



PROSPECT
COLLEGE

Catalog 2020-2021

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We Are The College That Cares!

This catalog is published at least once every year. Prospect College is solely responsible for its content. Prospect College reserves the right to change or modify the content of this catalog without advance notice. This is version VI.

Prospect College computer labs are equipped with personal computers, printers, projectors and other multimedia teaching equipment, and with high speed Internet connection. Medical labs are equipped with instruments similar to those found at employer facilities.

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 the Commission of the Council on Occupational Education.



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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 degree-granting post-secondary educational institution by the DC Office of the State Superintendent of Education (OSSE) / Higher Education Licensure Commission. Presently, the institution does not offer any degree programs.

Prospect College is accredited by the Commission of the Council on Occupational Education. The institution is certified by the U.S. Department of Education to participate in the 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 allied health, along with placement and counseling services. These programs will prepare our students and graduates 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 and Administrators

Prospect College Inc. is a Subchapter S-Corp, incorporated in Maryland. Mark Toufanian and Farah Rahmaty are the Officers of the corporation. Mark Toufanian is the Administrator for the Main Campus.

The Officers are responsible for the day-to-day operation of the school, and compliance with regulatory and licensing regulations.

School Policy on Equal Opportunity and Equal Access

Prospect College 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 facilities are 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:

New Year’s Day	Wed January 1, 2020
Martin Luther King Day	Mon January 20, 2020
President’s Day	Mon February 17, 2020
Memorial Day	Mon May 25, 2020
Independence Day	Fri July 3, 2020
Labor Day	Mon September 7, 2020
Columbus Day	Mon October 12, 2020
Thanksgiving Day	Thurs November 26, 2020
Day after Thanksgiving	Fri November 27, 2020
Christmas Day	Fri December 25, 2020
New Year’s Day	Wed January 1, 2021
Martin Luther King Day	Mon January 18, 2021
President’s Day	Mon February 15, 2021
Memorial Day	Mon May 31, 2021
Independence Day (observed)	Fri July 3, 2021
Labor Day	Mon September 7, 2021
Columbus Day	Mon October 11, 2021
Thanksgiving Day	Thurs November 25, 2021
Day after Thanksgiving	Fri November 26, 2021
Christmas Day (observed)	Fri December 24, 2021

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.

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.

Delivery of Instruction

Prospect College programs consist of two parts: courses that contain a specific number of instruction hours, and externship which consist of supervised practical training at a site (Medical programs only). The mode of delivery of instructions for all courses is via distance education. In this mode, the students and instructors use computers to engage in teaching experiences by using an online platform.

We offer our distance education programs entirely online via the Learning Management System (LMS), Moodle. Moodle is a learning platform designed to provide educators, administrators and learners with a single robust, secure and integrated system to create personalised learning environments. Students may visit the campus for orientation, testing, or academic support. Distance education may include, but is not limited to, recorded lectures, assigned readings, videos, quizzes, and exams. For each course, students receive a syllabus which outlines course content, objectives, course schedule, instructor information, grading scale, and homework assignments. Students are also expected to spend a minimum of two hours of studying or completing assignments for each contact hour they accumulate on Moodle.

Externship takes place outside of the classroom at a clinic, doctor office or hospital. This course does not require threaded discussion contact hours. Both the Education and Career Development departments are available to assist the students during the Externship.

Facilities & Equipment

Prospect College offers its training services at its primary facility located in Dupont Circle, at 1220 19th St NW Washington, D.C 20036. The facility is two blocks south of the Dupont Circle Metro Station within walking distance of public parks and several public bus stations. Furthermore, street and public parking are available.

Our facility is equipped with air-conditioned classrooms and labs that are outfitted with personal computers, printers, and other multimedia teaching equipment, as well as high speed Internet connection. Media resources (library) are available with Internet connected computers and reference material for student and staff use.

