Child Care</td>
<td>3.0</td>
</tr>
<tr>
<td>CED141</td>
<td>Creative Educational Experiences I</td>
<td>3.0</td>
</tr>
<tr>
<td>CED146</td>
<td>Creative Educational Experiences II</td>
<td>3.0</td>
</tr>
<tr>
<td>CED236</td>
<td>Methods and Materials in Early Childhood</td>
<td>3.0</td>
</tr>
<tr>
<td>CED241</td>
<td>Early Childhood Growth and Development I</td>
<td>3.0</td>
</tr>
<tr>
<td>CED246</td>
<td>Early Childhood Growth and Development II</td>
<td>3.0</td>
</tr>
<tr>
<td>CED250</td>
<td>Guidance and Classroom Mgmt-High Scope</td>
<td>3.0</td>
</tr>
</tbody>
</table>
HEA135  First Aid and Safety  3.0
Component Total  31.5
Minimum Total Credit Hours Required For Graduation  99.0

NOTE: BUS245 Substitutes for BUS250
CED241 substitutes for BUS140

NOTE: Background checks such as SLED or Criminal background may be required to work in this field.

Computer Repair and Service (AS/BA-CRST)
The Computer Repair and Service Program prepares individuals for entry-level positions in wholesale and/or retail computer environments as PC repair technicians, technical support service technicians, or other entry-level information technology positions. The program also prepares students, on a basic level, for starting and managing their own businesses in computer repair and service. An internship provides practical hands-on experience. Graduates are eligible and strongly encouraged to take the National Certification Examination for A+ Certified Computer Repair Technician after successful completion of the program. Persons considering this program of study should note that employers of computer repair technicians are more likely to show employment preference to individuals who have taken and successfully passed the A+ certification exam. Upon graduation, the student is awarded the Associate in Applied Science Degree in Business Administration with an emphasis in Computer Repair and Service.

CIS110  Computer Operating Systems  3.0
CIS150  Introduction to Networking, or approved elective  3.0
CRT106  Computer Repair - Hardware  4.5
CRT116  Computer Repair - Software  4.5
CRT285  Internship, or approved elective  3.0
Component Total  18.0

Minimum Total Credit Hours Required For Graduation  94.5

Legal Assisting/Paralegal Studies (AS/BA-Paralegal Studies)
The emphasis in Legal Assisting and Paralegal studies offers various courses that provide practical experience and knowledge in a wide range of legal practice. Graduates of this program should be prepared to offer assistance to attorneys in a wide range of legal matters; drafting formal pleadings, interviewing clients, gathering and analyzing information, administering estate settlements as well as by assisting attorneys in court. Graduates may work in a variety of settings including law firms, corporations, banks, insurance companies, government agencies, public defenders offices and district attorneys offices. Upon graduation, the student is awarded the Associate in Applied Science Degree in Business Administration with an emphasis in Legal Assisting/Paralegal.
<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEG100</td>
<td>Legal Terminology</td>
<td>3.0</td>
</tr>
<tr>
<td>LEG105</td>
<td>Introduction to Law and Legal Methods</td>
<td>4.5</td>
</tr>
<tr>
<td>LEG120</td>
<td>Law Office Management</td>
<td>4.5</td>
</tr>
<tr>
<td>LEG210</td>
<td>Civil Litigation I</td>
<td>4.5</td>
</tr>
<tr>
<td>LEG215</td>
<td>Civil Litigation II</td>
<td>4.5</td>
</tr>
<tr>
<td>LEG220</td>
<td>Real Property</td>
<td>4.5</td>
</tr>
<tr>
<td>LEG225</td>
<td>Torts</td>
<td>4.5</td>
</tr>
<tr>
<td>LEG240</td>
<td>Legal Research I</td>
<td>4.5</td>
</tr>
<tr>
<td>LEG245</td>
<td>Legal Research II</td>
<td>4.5</td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>Choose one from the Courses below</td>
<td>4.5</td>
</tr>
</tbody>
</table>

- **BUS285** Internship
- **LEG110** Criminal Law & Procedure
- **LEG115** Domestic Relations
- **LEG205** Business Associations
- **LEG230** Wills, Trusts, and Probate

Component Total: 43.5

Minimum Total Credit Hours Required For Graduation: 120.0

**Legal Office Administration (AS/BA-Legal Office Administration)**

The Legal Office Administration Program prepares individuals for administrative assistant positions in both the public and private sectors. Graduates may work in a variety of employment possibilities which include, but is not limited to commercial organizations, government agencies, court systems, corporate legal departments, and other business settings. Graduates may assist in the preparation of legal documents including pleadings, motions, contracts, research memoranda, discovery, settlement agreements, and trial briefs. Job responsibilities may include managing client files, organizing records, documenting and scheduling litigation dates, and coordinating court appearances. Upon graduation, the student is awarded the Associate in Applied Science Degree in Business Administration with an emphasis in Legal Office Administration.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS130</td>
<td>Computer Information Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>KEY105</td>
<td>Keyboarding Speed and Development, or approved elective</td>
<td>3.0</td>
</tr>
<tr>
<td>LEG105</td>
<td>Introduction to Law and Legal Methods</td>
<td>4.5</td>
</tr>
<tr>
<td>LEG120</td>
<td>Law Office Management</td>
<td>4.5</td>
</tr>
<tr>
<td>OFF135-L</td>
<td>Machine Dictation Transcription-Legal Emphasis, or approved elective</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Component Total: 18.0

Minimum Total Credit Hours Required For Graduation: 90.0

*NOTE: LEG120 substitutes for BUS130*
Medical Office Administration (ASBA-Medical Office Administration)
The Medical Office Administration Program prepares individuals with the basic skills and knowledge in administrative and clerical functions needed in hospitals, clinics, doctors’ offices, and other medical environments. Graduates may become employed as front office assistants, medical receptionists, hospital ward secretaries, insurance coders, medical billing clerks, insurance billing technicians, hospital admissions clerks, and medical transcriptionists. With experience, individuals who successfully complete the program may assume supervisory responsibilities within these job settings. Upon graduation, the student is awarded the Associate in Applied Science Degree in Business Administration with an Emphasis in Medical Office Administration.

CIS130 Computer Information Systems 3.0
HEA110 Medical Terminology 3.0
HEA150 Introduction to Medical Assisting 3.0
HEA160 Medical Office Management 3.0
HEA165 Medical Office Procedures, or approved elective 3.0
HEA190 Medical Coding & Insurance Processing 3.0
KEY105 Keyboarding Speed and Development, or approved elective 3.0
OFF135-M Machine Dictation Transcription-Medical Emphasis, or approved elective 3.0
Component Total 24.0

Minimum Total Credit Hours Required For Graduation 96.0

NOTE: HEA160 is substituted for BUS130

Office Administration (AS/BA-Office Administration)
The Office Administration Program prepares individuals as administrative or executive assistant positions in a wide range of office settings. Graduates of this program should be prepared to work as administrative assistants, secretaries, office technicians, data entry clerks, desk clerks, information systems operators, and word processing technicians, and to offer assistance as a member of the administrative staff. Upon graduation, the student is awarded the Associate in Applied Science Degree in Business Administration with an emphasis in Office Administration.

CIS130 Computer Information Systems 3.0
CIS215 Desktop Publishing 3.0
KEY105 Keyboarding Speed and Development, or approved elective 3.0
OFF135 Machine Dictation Transcription, or approved elective 3.0
OFF145 Professional Office Procedures 3.0
ELE Choose one CIS, KEY, or OFF Elective Course 3.0
Component Total 18.0

Minimum Total Credit Hours Required For Graduation 94.5
Office Systems Technology (AS/BA-Office Systems Technology)
The Office Systems Technology Program provides training in the specialized skills and knowledge of office software applications needed by the office employee in a modern business environment. Students study the Microsoft Office XP Suite and learn the applications of such software within normal business practice, organization and business problem solving. The student is strongly encouraged to take the Microsoft Office User Specialist (MOUS) certification exam specific to each CIS course content area. Graduates may work in entry-level positions for businesses needing individuals trained in computer applications and other office skills needed for success in the high-tech office environment. With time and satisfactory work experience, the individual may assume additional supervisory responsibilities. Upon graduation, the student is awarded the Associate in Applied Science Degree in Business Administration with an Emphasis in Office Systems Technology.

CIS130     Computer Information Systems    3.0
CIS205     Word Processing Concepts and Applications   3.0
CIS210     Spreadsheet Concepts and Applications    3.0
CIS215     Desktop Publishing                     3.0
CIS220     Database Concepts and Applications      3.0
OFF145     Professional Office Procedures          3.0
Component Total                                    18.0

Minimum Total Credit Hours Required For Graduation 94.5
The Administrative Office Assistant Program is intended for individuals who seek basic entry-level skills and attitudes that help prepare them for that “first” office job. The program should benefit individuals who have been away from office work and wish to update and improve their skills. Graduates with no prior office experience should be able to work in entry-level office positions in such jobs as file clerk, receptionist, and general office assistant. Courses satisfactorily completed with a grade of “C” or better in this program may be transferred toward more advanced study in the associate degree program in Business Administration. After having satisfactorily met course and other requirements, the student is awarded an Administrative Office Assistant Diploma.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS105</td>
<td>Introduction to Business</td>
<td>4.5</td>
</tr>
<tr>
<td>BUS115</td>
<td>Personal Finance</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS120</td>
<td>Life Planning</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS125</td>
<td>Basic Letter &amp; Memo Writing, or Approved Elective</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS100</td>
<td>Introduction to Computer Information Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS125</td>
<td>Internet Basics</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS130</td>
<td>Computer Information Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS205</td>
<td>Word Processing Concepts &amp; Applications</td>
<td>3.0</td>
</tr>
<tr>
<td>ENG120</td>
<td>English Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td>ENG125</td>
<td>Professional Communications</td>
<td>4.5</td>
</tr>
<tr>
<td>KEY105</td>
<td>Keyboarding Speed and Skill Development</td>
<td>3.0</td>
</tr>
<tr>
<td>OFF100</td>
<td>Bookkeeping, or Approved Elective</td>
<td>1.5</td>
</tr>
<tr>
<td>OFF105</td>
<td>Data Entry</td>
<td>3.0</td>
</tr>
<tr>
<td>OFF135</td>
<td>Machine Dictation Transcription</td>
<td>3.0</td>
</tr>
<tr>
<td>OFF145</td>
<td>Professional Office Procedures</td>
<td>3.0</td>
</tr>
<tr>
<td>SCI120</td>
<td>Principles of College Mathematics</td>
<td>4.5</td>
</tr>
<tr>
<td>SOC125</td>
<td>Principles of Psychology</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Minimum Total Credit Hours Required For Graduation 55.5

For the reporting period July 1, 2010 through June 30, 2011, retention and placement information is not available.
COMPUTER TECHNOLOGY PROGRAM OFFERINGS

COMPUTER REPAIR AND SERVICE TECHNICIAN (CRST)

The Computer Repair and Service Technician program prepares the student for an entry-level position in wholesale or retail computer environments. Students will learn to build, repair, and/or maintain personal computers. Other career opportunities include: information systems installation, maintenance, and repair. Software application knowledge is stressed as an integral component of troubleshooting and diagnostic service/repair problems. Students study Microsoft Windows Vista® Operating System and learn software applications in normal business practices. The Computer Repair portion of the program was developed in accordance with the guidelines recommended by the Computing Technology Industry Association (CompTIA). Upon successful completion of this program graduates are eligible to take the National Certification Examination for A+ Certified Computer Repair Technicians.

Courses satisfactorily completed with a grade of “C” or better in this program may be transferred toward more advanced study in the Associate in Applied Science Degree program in Business Administration. Graduates who are interested in starting and managing their own businesses are encouraged to pursue the Associate degree. Graduates may work as a PC repair technician, a technical support service technician, or in other entry-level information technology positions. Upon graduation, the student is awarded a Computer Repair and Service Technician Diploma.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS105</td>
<td>Introduction to Business</td>
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</tr>
<tr>
<td>BUS115</td>
<td>Personal Finance</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS120</td>
<td>Life Planning</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS100</td>
<td>Introduction to Computer Information Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS110</td>
<td>Computer Operating Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS125</td>
<td>Internet Basics</td>
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<tr>
<td>CIS130</td>
<td>Computer Information Systems I</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS150</td>
<td>Introduction to Networking, or Approved Elective</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS285</td>
<td>Internship, or Approved Elective</td>
<td>3.0</td>
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<tr>
<td>CRT100</td>
<td>Computer Repair Hardware I</td>
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<tr>
<td>CRT105</td>
<td>Computer Repair Hardware II</td>
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<tr>
<td>CRT110</td>
<td>Computer Repair-Software Concepts I</td>
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<tr>
<td>CRT115</td>
<td>Computer Repair-Software Concepts II</td>
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<tr>
<td>ENG120</td>
<td>English Composition I</td>
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<tr>
<td>ENG125</td>
<td>Professional Communications</td>
<td>4.5</td>
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<tr>
<td>OFF100</td>
<td>Bookkeeping, or approved elective</td>
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</tr>
<tr>
<td>SCI120</td>
<td>Principles of College Mathematics</td>
<td>4.5</td>
</tr>
<tr>
<td>SOC110</td>
<td>Ethics</td>
<td>4.5</td>
</tr>
<tr>
<td>SOC125</td>
<td>Principles of Psychology</td>
<td>4.5</td>
</tr>
<tr>
<td>CIS ELE</td>
<td>(Courses are selected with the consultation of an advisor)</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Minimum Total Credit Hours Required for Graduation**: 66.0

For the reporting period July 1, 2010 through June 30, 2011, retention and placement information is not available.
The Network Repair and Service Technician program prepares the student for an entry-level position in the wholesale or retail computer environment installing, repairing, and/or maintaining computer networks. Software application knowledge is an integral component of this program for troubleshooting and diagnosing service and repair problems. Students of this program will study the Microsoft Windows Vista® Operating System and learn the applications of such software within normal business practices and business problem solving. The Network Repair and Service portion of the program was developed in accordance with the guidelines recommended by the Computing Technology Industry Association (CompTIA). Included are fundamentals of local area networks (LANs), configuring and installing the TCP/IP clients, and other networking technologies. This class will also cover materials dealing with the duties of a network administrator, good troubleshooting practices, and issues involved in network security. After successful completion of this program, and usually within 18-24 months experience in the IT industry, graduates are encouraged to take the Network+ Certification.

