We Are The College That Cares!
Prospect College classrooms are equipped with personal computers, printers, projectors and other multimedia teaching equipment, and with high speed Internet connection.

The course curriculum at Prospect College is designed so that our students are best prepared to take the certification exams in their program.

Prospect College training is conducted by professional and experienced trainers. Students use dedicated computers and learn by actually performing hands-on exercises, tasks and practice problems on the computer with assistance from the trainers. Our training methodology is instructor-led.

Prospect College is Accredited by:

Council on Occupational Education
# Table of Contents

**GENERAL INFORMATION** .......................................................................................................................... 1
  - The School .......................................................................................................................... 1
  - Mission Statement .............................................................................................................. 1
  - Goals and Objectives ........................................................................................................ 1
  - Ownership Structure ......................................................................................................... 2
  - School Policy on Equal Opportunity and Equal Access ...................................................... 2
  - Academic Calendar .......................................................................................................... 2
  - Hours of Operation ........................................................................................................... 4
  - Facilities .......................................................................................................................... 4
  - Student-to-Teacher Ratio .................................................................................................. 4

**ADMISSIONS POLICIES** ............................................................................................................................. 5
  - Minimum Entrance Requirements .................................................................................. 5
  - Enrollment Procedures .................................................................................................. 5

**FINANCIAL OBLIGATIONS** .......................................................................................................................... 7
  - Tuition ............................................................................................................................... 7
  - Financial Aid ................................................................................................................... 7
  - Applying for Financial Aid ............................................................................................. 8
  - Financial Aid Process ...................................................................................................... 8
  - Enrollment Window ....................................................................................................... 9
  - Payment Period .............................................................................................................. 10
  - Refund Policy ................................................................................................................ 10
  - Return of Title IV Funds Policy ...................................................................................... 11
  - Post-withdrawal Disbursement Information ..................................................................... 12
  - Distribution of Refunds ................................................................................................... 13
  - Cancellations ................................................................................................................... 13
  - Payment Methods and Collection of Delinquent Accounts ................................................ 13
  - Example of Tuition Refund Calculation ........................................................................ 14
  - Calculation of Last Day of Attendance .......................................................................... 14

**RECORDS** .................................................................................................................................................. 15
  - Student Records ............................................................................................................. 15
  - Release of Student Information ...................................................................................... 15
  - Guarantee of the Right of Students’ Access to Their Files .............................................. 15

**ACADEMIC POLICIES** ................................................................................................................................ 15
  - Semester Credit System ................................................................................................. 15
  - Diploma Program ............................................................................................................ 16

**PROGRAMS** ............................................................................................................................................... 16
  - Grading System ................................................................................................................ 18
  - Minimum Graduation Requirements ............................................................................. 19
  - Attendance Policy .......................................................................................................... 19
  - Make-up Policy .............................................................................................................. 19
  - Leave of Absence (LOA) ............................................................................................... 20
  - Tardy ............................................................................................................................... 20
  - Excused ......................................................................................................................... 21
  - No Show ......................................................................................................................... 21
  - Drop ............................................................................................................................... 21

**SATISFACTORY ACADEMIC PROGRESS** .................................................................................................... 22
Transfers & Previous Education .............................................................. 28
Re-Admission .................................................................................... 29
Transfers Between Prospect College Programs ....................................... 29
Job Placement ...................................................................................... 29
Supportive Services ............................................................................. 30
MEDICAL PROGRAMS ........................................................................ 31
   MEDICAL ASSISTANT (M-720) .......................................................... 31
   MEDICAL OFFICE ADMINISTRATION (MOA-720) ............................ 31
   MEDICAL BILLING AND CODING (MBC-720) .................................. 32
MEDICAL COURSES ........................................................................... 33
   M-101 Triage and Medications .......................................................... 33
   M-103 Medical Office Procedures ..................................................... 33
   M-104 Computerized Medical Office Procedures ................................. 33
   M-105 Computer Billing & Reimbursement / EHR ................................. 33
   M-200 Medical Emergencies and Specialties ....................................... 34
   M-203 Anatomy and Medical Terminology ......................................... 34
   M-210 Laboratory Procedures .......................................................... 34
   M-220 Assisting with Surgeries .......................................................... 34
   M-400 Electronic Health Records ....................................................... 34
   M-403 Medical Billing and Insurance .................................................. 35
   M-501 ICD-9 Coding ......................................................................... 35
   M-502 CPT-4 Coding ....................................................................... 35
   M-900 Externship .............................................................................. 35
PC PROGRAMS: .................................................................................... 35
   PC SPECIALIST (PC-600Q) ................................................................. 35
PC COURSES ....................................................................................... 36
   C-100 Keyboarding ............................................................................ 36
   C-101 Windows .................................................................................. 36
   C-201 Word for Windows .................................................................... 37
   C-301 Excel for Windows ..................................................................... 37
   C-251 Word & Excel .......................................................................... 37
   C-401 PowerPoint for Windows .......................................................... 38
   C-501 Computerized Accounting – (QuickBooks) .................................. 38
   C-601 Microsoft Expression Web (Web Design) ..................................... 38
    IT-701 Professional Development ..................................................... 39
CERTIFICATE OF ACHIEVEMENT ......................................................... 39
RECORDING POLICY .......................................................................... 39
STUDENT TRANSPORTATION REIMBURSEMENT ................................ 40
STUDENT CONDUCT .......................................................................... 41
   Student Code of Conduct ................................................................... 41
   Academic Dishonesty ....................................................................... 42
   Drug-Free Policy ............................................................................. 42
   Student Complaint Policy ................................................................. 43
PROGRAM CHANGES .......................................................................... 44
   Changes .......................................................................................... 44
   Catalog Inserts ............................................................................... 44
LOCATION / DIRECTIONS TO Prospect College .................................... 44
   Map ................................................................................................ 44
   Inside of back cover .......................................................................
   Outside of back cover .....................................................................
GENERAL INFORMATION
The School
Prospect College was established in 1997 to provide hands-on and practical computer applications and allied health training to the residents of Washington DC, suburban Maryland, and Virginia neighborhoods. Prospect College is licensed as a non-degree post-secondary school by the DC Licensure Commission.

Prospect College is nationally accredited by the Council on Occupational Education (COE), certified by the U.S. Department of Education to participate in Title IV financial aid programs, and authorized to accept student referrals from Workforce Investment Act (WIA) and vocational rehabilitation (Voc Rehab) agencies.

Mission Statement
The mission of Prospect College is to offer training in computer application software and the Internet, and allied health, along with placement and counseling services, to prepare its students for the workplace challenges facing our nation in the new information age.

Goals and Objectives
The primary goal of Prospect College is to deliver training programs that will enable students to find and maintain employment in their field of study. The following objectives support Prospect College’s goals:

- To provide quality education
- To offer programs that are occupationally in demand
- To emphasize the characteristics required by employers: reliability, skill, and knowledge
- To assist graduates with obtaining employment in their field of study by offering effective job placement assistance
- To prepare students for the certification examination, where applicable.
Ownership Structure
Prospect College Inc. is a Subchapter S-Corp, incorporated in Maryland.

School Policy on Equal Opportunity and Equal Access
Prospect College Inc. is an equal opportunity affirmative action institution. The school is committed to a policy of equal opportunity in the recruitment and admission of students, as well as in the recruitment and employment of staff. Prospect College does not discriminate on the basis of age, sex, color, religion, handicap, or national origin as specified by federal laws and regulations. Prospect College is committed to a barrier-free environment and provides students who have physical or mental disabilities with the assistance they need to equally participate in the school’s programs. Prospect College’s facility is handicap accessible.