The technology requirements for hybrid learning are networked computers, Internet connection, audio visual equipment (camera, microphone, speakerphone), and appropriate distance learning software. Currently Prospect College utilizes Moodle remote learning tool as its online learning platform.

All available programs are currently offered at the Main Campus.

Student-to-Teacher Ratio

Maximum student-to-teacher ratio is twenty-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 Process

Students can come to the school to initiate the enrollment process which includes the following:

- Complete and sign an Application for Admission
- Complete one or more interviews with the admissions department and/or placement offices to determine if their short- and long-term professional objectives can be met by enrollment in our programs
- Sign the school's Enrollment Agreement for their program of study
- Submit their High School Diploma or GED

Students are notified of their acceptance pending completion of the enrollment process and interviews with all relevant admissions and/or placement offices.

Students are provisionally accepted until they complete the enrollment process. Students have until before the start of the new module to complete all necessary requirements for full acceptance.

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.

For students receiving VA benefits, Prospect College requires the student to produce their Certificate of Eligibility from the VA. Students receiving these benefits can not be prevented from enrolling, be penalized with a late fee, be required to secure alternative or additional funding, or be denied access to any school resources available to other students who have paid even if the VA has not yet paid tuition and fees.

FINANCIAL OBLIGATIONS

Tuition

Prospect College reserves the right to withhold transcripts and/or grade reports in the event of any unsettled financial obligations by students.

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 post-secondary school, and
- show you're qualified to obtain a post-secondary 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 titled *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 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:

<u>Time</u>	<u>% Refunded</u> [*]
20% or less of the first Payment Period	100 %
Through 60% of either Payment Period	Pro rata portion of tuition unexpended
After 60% of either Payment Period	None

[*]: 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. 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 20% 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 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, evaluated on a case-by-case basis, usually less than 10. 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, or if a student cancels within 3 days from registration.

Payment Methods and Collection of Delinquent Accounts

Methods of payment are cash, personal check, or money order and online payments through the website (www.prospectcollege.edu). 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 and confidentiality 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.

Diploma Program	Hours	Credits	Weeks
MEDICAL ASSISTANT	730	30	33
MEDICAL OFFICE ADMINISTRATION	730	31	33
PC SPECIALIST	720	30	36

PROGRAMS

PROGRAM NAME: Medical Assistant

Each course includes a combination of hours of Lecture and Laboratory hours.

	COURSE TITLE/NO.	Credit	Clock Hrs
1	M-101 Triage and Medications	3.66	80
2	M-103 Medical Office Procedures	3.99	80
3	M-200 Medical Emergencies and Specialties	3.33	80
4	M-203 Anatomy and Medical Terminology	3.99	80
5	M-210 Laboratory Procedures	3.33	80
6	M-400 Electronic Health Records	3.33	80
7	M-403 Medical Billing and Insurance	4.60	80
8	M-900 Externship	3.77	170
	TOTALS	30	730

PROGRAM NAME: Medical Office Administration

Each course includes a combination of hours of Lecture and Laboratory hours.

	COURSE TITLE/NO.	Credit	Clock Hrs
1	C-102 Keyboarding & Windows	3.34	80
2	C-251 Word & Excel	3.33	80
3	M-103 Medical Office Procedures	3.99	80
4	M-104 Computerized Medical Office Procedures	3.99	80
5	M-203 Anatomy and Medical Terminology	3.99	80
6	M-400 Electronic Health Records	3.99	80
7	M-403 Medical Billing and Insurance	4.60	80
8	M-900 Externship	3.77	170
	TOTALS	31	730

PROGRAM NAME: PC Specialist

Each course includes 20 and 60 hours of Lecture and Laboratory hours, respectively.