Courses satisfactorily completed with a grade of “C” or better in this program may be transferred toward more advanced study in the Associate Degree in Applied Science program in Business Administration. Graduates who are interested in starting and managing their own businesses are encouraged to pursue the Associate degree. Graduates may work as a network repair technician, a technical support service technician, or in other entry-level information technology positions. Upon graduation, the student is awarded a Network Repair and Service Technician Diploma.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS105</td>
<td>Introduction to Business</td>
<td>4.5</td>
</tr>
<tr>
<td>BUS115</td>
<td>Personal Finance</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS120</td>
<td>Life Planning</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS100</td>
<td>Introduction to Computer Information Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS110</td>
<td>Computer Operating Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS125</td>
<td>Internet Basics</td>
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</tr>
<tr>
<td>CIS130</td>
<td>Computer Information Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS150</td>
<td>Introduction to Networking</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS155</td>
<td>Networking I-Intro to Hardware and the OSI Model</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS160</td>
<td>Networking II-The OSI Model and Network Protocols</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS165</td>
<td>Network Operating Systems I</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS170</td>
<td>Network Operating Systems II</td>
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<td>Internship, or approved elective</td>
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<tr>
<td>ENG120</td>
<td>English Composition I</td>
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<tr>
<td>ENG125</td>
<td>Professional Communications</td>
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<tr>
<td>OFF100</td>
<td>Bookkeeping, or Approved Elective</td>
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</tr>
<tr>
<td>SCI120</td>
<td>Principles of College Mathematics</td>
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<tr>
<td>SOC110</td>
<td>Ethics</td>
<td>4.5</td>
</tr>
<tr>
<td>SOC125</td>
<td>Principles of Psychology</td>
<td>4.5</td>
</tr>
<tr>
<td>ELE</td>
<td>(Courses are selected with the consultation of an advisor)</td>
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</tr>
</tbody>
</table>

Minimum Total Credit Hours Required for Graduation 66.0

For the period July 1, 2010 through June 30, 2011, retention in the Network and Repair Diploma program was 100%. Placement statistics are not available for this reporting period.
CRIMINAL JUSTICE PROGRAM OFFERINGS

Associate in Applied Science Degree in Criminal Justice (AS/CRJ)
The Associate in Applied Science in Criminal Justice degree program provides the student with a foundation in the structure, function, and procedures of the criminal justice system which may lead to employment opportunities in various criminal justice environments, in both public and private sectors. Students enroll in this program to seek initial employment or career advancement opportunities in law enforcement: detention or correctional facilities, corporate security, public safety, private investigation, or insurance investigation. The graduate of this program may also wish to consider opening his or her own business in a related field. Students may choose an emphasis in law enforcement, corrections, or private security. This degree consists of a minimum of 90 Credit Hours. After successful completion, graduates will be awarded the Associate in Applied Science Degree in Criminal Justice.

Area 1: Core Component

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS100</td>
<td>Introduction to Computers Information Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS125</td>
<td>Internet Basics</td>
<td>1.5</td>
</tr>
<tr>
<td>CRJ100</td>
<td>Introduction to Criminal Justice</td>
<td>4.5</td>
</tr>
<tr>
<td>CRJ110</td>
<td>Criminal Law</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>Component Total</td>
<td>13.5</td>
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</tbody>
</table>

Area 2: Major Component

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ115</td>
<td>Criminology</td>
<td>4.5</td>
</tr>
<tr>
<td>CRJ120</td>
<td>Constitutional Law</td>
<td>4.5</td>
</tr>
<tr>
<td>CRJ130</td>
<td>Police Administration</td>
<td>4.5</td>
</tr>
<tr>
<td>CRJ230</td>
<td>Criminal Evidence</td>
<td>4.5</td>
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<tr>
<td>CRJ235</td>
<td>Correctional Systems</td>
<td>4.5</td>
</tr>
<tr>
<td>CRJ240</td>
<td>Probation, Pardon, and Parole</td>
<td>4.5</td>
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<tr>
<td>PHI110</td>
<td>Ethics</td>
<td>4.5</td>
</tr>
<tr>
<td>SOC220</td>
<td>American Government</td>
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</table>

Area 3: General Education Component

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG120</td>
<td>English Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td>ENG125</td>
<td>Professional Communications, or</td>
<td></td>
</tr>
<tr>
<td>ENG200</td>
<td>English Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td>SCI120</td>
<td>Principles of College Mathematics</td>
<td>4.5</td>
</tr>
<tr>
<td>SOC125</td>
<td>Principals of Psychology</td>
<td>4.5</td>
</tr>
<tr>
<td>SOC130</td>
<td>Introduction to Sociology</td>
<td>4.5</td>
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<td>Component Total</td>
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</table>

Area 4: Elective Component

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ ELE</td>
<td>Criminal Justice electives (3 courses)</td>
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</tr>
<tr>
<td>Elective</td>
<td>General (selected with the consultation of an advisor)</td>
<td>4.5</td>
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<tr>
<td></td>
<td>Component Total</td>
<td>18.0</td>
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</tbody>
</table>

Minimum Total Credit Hours Required for Graduation 90.0

For the period July 1, 2010, through June 30, 2011, retention in the Associate Degree program was 83%. 29% of the graduates of this program were placed in jobs directly or indirectly related to their training, or are continuing their education.
Elective Options for Students
Interested in a Specific Field within Criminal Justice

*Students may elect one of the following options using the courses indicated as elective courses in Area 4: Elective Component*

**Option 1: Law Enforcement**
- CRJ140  Criminal Justice Report Writing  4.5
- CRJ225  Police Community Relations  4.5
- CRJ260  Criminal Investigations  4.5

**Option 2: Corrections**
- SOC120  Social Problems  4.5
- SOC225  Juvenile Delinquency  4.5
- CRJ270  Special Problems in Criminal Justice  4.5

**Option 3: Private Security**
- CRJ105  Introduction to Security  4.5
- CRJ255  White-Collar Crime  4.5
- CRJ260  Criminal Investigations  4.5

**Minimum Total Credit Hours Required for Graduation**  90.0

**Notice regarding externship or employment eligibility requirements.**

Agencies for which an individual may be interested in seeking an externship, certification or employment in Criminal Justice may have requirements that preclude participation based on such factors as

- Your age: Most agencies require an employee be at least 21 years of age at the time of employment.
- Your driving record: Employees must possess a South Carolina driver’s license with no record of suspensions for certain offenses within the previous five year period.
- Your background: Most agencies require a criminal history check (NCIC and SCCH) showing no crimes carrying a sentence of more than one year.

Depending on the agency involved, other factors may apply as well. It is the student’s responsibility to inquire about current eligibility requirements prior to enrolling in the program of their choice. Forrest College has absolutely no responsibility in this regard.
CERTIFICATE IN CRIMINAL JUSTICE (CRJ)

This program is designed for current and prospective law enforcement and/or corrections employees whose job performance could be enhanced by information and understanding gained through the completion of relevant courses in the criminal justice system. Students enroll in this program to seek initial employment or career advancement opportunities in such jobs as: police, sheriff’s departments, or other law enforcement offices or in jails or prisons, as detention, correctional, or probation officers, guards, or in other areas related to law enforcement and corrections.

Courses satisfactorily completed with a grade of “C” or better in this program may be transferred toward more advanced study in the associate degree program in Criminal Justice.

Upon graduation, the student is awarded a Certificate in Criminal Justice.

CRJ100 Introduction to Criminal Justice 4.5
CRJ110 Criminal Law 4.5
CRJ115 Criminology 4.5
CRJ140 Criminal Justice Report Writing 4.5
CRJ225 Police Community Relations 4.5
CRJ235 Correctional Systems 4.5
CRJ240 Probation, Pardon, and Parole 4.5
CRJ260 Criminal Investigations 4.5
CRJ270 Special Problems in Criminal Justice 4.5
SOC225 Juvenile Delinquency 4.5

Minimum Total Credit Hours Required for Graduation 45.0

Notice regarding externship or employment eligibility requirements.

Agencies for which an individual may be interested in seeking an externship, certification or employment in Criminal Justice may have requirements that preclude participation based on such factors as

- Your age: Most agencies require an employee be at least 21 years of age at the time of employment.
- Your driving record: Employees must possess a South Carolina driver’s license with no record of suspensions for certain offenses within the previous five year period.
- Your background: Most agencies require a criminal history check (NCIC and SCCH) showing no crimes carrying a sentence of more than one year.

Depending on the agency involved, other factors may apply as well. It is the student’s responsibility to inquire about current eligibility requirements prior to enrolling in the program of their choice. Forrest College has absolutely no responsibility in this regard.

For the reporting period July 1, 2010 through June 30, 2011, retention and placement information is not available.
Medical Assisting is an allied health profession where practitioners are members of the health-care delivery team and perform administrative and clinical procedures. Administrative duties may include: scheduling and receiving patients, preparing and maintaining medical records, performing administrative procedures and medical transcription, writing correspondence, serving as a liaison between the physician (includes telephone screening) and other individuals, and managing practice finances. Clinical duties may include: asepsis and infection control, taking patient histories and vital signs, performing first aid and CPR, preparing patients for procedures, assisting the physician with examinations and treatments, collecting and processing specimens, performing selected diagnostic tests, and preparing and administering medications as directed by the physician and as permitted by state law. The Associate in Applied Science Degree program in Medical Assisting offered at Forrest College is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) (www.caahep.org) upon recommendation of the Medical Assisting Education Review Board (MAERB). After successful completion of the program graduates are eligible to take the National Certification Examination for Certified Medical Assistants.

Upon graduation the student is awarded the Associate in Applied Science Degree in Medical Assisting.

**Area I - Business Component**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>BUS125</td>
<td>Basic Letter and Memo Writing, or Approved Elective</td>
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<tr>
<td>CIS100</td>
<td>Introduction to Computer Information Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS125</td>
<td>Internet Basics</td>
<td>1.5</td>
</tr>
<tr>
<td>KEY105</td>
<td>Keyboarding Speed &amp; Skill Development, or approved</td>
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<tr>
<td></td>
<td>elective</td>
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</tr>
<tr>
<td>OFF100</td>
<td>Bookkeeping</td>
<td>1.5</td>
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<tr>
<td>OFF135M</td>
<td>Machine Dictation Transcription-Medical, or approved</td>
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<tr>
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<td>elective</td>
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<td><strong>Component Total</strong></td>
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### Area II - Major Component

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<tr>
<td>HEA 110</td>
<td>Medical Terminology</td>
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<tr>
<td>HEA135</td>
<td>First Aid and Safety</td>
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</tr>
<tr>
<td>HEA150</td>
<td>Introduction to Medical Assisting</td>
<td>3.0</td>
</tr>
<tr>
<td>HEA160</td>
<td>Medical Office Management</td>
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</tr>
<tr>
<td>HEA165</td>
<td>Medical Office Procedures, or approved elective</td>
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<tr>
<td>HEA170</td>
<td>Clinical Procedures I</td>
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<td>HEA175</td>
<td>Clinical Procedures II</td>
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</tr>
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<td>HEA180</td>
<td>Medical Laboratory Techniques I</td>
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<tr>
<td>HEA185</td>
<td>Medical Laboratory Techniques II</td>
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</tr>
<tr>
<td>HEA190</td>
<td>Medical Coding &amp; Insurance Processing</td>
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<tr>
<td>HEA201</td>
<td>Introduction to Pharmacology, or approved elective</td>
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</tr>
<tr>
<td>HEA285A</td>
<td>Supervised Field Experience-Administrative</td>
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</tr>
<tr>
<td>HEA285C</td>
<td>Supervised Field Experience-Clinical</td>
<td>3.0</td>
</tr>
<tr>
<td>SCI220</td>
<td>Human Anatomy and Physiology I</td>
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</tr>
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<td>SCI225</td>
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<tr>
<td>SOC110</td>
<td>Ethics</td>
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**Component Total** 52.5

### Area III - General Education Component

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG120</td>
<td>English Composition I</td>
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<tr>
<td>ENG125</td>
<td>Professional Communications</td>
<td>4.5</td>
</tr>
<tr>
<td>ENG200</td>
<td>English Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td>SCI120</td>
<td>Principles of College Mathematics</td>
<td>4.5</td>
</tr>
<tr>
<td>SOC125</td>
<td>Principles of Psychology</td>
<td>4.5</td>
</tr>
</tbody>
</table>

**Component Total** 22.5

### Area IV - Elective Component

(Courses are selected with the consultation of an advisor)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
</table>

**Component Total** 4.5

### Minimum Total Credit Hours Required For Graduation 94.5

Applicants must have completed a physical examination including a drug screening indicating good physical health prior to beginning HEA 285A or C. The test must include TB screening, Hepatitis B Panel, and RPR. Hepatitis B Inoculation is strongly encouraged if results from the Hepatitis B panel are negative.