Academic Calendar
Prospect College offers its programs in non-term credit-hour format. A student’s program consists of two Payment Periods (PP). Each PP is equivalent to 50% of the student’s enrollment window. The student’s program start date will be determined by his or her individual schedule. A student usually starts at the start of a module (course). Therefore each student’s enrollment window begins on the first day of his/her class and ends on the last day of his/her classes or examinations. Extensions needed to make-up for school official holidays are incorporated into student enrollment window. Students must coordinate with the teachers to makeup the work missed as a result of closures due to unforeseen events such as inclement weather or other reasons. The school extends the student’s enrollment window for unforeseen closures.
Prospect College official holidays during the current and next calendar years are as follows:

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year’s Day</td>
<td>Fri January 1, 2016</td>
</tr>
<tr>
<td>Martin Luther King Day</td>
<td>Mon January 18, 2016</td>
</tr>
<tr>
<td>President’s Day</td>
<td>Mon February 15, 2016</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Mon May 30, 2016</td>
</tr>
<tr>
<td>Independence Day</td>
<td>Mon July 4, 2016</td>
</tr>
<tr>
<td>Labor Day</td>
<td>Mon September 5, 2016</td>
</tr>
<tr>
<td>Columbus Day</td>
<td>Mon October 10, 2016</td>
</tr>
<tr>
<td>Thanksgiving Day</td>
<td>Thurs November 24, 2016</td>
</tr>
<tr>
<td>Thanksgiving Friday</td>
<td>Fri November 25, 2016</td>
</tr>
<tr>
<td>Christmas Day (Observed)</td>
<td>Mon December 26, 2016</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year’s Day (Observed)</td>
<td>Mon January 2, 2017</td>
</tr>
<tr>
<td>Martin Luther King Day</td>
<td>Mon January 16, 2017</td>
</tr>
<tr>
<td>President’s Day</td>
<td>Mon February 20, 2017</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Mon May 29, 2017</td>
</tr>
<tr>
<td>Independence Day</td>
<td>Tue July 4, 2017</td>
</tr>
<tr>
<td>Labor Day</td>
<td>Mon September 4, 2017</td>
</tr>
<tr>
<td>Columbus Day</td>
<td>Mon October 9, 2017</td>
</tr>
<tr>
<td>Thanksgiving Day</td>
<td>Thurs November 23, 2017</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>Mon December 25, 2017</td>
</tr>
</tbody>
</table>

When there are weather/snow concerns students should check our web page for school closures information. Every effort will be made to make the announcement before 7:00 am. Students are advised to use common sense to protect their safety.

To the extent possible, we utilize public news media to announce weather-related closures.
Hours of Operation
The normal office hours for the school are as follows:

Monday-Friday:  8:30 am to 5:00 pm

During evening hours or Saturdays when evening/weekend classes may be held, limited administrative support is available.

Facilities
Prospect College offers its training services at its primary facility located within the Washington DC Central Business District (CBD) at 1720 I St. NW. The facility is located near public parks, two metro stations (Farragut West and Farragut North), and several public bus stations. Street and public parking are available.

Additionally, Prospect College has an Extension Campus facility located at 1220 19th St NW Washington DC 20036. This facility is a block south of the Dupont Circle Metro Station.

Both of our facilities are equipped with air-conditioned classrooms and labs, with personal computers, printers, and other multimedia teaching equipment, and with high speed Internet connection.

All available programs are currently offered both at the Main Campus and at the Extension Campus.

Student-to-Teacher Ratio
Maximum student-to-teacher ratio is thirty-five to one.
ADMISSIONS POLICIES

Minimum Entrance Requirements
All applicants must have a high school diploma or GED. Additional academic, financial or assessment test standards may be required by Prospect College or certain government or private sponsoring agencies. Applicants must follow the respective agency’s requirements for sponsorship as applicable.

If a prospective candidate does not have a High School Diploma or GED, they can still be enrolled if they take and pass an approved ATB test. Concurrent with enrollment in their training program, the student enrolls in a "Career Pathways Program" (CPP).

The CPP program includes academic instruction and education services below the post-secondary level that increases an individual’s ability to:
   - Read, write, and speak English and perform mathematics or other activities necessary for the attainment of a secondary school diploma or its recognized equivalent;
   - Transition to post-secondary education and training; and
   - Obtain employment.

Enrollment Procedures
Students can come to the school to initiate the enrollment process:
   - Complete and sign an Application for Admission
   - Complete one or more interviews with the admissions and/or placement offices to determine if their short- and long-term professional objectives can be met by enrollment in our programs
   - Students may be asked to write an essay or take additional tests to demonstrate their math and writing skills
   - Sign the school’s Enrollment Agreement for their program of study
Students start their classes on the beginning of a module, following completion of all necessary enrollment and financial documents. If a student does not provide a copy of their High School Diploma or GED before they graduate, they will be withdrawn.

The admissions procedure for students with special needs is the same as for students without any special needs. Prospect College follows the state and federal guidelines regarding accommodation for the students with special needs. International students must contact the school to request an application package to be mailed to them. International students who completed high school outside of the U.S. may be asked to take a test to determine high school completion, before being admitted to Prospect College.
FINANCIAL OBLIGATIONS
Tuition
Prospect College reserves the right to withhold transcripts and/or grade reports in the event of any unsettled financial obligations by the students. Please see the Catalog Insert covering the tuition for various programs.

Financial Aid
Prospect College's Financial Aid department is committed to providing each student with the best financial aid package available. We utilize all available resources to ensure students have the financial means to obtain their education. Resources available to our students include grants that do not have to be repaid and low interest loans that are repaid after leaving school.

We believe that finances should not get in the way of your education. Regardless of your financial situation or credit history, our Financial Aid department will try to assist you with making your educational goals come true.

Prospect College is certified by the U.S. Department of Education to participate in Title IV financial aid programs. Prospect College offers assistance in applying for the following financial aid programs for those who qualify:

- Federal Subsidized Stafford Loans
- Federal Unsubsidized Stafford Loans
- Federal Pell Grants

The Federal Subsidized Stafford Loans are awarded to students who demonstrate financial need. Repayment usually begins six months after leaving school, dropping below half time status, or graduating from the program. Students are not charged interest while they are enrolled in school at least half-time, during the grace and deferment periods, and before repayment begins.
Subsidized loans have a variable interest rate not to exceed 8.25%. A borrower unable to qualify based on need for a Subsidized Stafford Loan may apply for an Unsubsidized Stafford Loan, which is not based on need.

The Federal Unsubsidized Stafford Loans are awarded to students regardless of financial need. Interest accrues from the time the loan is disbursed until it is paid in full. Interest may be capitalized during in-school and grace periods. Repayment usually begins six months after leaving school, dropping below half-time status, or graduating from the program. Unsubsidized loans have a variable interest rate not to exceed 8.25%.

The Federal Pell Grant is an entitlement program available to all eligible dependent and independent students who have not previously earned a bachelor’s degree or its equivalent and who meet other qualifying requirements. Since this is a grant, it does not have to be repaid.

**Applying for Financial Aid**

Students may begin the financial aid process after filling out an application for admission and interview with an admissions representative.

**Financial Aid Process**

To be eligible for financial aid, a student must:

- demonstrate financial need,
- be a US citizen or an eligible noncitizen,
- have a valid Social Security number,
- register (if you haven’t already) with Selective Service, if you’re a male between the ages of 18 and 25,
- maintain satisfactory academic progress in a postsecondary school, and
- show you’re qualified to obtain a postsecondary education by
• having a high school diploma or General Educational Development (GED) certificate;
• completing a high school education in a homeschool setting approved under state law;
• passing an approved ability-to-benefit test;
• be admitted as a regular student,
• be enrolled, or accepted for enrollment, in an eligible program on at least a half-time basis,
• not owe a refund on a Federal Pell Grant or Federal SEOG at any school,
• not be in default on a loan made under any Title IV, HEA loan program,
• have signed a statement of updated information if required.

To apply for financial aid, applicants must complete a Free Application for Federal Student Aid (FAFSA). After completing the FAFSA, applicants may make an appointment to see a financial aid officer to have their information analyzed and eligibility determined. Applicants may be asked to supply signed copies of their tax returns, and depending on the circumstances, signed copies of their parents’ tax returns, or other documents deemed necessary by the financial aid office. After Prospect College accepts a completed application, a determination of eligibility will take place.

For more information about these programs, refer to the Prospect College Student Financial Aid Handbook and the U.S. Department of Education’s booklet entitled The Student Guide.

**Enrollment Window**
The enrollment window is the period from the start date of the student’s program of study to the anticipated completion date of the program of study.
Payment Period
Prospect College offers its programs in nonstandard terms and awards semester credits. The “Payment Period” is the period of time for which a Title IV or other disbursements have been authorized. The first Payment Period is from the start date of the student’s enrollment window to the midpoint of the student’s enrollment window. This coincides with the first term. The second Payment Period is from the day after the midpoint of the student’s enrollment window to the expected completion date of the student’s program of study. This coincides with the second term. Each Payment Period or term constitutes one half of the length of the student program of study in weeks elapsed and in credits completed. For programs of less than 30 weeks, the Payment Period is same as the Enrollment Window.

Refund Policy
Refunds are processed within 45 days following the the student’s Date of Determination (DOD) or the scheduled Leave of Absence (LOA) return date (for failure to return from an LOA). The Date of Determination is determined no later than 14 days from the student’s Last Day of Attendance (LDA). Refunds are made without requiring a request from the student. The tuition refund is calculated by completing a Return to Title IV (R2T4) form. The refund for each Payment Period that the student registers for is as follows:

<table>
<thead>
<tr>
<th>Time</th>
<th>% Refunded[*]</th>
</tr>
</thead>
<tbody>
<tr>
<td>10% or less of the first Payment Period</td>
<td>100%</td>
</tr>
<tr>
<td>Through 60% of either Payment Period</td>
<td>Pro rata portion of tuition unexpended</td>
</tr>
<tr>
<td>After 60% of either Payment Period</td>
<td>None</td>
</tr>
</tbody>
</table>

[*]: In calculating the tuition refund, if there are refund policies outside of the TITLE IV R2T4 that apply to the student, Prospect College will use the refund calculation method that is most lenient to the student. For this reason, different refund calculations may be used for some students. The Direct Student Tuition Payments, and the Student Resource Fee are non-refundable.
If a student withdraws within the first two weeks of their first payment period (resulting in 10% or less earned on the R2T4), the student will be considered a Cancel and have 100% of their refundable tuition refunded.

**Return of Title IV Funds Policy**
The U.S. Department of Education maintains a “Return of Title IV Funds” policy for students who receive Federal financial aid and withdraw from the school before completing sixty percent (60%) of each payment period. This policy is separate from the state-approved institutional tuition refund policy. The federal policy defines the proportion of Title IV funds the student is qualified to receive that can be applied to institutional charges.

The federal policy for “Return of Title IV Funds” defines that a student who has attended sixty percent (60%) or greater of each payment period has fully earned the Title IV funds for the payment period. For a student who has attended less than the sixty percent (60%) point, the percentage of Title IV funds earned is calculated by the following ratio:

\[
\frac{\text{Number of calendar days elapsed from start date of the payment period to last date attended}}{\text{Number of calendar days in payment period}} = \text{Percentage of Title IV Funds Earned*}
\]

*Rounded to the nearest whole number.

This ratio is multiplied by the Federal Financial Aid disbursed to equal the Title IV funds earned. Total disbursed minus total earned equals the Federal funds that must be returned to the funding program(s).
Post-withdrawal Disbursement Information

If the total amount of Title IV grant or loan assistance, or both, that the student earned is greater than the total amount of grant or loan assistance, or both, that was disbursed to the student as of the date of Prospect College’s determination that the student withdrew, the difference between these two amounts must be treated as a post-withdrawal disbursement.

If outstanding charges exist on the student’s account, Prospect College may credit the student’s account with all or a portion of the post-withdrawal disbursement, up to the amount of the outstanding charges.

Prospect College will offer any amount of the post-withdrawal disbursement that is not credited to the student’s account to the student within 30 days of the date that Prospect College determined that the student withdrew. Prospect College will identify to the student and/or parent the type and amount of Title IV funds that make up the post-withdrawal disbursement. In addition, Prospect College will explain to the student or parent that they may accept or decline some or all of the post-withdrawal disbursement not credited to the student’s account.

Finally, Prospect College will advise the student or parent that no post-withdrawal disbursement will be made to them if they do not respond within 14 days of the date that Prospect College sends the notification unless Prospect College chooses to make a post-withdrawal disbursement.

Students withdrawing from Prospect College are encouraged to consult with a financial aid counselor for additional information regarding their rights.
Distribution of Refunds
The school must return the unearned Title IV aid for which it was paid in the following order, up to the total net amount disbursed from each source:

1. Unsubsidized FFEL
2. Subsidized FFEL
3. Federal Pell Grant
4. Other Title IV programs
5. Other federal, state, private, or institutional sources of aid
6. The student

The student must return unearned aid for which the student is responsible by repaying funds to the following sources in the following order. Amounts to be returned to grants are reduced by 50%.

1. Unsubsidized FFEL
2. Subsidized FFEL
3. Federal Pell Grant (50%)
4. Other Title IV Programs

Cancellations
The school reserves the right to cancel a course or program if there is insufficient enrollment. A decision for any such cancellation is always made prior to the first day of class. Prospect College will fully refund the tuition & fees if it cancels a program or course.

Payment Methods and Collection of Delinquent Accounts
Methods of payment are cash, personal check, or money order. All registration, student resource and tuition fees are payable in advance, unless other arrangements are made prior to commencing classes. In cases where the student is sponsored by a private or government agency, the registration, student resource, and tuition fees will be billed accordingly.

Students are responsible for all fees and related expenses. Students with an outstanding balance to Prospect College will be billed for
the outstanding amount. In case of failure to meet any financial obligations, Prospect College reserves the right to turn delinquent accounts over to a collection agency.

**Example of Tuition Refund Calculation**

If refunds are to be computed on a pro rata basis, the student is entitled to a refund based upon the portion of the term or Payment Period not completed, the student resource fee. Example: If a student pays $4000 for tuition ($3701 for tuition fee + $299 for a student resource fee) for a 16 weeks program and withdraws or withdraws after 4 weeks into his/her program, the refund is calculated as follows:

Amount paid for tuition, and student resource fees $4,000.00

Student resource fee - $299.00

Weeks of instruction paid for but not used x (16-4)

Total number of weeks for which tuition was paid / 16

Refund of Tuition = $2,775.75

In this example, the number 16 is the total number of full weeks of instruction that the student was scheduled for and could attend during the Payment Period that the student was registered.

**Calculation of Last Day of Attendance**

The school uses the last day of attendance for refund calculation purposes. Refunds for students who do not return from an approved Leave of Absence (LOA) are calculated based on the approved leave start date and not the scheduled LOA return date.
RECORDS

Student Records
All individual student files are maintained on the school premises, and electronically in its student database system. Each file contains student financial and academic information relating to the student’s financial and academic records. The school maintains non-current student records for five years at its corporate office.

Release of Student Information
Per the Privacy Rights of Parents and Students Act, Prospect College has identified the following data as “directory information,” which will be released upon inquiry or request, unless a student specifically files with the Admissions Office a written notification of his/her desire not to have such information released: address, telephone number, and dates of attendance.

Guarantee of the Right of Students’ Access to Their Files
Prospect College guarantees students’ access to their files. Each file contains information relating to the student’s financial and academic records.

Registrar will ensure the integrity of the student file content by being present during the student’s review. Students must make an appointment with the Registrar in advance to review their file content.

ACADEMIC POLICIES

Semester Credit System
Prospect College awards semester credit units. 15 lecture hours is equivalent to one (1) semester credit, 30 lab hours is equivalent to one (1) semester credit, and 45 clock hours of work-based activities is equivalent to one (1) semester credit. Each clock hour of lecture or lab instruction includes a ten minute break. Detailed program information is included in the following tables.
<table>
<thead>
<tr>
<th>Diploma Program</th>
<th>Hours</th>
<th>Credits</th>
<th>Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>M-720</td>
<td>730</td>
<td>30.06</td>
<td>33</td>
</tr>
<tr>
<td>MOA-720</td>
<td>730</td>
<td>31.05</td>
<td>33</td>
</tr>
<tr>
<td>PC-600Q</td>
<td>720</td>
<td>29.97</td>
<td>36</td>
</tr>
<tr>
<td>MBC-720</td>
<td>730</td>
<td>32.38</td>
<td>33</td>
</tr>
</tbody>
</table>

**PROGRAMS**

**PROGRAM NAME: M-720 Medical Assistant**
Each course includes a combination of hours of Lecture and Laboratory hours.

<table>
<thead>
<tr>
<th>COURSE TITLE/NO.</th>
<th>Credit</th>
<th>Clock Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 M-101 Triage and Medications</td>
<td>3.66</td>
<td>80</td>
</tr>
<tr>
<td>2 M-103 Medical Office Procedures</td>
<td>3.99</td>
<td>80</td>
</tr>
<tr>
<td>3 M-200 Medical Emergencies and Specialties</td>
<td>3.33</td>
<td>80</td>
</tr>
<tr>
<td>4 M-203 Anatomy and Medical Terminology</td>
<td>3.99</td>
<td>80</td>
</tr>
<tr>
<td>5 M-210 Laboratory Procedures</td>
<td>3.33</td>
<td>80</td>
</tr>
<tr>
<td>6 M-400 Electronic Health Records</td>
<td>3.33</td>
<td>80</td>
</tr>
<tr>
<td>7 M-403 Medical Billing and Insurance</td>
<td>4.66</td>
<td>80</td>
</tr>
<tr>
<td>8 M-900 Externship</td>
<td>3.77</td>
<td>170</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>30.06</td>
<td>730</td>
</tr>
</tbody>
</table>

**PROGRAM NAME: MOA-720 Medical Office Administration**
Each course includes a combination of hours of Lecture and Laboratory hours.