**Notice regarding prior felony conviction(s):** The State of South Carolina and various other agencies may require criminal background checks before a student can be placed in an externship or take professional licensing, certification, or registration exams. Those convicted of felonies may not be eligible for employment in medical assisting occupations. It is the responsibility of the student to inquire about employment eligibility requirements before enrolling in the program. Forrest College is not responsible in this regard.

For the period July 1, 2010, through June 30, 2011, retention in the Associate Degree program was 83%. 68% of the graduates of this program were placed in jobs directly or indirectly related to their training, or are continuing their education.
AVAILABLE EDUCATIONAL TRAINING OPTIONS FOR THE ASSOCIATE IN APPLIED SCIENCE DEGREE IN MEDICAL ASSISTING

Although it may not be a requirement for employment, persons who have satisfactorily completed requirements for this program are encouraged to pursue certification as a Medical Assistant. They are also strongly encouraged to use elective options to complete related programs of study that will allow them to enhance their employment opportunities as well as qualify them to sit for multiple certifications in related employment areas. Should the student choose to exercise one of these options, he/she may have to add additional course(s) to the degree program in Medical Assisting in order to complete their objectives.

NOTICE: Completion of a degree, diploma, or certificate program is a separate issue from holding certification within that degree, diploma, or certificate program.

Option 1: Medical Assisting Degree and Nurse Assisting Certificate

Medical Assistant students who complete the Nursing Assistant certificate broaden their career opportunities by expanding their skills in the area of nurse assisting. This option prepares a student to become a member of the nursing team whose primary responsibility is to provide comfort to the patient. Under the supervision of a physician or licensed nurse, the Nursing Assistant works directly with the patient, giving physical care and emotional support. Some employers give additional consideration for employment and promotion to students who successfully pass the Nurse Aide certification examination. Some colleges give additional consideration to applicants into nursing programs to students who are certified as nurse aides.

The SC Department of Health and Human Services (DHHS) http://www.dhhs.state.sc.us, has evaluated and approved the Nurse Assisting training program of the College as an official sponsor of candidates for the nurse aide certification examination. Graduates of this program are eligible to sit for the exam which leads to CNA certification. Once certified as a nurse aide, you may list C.N.A as a certification credential. You will be listed on the SC Nurse Aide Registry (SC NAR), and are eligible to provide direct care to residents of SC Medicaid certified nursing facilities. The South Carolina Department of Health and Human Services (DHHS) has contracted with Promissor®, to develop, score, and report the results of the NATIONAL NURSE AIDE ASSESSMENT PROGRAM (NNAAP™) for the South Carolina Nurse Aide Registry. http://www.asisvcs.com/indhome.asp?CPCat=0741NURSE

After graduation, the student is awarded an Associate in Applied Science Degree in Medical Assisting and a certificate in Nurse Assisting.
The courses needed to complete option 1 are:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEA 100</td>
<td>Fundamentals of Nurse Assisting</td>
<td>3.0</td>
</tr>
<tr>
<td>HEA140N</td>
<td>Nurse Assisting Internship</td>
<td>1.5</td>
</tr>
</tbody>
</table>

**Minimum Total Credit Hours Required For Graduation** 94.5

**NOTE:** HEA100 (3.0 credit hours) and HEA140N (1.5 credit hours) is substituted for Medical Assisting curricula elective component.

*All nurse aides, nurse aide training students, and nurse aide training instructors must have criminal background checks completed by the SC State Law Enforcement Division.

Option 2: Medical Assisting Degree and Phlebotomy Diploma

Medical Assistant degree students who complete the Phlebotomy diploma broaden their career opportunities by expanding their skills into the area of Phlebotomy. Phlebotomy Technicians work in hospitals, physician offices, group practices, independent laboratories, health maintenance organizations, and public facilities. Duties of a Phlebotomy Technician may include: drawing blood, preparing specimens for storage and testing, assembling equipment, and verifying patients’ records. This option is designed to teach entry-level blood collection skills. The program is comprised of theory and clinical experience that includes: demonstrating a variety and quantity of punctures. After successful completion of program requirements the graduate is eligible to sit for the certification examination through the American Society of Clinical Pathologists. The certification awarded upon passage of this examination is PBT, (ASCAP).

Upon graduation, the student is awarded an Associate in Applied Science Degree in Medical Assisting and a diploma in Phlebotomy.

The additional courses required to complete option 2 are:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEA115</td>
<td>Phlebotomy I</td>
<td>3.0</td>
</tr>
<tr>
<td>HEA120</td>
<td>Phlebotomy II</td>
<td>3.0</td>
</tr>
<tr>
<td>HEA140P</td>
<td>Phlebotomy Externship</td>
<td>4.5</td>
</tr>
</tbody>
</table>

**Minimum Total Credit Hours Required For Graduation** 100.5

**NOTE:** HEA140P is chosen as the course in the Medical Assisting Curricula Elective Component.
Option 3: Medical Assisting Degree, Patient Care Technician Diploma, and a Certificate in Nurse Assisting

Medical Assisting degree students who complete the Patient Care Technician diploma and Nurse Assisting certificate programs broaden their career opportunities by expanding their skills in three entry levels of employment.

A Patient Care Technician (PCT), sometimes referred to as a Medical Care Technician, is a multi-skilled member of the health care team. Under the direction of a registered nurse or other licensed professional personnel and alongside other health care providers, the patient care technician works directly with the patient, giving physical care and emotional support.

In addition to basic patient care skills, the student will have an understanding of computer basics, communication skills, medical terminology, basic anatomy and physiology, medical and surgical asepsis, cardiac monitoring, electrocardiography and HIPAA. CPR, First Aid and safety, and phlebotomy are also part of this multi-skilled training program. The program is taught using classroom and lab instruction. Internships provide practical applications of the courses in the program. *Graduates must hold certification as a Nurse Aide*.

Upon graduation, the student is awarded an Associate in Applied Science Degree in Medical Assisting, a Patient Care Technician Diploma, and a Certificate in Nurse Assisting.

The additional courses required to complete option 3 are:

- HEA100 Fundamentals of Nurse Assisting  3.0
- HEA105 Fundamentals of Patient Care Assisting  3.0
- HEA115 Phlebotomy I  3.0
- HEA140C Patient Care Internship  1.5
- HEA140N Nurse Assisting Internship  1.5

Minimum Total Credit Hours Required For Graduation  102

NOTE: HEA 100 (3.0 credit hours) and HEA140N (1.5 credit hours) is substituted for Medical Assisting curricula elective component.

All nurse aides, nurse aide training students, and nurse aide training instructors must have criminal background checks completed by the SC State Law Enforcement Division.
Option 4: Medical Assisting Degree, Phlebotomy Diploma, and a Certificate in Nurse Assisting

Medical Assistant students who complete the Phlebotomy diploma and the Nurse Assisting certificate programs broaden their career opportunities by expanding their skills in all three entry level areas of employment. Phlebotomy technicians work in hospitals, physician offices, group practices, independent laboratories, health maintenance organizations, and public facilities. Duties of a phlebotomy technician may include: drawing blood, preparing specimens for storage and testing, assembling equipment and verifying patient’s records. This Diploma program is designed to teach entry-level blood collection skills. The program is comprised of theory and clinical experience. Upon successful completion of theory, clinical, and intravenous punctures, the graduate is eligible for the certification examination offered through the American Society for Clinical Pathology (PBT(ASCP)) or through the National Credentialing Agency for Laboratory Personnel (NCA). The web sites of the ASCP and the NCA include an application and information about fees and testing. http://www.ASCP.org/ or http://www.nca-info.org/

The Nurse Assisting certificate program prepares a student to become a member of the nursing team whose primary responsibility is to provide comfort to the patient. Under the supervision of a physician or licensed nurse, the Nursing Assistant works directly with the patient, giving physical care and emotional support. Some employers give additional consideration for employment and promotion to students who successfully pass the Nurse Aide certification examination. Some colleges give additional consideration to applicants into nursing programs to students who are certified as nurse aides.

The SC Department of Health and Human Services (DHHS) http://www.dhhs.state.sc.us has evaluated and approved the Nurse Assisting training program of the College as an official sponsor of candidates for the nurse aide certification examination. Graduates of this program are eligible to sit for the exam which leads to C.N.A certification*. Once certified as a nurse aide, you may list C.N.A as certification credential, you will be listed on the SC Nurse Aide Registry (SCNAR), and are eligible to provide direct care to residents of SC Medicaid certified nursing facilities. The South Carolina Department of Health and Human Services (DHHS) has contracted with Promissor®, to develop, score, and report the results of the NATIONAL NURSE AIDE ASSESSMENT PROGRAM (NNAAP™) for the South Carolina Nurse Aide Registry. The web site link is listed below: http://www.asisvcs.com/indhome.asp?CPCat=0741NURSE

Upon graduation, the student is awarded an Associate in Applied Science Degree in Medical Assisting, a Diploma in Phlebotomy and a Certificate in Nurse Assisting.
The additional courses required to complete option 4 are:

HEA100  Fundamentals of Nurse Assisting  3.0
HEA115  Phlebotomy I  3.0
HEA120  Phlebotomy II  3.0
HEA140N  Nurse Assisting Internship  1.5
HEA140P  Phlebotomy Externship  4.5

Minimum Total Credit Hours Required For Graduation  105.0

NOTE:  HEA100 (3.0 credit hours) and HEA140 (1.5 credit hours) is substituted for Medical Assisting curricula elective component.

All nurse aides, nurse aide training students, and nurse aide training instructors must have criminal background checks completed by the SC State Law Enforcement Division.

Option 5: Medical Assisting Degree, Patient Care Technician Diploma, Phlebotomy Diploma and a Certificate in Nurse Assisting.

Medical Assistant students who complete the Patient Care Technician Diploma, the Phlebotomy diploma and the Nurse Assisting certificate programs broaden their career opportunities by expanding their skills in four entry levels of employment.

Upon graduation, the student is awarded an Associate in Applied Science Degree in Medical Assisting, a Patient Care Technician Diploma, a Phlebotomy Diploma, and a Certificate in Nurse Assisting.

Below are the additional courses required to complete option 5:

HEA100  Fundamentals of Nurse Assisting  3.0
HEA105  Fundamentals of Patient Care Assisting  3.0
HEA115  Phlebotomy I  3.0
HEA120  Phlebotomy II  3.0
HEA140C  Patient Care Internship  1.5
HEA140N  Nurse Assisting Internship  1.5
HEA140P  Phlebotomy Externship  4.5

Minimum Total Credit Hours Required For Graduation  109.5

Note:  HEA100 (3.0 credit hours) and HEA140N (1.5 credit hours) is substituted for Medical Assisting curricula elective component.

All nurse aides, nurse aide training students, and nurse aide training instructors must have criminal background checks completed by the SC State Law Enforcement Division.
DIPLOMA PROGRAMS IN MEDICAL/ALLIED HEALTH

MEDICAL CLINICAL ASSISTANT DIPLOMA PROGRAM (MC)

The Medical Clinical Assistant Program provides students with training that should lead to entry-level employment and the knowledge to perform clinical functions in a variety of healthcare jobs such as medical lab assistant, ECG Technician, Pharmacy Technician, hospital admissions clerk, or Chiropractic Assistant.

Courses completed in this program with a grade of “C” or better may be transferred toward more advanced study in the Associate in Applied Science Degree in Medical Assisting.

Upon meeting graduation requirements the student is awarded a Medical Clinical Assistant Diploma.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS125/ELE</td>
<td>Basic Letter &amp; Memo Writing, or Approved Elective</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS100</td>
<td>Introduction to Computer Information Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS125</td>
<td>Internet Basics</td>
<td>1.5</td>
</tr>
<tr>
<td>ENG120</td>
<td>English Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td>HEA110</td>
<td>Medical Terminology</td>
<td>3.0</td>
</tr>
<tr>
<td>HEA150</td>
<td>Introduction to Medical Assisting</td>
<td>3.0</td>
</tr>
<tr>
<td>HEA170</td>
<td>Clinical Procedures I</td>
<td>3.0</td>
</tr>
<tr>
<td>HEA175</td>
<td>Clinical Procedures II</td>
<td>3.0</td>
</tr>
<tr>
<td>HEA180</td>
<td>Medical Laboratory Techniques I</td>
<td>3.0</td>
</tr>
<tr>
<td>HEA185</td>
<td>Medical Laboratory Techniques II</td>
<td>3.0</td>
</tr>
<tr>
<td>HEA190</td>
<td>Medical Coding &amp; Insurance Processing</td>
<td>3.0</td>
</tr>
<tr>
<td>HEA201/ELE</td>
<td>Introduction to Pharmacology, or approved elective</td>
<td>3.0</td>
</tr>
<tr>
<td>HEA285C</td>
<td>Supervised Field Experience-Clinical*</td>
<td>3.0</td>
</tr>
<tr>
<td>SCI120</td>
<td>Principles of College Mathematics</td>
<td>4.5</td>
</tr>
<tr>
<td>SCI220</td>
<td>Human Anatomy and Physiology I</td>
<td>4.5</td>
</tr>
<tr>
<td>SOC110</td>
<td>Ethics</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Minimum Total Credit Hours Required For Graduation 52.5

*Applicants must have completed a physical examination indicating good physical health prior to beginning HEA 285C. The test must include TB screening, Hepatitis B Panel, and RPR. Hepatitis B Inoculation is strongly encouraged if results from the Hepatitis B panel are negative.

For the period July 1, 2010 through June 30, 2010, retention in the Medical Clinical Assistant program was 100%. There were no graduates of this program during the report period. One student transferred to another program.
MEDICAL OFFICE ASSISTANT DIPLOMA PROGRAM (MOA)

The Medical Office Assistant Program provides students with an academic program that will lead to successful employment in an entry-level medical position with basic skills and knowledge of administrative and clerical functions in a health care facility.

Graduates successfully completing this program will have the necessary skills to become employed as a medical front office assistant, hospital ward clerk, insurance coder, medical billing clerk, insurance billing technician, hospital admission clerk, or medical transcriptionist. This program offers the foundation for further study for individuals who may some day wish to coordinate their own medical personnel pool or agency.

Courses satisfactorily completed with a grade of "C" or better in this program may be transferred toward more advanced study in the Associate in Applied Science Degree in Medical Assisting or Associate degree program in Business Administration with Specialization in Medical Office Administration.

Upon meeting graduation requirements the student is awarded a Medical Office Assistant Diploma.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS125</td>
<td>Basic Letter &amp; Memo Writing, or approved elective</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS100</td>
<td>Introduction to Computer Information Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS125</td>
<td>Internet Basics</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS130</td>
<td>Computer Information Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>ENG120</td>
<td>English Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td>HEA110</td>
<td>Medical Terminology</td>
<td>3.0</td>
</tr>
<tr>
<td>HEA150</td>
<td>Introduction to Medical Assisting</td>
<td>3.0</td>
</tr>
<tr>
<td>HEA160</td>
<td>Medical Office Management</td>
<td>3.0</td>
</tr>
<tr>
<td>HEA165</td>
<td>Medical Office Procedures</td>
<td>3.0</td>
</tr>
<tr>
<td>HEA190</td>
<td>Medical Coding and Insurance Processing</td>
<td>3.0</td>
</tr>
<tr>
<td>HEA201</td>
<td>Introduction to Pharmacology, or approved elective</td>
<td>3.0</td>
</tr>
<tr>
<td>HEA285A</td>
<td>Supervised Field Experience-Administrative*</td>
<td>3.0</td>
</tr>
<tr>
<td>KEY105</td>
<td>Keyboarding Speed and Development, or approved elective</td>
<td>3.0</td>
</tr>
<tr>
<td>OFF100</td>
<td>Bookkeeping, or Approved Elective</td>
<td>1.5</td>
</tr>
<tr>
<td>OFF135M</td>
<td>Machine Dictation Transcription-Medical Emphasis, or Approved Elective</td>
<td>3.0</td>
</tr>
<tr>
<td>SCI120</td>
<td>Principles of College Mathematics</td>
<td>4.5</td>
</tr>
<tr>
<td>SOC110</td>
<td>Ethics</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Minimum Total Credit Hours Required For Graduation 52.5

*Applicants must have completed a physical examination indicating good physical health prior to beginning HEA 285A. The test must include TB screening, Hepatitis B Panel, and RPR. Hepatitis B Inoculation is strongly encouraged if results from the Hepatitis B panel are negative.

For the period July 1, 2010, through June 30, 2011, retention in the Medical Office Assistant Diploma program was 80%. 100% of the graduates of this program were placed in jobs directly or indirectly related to their training, or are continuing their education.
PATIENT CARE TECHNICIAN DIPLOMA PROGRAM (PCT)

This program provides students with the knowledge and skills to prepare for a position as a Patient Care Technician (PCT). This is a new approach to patient care. A patient care technician, sometimes referred to as a medical care technician, is a multi-skilled member of the health care team. Under the direction of a registered nurse or other licensed professional personnel and alongside other health care providers, the patient care technician works directly with the patient, giving physical care and emotional support.

This twelve month program is intended to provide the student with the necessary training for entry into the PCT profession. In addition to basic patient care skills, the student will have an understanding of computer basics, communication skills, medical terminology, basic anatomy and physiology, medical and surgical asepsis, cardiac monitoring, HIPAA, and electrocardiography. CPR, first aid and safety, and phlebotomy are also part of this multi-skilled training program. The program is taught using classroom and lab instruction. Internships provide practical applications of the courses in the program. Graduates must hold certification as a Nurse Aide*. Graduates may also seek certification as a patient care technician (PCT) and/or as a phlebotomist (PBT). See the certification options page for additional information.

Graduates may work in a wide variety of medical managed care settings: hospitals, clinics, long-term care and assisted living. Patient Care Technicians may also work in private homes assisting patients who may need contact, care, and supervision.

Courses satisfactorily completed with a grade of “C” or better in this program may be transferred toward more advanced study in the Associate in Applied Science degree in Medical Assisting. Graduates are advised to see the Allied Health Program Coordinator if interested in enrolling in the degree program.

Upon meeting graduation requirements*** the student is awarded a Patient Care Technician Diploma.

BUS125/ELE  Basic Letter & Memo Writing, or approved elective  3.0
CIS100   Introduction to Computer Information Systems  3.0
CIS125   Internet Basics  1.5
ENG120   English Composition I  4.5
HEA100   Fundamentals of Nurse Assisting  3.0
HEA105   Fundamentals of Patient Care Assisting  3.0
HEA110   Medical Terminology  3.0
HEA115   Phlebotomy I  3.0
HEA135   First Aid and Safety  3.0
HEA140N**  Nurse Assisting Internship  1.5
HEA140C**  Patient Care Internship  1.5
HEA170   Clinical Procedures I  3.0
SCI120   Principles of College Mathematics  4.5
SCI220   Human Anatomy and Physiology  4.5

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*All nurse aides, nurse aid training students, and nurse aide training instructors must have criminal background checks completed by the SC State Law Enforcement Division.

**Prior to beginning an internship, students must have completed a physical examination indicating good physical health. The student is required to document up-to-date immunization, including Tuberculosis (TB) and Hepatitis B (HBV). Hepatitis B Inoculation is strongly encouraged if results from the Hepatitis B panel are negative.

*** Note Additional Graduation Requirement: Students completing the Patient Care Technician Diploma program must pass the Nurse Assisting Certification Exam within three months of completion of their program. Students are encouraged to attempt the certification exam as soon as possible after completing the nurse assisting portion of their training.

NURSE AIDE: Certified nurse aide (C.N.A): A C.N.A is listed on the SC Nurse Aide Registry (SC NAR), and eligible to provide direct care to residents of SC Medicaid certified nursing facilities. The web site of the South Carolina Department of Health and Human Services includes information about Nurse Aide Training, Testing, and Registry Services. [http://www.dhhs.state.sc.us/dhhsnew/InsideDHHS/Bureaus/BureauofLongTermCareServices/service13411432003.asp](http://www.dhhs.state.sc.us/dhhsnew/InsideDHHS/Bureaus/BureauofLongTermCareServices/service13411432003.asp)

For the period July 1, 2010 through June 30, 2011, there were no students enrolled in this program during the reporting period. There were no graduates of this program during the report period.
AVAILABLE EDUCATIONAL TRAINING OPTION FOR PATIENT CARE TECHNICIAN

Although it may not be a requirement for employment, persons who have satisfactorily completed requirements for this program are encouraged to pursue certification as a Patient Care Technician. They are also strongly encouraged to use elective options to complete related programs of study that will allow them to enhance their employment opportunities as well as qualify them to sit for multiple certifications in related employment areas. Should the student choose to exercise this option he/she may have to add an additional course(s) to the diploma program in Patient Care Technician in order to complete their objectives.

NOTICE: Completion of a degree, diploma, or certificate program is a separate issue from holding certification within that degree, diploma, or certificate program.

Patient Care Technician Diploma and a Diploma in Phlebotomy

1. PATIENT CARE TECHNICIAN: National Certified Patient Care Technician (NCPCT) through the National Center for Competency Testing (NCCT). Graduates of the PCT program who are Certified Nurse Aide (CNA) are eligible to take the examination for National Certified Patient Care Technician (NCPCT). The web site of the NCCT includes an application and information about fees and testing. http://www.ncctinc.com/

2. PHLEBOTOMIST: Phlebotomy Technician (PBT (ASCP)) through the American Society for Clinical Pathology or through the National Credentialing Agency for Laboratory Personnel (NCA). To be eligible for PBT(ASCP), graduates of the PCT program must complete the two additional courses listed below. The web sites of the ASCP and the NCA include an application and information about fees and testing. http://www.ASCP.org/ or http://www.nca-info.org/

Phlebotomy technicians work in hospitals, physician offices, group practices, independent laboratories, health maintenance organizations, and public facilities. Duties of a phlebotomy technician may include: drawing blood, preparing specimens for storage and testing, assembling equipment, and verifying patients’ records. This option is designed to teach entry-level blood collection skills. Upon successful completion of theory, clinical, and intravenous punctures, the graduate is eligible to take the ASCP or the NCS phlebotomy certification examination.

Should the student choose to exercise this option, upon meeting graduation requirements the student is awarded a Patient Care Technician Diploma and a Diploma in Phlebotomy.
Below are the additional courses required to complete the Phlebotomy diploma:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEA120</td>
<td>Phlebotomy II</td>
<td>3.0</td>
</tr>
<tr>
<td>HEA140P</td>
<td>Phlebotomy Externship</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Total: 54.0 credits
PHLEBOTOMY DIPLOMA PROGRAM

Phlebotomy technicians work in hospitals, physician offices, group practices, independent laboratories, health maintenance organizations, and public facilities. Duties of a phlebotomy technician may include: drawing blood, preparing specimens for storage and testing, assembling equipment and verifying patient's records. This Diploma program is designed to teach entry-level blood collection skills. The program is comprised of theory and clinical experience. Upon successful completion of theory, clinical, and intravenous punctures, the graduate is eligible for the certification examination offered through the American Society for Clinical Pathology (PBT9ASCP) or through the National Credentialing Agency for Laboratory Personnel (NCA). The web sites of the ASCP and the NCA include an application and information about fees and testing. http://www.ASCP.org/ or http://www.nca-info.org/.

Courses completed in this program with a grade of “C” or better may be transferred toward more advanced study in the Medical Assistant Diploma program or Associate Degree in Applied Science in Business Administration with Specialization in Medical Office Administration.

Upon graduation, the student is awarded a Phlebotomy Diploma.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS100</td>
<td>Introduction to Computer Information Systems</td>
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</tr>
<tr>
<td>CIS125</td>
<td>Internet Basics</td>
<td>1.5</td>
</tr>
<tr>
<td>ENG120</td>
<td>English Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td>HEA110</td>
<td>Medical Terminology</td>
<td>3.0</td>
</tr>
<tr>
<td>HEA115</td>
<td>Phlebotomy I</td>
<td>3.0</td>
</tr>
<tr>
<td>HEA120</td>
<td>Phlebotomy II</td>
<td>3.0</td>
</tr>
<tr>
<td>HEA135</td>
<td>First Aid and Safety</td>
<td>3.0</td>
</tr>
<tr>
<td>HEA140P</td>
<td>Phlebotomy Externship</td>
<td>4.5</td>
</tr>
<tr>
<td>SCI120</td>
<td>Principles of College Mathematics</td>
<td>4.5</td>
</tr>
<tr>
<td>SCI220</td>
<td>Human Anatomy and Physiology</td>
<td>4.5</td>
</tr>
<tr>
<td>SOC110</td>
<td>Ethics</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>Minimum Total Credit Hours Required for Graduation</td>
<td>39.0</td>
</tr>
</tbody>
</table>

Applicants must have completed a physical examination indicating good physical health prior to beginning HEA 140P. The test must include TB screening, Hepatitis B Panel, and RPR. Hepatitis B Inoculation is strongly encouraged if results from the Hepatitis B panel are negative.

For the period July 1, 2010 through June 30, 2011, retention in the Phlebotomy Program was 76%. 75% of the graduates of this program were placed in jobs directly or indirectly related to their training, or are continuing their education.
AVAILABLE EDUCATIONAL TRAINING FOR THE DIPLOMA IN PHLEBOTOMY

Although it may not be a requirement for employment, persons who have satisfactorily completed requirements for this program are encouraged to pursue certification as a Phlebotomist. They are also strongly encouraged to use elective options to complete related programs of study that will allow them to enhance their employment opportunities as well as qualify them to sit for multiple certifications in related employment areas. Should the student choose to exercise this option he/she may have to add an additional course(s) to the diploma program in Phlebotomy in order to complete their objectives.

Phlebotomy Diploma and Certificate in Nurse Assisting

NOTICE: Completion of a degree, diploma, or certificate program is a separate issue from holding certification within that degree, diploma, or certificate program.

Phlebotomy students who complete the Nursing Assistant program broaden their career opportunities by expanding their skills in the area of nurse assisting. This option prepares a student to become a member of the nursing team whose primary responsibility is to provide comfort to the patient. Under supervision of a physician or licensed nurse, the Nursing Assistant works directly with the patient, giving physical care and emotional support. Some employers give additional consideration for employment and promotion to students who successfully pass the Nurse Aide certification examination. Some colleges give additional consideration to applicants into nursing programs to students who are certified as nurse aides.