<table>
<thead>
<tr>
<th>COURSE TITLE/NO.</th>
<th>Credit</th>
<th>Clock Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 C-102 Keyboarding &amp; Windows</td>
<td>3.33</td>
<td>80</td>
</tr>
<tr>
<td>2 C-251 Word &amp; Excel</td>
<td>3.33</td>
<td>80</td>
</tr>
<tr>
<td>3 M-103 Medical Office Procedures</td>
<td>3.99</td>
<td>80</td>
</tr>
<tr>
<td>4 M-104 Computerized Medical Office Procedures</td>
<td>3.99</td>
<td>80</td>
</tr>
<tr>
<td>5 M-203 Anatomy and Medical Terminology</td>
<td>3.99</td>
<td>80</td>
</tr>
<tr>
<td>6 M-400 Electronic Health Records</td>
<td>3.99</td>
<td>80</td>
</tr>
<tr>
<td>7 M-403 Medical Billing and Insurance</td>
<td>4.66</td>
<td>80</td>
</tr>
<tr>
<td>8 M-900 Externship</td>
<td>3.77</td>
<td>170</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>31.05</td>
<td>730</td>
</tr>
</tbody>
</table>
PROGRAM NAME: **MBC-720 Medical Billing & Coding**
Each course includes a combination of hours of Lecture and Laboratory hours.

<table>
<thead>
<tr>
<th>COURSE TITLE/NO.</th>
<th>Credit</th>
<th>Clock Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 C-251 Word &amp; Excel</td>
<td>3.33</td>
<td>80</td>
</tr>
<tr>
<td>2 M-103 Medical Office Procedures</td>
<td>3.99</td>
<td>80</td>
</tr>
<tr>
<td>3 M-105 Computer Billing &amp; Reimbursement</td>
<td>3.99</td>
<td>80</td>
</tr>
<tr>
<td>4 M-203 Anatomy and Medical Terminology</td>
<td>3.99</td>
<td>80</td>
</tr>
<tr>
<td>5 M-403 Medical Billing and Insurance</td>
<td>4.66</td>
<td>80</td>
</tr>
<tr>
<td>6 M-501 ICD-9 Coding</td>
<td>3.99</td>
<td>80</td>
</tr>
<tr>
<td>7 M-502 CPT-4 Coding</td>
<td>4.66</td>
<td>80</td>
</tr>
<tr>
<td>8 M-900 Externship</td>
<td>3.77</td>
<td>170</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>32.38</td>
<td>730</td>
</tr>
</tbody>
</table>

PROGRAM NAME: **PC-600Q PC Specialist**
Each course includes 20 and 60 hours of Lecture and Laboratory hours, respectively.

<table>
<thead>
<tr>
<th>COURSE TITLE/NO.</th>
<th>Credit</th>
<th>Clock Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 C-100 Keyboarding</td>
<td>3.33</td>
<td>80</td>
</tr>
<tr>
<td>2 C-101 Windows</td>
<td>3.33</td>
<td>80</td>
</tr>
<tr>
<td>3 C-201 Word for Windows</td>
<td>3.33</td>
<td>80</td>
</tr>
<tr>
<td>4 C-301 Excel for Windows</td>
<td>3.33</td>
<td>80</td>
</tr>
<tr>
<td>5 C-401 PowerPoint for Windows</td>
<td>3.33</td>
<td>80</td>
</tr>
<tr>
<td>6 C-501 Computerized Accounting (QuickBooks)</td>
<td>3.33</td>
<td>80</td>
</tr>
<tr>
<td>7 C-601 Microsoft Expression Web (Web Design)</td>
<td>3.33</td>
<td>80</td>
</tr>
<tr>
<td>8 IT-701 Business Communications</td>
<td>3.33</td>
<td>80</td>
</tr>
<tr>
<td>9 IT-201 Professional Development</td>
<td>3.33</td>
<td>80</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>29.97</td>
<td>720</td>
</tr>
</tbody>
</table>
Grading System
Prospect College utilizes the following system for grading and monitoring of academic progress:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>59 or Below</td>
<td>none</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>none</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
<td>none</td>
</tr>
</tbody>
</table>

A final grade transcript will be prepared and kept for the student to pickup at the Registrar Office. This final transcript as well as the Diploma will be issued to the student free of charge. To receive an official transcript before graduation or duplicate transcripts or Diploma, the student must fill out a Transcript/Diploma Request Form and submit a payment of $10.00 per copy.

An example of the calculation of the overall GPA for a PC-600Q program student:

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Grade</th>
<th>Weight</th>
<th>Sem. Units</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>C-100</td>
<td>A</td>
<td>4</td>
<td>x</td>
<td>3.33</td>
</tr>
<tr>
<td>C-101</td>
<td>B</td>
<td>3</td>
<td>x</td>
<td>3.33</td>
</tr>
<tr>
<td>C-201</td>
<td>C</td>
<td>2</td>
<td>x</td>
<td>3.33</td>
</tr>
<tr>
<td>C-301</td>
<td>D</td>
<td>1</td>
<td>x</td>
<td>3.33</td>
</tr>
<tr>
<td>C-401</td>
<td>A</td>
<td>4</td>
<td>x</td>
<td>3.33</td>
</tr>
<tr>
<td>C-501</td>
<td>B</td>
<td>3</td>
<td>x</td>
<td>3.33</td>
</tr>
<tr>
<td>C-601</td>
<td>C</td>
<td>2</td>
<td>x</td>
<td>3.33</td>
</tr>
<tr>
<td>IT-701</td>
<td>A</td>
<td>4</td>
<td>x</td>
<td>3.33</td>
</tr>
<tr>
<td>IT-201</td>
<td>A</td>
<td>4</td>
<td>x</td>
<td>3.33</td>
</tr>
</tbody>
</table>

**TOTALS**

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>29.97</td>
<td>89.91</td>
</tr>
</tbody>
</table>

GPA = Total/Sem. Units (89.91/29.97) = 3.00
Minimum Graduation Requirements
Students must be in good academic standing (not on probation), have a passing grade (D or better) in each course contained in their program, and have an overall program grade point average (GPA) of 2.0 or better. In addition, students must maintain an overall attendance of 67% or higher.

Attendance Policy
Prospect College measures and monitors each student’s attendance by tracking the number of class days that the student attends during his/her enrollment window which consists of several modules or courses. A program may have weekly classes containing a different number of instruction hours. Hence, a student’s attended hours of instruction can be calculated by multiplying the number of attended classes by the number of hours in each of those classes.

Students are expected to attend all regularly scheduled classes. Should absences be necessary, students are responsible for the material covered during those absences. Attendance may also be included into the student’s final course grades. If the school cancels classes because of inclement weather or other unforeseen reasons, then the missed work must be made up by the student with coordination with the teachers.