The SC Department of Health and Human Services (DHHS) http://www.dhhs.state.sc.us has evaluated and approved the nurse assisting training program of the College as an official sponsor of candidates for the nurse aide certification examination. Graduates of this program are eligible to sit for the exam which leads to certification. Once certified as a nurse aide, you may list C.N.A as a certification credential, you will be listed on the SC Nurse Aide Registry (SC NAR), and are eligible to provide direct care to residents of SC Medicaid certified nursing facilities. The South Carolina Department of Health and Human Services (DHHS) has contracted with Promissor®, to develop, score, and report the results of the NATIONAL NURSE AIDE ASSESSMENT PROGRAM (NNAAP™) for the South Carolina Nurse Aide Registry. http://www.asisvcs.com/indhome.asp?CPCat=0741NURSE

Upon graduation, the student is awarded a Phlebotomy Diploma and Certificate in Nursing Assisting.
Courses satisfactorily completed with a grade of “C” or better may be transferred toward more advanced study in the Associate in Applied Science degree in Medical Assisting. Graduates are advised to see the Allied Health Program Coordinator if interested in enrolling in the degree program.

Below are the additional courses required to complete this option:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEA 100</td>
<td>Fundamentals of Nurse Assisting</td>
<td>3.0</td>
</tr>
<tr>
<td>HEA140N</td>
<td>Nurse Assisting Internship</td>
<td>1.5</td>
</tr>
</tbody>
</table>

Minimum Total Credit Hours Required For Graduation 43.5

All nurse aides, nurse aide training students, and nurse aide training instructors must have criminal background checks completed by the SC State Law Enforcement Division.
CERTIFICATE PROGRAM IN NURSE ASSISTING

This program prepares a student to become a member of the nursing team whose primary responsibility is to provide comfort to the patient. Nurse aides are unlicensed nursing personnel and perform nursing tasks under the supervision of a registered nurse or selected licensed practical nurse. Tasks that licensed nursing personnel may delegate to unlicensed nursing personnel are restricted by law.

This three month program is intended to provide the student with the necessary training for entry into the nurse assisting profession. An internship provides practical application of the course in the program.

The SC Department of Health and Human Services (DHHS) http://www.dhhs.state.sc.us has evaluated and approved the nurse assisting training program of the College as an official sponsor of candidates for Nurse Aide certification examination. Graduates of this program are eligible to sit for the exam which leads to CNA certification. The South Carolina Department of Health and Human Services (DHHS) has contracted with Promissor®, to develop, score, and report the results of the NATIONAL NURSE AIDE ASSESSMENT PROGRAM (NNAAP™) for the South Carolina Nurse Aide Registry. http://www.asisvcs.com/indhome.asp?CPCat=0741NURSE

Courses satisfactorily completed in this program may be transferred toward more advanced study in the Allied Health programs offered by the College leading to the Associate of Applied Science degree in Medical Assisting.

All nurse aides, nurse aide training students, and nurse aide training instructors must have criminal background checks completed by the SC State Law Enforcement Division.

This program does not participate in Title IV; therefore it does not receive Financial Aid.

Upon meeting graduation requirements the student is awarded a certificate in Nurse Assisting.

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>CIS100</td>
<td>Introduction to Computers</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS125</td>
<td>Internet Basics</td>
<td>1.5</td>
</tr>
<tr>
<td>HEA100</td>
<td>Fundamentals of Nurse Assisting</td>
<td>3.0</td>
</tr>
<tr>
<td>HEA110</td>
<td>Medical Terminology</td>
<td>3.0</td>
</tr>
<tr>
<td>HEA135</td>
<td>First Aid and Safety</td>
<td>3.0</td>
</tr>
<tr>
<td>HEA140N*</td>
<td>Nurse Assisting Internship*</td>
<td>1.5</td>
</tr>
</tbody>
</table>
Minimum Total Credit Hours Required for Graduation  15.0

* Prior to beginning the Internship, student must have completed a physical examination indicating good physical health. Student is required to document up-to-date immunization, including Tuberculosis (TB) and Hepatitis B (HBV). See schedule of tuition and fees for further information.

The SC Commission on Higher Education requires all institutions offering a program in Nurse Assisting to disclose the following additional information to students who are considering enrollment in this program:

1. Completion of this training program does not guarantee a passing grade on the State nurse aide competency test. State Department of Health and Human Services (SCDHH) approved schools such as Forrest College must include 80.5 hours of training in limited and specific nurse aide skills.
2. Programs longer than the minimal 80.5 hours may include training for nursing skills that health care facilities may not allow the graduates to perform. Employers will not pay graduates for knowledge of job skills that they do not allow nurse aides to perform.
3. Graduates may expect to be employed at entry-level wage. Entry level wages vary with employers; contact potential employers for specifics.
4. Nurse aide programs prepare graduates for employment; credit for this training may not transfer to another institution.
5. This program does not participate in Title IV; therefore it does not receive Financial Aid.

For the period July 1, 2010 through June 30, 2011, retention in the Nurse Assisting program was 100. No graduates of this program were placed in jobs directly or indirectly related to their training due to continuing their education.
# 7 - COURSE DESCRIPTIONS

## ACCOUNTING

**ACC 100  Principles of Accounting I  3.0 Credit Hours**  
Covers analysis and recording of business transactions; accounting for sales, purchases, cash disbursements, accounts receivable, and accounts payable; includes end-of-fiscal period work, adjustments, financial statements, closing procedures, and payroll accounting.

**ACC 101  Accounting Lab: Computer Applications I  1.5 Credit Hours**  
Reinforces lecture and theory. Involves the student in using computerized accounting software applications.

**ACC 115  Principles of Taxation: Personal  3.0 Credit Hours**  
Introduces the complexities of the Revenue Code as well as regulations and revenue rulings as they apply to individuals. The student learns how to prepare federal income tax returns for individuals.

**ACC 120  Principles of Accounting II  4.5 Credit Hours**  
Provides an understanding of accounting concepts, assumptions, and principles. Progresses to evaluation of accounting data for merchandise inventory, deferrals and accruals, plant assets, intangibles, and accounting for the operation of partnerships. Lab exercises reinforce lecture and theory discussed in the classroom.  
Prerequisite: ACC 100 or Permission of Instructor

**ACC 200  Managerial Accounting  4.5 Credit Hours**  
Covers accounting for cash flow, departmental and branch accounting; accounting for manufacturing costs, budgetary control and standard cost systems; income taxes and their effect on business decisions; statements and analysis; and financial analysis. Lab exercises reinforce lecture and theory discussed in the classroom.  
Prerequisite: ACC 120 or Permission of Instructor

**ACC 205  Cost Accounting  4.5 Credit Hours**  
This course covers accounting procedures relating to the process cost system. Examines the accounting by-products and includes comprehensive coverage of budgeting for all areas of business enterprise: sales, production, commercial expenses, capital investments, and forecasting.  
Prerequisite: ACC 200, or Permission of Instructor
BUSINESS ADMINISTRATION

BUS 100  Personal & Professional Development   4.5 Credit Hours
Includes an orientation to personal development with reference and application to college environment, world of work, and business settings. Strives to explore ways of improving both personal and professional behaviors and interpersonal relations and adjustments.

BUS 105  Introduction to Business   4.5 Credit Hours
Introduces business principles as they apply to business conducted in the United States and surveys terminology used in business activity. Students explore motivation, leadership, human resources, labor relations, and improving production and quality.

BUS 115  Personal Finance   3.0 Credit Hours
Offers a discussion of family economics including the range of financial decisions in family budgeting. Involves developing the knowledge and skills necessary to take advantage of favorable financial opportunities, resolving personal financial problems, achieving self-satisfaction, striving toward financial security, and exploring the many financial decisions that confront a family unit.

BUS 120  Life Planning   3.0 Credit Hours
Develops and provides an understanding of the skills associated with joining the work force and developing a career. Students explore ways of acquiring the self-knowledge they will likely need to enter the job force and maintain successful and rewarding careers. The course explores educational and occupational opportunities, as well as career and life planning.

BUS 125  Basic Letter & Memo Writing   3.0 Credit Hours
Explores the ability to develop correct, forceful and explicit writing skills. Includes review of fundamentals of grammar and studies various types of correspondence used by businesses and individuals. Studies letters or memoranda that order, ask, reply, remit, invite, express appreciation, express sympathy, introduce, apply for positions, sell, adjust, collect bills, and gather data.

BUS 130  Principles of Management   4.5 Credit Hours
Presents current management practices in a formal organization. Emphasis is on aspects of the planning process, such as organizing for action, concepts of control, the communication system, and motivating employees.
Prerequisite: BUS 105 or Permission of Instructor
**BUS 135 Principles of Marketing** 4.5 Credit Hours
This course presents a study of marketing theory and application. It is designed to guide students to become better business people who can more effectively use marketing to benefit individual consumers as well as the society at large.

**BUS 140 Consumer Behavior** 4.5 Credit Hours
Introduces the behavior science disciplines with an organized series of topics and activities designed to lead the student to an understanding of the needs and motivating factors directing consumer actions.

**BUS 150 Human Resources Management** 4.5 Credit Hours
Provides a study of human behavior with special references to perception, learning, memory, thinking, emotional life, and individual differences in intelligence, aptitude, and personality. Research methods are discussed. Results are related to daily personal and business activities.

**BUS 240 Personnel Management** 4.5 Credit Hours
Studies the principles and practices of personnel management, major factors in personnel problems and labor relations, and the organization of personnel work. Attention is also turned toward the task of procuring, developing, maintaining, and using an effective work team. Prerequisite: BUS 130 or Permission of Instructor

**BUS 245 Entrepreneurship & Small Business Management** 4.5 Credit Hours
Examines the various aspects of starting, acquiring, and operating a small business enterprise. It involves comprehensive discussions of problems encountered by small businesses. A study of management principles and procedures provides methods for resolving these problems. Prerequisite: BUS 130 or Permission of Instructor

**BUS 250 Strategic Management** 4.5 Credit Hours
This course explores the strategic management and policy-making aspects of the general manager’s responsibilities. It introduces students to the basic concepts of strategic management and explains how to formulate and implement a strategic plan proficiently. Students evaluate their research, critical thinking, and reading skills. Prerequisite: ACC100, BUS130, BUS135 or Permission of the Instructor

**BUS 280 Directed Studies** 3.0 Credit Hours
Directed studies allow the student the opportunity to work closely with an instructor to explore areas of particular interest within an area(s) of his/her program of study. Prerequisite: Permissions of Instructor
BUS 285 Internship 4.5 Credit Hours
Provides students with valuable learning experiences and includes on-the-job training in areas appropriate to chosen programs of study. Enables students to work closely with their instructor to develop term projects related to anticipated work experiences.
Prerequisite: Permission of Instructor

BUS285C Child Care Management Emphasis 3.0 Credit Hours
Provides students with valuable learning experiences and includes on-the-job training in child care.
Prerequisite: Permission of Instructor

CHILD CARE MANAGEMENT

CED 100 Introduction to Child Care 3.0 Credit Hours
Introduces the student to childcare training through the history of educational methodology; developmental theories in physical, cognitive, and emotional growth; and in evaluation practices.

CED 141 Creative Educational Experience I 3.0 Credit Hours
Deals directly with ways in which creative art becomes developmental art and, as such, part of the entire growth process of the child - and of the creative growth of the student as well. The course is intended to be self-starting, self-paced, and goal-directed toward academic and personal achievement. It is the aim of this course to encourage students to use the proposed methods to meet the needs of the developing child and to help to unlock the student's own creative potential.
Prerequisite: CED 100 or Permission of Instructor

CED 146 Creative Educational Experience II 3.0 Credit Hours
Emphasizes the value of play in relation to child development during the first years of life. It stresses the importance of play-learning attitudes and environments as opposed to the more formalized work-teaching concept of traditional educational systems. These attitudes are based on trusting, friendly and helpful relationships in which honesty, freedom, and mutual respect for others are nourished.
Prerequisite: CED 141 or Permission of Instructor

CED 226 Language Arts 3.0 Credit Hours
A study of the methods and materials in age-appropriate language experiences. Opportunities are provided to develop listening, speaking, prereading and prewriting skills through planning, implementation and evaluation of media, methods, techniques and equipment. Methods of selection, evaluation and presentation of children's literature are included.
Prerequisite: CED 100 or Permission of Instructor
CED 231 Exceptional Children  3.0 Credit Hours
This course focuses on the inclusion of children with special needs in community programs that are developmentally suitable for all; it provides information about working with children and families from culture, class, and family circumstances that may be different from the norm. The focus is on a common classroom setting for children with and without development problems, with the reminder that members of either group may be gifted in one or more areas of functioning.

CED 236 Methods & Materials in Early Childhood  3.0 Credit Hours
This course includes an overview of developmentally appropriate methods and materials for planning, implementing and evaluating environments. Emphasis is on integrating divergent activities in each area of the curriculum.
Prerequisite: CED 100 or Permission of Instructor

CED 241 Early Childhood Development I  3.0 Credit Hours
This course offers information on guiding young children's personal and social development. Such up-to-date concepts as developmentally appropriate practice, conflict management, mistaken behavior, character development and anti-bias curriculum are linked together in a comprehensive manner.

CED 246 Early Childhood Development II  3.0 Credit Hours
This course continues exploring ways of guiding young children's personal and social development.
Prerequisite: CED 241 or Permission of Instructor

CED 250 Guidance and Classroom Management - High Scope  3.0 Credit Hours
This course provides directors and prospective directors of childcare centers with up-to-date information about a rapidly changing field. It includes the general responsibilities of a director, discusses the different kinds of schools, and outlines steps to take when planning a new school. The course also includes an expanded discussion of curriculum planning; covers setting up and keeping a budget, maintaining a safe environment, and operating a food and nutrition program. Finally, the course takes the student outside the school to consider the role of families in early childhood education and how laws and other methods help to maintain quality educational programs.