Make-up Policy
Students must obtain permission from the teacher to make up class work. Upon approval, all make-up work must be completed before a grade can be issued. Failure to take a scheduled test on time, will result in 5 point deduction per day, not to exceed 3 days, unless an excuse is provided and approved by teacher. If a student is struggling in class, he/she is allowed to do extra credit work to improve their grade, at the teacher’s discretion.
Leave of Absence (LOA)
A Leave of Absence (LOA) is a temporary interruption in a student’s program of study. Prospect College may grant an LOA upon request of the student. Prospect College does not treat an LOA as a withdrawal, if it is an approved LOA. Students are required to provide a written, signed, and dated request prior to the leave of absence. This request must include the reason for the LOA. If unforeseen circumstances prevent a student from providing a prior written request, Prospect College may grant the student’s request for an LOA, if Prospect College documents its decision and collects student’s written request at a later date. The LOA request may be submitted via email. **It is the student responsibility to ensure that the LOA request is submitted in a timely manner before the LOA start date.** If the student requesting the LOA is a Title IV program loan recipient, and does not return from the LOA as scheduled, then the student’s grace period to repay his/her Direct Loans would start on the beginning date of the LOA.

The approval of an LOA is up to discretion of Prospect College, based on a reasonable expectation that the student will return to school at the expiration of the requested LOA. Prospect College may grant a student multiple LOAs as long as the total number of days for all leaves does not exceed 180 days within a 12-month period, which begins on the first day of the student’s initial LOA. If a student does not return to the school at the expiration of an approved LOA, the withdrawal date for the student would be the last day of attendance.

**Tardy**
Excessive tardiness can adversely impact a student’s academic status. A tardy is defined as arriving for class more than 15 minutes late or leaving class more than 15 minutes early.
Excused
Students can be excused for up to 10% of the total instruction hours for personal or other reasons. Any Excused time beyond the maximum levels shown here will be counted as an Absence, unless the student makes up the extra excused classes. Exceptions must be approved by the Admissions Office.

No Show
Students with poor attendance or poor academic progress during the first 14 days of their enrollment may have to leave the school. Situations such as medical problems or a death in the family may be considered an exception to this policy. These situations will be considered on a case-by-case basis. Students enrolled in their first semester who cannot meet the school’s Satisfactory Academic Progress (SAP) standards are strongly advised to consider alternatives, as they may not be able to graduate and receive their Diplomas. When a student in this category is entitled to partial refund of tuition, then the entire tuition will be refunded as early withdrawal. Students in the No Show or early withdrawal categories will receive a full refund of tuition, but will not be entitled to a refund of the student resource fee.

Drop
Either the school or the student can initiate the drop process. The school can drop a student and issue a grade of F in cases where the student does not remove himself/herself from probation resulting from failure to meet the satisfactory academic progress (SAP) standards. Students can drop a course or program during the first 14 (fourteen) days of their enrollment without receiving a grade. All drops are subject to the refund of tuition according to the school’s tuition refund policy or other applicable policies. Students that are dropped from the program will not be entitled to a refund of the student resource fee.
Satisfactory Academic Progress

The U.S. Department of Education, in conjunction with federal laws, as well as the Council for Occupational Education (COE), requires Prospect College to establish, define, and apply standards of satisfactory academic progress for all students. Satisfactory academic progress (SAP) standards apply to all students at the institute regardless of their financial arrangements.

Maximum Time Frame

All students must complete their program of study in a period not exceeding 1.5 times (150%) the normal duration of the program as measured in credit hours attempted. For example, a 36-week long program must be completed within a time window of 54 (36+18) weeks. Periods of approved Leave of Absences (LOA) or other extensions are not considered in the calculation of the Time Limit. In order to graduate, a student must successfully complete 100% of the required Modules and attain a minimum cumulative grade point average (GPA) of 2.0 within the maximum time frame.
**Required Evaluation Schedule (Quantitative and Qualitative)**

The evaluation period for determining satisfactory academic progress for all students are defined as:

- Evaluation Level 1: At 25% (midpoint of student’s first payment period)
- Evaluation Level 2: At 50% (end of first payment period)
- Evaluation Level 3: At 75% (midpoint of second payment period) and at 100% (end of second payment period, when student finishes their program) of a student’s program.

A quantitative and qualitative evaluation that will occur will be based on all credit hours earned. The qualitative evaluation is determined by a student’s GPA. The GPA is composed of all work earned at the current academic level. The quantitative measurement is determined by overall completion rate percentage, based on attendance.

The following credits are counted as credits attempted and will count toward the maximum timeframe and pace of completion.

**Withdrawal**

A grade of (W) is issued when a student chooses to withdraw from a Module. A grade of (W) does not count toward a student’s cumulative grade point average, but does count toward pace of completion.

**Incomplete**

A grade of (I) is issued when a student is unable to complete a Module during an academic term due to unanticipated circumstances or events. A grade of (I) does not calculate into a student’s cumulative grade point average, but does count toward pace of completion.
Satisfactory Academic Progress Tables

<table>
<thead>
<tr>
<th>Evaluation Levels</th>
<th>Cumulative Credits Completed</th>
<th>Attendance %</th>
<th>Min. GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1 to 9*</td>
<td>50%</td>
<td>1.50</td>
</tr>
<tr>
<td>2</td>
<td>9.1 to 17**</td>
<td>60%</td>
<td>1.75</td>
</tr>
<tr>
<td>3</td>
<td>17.1 &amp; Higher***</td>
<td>67%</td>
<td>2.00</td>
</tr>
</tbody>
</table>

*Normally 2nd MOD  **Normally 4th MOD  ***Normally 6th MOD & 8th MOD Completed

Students who do not meet the minimum standards in accordance with the appropriate evaluation level will receive written notification from the Registrar or their designee in the form of an SAP Academic Plan-of-Action. The student will meet with the Registrar or their designee to create and implement an academic plan to assist the student with meeting SAP by the next evaluation level. The plan will be signed by all parties with the original placed in the student’s academic file (both physical and electronic) and a copy provided to the student.

If, at any time, it is determined that it is impossible for a student to successfully complete the program in the maximum timeframe of 150%, the student will be dismissed and will not be permitted to reapply in the same program, unless successfully appealed.

SAP Warning Status

Students failing to meet the required SAP minimums will be placed on SAP Warning. While on SAP Warning, students will remain eligible for Title IV Federal Financial Aid. Students will receive academic advisement to assist them in improving their academic progress. Students may only remain on SAP Warning for one evaluation. Students who achieve the required SAP minimums at the next evaluation will be placed back in good standing. Students who do not achieve the required SAP minimums at the next evaluation will be dismissed or otherwise
must follow the appeals procedures stated within this policy to be placed on SAP Probation.

**SAP Probation Status**
Students who are granted a satisfactory academic progress appeal will be placed on SAP Probation. Students on SAP Probation will receive an SAP Academic Plan-of-Action to assist them in improving their academic progress. Students who successfully appeal due to mitigating circumstances and are placed on SAP Probation will remain eligible for Title IV Federal Financial Aid.

Students may only remain in SAP Probation for one evaluation period. A non-degree student who achieves the required SAP minimums at the end of the evaluation period where he or she is on SAP Probation will be placed back into good standing. A student who does not achieve the required SAP minimums at the end of the evaluation period where he or she is on SAP Probation will be dismissed; however, he or she may appeal to remain enrolled although they will not be eligible for Title IV Federal Financial Aid.

**Non-Title IV Eligible Status**
Students must appeal to be placed in Non-Title IV Eligible status if they fail to meet the minimum SAP standards while on SAP Probation. Students in Non-Title IV Eligible are not eligible for Title IV Federal Financial Aid. Students in Non-Title IV Eligible will receive academic advisement and an SAP Academic Plan-of-Action to assist them in improving their academic progress. All credits attempted during Non-Title IV Eligible count toward the maximum timeframe.

Students may only remain in Non-Title IV Eligible for one evaluation period. A non-degree student who achieves the required SAP minimums at the end of the period that he or she is in Non-Title IV Eligible will be placed back into good standing. A non-
degree student who does not achieve the required SAP minimums at the end of the payment period or payment period that he or she is in Non-Title IV Eligible will be dismissed.

SAP Appeal
Students who are on SAP Warning (or SAP Probation) and do not successfully meet the standards at the end of the evaluation period can appeal to be placed on SAP Probation (or Non-Title IV Eligible). Students can begin the appeal process prior to the end of the period or the date listed on the SAP Academic Plan-of-Action. Students who wish to avoid a disruption of their enrollment status must submit a complete appeal packet, including all required documentation, by the last day of the period and submit to the Appeals Committee. The Appeals Committee consists of the CEO, Campus Director, Financial Aid Director, Director of Education, Registrar, and/or their designees. Students who do not submit the appeal packet within 5 business days of notification can still appeal; however, they will be dismissed in the interim period while their appeal is reviewed.