COMPUTER INFORMATION SYSTEMS

CIS 100 Introduction to Computer Information Systems  3.0 Credit Hours
This course provides a basic knowledge of computer operating systems, software and hardware. It introduces the student to Word processing,
Spreadsheets, the Intranet, and Graphic software. Included is a hands-on introduction to Microsoft Windows commands, files, features and functions.

CIS 110  Computer Operating Systems  3.0 Credit Hours
Covers functional characteristics of computer systems. Discusses basic operating system concepts, command languages, internal operating systems and resource-management strategies used in contemporary operating systems.
Prerequisite:  CIS 100 or Permission of Instructor

CIS 125  Internet Basics  1.5 Credit Hours
Utilizing the College’s on-line library, Library & Information Resources Network (LIRN), the course combines the learning of real-world skills for navigating the Internet, with a survey of the major uses of, and issues related to, the Internet. Emphasis is placed on utilizing LIRN to support research in the student’s program of study.

CIS 130  Computer Information Systems  3.0 Credit Hours
Explores and provides practical exercises to understand the various types of software applications available for more efficient business and personal management. Word processing and spreadsheet applications are continued at more advanced level. Database applications are introduced as well as applications within an operating system. Skills are developed using the advanced level features of specified software applications such as creating data files, macro applications, document summary, extensive formulas, and importing as well as exporting information. Students undertake advanced projects in order to increase skills.
Prerequisite:  CIS 100, or Permission of Instructor

CIS 150  Introduction to Networking  3.0 Credit Hours
This course explores a variety of computer network possibilities. Some of the areas covered in the course include global systems integration, network system designs and implementation of network systems. Covers basic design considerations for LANS/WANS, protocols, performance issues, security, and popular commercial communication packages.
Prerequisite:  CIS 100 or Permission of Instructor

CIS 155  Networking I - Intro. To Hardware & the OSI Model  3.0 Credit Hours
This course provides a context for exploration and study in computer networks, cables and devices by providing the student with an understanding of the evolution of network technology in computer repair. Students are introduced to computer network hardware through a thorough introduction to basic networking.
Prerequisite:  CIS 150 or Permission of Instructor
CIS 160 Networking II - The OSI Model & Network Protocols 3.0 Credit Hours
This course provides a context for further exploration and study in network troubleshooting and introduces the student to concepts of Internet security. Provides students the concepts of computer networking protocols and the OSI model.
Prerequisite: CIS 155 or Permission of Instructor

CIS 165 Network Operating Systems I 3.0 Credit Hours
Introduces students to network operating systems. This course provides the context for further exploration and study in network administration and management under Windows family of network operating systems, Novell, and UNIX/LINUX.
Prerequisite: CIS 150 or Permission of Instructor

CIS 170 Network Operating Systems II 3.0 Credit Hours
This course provides a context for further exploration and study of network design and routine maintenance. Continues to provide students the concepts of network operating systems and maintenance of a network.
Prerequisite: CIS 165 or Permission of Instructor

CIS 200 Data Communications/Telecommunications 3.0 Credit Hours
Concepts of data communications, networking and connectivity are explored. Students engage in discussion and hands-on learning of types of networks, communication lines, error detection, topology, network design and hardware and software selection, digital vs. analog communication, network architectures, client/server computing as well as current trends of communication systems.
Prerequisite: CIS 150 or Permission of Instructor

CIS 205 Word Processing Concepts and Applications 3.0 Credit Hours
This course covers the skills necessary to be become proficient in Microsoft Word 2000. Emphasizes productivity and excellence in document production. Students are encouraged to take the Microsoft Office Specialist proficiency exam.
Prerequisite: CIS 130 or Permission of Instructor

CIS 210 Spreadsheet Concepts and Applications 3.0 Credit Hours
This course covers the skills necessary to be become proficient in Microsoft Excel 2000. Emphasizes productivity and excellence in spreadsheet production. Students are encouraged to take the Microsoft Office Specialist proficiency exam.
Prerequisite: CIS 130 or Permission of Instructor

CIS 215 Desktop Publishing 3.0 Credit Hours
This course is designed to introduce the student to the basics of desktop publishing. Students learn the skills to produce newsletters, flyers, etc. Prerequisite: CIS 130 or Permission of Instructor

**CIS 220  Database Concepts and Applications  3.0 Credit Hours**
This course covers the use of various database systems and structures, creation of database file designs on screen, editing of files, managing records, and designing reports. Concentrates on the development of applications using the Access database. Topics include design, reports and queries, sub forms, multiple table queries, macros, and implementation of applications. Prerequisite: CIS 130 or Permission of Instructor

**CIS 285  Internship  3.0 Credit Hours**
Includes on-the-job training in areas appropriate to chosen course of study. Enables students to work closely with instructor to develop term projects related to work experience. Prerequisite: Permission of Instructor

**COMPUTER REPAIR TECHNOLOGY**

**CRT 106  Computer Repair - Hardware  4.5 Credit Hours**
This course is a comprehensive introduction to computer hardware and installation through a highly visual, hands-on exploration of the computer. The student learns how computers operate, the purpose of the system board, hard drives, floppy drives, peripheral devices such as expansion cards and I/O devices, and are introduced to basic concepts of electricity in the context of the relationship between voltage and current. Multimedia technology is introduced. Modems, ISDN, cable, and DSL lines are also introduced. Students learn to complete hardware installations and explore troubleshooting guidelines. Prerequisite: CIS 100 or Permission of Instructor

**CRT 116  Computer Repair - Software  4.5 Credit Hours**
This course is a comprehensive introduction to how computer software and hardware work together. The student explores the differences in operating systems, i.e. MS-DOS, Windows 3.x, Windows 9.x, Windows 2000, Windows XP and Windows NT 4.0. The student learns to perform system configurations for each of these operating systems, is introduced to physical memory and how to install and upgrade memory. Troubleshooting, virus recovery and prevention, and disaster recovery are introduced as well as the uses of disk maintenance. The concepts needed to make management decisions towards the purchase of PCs is taught, and networking fundamentals and how the network can interact with the Internet is explored. Prerequisite: CIS100 or Permission of Instructor
CRT 140 Internship 3.0 Credit Hours
Includes on-the-job training in computer repair technology areas appropriate to student’s chosen course of study.

CRIMINAL JUSTICE

CRJ 100 Introduction to Criminal Justice 4.5 Credit Hours
This course includes an overview of the functions and responsibilities of agencies such as police organizations, court systems, correctional systems and juvenile justice agencies, which are involved in the administration of justice.

CRJ 105 Introduction to Security 4.5 Credit Hours
This course introduces an overview of security elements and types of security organizations with a focus on security measures used to protect lives, property, and proprietary information through risk management and asset protection.

CRJ 110 Criminal Law 4.5 Credit Hours
This course covers the development of specific criminal offenses, defenses, and various legal principles upon which criminal law is established in America.

CRJ 115 Criminology 4.5 Credit Hours
This course is a study of criminal theories, which includes criminal causation, controls, typologies, and the reaction of society to crime and criminals.

CRJ 120 Constitutional Law 4.5 Credit Hours
This course examines the Bill of Rights for federal and state systems as it analyses the historical development of the U.S. Constitution and the relationship of rights contained therein.

CRJ 130 Police Administration 4.5 Credit Hours
This course is a study of law enforcement agencies, analyzing the organization, administration, and management.

CRJ 140 Criminal Justice Reporting Writing 4.5 Credit Hours
This course introduces students to fundamental guidelines for reports common to the criminal justice community. The course also studies how computers and technology are used as tools in this process.

CRJ 225 Police Community Relations 4.5 Credit Hours
This course is a study of the importance of two-way communication between the criminal justice system and the community, working together to control crime. The process includes citizen involvement in crime prevention, police officer interpersonal relationships, and a variety of other techniques. Prerequisite: CRJ100, or Permission of Instructor
CRJ 230  Criminal Evidence 4.5 Credit Hours
This course is a study of established rules of evidence from arrest to release in the administration process of criminal justice.
Prerequisite: CRJ100, or Permission of Instructor

CRJ 235  Correctional Systems 4.5 Credit Hours
This course is an introduction to aspects of the correctional function in criminal justice, including organizations, processes, procedures, client’s incarcerations, and conditional releases.
Prerequisite: CRJ100, or Permission of Instructor

CRJ 240  Probation, Pardon and Parole 4.5 Credit Hours
This course includes the philosophy and methods of treatment of offenders and the operational problems and activities of the probation/parole officer. The result of systems of probation and parole as substitutes for incarceration is studied.
Prerequisite: CRJ100, or Permission of Instructor

CRJ 255  White-Collar Crime 4.5 Credit Hours
This course examines the economic, cultural, and social consequences of white-collar crime. It presents various types of white-collar crimes, and looks at its victims in terms of occupations, individuals, and social and cultural institutions. It also addresses the various costs of this type of crime.
Prerequisite: CRJ100, or Permission of Instructor

CRJ 260  Criminal Investigations 4.5 Credit Hours
This course is the study of different methods of conducting crime scene searches, investigating various crimes, interviewing witnesses, and interrogating suspects.
Prerequisite: CRJ100, or Permission of Instructor

CRJ 270  Special Problems in Criminal Justice 4.5 Credit Hours
This course introduces students to ethical decision-making in the three basic segments of the Criminal Justice system: police, courts and corrections. Students are introduced to both philosophical principals (theories) and hands-on criminal justice issues and applications.
Prerequisite: CRJ100, or Permission of Instructor

ENGLISH

ENG 105  Fundamentals of English 4.5 Credit Hours
This is a course in the fundamentals of English grammar and mechanics, accomplished through usage practice in drills and brief compositions. It introduces organizational skills and the writing process.
ENG 120  English Composition I  4.5 Credit Hours
This course emphasizes accuracy and clarity in written expression, as well as unity, coherence, and organization. Students are required to write personal, descriptive, expository, and persuasive composition. Topics stem from class discussion, current events, and literature selections.

ENG 125  Professional Communications  4.5 Credit Hours
Teaches students the art of communicating ideas orally. Organization of material, logical thought, and original effective presentation are stressed; poise and confidence are developed through group discussions and personal delivery.

ENG 200  English Composition II  4.5 Credit Hours
This course is designed to help students increase competency in writing skills. Students study various methods of responding to literature in writing, and are required to respond to literary selections on personal and analytical levels. Presents research and informational skills culminating with the written presentation of a research paper. Library use is integral.
Prerequisite: ENG 120 or Permission of Instructor

ALLIED HEALTH SCIENCE

HEA 100  Fundamentals of Nurse Assisting  3.0 Credit Hours
Develops basic training in the procedures needed to be a nursing assistant. Knowledge and practical skills are offered through class lectures, reports, reading assignments, and clinical evaluations. The student learns effective oral and written communication as it relates to the classification of disease, physical examination, and the care of surgical patients. The human body systems are studied. This class runs concurrently with the Internship, where the student experiences are practical application of the basic training.

HEA 105  Fundamentals of Patient Care Assisting  3.0 Credit Hours
This course is intended to prepare the nursing assistant or patient care technician to provide advanced patient care procedures. Students are introduced to sterile procedures including preparing and working with a sterile field, using sterile technique, and performing sterile dressing changes, as well as wet to dry dressings. Venipuncture technique is covered as well as intravenous procedures and many other advanced skills. Also covered are the administration of hot and cold applications, advanced respiratory, endotracheal and tracheotomy care, and emergency procedures. The importance of reporting information and observations to the licensed supervisor is emphasized throughout the course. To this end, most sessions include listing observations to be reported and recorded. Also included are safety and infection control alerts and age-related information, and information that is important to the student and in keeping with the latest health care trends.
Prerequisite: HEA100 or Permission of Instructor
HEA 110  Medical Terminology  3.0 Credit Hours
Introduces the terminology used by health paraprofessionals.

HEA 115  Phlebotomy I  3.0 Credit Hours
This course provides instruction in the skills needed for the proper collection of blood and other specimens used for diagnostic testing. Emphasis is placed on collection techniques, safety, and universal precautions, health care delivery systems, specimen collection, and patient relations.
Prerequisite: HEA 110 or Permission of Instructor

HEA 120  Phlebotomy II  3.0 Credit Hours
This course provides students with additional knowledge of blood collecting techniques and processing specimens. Emphasis is placed on the knowledge and skills needed to collect all types of blood samples from hospitalized patients.
Prerequisite: HEA 115 or Permission of Instructor

HEA 125  Nutrition  3.0 Credit Hours
This course teaches the necessary nutritional needs of the individual throughout the life cycle. The basic elements of nutrition, the function of the nutrients needed in the body, and selected therapeutic diets are discussed.

HEA 135  First Aid and Safety  3.0 Credit Hours
This course introduces the student to basic safety procedures, the Heimlich maneuver, and CPR for one man, two men, and for the infant. The student must successfully demonstrate competency in these procedures to complete the course.

HEA 140  Internship  1.5 Credit Hours
Includes on-the-job training in allied health service areas appropriate to chosen course of study.

HEA 140C  Patient Care Internship  1.5 Credit Hours
Prerequisite: HEA 105, or Permission of Instructor

HEA 140N  Nurse Assisting Internship  1.5 Credit Hours
Prerequisite: HEA 100, or Permission of Instructor

HEA 140P  Phlebotomy Internship  4.5 Credit Hours
This course provides supervised experience in the performance of venipuncture and micro-collection techniques in a clinical facility. Emphasis is placed on patient interaction and application of universal precautions, proper collection techniques, special procedures, specimen handling, and data management.
Prerequisite: HEA 115 or Permission of Instructor

HEA 150  Introduction to Medical Assisting  3.0 Credit Hours
The student learns about advantages and career opportunities for the Medical Assistant. Information includes skills, personal attributes, and the regard of professional organizations necessary to the profession. A brief history of medicine, types of medical specialties, and advancement
opportunities in the field of Medical Assisting are also discussed. Effective communications in telephone personality as well as written language skills are introduced.
Prerequisite: HEA110 or Permission of Instructor

HEA 160  Medical Office Management  3.0 Credit Hours
The student learns how to manage the medical office in regard to accurate medical record maintenance. Theory on content, protection, and storage of medical records is included. Filing systems and file organization are taught. Personnel management, office management, and financial management are included.
Prerequisite: HEA 150 or Permission of Instructor

HEA 165  Medical Office Procedures  3.0 Credit Hours
The student learns how to demonstrate professional patient reception, timely appointment scheduling, basic accounting/bookkeeping services, and health and accident insurance processing. Also discussed are professional fees, credit arrangements, confidentiality, and organizing facility supplies. The student is introduced to the concept of the benefits of externship and how to prepare for it.
Prerequisite: HEA 160 or Permission of Instructor

HEA 170  Clinical Procedures I  3.0 Credit Hours
The student learns the concepts of asepsis, becomes familiar with the transmission and prevention of transmittable, communicable diseases, such as AIDS, Hepatitis B, etc., learns the classification of organisms, and is introduced to sanitation, disinfection and sterilization. The student becomes familiar with instruments used for minor surgery and clinical procedures, and learns how to assist the physician with routine examinations, specialty examinations, and treatments. Patient assessment and how to obtain vital signs are also introduced.
Prerequisite: HEA 150 or Permission of Instructor

HEA 175  Clinical Procedures II  3.0 Credit Hours
Pharmacology is introduced. Included are its history, drug interactions, and learning to calculate drug dosages. Also covered are administration of medications, drug assessment, and types of parental drug administration. The student will continue to study how to assist the physician with routine examinations, specialty examinations and treatments. Assisting with modalities in patient treatment is also introduced.
Prerequisite: HEA 170 or Permission of Instructor

HEA 180  Medical Laboratory Techniques I  3.0 Credit Hours
The student is introduced to the laboratory setting with emphasis on safety, quality control, the microscope, and blood chemistry tests. An introduction to microbiology, including commonly performed smears and cultures in the office, is included.
Prerequisite: HEA 150 or Permission of Instructor
HEA 185  Medical Laboratory Techniques II  3.0 Credit Hours
The student learns how to collect urine and serum specimens, how to perform microscopic examinations on specimens, and how to assess normal urinalysis results and normal hematology values. Electrocardiography, assisting with diagnostic radiology, and medical emergency procedures are introduced.
Prerequisite: HEA 180 or Permission of Instructor

HEA 190  Medical Coding & Insurance Processing  3.0 Credit Hours
This course prepares students to process and manage third-party reimbursement and patient accounts receivables in non-hospital settings. The students will use electronic medical billing software in simulated practice. Emphasis is placed on medical terminology and the proper use of the most current ICD and CPT codes.
Prerequisite: HEA110, or permission of instructor

HEA 201  Introduction to Pharmacology  3.0 Credit Hours
Includes an introduction to the pharmacology of commonly-used drugs. Topics covered include procedures for administering drugs, components of a prescription, and drug actions and uses. The laboratory section includes demonstration, technique and theory of administration of medications in the medical office setting, including intradermal, subcutaneous, and intramuscular routes as well as oral, topical, sublingual, vaginal and rectal administration. The principles of recording medications in the medical record are also covered.
Prerequisite: SCI 120 or Permission of Instructor

HEA280  Directed Studies  3.0 Credit Hours
Directed studies allow the student the opportunity to closely with an instructor to explore areas of particular interest within an area(s) of his/her program of study.
Prerequisite: Permissions of Instructor

HEA285A Supervised Field Experience-Administrative  3.0 Credit Hours
Includes on-the-job training in the administrative area of allied health service appropriate to the chosen course of study.
Prerequisite: HEA110, HEA150, HEA160, HEA165, HEA190, OFF135M, or permission of Medical Assisting Program Coordinator.

HEA285C Supervised Field Experience-Clinical  3.0 Credit Hours
Includes on-the-job training in the clinical area of allied health service appropriate to the chosen course of study.
Prerequisite: HEA110, HEA135, HEA150, HEA179, HEA175, HEA180, HEA185, HEA201, or permission of Medical Assisting Program Coordinator.
KEYBOARDING

KEY 100 Keyboarding 3.0 Credit Hours
Includes a study of the keyboard on the computer, stresses proper keyboarding techniques, and building self-confidence. Students enrolled in administrative assistant programs must attain a minimum keyboarding speed of 35 words per minute with a maximum of 5 errors on a five minute timed keyboarding test in order to satisfactorily complete this course.

KEY 105 Keyboarding Speed and Skill Development 3.0 Credit Hours
Continues the development of keyboarding speed and accuracy with further mastery of correct keyboarding techniques. Develops production skills in areas of business correspondence, tabulated reports, and business forms. Students enrolled in administrative assistant programs must attain a minimum keyboarding speed of 45 words per minute with a maximum of 5 errors on a five minute timed keyboarding test in order to satisfactorily complete this course.

KEY 110 Advanced Keyboarding Skill & Development 3.0 Credit Hours
Stresses refinement of increased keyboarding speed and accuracy and fluency in keyboarding un-arranged input documents in the student's area of concentration. Students enrolled in office administration programs must attain a minimum typing speed of 55 words per minute with a maximum of five errors on a 5-minute timed keyboarding test in order to satisfactorily complete this course.
Prerequisite: KEY 105 or Permission of Instructor

LEGAL ASSISTING/PARALEGAL STUDIES

LEG 100 Legal Terminology 3.0 Credit Hours
Introduces the terminology used by legal paraprofessionals.

LEG 105 Introduction to Law and Legal Methods 4.5 Credit Hours
The course introduces the American Legal System, emphasizing the basic requirements of the legal system and modern application of common law and statutory law. Introduces how to read case law. Discusses cases emphasizing issue spotting and use of case law as precedent. Introduces basic rules of statutory interpretation.
Prerequisite: LEG 100 or Permission of Instructor

LEG 110 Criminal Law & Procedure 4.5 Credit Hours
Studies the definition and classification of criminal offenses, criminal responsibility, and legal procedures in criminal prosecution.
LEG 115  Domestic Relations  4.5 Credit Hours
Includes an examination of the laws of marriage, divorce, annulment, adoption, custody, and juvenile law.

LEG 120  Law Office Management  4.5 Credit Hours
Provides a first practical "real life" view of the law office work environment written specifically for paralegal students. Reviews aspects of law office management. Discusses how a paralegal's actions can contribute to and help prevent malpractice claims.

LEG 200  Business Law  4.5 Credit Hours
Covers the scope of business law such as individual, business, and legal relationships, legal concepts, philosophy and functions; and federal and state court systems. Covers contracts, sales, business forms, and property. Introduces negotiable instruments and antitrust laws.

LEG 205  Business Associations  4.5 Credit Hours
An in-depth study of the formation and operation of business forms including sole proprietorships, partnerships, limited partnerships, and corporations.

LEG 210  Civil Litigation I  4.5 Credit Hours
This class is an introduction to civil actions, the Federal Rules of Civil Procedure, and State Rules of Procedure. It covers introducing the plaintiff's lawsuit and answering on the defendant's behalf. Includes product liability, antitrust, medical malpractice, contract actions, class action, and other complex litigation. Covers settlement demands and offers. Includes drafting various proposed pretrial orders and assisting at trial. Also includes post-judgment litigation.
Prerequisite: LEG 105 or Permission of Instructor

LEG 215  Civil Litigation II  4.5 Credit Hours
Includes a general review of litigation and detailed instruction in file organization, the discovery process, litigation strategy, settlement demands and offers. Also includes a review of alternative dispute resolution. Includes drafting of various proposed orders, detailed trial preparation, and conduct of trial. Includes post-judgment motions and the appeals process.
Prerequisite: LEG 210 or Permission of Instructor

LEG 220  Real Property  4.5 Credit Hours
An overview of property law including the mechanics of various commercial and private property transfers and mortgage foreclosures. Includes a study of common law and statutory requirements related to the transfer of real property with utilization of the appropriate indexes and documents in the appropriate county offices. Includes an in-depth study of the intricacies of title examination through complex research problems.
Prerequisite: LEG 105 or Permission of Instructor
LEG 225  Torts  4.5 Credit Hours
An intense study of negligence, intentional torts, product liability, and malpractice actions. This course also introduces students to the process of legal analysis of problems and the analysis of judicial opinions. Prerequisite: LEG 105 or Permission of Instructor

LEG 230  Wills, Trusts and Probate  4.5 Credit Hours
Provides explanations for the complex issues in wills, trusts, and estates law and includes recent appellate cases and up-to-date statutes, legal terms, and differences in state law.

LEG 240  Legal Research I  4.5 Credit Hours
A study of legal research techniques and tools for locating sources of state and federal law and the process of shepardizing primary authorities. Includes encyclopedias, A.L.R., treatises, forms, books, loose-leaf services, and periodic literature. Prerequisite: LEG 105 or Permission of Instructor

LEG 245  Legal Research II  4.5 Credit Hours
A continuation of Legal Research with emphasis on proper citation form and the writing of legal memorandum. Also includes using computerized legal research. Prerequisite: LEG 240 or Permission of Instructor

OFFICE ADMINISTRATION

OFF 100  Bookkeeping  1.5 Credit Hours
Course introduces the fundamentals of basic accounting principles and focuses on basic financial records maintained in a typical business setting.

OFF 105  Data Entry  3.0 Credit Hours
The course is designed to introduce the concept of data entry procedures in a simulated data entry environment. The course focuses on computer data entry with practices in decentralized, distributed information processing. Includes practice with the numeric keyboard, emphasizing verification and error correction. Provides training in data entry that progresses in difficulty to tasks that require prolonged attention. All tasks are accomplished with hands-on computer applications.

OFF 135  Machine Dictation/Transcription  3.0 Credit Hours
Provides training in the use of modern dictation transcription equipment. The student learns to listen and transcribe information from recorded dictation while learning and applying rules for language arts on the computer. The dictation materials given are intended to help the student to become proficient in handling machine transcription in an area of concentration. Prerequisite: KEY105 or Permission of Instructor
OFF135L  Legal Emphasis  
Prerequisite: LEG100, or Permission of Instructor  

OFF135M  Medical Emphasis  
Prerequisite: HEA110, or Permission of Instructor  

OFF 140  Advanced Machine Dictation Transcription  3.0 Credit Hours  
Continuation of training in the use of dictation transcription equipment focusing in three major areas: transcribing from recorded dictation, using language arts, and formatting office papers using a computer. The dictation materials given are intended to help the student to become proficient in handling machine transcription in an area of concentration.  
Prerequisite: OFF 135 or Permission of Instructor  

OFF 140L  
OFF 140M  

OFF 145  Professional Office Procedures  3.0 Credit Hours  
Develops the skills and knowledge essential to success in a modern office environment. The development of a work system, receiving visitors, scheduling appointments, making travel arrangements, planning meetings, and other duties involved in operating an efficient office are discussed.  
Prerequisite: KEY 105 or Permission of Instructor  

OFF 145L  
OFF 145M  

LIFE AND PHYSICAL SCIENCES  

SCI 100  Introduction to Geography  4.5 Credit Hours  
This course includes a geographic analysis of the regions of the world, i.e. North and South America, Europe, Australia, Asia and Africa. Diversity of each region is emphasized by examining its physical environment, natural resources, social, cultural, economic and political systems.  

SCI 101  Fundamentals of Mathematics  4.5 Credit Hours  
A course in the fundamentals of mathematics and mechanics accomplished through practice in drills and the solution of mathematical problems.  

SCI 120  Principles of College Mathematics  4.5 Credit Hours  
Students develop a thorough understanding of the concepts essential to mathematics. The course introduces students to a brief review of Whole Numbers, Fractions and Mixed Numbers, Decimals, Ratio and Proportion, and Percent. The essence of the course introduces students to Descriptive Statistics, Measurement, Geometry, Algebra and Solving Equations. The intellectual challenge of analysis is emphasized.  