The criteria on which a student may file an appeal include death of a relative, an injury or illness of the student, or other mitigating circumstances. The student must submit a signed and dated letter with specific information regarding why he or she failed to make satisfactory academic progress and what has changed in the student's situation that will allow the student to progress at the next evaluation. The student may be asked to include official documentation of the special circumstances with the appeal packet, such as a doctor's note, an obituary for a deceased family member, or other relevant supporting information.

The appeal will also be reviewed by the Appeals Committee to determine if it is mathematically possible for the student to meet the necessary evaluation period benchmarks to be in good
standing in the required amount of time and to complete all remaining Module work within the maximum timeframe. The Appeals Committee will determine as part of the appeals process whether it is necessary to create a customized SAP Academic Plan-of-Action for the student. Students who have submitted their appeal prior to the end of the period, and whose appeal is granted, will be allowed to move to SAP Probation (or Non-Title IV Eligible) status. Students will be notified in writing of the final appeal decision from the Appeals Committee or their designees. Students who have submitted their appeal prior to the end of the period, and whose appeal is denied, will be dismissed. Students who did not submit their appeal prior to the end of the evaluation period, and whose appeal is granted, will be informed by the Director of Education or his designee, when it is possible for them to return to school based on scheduling and Module availability.

**General Appeals Procedure**

Within 5 business days of notification of dismissal, the student may appeal the decision by submitting a written appeal to the Appeals Committee. The appeal should explain the circumstances that the student believes would have a bearing on the reinstatement. The Committee will review the student's appeal, the student's academic record, and the student's attendance record, and may call upon the student's instructors to determine relevant information. Based on this review, the Committee will determine if the student will be reinstated. The student will be notified in writing within five business days of the Appeals Committee's final decision.

**Repeated Module**

Students may retake a failed (“F”) Module up to two times, at the discretion of the school. Should the retaken Module result in a grade “F”, the student may be dismissed from the program.
In the event of Module retakes, the highest grade received will be used when calculating grade point averages.

**Transfers & Previous Education**

Students who enroll in a program need not take all the required courses in order to graduate and obtain their Diploma if they have partially completed similar training at a different institution or school or a previous enrollment at Prospect College, within 12 months of their start date. During the initial interview, the student needs to notify their admissions officer about their prior education and knowledge of related subjects. Minimum acceptable grade for transfer purposes is “C” and must be on official school transcript. The number of units credited towards the student program is equivalent to Prospect College’s published course length or the other institution’s published course length, whichever is shorter. Prospect College will consider the transferred work as satisfactory and will measure the student’s progress during the remainder of his/her enrollment at Prospect College per the school SAP policies.

A student who has previous relevant education or experience related to a course can “test out” of a course by taking the course proficiency exams. If the student passes these exams, the allowed credit will be recorded on the student’s enrollment. Title IV eligibility may be affected for students who receive credits based on previous education or experience.

The maximum number of courses that a student can transfer or test out of is equivalent to 50% of the published Prospect College program credit units. Students are advised to consult with the Financial Aid Department prior to making any program transfers to determine any potential impact on their Title IV. Students must submit a signed Transfer Request Form to the Admissions Office to begin the process for transfer of credits. The school decision regarding acceptable of credits is final. There is no processing fee for transfer of credits.
Re-Admission
All students who have left the school can re-apply, if approved by Prospect College. If re-admitted, students might be able to transfer credit towards their program for the previously completed work, based on the policies in the “Transfers & Previous Education” section of the catalog. All students who re-apply must complete the schools admissions procedure as a new student. Students are advised to consult with the Financial Aid Department prior to re-admission to determine any potential impact on Title IV eligibility.

Transfers Between Prospect College Programs
Prospect College students who transfer between programs after their start will receive credit for the completed work in identical courses. However, students who leave Prospect College and return will have to follow the policies described in the “Transfers & Previous Education” and “Re-Admission” sections of the Catalog.

PLACEMENT SERVICES
Job Placement
Prospect College placement services are an integral part of the school’s program offerings. Placement activities begin even before the student enrolls in his/her program. Interviews with placement officers are conducted during the registration process to determine if the applicant’s short- and long-term personal and professional goals can be fulfilled by the school program offerings.

During their enrollment, students are expected to demonstrate good work habits similar to those expected and demanded by employers (e.g., maintaining high attendance, participating in the classroom, and following school policies).

Students are expected to start working with the placement office early in their program to plan strategies for searching and finding employment in computer-related fields. Students are assisted with resume and cover letter writing, interviewing techniques and networking. Prospect College provides its students with a wide
array of employment contacts and leads by utilizing a network of professionals and managers (who work in industries where computers are used routinely or who hire workers with computer skills and knowledge), employment agencies, and employers who previously hired school graduates.

The placement office maintains current listings of government (both federal and local) and private sector jobs posted in local newspapers or on the Internet for use by both students and graduates. All the expenses related to the job placement services and career development services are included in the tuition. Prospect College’s placement services are limited to students and graduates.

**Please note, Prospect College does not guarantee employment.**

**Supportive Services**
Prospect College routinely provides its students with post-employment follow-up support services such as job counseling, technical assistance, and clothing or financial assistance for employment-related activities.
MEDICAL PROGRAMS

MEDICAL ASSISTANT (M-720)
(30.06 Semester Credit Units) (Offered at Both Campuses)
This Diploma course consists of M-101, M-103, M-200, M-203, M-210, M-400, M-403, and M-900. Upon successful completion, graduates will receive a Medical Assistant Diploma.

The Medical Assistant Program prepares students for entry-level positions in the healthcare industry as a front or back office assistant. Students will learn a wide variety of computer applications, emergency and other medical back office skills, and medical front office and insurance billing techniques. Students will develop administrative skills such as patient scheduling, obtaining and maintaining patient data, office bookkeeping, insurance billing, and automated office information management, including computerized patient billing. Students will also learn essential patient care responsibilities such as vital signs, triage and CPR. Students will participate in a 170-hour externship to gain workplace experience and networking opportunities with an employer in their labor market and area of study. This externship experience will be an integral part of the program and is required for graduation.

MEDICAL OFFICE ADMINISTRATION (MOA-720)
(31.07 Semester Credit Units) (Offered at Both Campuses)
This Diploma course consists of C-102, C-251, M-103, M-104, M-203, M-400, M-403, and M-900. Upon successful completion, graduates will receive a Medical Office Administration Diploma.

The Medical Office Administration Program prepares students for entry-level positions in the healthcare industry as an office assistant. Students will learn a wide variety of computer applications, medical front office procedures and insurance billing and coding techniques. Students will develop administrative skills such as patient scheduling, obtaining and maintaining patient data, office bookkeeping, insurance billing, and automated office
information management, including electronic health record management. Students will also learn essential systems commonly used by doctor and clinic offices such as MediSoft Clinical and Medisoft Network Professional®. Students will participate in a 170-hour externship to gain workplace experience and networking opportunities with an employer in their labor market and area of study. This externship experience will be an integral part of the program and is required for graduation.

MEDICAL BILLING AND CODING (MBC-720) (31.05 Semester Credit Units) (Offered at Both Campuses)
The Diploma course consists of M-203, M-501, M-502, M-105, M-403, C-251, M-103 and M-900 (Externship). Upon successful completion, the graduate will receive a Medical Billing and Coding Diploma. Every course has a midterm and final exam.

The Medical Billing and Coding Program prepare students for entry-level positions in the healthcare industry. Students will learn the skills needed to solve insurance billing problems, how to manually file claims (using the CPT and ICD-9 manual), complete common insurance forms, trace delinquent claims (EOB’s) and use generic forms (CMS 1500) to streamline billing procedures. The course covers the following areas: CPT (introduction, guidelines, evaluation and management), specialty fields (such as surgery, radiology and laboratory), ICD-9 (introduction and guidelines) and basic claims process for medical insurance and third party reimbursement. Students will learn how to find the service codes using coding manuals, (CPT & ICD-9). Students will also learn essential systems commonly used by doctor and clinic offices such as MediSoft® and Practice Partner®. Students will participate in a 170-hour externship to gain workplace experience and networking opportunities with an employer in their labor market and area of study. This externship experience will be an integral part of the program and is required for graduation.
MEDICAL COURSES

M-101 Triage and Medications
(3.66 Semester Credit Units) Prerequisites: None
This course provides students with an understanding of medical office policies and procedures for preparing patients and exam areas. Through hands-on training students will learn the proper protocol for gathering patient histories, managing practice finances, preparing examination areas, and the precautionary health procedures for the maintenance of exam areas and disposal of bio-hazardous materials.