SCI 200  College Algebra  4.5 Credit Hours  
Studies real numbers including sets, relations, functions, equations, matrices and determinants, complex numbers, induction and binomial theorem.
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>SCI 210</td>
<td>Introduction to Research and Statistics</td>
<td>4.5</td>
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<td>Focuses on giving students an understanding of the research process. Both measures of central tendency and measures of variability will be incorporated in course exercises. Emphasis is placed on recognizing quality research through correct sampling and generalization procedures. Prerequisite: SCI 120 or Permission of Instructor</td>
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<tr>
<td>SCI 220</td>
<td>Human Anatomy and Physiology I</td>
<td>4.5</td>
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<td>Covers the areas of basic cellular anatomy and tissues as well as the following body systems: Integumentary, Urinary, Reproductive and Digestive. Included are the anatomy and physiology of these areas and pathological conditions associated. Prerequisite: HEA 110 or Permission of Instructor</td>
<td></td>
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<tr>
<td>SCI 225</td>
<td>Human Anatomy and Physiology II</td>
<td>4.5</td>
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<td></td>
<td>Covers the areas of the following body systems: Skeletal, Muscular, Nervous, Endocrine, Cardiovascular (hematology), Lymphatic and Respiratory. Included are the anatomy and physiology of these areas and pathological conditions associated. Prerequisite: HEA 110 or Permission of Instructor</td>
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**SOCIAL SCIENCES**

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>SOC 100</td>
<td>History of American Entrepreneurship</td>
<td>4.5</td>
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<td></td>
<td>Tells a history of America through a study of the lives and accomplishments of Americans who made the &quot;American Dream&quot; work for them and for the nation. Specific examples vary but may include legendary figures as well as more contemporary figures.</td>
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<tr>
<td>SOC 105</td>
<td>Contemporary Issues</td>
<td>4.5</td>
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<tr>
<td></td>
<td>Discusses current world issues and how they affect present and future world conditions. Background studies in each discussion area place current events in their proper perspective.</td>
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<tr>
<td>*SOC 110</td>
<td>Ethics</td>
<td>4.5</td>
</tr>
<tr>
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<td>Discusses and studies moral principles of conduct related to problems and reasoning. Emphasis is placed on developing the student’s ability to engage in ethically sound decision-making. Moral theories, issues across the professions, and issues to specific professions are discussed. *NOTE: This Course is coded PHI110 for Criminal Justice Majors.</td>
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<tr>
<td>SOC 115</td>
<td>Basic Introduction to Hispanic Culture and Language</td>
<td>4.5</td>
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<td>Provides students a basic understanding of the Hispanic Culture from various Spanish/Latin countries. Explores customs, language variations, as well as other issues to assist students in understanding and appreciating the Hispanic culture. Students will be introduced to the Spanish language</td>
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</tbody>
</table>
sufficiently to be able to communicate basic needs to a Spanish speaking
person.

SOC 120 Social Problems 4.5 Credit Hours
This course takes a theoretically balanced, student-centered approach to
social problems. The course progresses from a micro- to macro-level of
analysis, focusing first on such problems as health care, drug use, and
family, and then broadening to the widening concerns of such topics as
population growth and conflict around the world. The course defines the
nature of social problems in a global context as well as a U.S. context.
Through micro- to macro-level of analysis, students explore social problems
and apply what they learn to themselves. The course explores each of the
three major theoretical explanations, describes the consequences of the
problem, and provides alternative solutions and policies. On the micro level,
students are helped to understand social problems and see how what they
learn applies to them. This dual approach enables students to learn about
social problems in a unique organized manner that facilitates learning by
making it more relevant to them on a personal level.

SOC 125 Principles of Psychology 4.5 Credit Hours
Introduces the basic theories and concepts in the science of behavior. This
course presents the various ways the individual constructs his self-
awareness. Studies how social institutions, such as the family and religion,
influence the psychological make-up of the individual.

SOC 130 Introduction to Sociology 4.5 Credit Hours
This course highlights the relevance of sociology by including a diverse
collection of theories, research, and "lived experiences" that accurately
mirror the diversity in society itself. The course engages students, and
activates compelling everyday examples that make sociology particularly
relevant to today's diverse society. The course attempts to integrate race,
class, and gender issues, along with a thorough presentation of sociological
theory, which includes diverse theoretical viewpoints such as feminist and
postmodernist theory.

SOC 210 Life Span Developmental Psychology-Early Years 4.5 Credit Hours
Addresses the ten life stages of the prenatal period through early adult-
hood. It defines developmental tasks and psychosocial crises for each life
stage covering reciprocity and individuality. Research findings are
integrated into applied topics.
Prerequisite: Permission of Instructor

SOC 215 Abnormal Psychology 4.5 Credit Hours
Includes the description and theories of the nature and development of
behavioral disorders. Contemporary treatment procedures with emphasis
on analysis of human behavior problems and the personal and social skills
needed to deal with them are investigated.
Prerequisite: SOC 125 or Permission of Instructor
SOC 220  American Government  4.5 Credit Hours
This course is intended to help students experience the excitement that comes from active, informed citizenship. The course focuses on the fundamentals—the constitutional, governmental, political, social, and economic structures and processes that are the core of American government. Policy and analysis are also covered.

SOC 225  Juvenile Delinquency  4.5 Credit Hours
This course is intended to help students understand the nature of delinquency, its causes and correlates, as well as current strategies being used to control or eliminate its occurrence.
Prerequisite: SOC130 or Permission of Instructor

SOC 230  Marriages & Families  4.5 Credit Hours
This course is a study of contemporary marriage and family relationships; emphasis is placed on the individual in the intimate relationship to another, the couple as a unit, and the family as a system.

SOC 240  Early Childhood Development  4.5 Credit Hours
Concentrates on the physical, mental, and emotional development of the child from conception through pre-adolescent period. Reviews the significance of a child's relationship to his/her parents and peers as it relates to the child’s self-concept. Emphasis is placed upon the factors contributing to the emotional health of the normal child.

SOC 245  Economics I: Microeconomics  4.5 Credit Hours
An introduction to the study of economics with emphasis placed on supply and demand analysis, the determination of prices, and problems of individual sectors of the economy.

SOC 250  Economics II: Macroeconomics  4.5 Credit Hours
An analysis of the overall economy with emphasis placed on fiscal and monetary policies, economic growth, and the role of government in a capitalist economy.

SOC 255  Aging and Dying  4.5 Credit Hours
Includes geriatric care, psychological aspects of caring for terminally ill patients, stages of dying, and hospice programs. The personal needs of the terminally ill patient and interaction with the family are also stressed.
8 - FACULTY AND STAFF
{(Date) indicates the beginning of service at Forrest College)}

Jack Abraham**
Business Administration/General Education Instructor, (2004)
Ed.D, Vocational and Technical Ed., Clemson University, 1997
MA, Management, Webster University, 1983
BS, Management. Virginia Polytechnic Institute, 1973

Melissa Blighton, LPN*
Allied Health Instructor (2011)
Nursing Diploma, West Kentucky Technical College, 2000
AS, Business Administration/Accounting, (in process), Forrest College, 2012

Jamey Bowen
Admissions Representative (2012)
AS, Business Administration (in progress), Forrest College, 2012

Lillian Cage*
Business Administration Instructor (2006)
MS, Management, Southern Wesleyan University, 2008
BS, Health Services Mgmt., University of La Verne, 1996

Betty Campbell, RN
Allied Health, Nurse Assistant Program Coordinator (1997)
ADN, Nursing, Spartanburg General Hospital
Registered Nurse, State Board of Nursing for SC
Certificate, 4 hours Nurse Aide Regulations and Testing
Certificate, Tri-County Technical College, 2000
Certificate, Prof. Management Certification, Hartzog and Associates, 1996
Certificate, Confused Resident, Tri-County Tech College, 1993
Certificate, Resident Rights, Tri-County Tech College, 1993
Certificate, Fire Safety Planning, Tri-County Tech College, 1994

Jerome Caron, CMA (AAMA)*
Allied Health Instructor (2012)
AS, Medical Assisting, Forrest College, 2011
Sandra Carter, CMA (AAMA)
Allied Health Programs Coordinator (2010)
  AS, Medical Assisting, Forrest College, 2010
  Diploma, Medical Assistant, Tri-County Technical College, 2006

Jessica Cheek∗
English Instructor (2011)
  MA, Secondary English, Converse College, 2010
  BA, History/Spanish, Clemson University, 2007

Millard Devore∗
Allied Health Instructor (2009)
  M. Ed., Elementary Education, Lander University, 1989

Genevieve Ellis∗
English Instructor (2011)
  MA, Teaching, Centenary College 2007
  BA, Psychology, Centenary College 2005

Debra Evett
Coordinator Childcare Services (2003)

Liz Floyd
Finance/Records Office Coordinator (2002)
  AS, Business Administration/Paralegal/Legal Assisting, Forrest College, 2002

Greyson Gambrell∗
Mathematics Instructor (2009)
  M.Div., Theology, Anderson University 2011
  BS, Physics, Clemson University 2007

Charette Goodjion
Assistant to the Coordinator, Childcare Services (2011)
  AS, Business Administration, 2011
  AS, Business Administration/Accounting/Child Care Management (in progress), Forrest College, 2012

Tammy Griffith, LPN∗
Nurse Assisting Instructor, (2012)
  Nursing Diploma, Rockingham Community College, 1995
Rhonda Harris, RN**
Allied Health Programs Instructor, (2006)
MS, Nursing, University of Phoenix, 2008
BS, Nursing, Clemson University, 2006
AHS, Allied Health Science, Greenville Technical College, 1998
Registered Nurse, State Board of Nursing for SC, 2006

Samantha Harris*
General Education Instructor (2002)
BA, Erskine College, 1998

James Henderson**
Business Administration Instructor (2007)
BA, Human Resource Management, Anderson University, 2004

Charley Holden**
Business Administration Instructor, (2007)
MS, Management, Southern Wesleyan University 2003
BS, Sociology, Clemson University 1999

Jean T. Holloway**
Masters +30, Special Education, Clemson University, 1985
M.Ed., Elementary Education, Clemson University, 1974
BA, Elementary Education, Benedict College, 1971
Medical Record Transcribing Vocational Cert., Seminole Community College, 1994

Lauren Kay
Assistant to Finance/Records Coordinator (2010)
AS, Business Administration, Forrest College, 2008
AS, Business Administration/Accounting, Forrest College, 2012

Laura Lee, Interim President
General Education/Allied Health Programs Instructor, (1987)
M.Ed., Industrial Education, Clemson University, 1989
30 Hours, Psychology, Central Wesleyan, 1987
BS, Psychology, University of the State of New York, 1987
AS, Liberal Arts, University of the State of New York, 1986
Diploma, Medical Assistant, Northern Campbell Vocational Institute, 1982
Certificate, Nurse Assisting, Forrest College, 2001
Jerry McAlister, A+ Certified Repair Technician (CompTIA)
Manager, FC Computer Training, Service and Sales (2011)
Computer Repair and Service/Network Repair and Service

Anton Moorehead
Assistant Manager, FC Computer Training, Service & Sales (2011)
Instructional Assistant, Computer Information Systems, Computer Repair, Keyboarding
AS, Business Administration/Computer Repair and Service/Network Repair and Service Technician, 2011
AS, Business Administration/Accounting, Forrest College (in progress), 2012

Susan Moser
Librarian/Media Specialist (2011)
Coordinator, GED program
General Education Instructor
MLIS, University of SC, 1998
BA, English, Salem College 1994

Linda Perryman
Admissions Representative, (2011)
AS, Business Administration/Medical Office Administration 2011
AS, Business Administration/Accounting, Forrest College (in progress), 2012

David Pickens*
Business Administration Instructor (2011)
MA, Theological Studies, Erskine Seminary, 2004
BS, Business Administration North Greenville University, 1999

Linda Reeves
Academic Dean/Career Advisor (2011)
General Education Instructor (2010)
M.Ed., Counseling and Guidance, Valdosta State University, 1996
BA, Middle Education, Valdosta State University, 1990

Richard Reeves*
Business Administration Instructor (2010)
MSIM, Clarkson University, 1973
BSEE, New Jersey Institute of Technology, 1967
Richard Reeves, Jr.*
Allied Health Instructor (2011)
   MS, Entomology, Clemson University, 2009
   BS, Biology, College of Charleston, 2004

Alicia Rice*
Allied Health Instructor (2011)
   AAS, Medical Assisting w/Phlebotomy, Forrest College, 2008

Harold Rice*
Business Administration Instructor (2011)
   MBA, Strayer University, 2010
   BS, Accounting, Moorehouse College, 1993

John Rivers, JD**
Criminal Justice, Business Administration/ Paralegal Studies
   Instructor, (2006)
   JD, Law, University of SC School of Law, 1978
   BS, Zoology, Clemson University, 1975

Charles Rushing, MD**
General Education, Allied Health Instructor, (2008)
   MD, University of Alabama School of Medicine, 1961
   BA, Chemistry & Biology, Florence State Teachers College, 1955

Marsha Smith, LPN, RMT**
Allied Health Instructor, (2006)
   Diploma, Nursing, Piedmont Technical College, 1990
   AAS, Medical Assisting, Forrest College, 2009

Teresa Bailey-Stowers*
Allied Health Instructor (2011)
   AAS/Health Information Technology, DeVry, 2010
   AS Business Administration/Medical Office, Forrest College, 1989

Alica Swaney, CMA (AAMA)
Assistant to Coordinator, Allied Health Programs, (2011)
   AS/Medical Assisting, Forrest College, (in progress) 2012
   Diploma, Medical Assistant, Tri-County Technical College, 2006

Patricia Thompson, CPT (NCCA)
Allied Health/Lead Instructor, Phlebotomy (2003)
MLT, Healthcare Tech Cert. /Tri-County Technical College, 1987
Certificate, Phlebotomy, Anderson Memorial Hospital, 1987
Clinical Laboratory Phlebotomist – The National Certification Agency, 1987

Janie Turmon
Admission Coordinator (1999)
AS, Business Administration, Forrest College, 1999

Tyrone Williams
Criminal Justice Coordinator (2009)
Campus Security Coordinator (2007)
MCJ, Anderson University, 2012
BS, Criminal Justice, Phoenix University, 2010
AAS, Public Service, Criminal Justice Tri-County Technical College, 2007

James Wisenhunt**
General Education/Life & Physical Sciences Instructor, (2000)
Ph.D., Nutrition, Clemson University, 1987
MS., Animal and Food Industries, Clemson University, 1982

*denotes adjunct faculty
**denotes permanent part-time faculty