M-103 Medical Office Procedures
(3.99 Semester Credit Units) Prerequisites: None
This course provides students with an understanding of medical office policies and procedures. Students will gain an understanding of the legal aspects of the healthcare industry, workplace dynamics, intake processing, managing medical records, workplace safety procedures, and written communication as it relates to public relations.

M-104 Computerized Medical Office Procedures
(3.99 Semester Credit Units) Prerequisites: None
This course provides students with an understanding of medical office policies and procedures. Students will gain an understanding of how to perform electronic medical procedures such as appointment scheduling, accounting procedures, medical reports and billing and coding with the use of MediSoft©.

M-105 Computer Billing & Reimbursement / EHR
(3.99 Semester Credit Units) Prerequisite: None
This course teaches students how to perform electronic medical procedures and electronic health record implementation, procedures, and troubleshooting with the use of MediSoft Clinical and Network Professional©.
M-200 Medical Emergencies and Specialties  
(3.33 Semester Credit Units) Prerequisites: None  
This course provides students with an understanding of cardio-pulmonary resuscitation, patient intake, screening and preparation procedures, and principles of pharmacology.

M-203 Anatomy and Medical Terminology  
(3.99 Semester Credit Units) Prerequisites: None  
This course provides students with the understanding of the healthcare language they need to communicate with other members of the healthcare team, along with knowledge of anatomy and physiology. Concepts, terms, and abbreviations are presented and then immediately followed by exercises that reinforce and assess the students' understanding and retention of the material.

M-210 Laboratory Procedures  
(3.66 Semester Credit Units) Prerequisites: None  
Through hands on training students will understand the procedures for performing diagnostic imaging, pre- and post-imaging patient procedures, standard bio-hazardous materials precautions, and quality control methods.

M-220 Assisting with Surgeries  
(3.33 Semester Credit Units) Prerequisites: None  
This course is designed to teach students the procedures for assisting with surgical procedures. Through hands on training students will understand patient preparation, out-patient surgical treatment, and the functions, definitions, and proper maintenance procedures for surgical instruments.

M-400 Electronic Health Records  
(3.99 Semester Credit Units) Prerequisites: None  
This course provides students with an understanding of medical office policies and procedures. Students will gain an understanding of how to manage electronic health records in
implementation, troubleshooting and practical use with Practice Partner©.

M-403 Medical Billing and Insurance  
(4.66 Semester Credit Units) Prerequisites: None  
This course is designed to teach students medical office billing procedures. Students will understand the procedures for billing patients, collaborating with insurance companies, and diagnostic coding systems.

M-501 ICD-9 Coding  
(3.99 Semester Credit Units) Prerequisite: None  
This course provides students with the basic coding guidelines using Volumes 1, 2, and 3 of the ICD-9-CM coding classification system.

M-502 CPT-4 Coding  
(4.66 Semester Credit Units) Prerequisite: None  
This course provides students with the basic concepts of coding using the CPT-4 coding manual.

M-900 Externship  
(3.77 Semester Credit Units)  
Clinical externships allow students to work in the field with patients and/or clients and apply their training and the practices learned in the classroom. Students on externship work under the supervision of qualified personnel and under the general supervision of the Prospect College staff.

PC PROGRAMS:  
PC SPECIALIST (PC-600Q)  
(29.97 Semester Credit Units) (Offered at Both Campuses)  
This Diploma program consists of C-100, C-101, C-201, C-301, C-401, C-501, C-601, IT-701 and IT-201. Upon successful completion, graduates will receive a PC Specialist Diploma. The program prepares the students for the Microsoft Office Specialist

The PC Specialist program prepares students for the office duties that utilize Microsoft Office applications. Upon successful completion of each program, students will receive a Diploma. This program equips students with the skills needed to pursue occupations in data processing, finance, and administration as word processors, data entry personnel, office assistants, receptionists, secretaries, general office workers, administrative or executive assistants, customer service representatives, help-desk support, marketing representatives, internet researchers, payroll processors and accounting assistants.

**PC COURSES**

**C-100 Keyboarding**
*(3.33 Semester Credit Units) Prerequisites: None*

This course is designed to provide students with increased skills in the operation of the keyboard. Greater speed and accuracy are the goals. The emphasis is on speed and accuracy utilizing drill material and timed writings. Master the keyboard, the functions of various parts of the machine, and learn the importance of proofreading, and self-examination of errors.

**C-101 Windows**
*(3.33 Semester Credit Units) Prerequisites: None*

Learn how to work with the Windows Operating System. Learn all about the desktop, My Computer, the Trash Can, and the Start button. Learn how to run multiple active tasks, switching among them. Next, you will learn to manage documents and folders using the Windows Explorer, how to select printers and print files, and how to use Shortcuts.
C-102 Keyboarding & Windows
(3.33 Semester Credit Units) Prerequisites: None
This course is designed to provide students with increased skills in the operation of the keyboard and how to work with the Windows Operating System. Greater speed and accuracy are the goals. The emphasis is on speed and accuracy utilizing drill material and timed writings. Learn all about the desktop, My Computer, the Trash Can, and the Start button. Learn how to run multiple active tasks, switching among them.

C-201 Word for Windows
(3.33 Semester Credit Units) Prerequisites: None
The course will cover Undo, Redo, and Repeat commands, font formats, page breaks, highlighting, inserting and moving, cut, copy, bullets and numbering, setting characters, lines, and paragraph spacing options, and other document editing commands.

C-301 Excel for Windows
(3.33 Semester Credit Units) Prerequisites: None
Working with cells (undo, clear, enter, format), insert and delete, cut, paste, move, use the Office Clipboard. Create hyperlinks, work with files, format worksheets, page setup, print, worksheets and workbooks. Work with formulas and configure and edit documents.

C-251 Word & Excel
(3.33 Semester Credit Units) Prerequisites: None
This course is designed to provide a working knowledge of Word and Excel. The course will cover Undo, Redo, and Repeat commands, font formats, page breaks, highlighting, inserting and moving, cut, copy, bullets and numbering, setting characters, lines, and paragraph spacing options, working with cells (undo, clear, enter, format), insert and delete, cut, paste, move, and use of the Office Clipboard.
C-401 PowerPoint for Windows  
(3.33 Semester Credit Units) Prerequisites: None  
Create and edit slides and presentations from a template and/or a wizard, navigate among different views, create a new presentation from existing slides, copy a slide from one presentation into another, insert headers and footers, create blank presentations, change the order of slides using slide sorter view, and find and replace text.

C-501 Computerized Accounting – (QuickBooks)  
(3.33 Semester Credit Units) Prerequisites: None  
Learn basic accounting concepts and principles by using integrated accounting software such as QuickBooks Pro. Students will learn how to enter personal and business related financial data, including checks, payments and invoices, and well as track revenue and expenses. Students will learn how to reconcile checking accounts, manage automatic bill payment, track customer information, and create business plans.

C-601 Microsoft Expression Web (Web Design)  
(3.33 Semester Credit Units) Prerequisites: None  
Learn how to use Microsoft Expression Web to design Web sites. Learn to use pre-designed themes, modify themes, create and modify tables, format overview, edit a page, format text, add lines and effects, and design a bulleted list. Learn to work with web page views, saving a web page and viewing a web page in the browser.

IT-201 Business Communications  
(3.33 Semester Credit Units) Prerequisites: None  
Students will understand the principles and styles of effective written and oral business communications. Students will learn the importance of communicating clearly and effectively to staff, management, clients, and customers through the use of letters, memos, emails, and reports. Attention will be given to improving grammar, spelling, punctuation, vocabulary, and usage.
IT-701 Professional Development  
(3.33 Semester Credit Units) Prerequisites: None  
Preparation for Office Administration duties. Students will be trained in the use of office equipment such as fax, copier, scanner, and filing systems. Focus will also include soft skill development such as time management and tasking using Microsoft Outlook, plus examination of work place etiquette. Students will also receive instruction on resume and cover letter writing, job search techniques, and job interview skills.

CERTIFICATE OF ACHIEVEMENT

Students who complete one or more courses towards their diploma program but do not receive their diploma will receive a Certificate of Achievement for those completed courses.

Subject to school approval, students can register for individual courses. Taking individual courses is suitable for those individuals who need to solidify their hands-on working knowledge in one or more areas before taking or retaking standard certification examinations such as the Microsoft Office Specialist certification tests or undertaking new responsibilities. It is also suitable for people with specific work or business related training requirements.

RECORDING POLICY

Prospect College prohibits the recording and transmission of audio or video in the classroom and offices by students unless written permission has been obtained and all students in the class as well as guest speakers have been informed that audio/video recording may occur. Any approved recordings may not be reproduced, distributed to third parties, or uploaded to publicly accessible web environments.
**STUDENT TRANSPORTATION REIMBURSEMENT**

Students are eligible for $14 a day of Transportation Reimbursement if they are present and not tardy for that day.

Days the student are tardy and/or absent will receive $0. If a student has two (2) or more unexcused absences in a week, that student will receive $0 for that week.

Payment of transportation reimbursement is a privilege extended to our students. TLC has **no obligation** to assist students with transportation in any way, shape, or form.

Students can pick up their envelopes at the designated date and time. Upon receiving the envelope, if there are any questions or concerns (such as disputing the amount or wanting to find out the reason for any difference), students MUST send an email to the Transportation Reimbursement Coordinator in order to request a breakdown of the payment, which will be emailed within 48 hours.

Any student who remains at the location or demands for answers at the time of pick up of their envelope is considered to be in violation of school policies in the area of Conduct. Moreover, any type of argument or loud discussion will be considered a violation of School's conduct policies.

If students continue to behave unprofessionally, then the school will consider suspending the reimbursement to those individuals who violate these instructions. Since this is a privilege and not a right, the school is allowed to make such a differentiation and treat students differently. As a result, our policy will apply differently to students who follow our policies in this area, and students who do not follow our policies.

Your cooperation with this matter is highly appreciated.
**STUDENT CONDUCT**  
**Student Code of Conduct**

Prospect College expects its students to conduct themselves as business professionals, and to display maturity in their conduct as they progress toward their goals of academic and career success. Students should dress and conduct themselves according to the standards observed in a business office (or medical attire).

Prospect College reserves the right to dismiss any student whose conduct, poor attendance, or scholastic performance may tend to reflect unfavorably.

Reasons for dismissal due to unacceptable conduct can include the following:

- Cheating or the use of another student’s materials for grading purposes
- Deliberate destruction of property belonging to another
- Intoxication or substance abuse
- Disruptive, disrespectful or intimidating behavior that interferes with the pursuit of learning by others
- Any other reason as seen appropriate by the School

Any serious breach of ethical and moral standards may be grounds for dismissal from the school. The student may also be suspended from the school at any time for reasons in accordance with a breach of the student code of conduct. Prior court records, which may adversely impact the student’s chances for obtaining and/or maintaining employment, may be grounds for dismissal from the school. Drug and/or alcohol use on school premises, theft, vandalism, and physical and/or extreme verbal abuse of fellow students, staff, or faculty are grounds for immediate dismissal. Serious deviations from acceptable modes of behavior will cause the student to be referred promptly to the Admissions Office for review and may result in his/her dismissal from the school.
Students who refuse to leave the classroom or school premises when asked by their teacher or any one of school administrative staff may be dismissed from the school. Teachers or school staff are not required to give any reason or provide the student with any type of proof when making such request. The student must then submit a written request to ask for an appointment with the School Director to discuss potential consequences.

**Academic Dishonesty**
The school academic dishonesty policy follows:

1. An instructor who identifies an act of academic dishonesty will report it to the Admissions Office
2. The school will review the circumstances surrounding the action and oblige the student to schedule an interview
1. The outcome of the interview will determine if the student can continue enrollment in his/her program

The student will have the right to appeal the decision to the School Director within 7 (seven) days. The school’s appeal decision, to be given to student in writing within 7 (seven) days, is final.

**Drug-Free Policy**
Prospect College maintains a drug-free policy that applies to all students and employees:

- The unlawful possession or distribution of illicit drugs or alcohol by any student or employee on the school premises is prohibited.
- Drug and alcohol counseling, treatment and rehabilitation services are available and are provided by county, state or district agencies. Students and employees who may need help will be referred to these sources.

Prospect College will impose disciplinary sanctions consistent with local, state and federal law. The sanction will be determined by the School Director, the US Department of Education, law
enforcement officials, and/or rehabilitation staff, depending on the situation. Continuation as a student or an employee at Prospect College will depend on factors which include, but are not limited to: the severity of the offense, the completion of an appropriate rehabilitation program, the frequency of the violation, and any arrest records and convictions.

**Student Complaint Policy**

Students have the right to submit a complaint to the school to express their concerns about academic or administrative issues. The school will respond to these complaints in writing within 10 days. Matters not resolved by the school may be submitted in writing to the DC State Education Office, Education Licensure Commission, 810 First Street NE, 9th floor, Washington DC 20002.

Students referred by the DC Department of Employment Services (DOES), who have a grievance, may contact their case managers at a One-Stop Service Center.

Prospect College is approved by the Commission on Occupational Education (COE) as meeting and maintaining certain standards of quality. When problems arise, students should make every attempt through the formal complaint procedure within the institution, to find a fair and reasonable solution.

However, in the event that a student has exhausted the channels available within the institution to resolve the problem(s) using the formal student complaint procedure, and the problem(s) have not been resolved, the student has the right and is encouraged to take the following steps:

The student should request and complete a COE Complaint Certification made available by the Admissions Department.

The letter of complaint must contain the following:
• The nature of the problem(s);
• The approximate date(s) that the problem(s) occurred;
• The name(s) of the individual(s) involved in the problem(s) (within the institution and/or other students that were involved);
• Copies of important information regarding the problem(s);
• Evidence demonstrating that the institution’s complaint procedure was followed prior to contacting COE;
• Signature of complainant.

Send to:
Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Tel: (770) 396-3898
www.Council.org

PROGRAM CHANGES
Changes
Prospect College Inc. reserves the right to make changes to tuition and fees; add or withdraw members from its faculty and staff; rearrange programs from time to time as teaching policies dictate; and withdraw subjects, courses and programs if registration falls below the required number. Any specific course or program requirements or pre-requisite in any area may be changed or waived by the school. Students will be notified of these changes.

Catalog Inserts
From time to time inserts are placed in the catalog covering specific areas such as tuition and fees, faculty and staff, or other items subject to change. These inserts will be clearly marked with an effective date, and will govern any student enrolling during the effective period.
Main Campus Location and Directions:
Prospect College’s Main Campus is conveniently located near the
Farragut West Metro Station (17PPth St or 18PPth St Exits) and across
from the Farragut North Metro Station (K St Exit). The school is
located at 1720 I St NW Suite 200 and is accessible by buses and other
public transportation.

Metro: Ride to Farragut West Metro Station (Orange or Blue line).
Take the 17th Street exit. After the escalator, turn left and cross 17PPth Street. Building will be on your left. From Farragut North Metro
Station (Red Line), take K St Exit, walk across the park to I St, on I St
walk towards 18PPth St to arrive at 1720 I St NW Suite 200.

Dupont Campus Location and Directions
Prospect College’s Extension Campus is conveniently located near the
Dupont Circle Metro Station (Conn. Ave & 19th St - Dupont Circle
South Exit). The school is located at 1220 19th St. NW and is accessible
by buses and other public transportation.

Metro: Ride to Dupont Circle Station (Red line). Exit station using
Conn. Ave. & 19th St NW – Dupont Circle South Exit. Walk a short
distance West of Dupont Circle. Turn left on 19th St NW. Walk
approximately 2 blocks SE on 19th St. NW.

All Information in this school catalog is certified as current and
correct by Dr. Mark Toufanian, CEO.

_______M. Toufanian_________________
Signature
Prospect College
Accredited by

Council on Occupational Education

Main Campus
1720 I St NW Suites LL & 200
Washington DC 20006

Extension Campus
1220 19th St NW
Washington DC 20036

Tel: (202) 223-3500
Fax: (202) 223-7200
http://www.prospectcollege.edu