	COURSE TITLE/NO.	Credit	Clock Hrs
1	C-100 Keyboarding	3.33	80
2	C-101 Windows	3.33	80
3	C-201 Word for Windows	3.33	80
4	C-301 Excel for Windows	3.33	80
5	C-401 PowerPoint for Windows	3.33	80
6	C-501 Computerized Accounting (QuickBooks)	3.33	80
7	C-601 Microsoft Expression Web (Web Design)	3.33	80
8	IT-701 Business Communications	3.33	80
9	IT-201 Professional Development	3.33	80
	TOTALS	30	720

Grading System

Prospect College utilizes the following system for grading and monitoring of academic progress:

Grade	Range	Weight
A	90-100	4
B	80-89	3
C	70-79	2
D	60-69	1
F	59 or Below	none
I	Incomplete	none
W	Withdrawn	none

A final grade transcript will be prepared and kept for the student to pick up 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 program student:

Course No.	Grade	Weight		Sem. Units	Total
C-100	A	4	x	3.33	13.32
C-101	B	3	x	3.33	9.99
C-201	C	2	x	3.33	6.66
C-301	D	1	x	3.33	3.33
C-401	A	4	x	3.33	13.32
C-501	B	3	x	3.33	9.99
C-601	C	2	x	3.33	6.66
IT-701	A	4	x	3.33	13.32
IT-201	A	4	x	3.36	13.44
TOTALS				30	90.03

$$\text{GPA} = \text{Total/Sem. Units } (90.03/30) = 3.0$$

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. A student can have a maximum of two F grades during an enrollment (or two W grades, or one W and one F). 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. In addition to being part of the student's academic grade, a student can also fail a module if their attendance percentage is below the minimum required (as see on the SAP table). 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.

A student may only miss a maximum of two weeks of school before they must be withdrawn. If it has been 14 or more calendar days since the student's LDA (Last Day of Attendance), the student will be withdrawn. It is the student's responsibility to contact the school about their absence before that time to avoid withdrawal.

Make-up Policy

Students are allowed to make up class work before the end of their next module. 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

A tardy is defined as arriving for class more than 15 minutes late or leaving class more than 15 minutes early. A Tardy is worth half of the attendance hours for that class day. (For example, a 4 hour class would have Present = 4 hours, Tardy = 2 hours, and Absent = 0 hours). Excessive tardiness can adversely impact a student's attendance percentage by reducing the number of hours for which they get credit.

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

A student who fails to have any present attendance for their first module of their enrollment will be withdrawn as a No Show. Students in the No Show status will be counted as 0% completed for refund purposes.

Cancel

Students have the first 14 days of their first module of their enrollment to cancel. If a student is withdrawn for any other reason during this cancellation period, they will be counted as a Cancel. Students in the Cancel status will be counted as 0% completed for refund purposes, 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 fails to meet the satisfactory academic progress (SAP) standards, or for other reasons such as attendance or disciplinary issues. 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 or if their attendance is less than 50% during that course. A grade of (W) does not count toward a student's cumulative grade point average, but does count toward pace of completion. A

student can have a maximum of two W grades during an enrollment (or one W and one F).

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

Evaluation Levels	Cumulative Credits Completed	Attendance %	Min. GPA
1	1 to 9*	50%	1.50
2	9.1 to 17**	60%	1.75
3	17.1 & Higher***	67%	2.00

*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, and may be withdrawn. 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.

SAP Warning Status

Students failing to meet the required SAP minimums may 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.

Dismissal for Unsatisfactory Grades or Progress & SAP Appeal

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%, whether because of grades or attendance, the student will be dismissed and will not be permitted to reapply in the same program for six months, unless successfully appealed.

Students who do not successfully meet the standards at the end of the evaluation period may be withdrawn. Students 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 to the Appeals Committee a complete appeal packet, including all required documentation, by the last day of their last active module. 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 by then 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 fully complete an appeal packet 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 on time, 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 on time, and whose appeal is denied, will be will not be allowed to return. Students who did not submit their appeal on time, and whose appeal is granted, will be informed by the Registrar or their 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 complete appeal packet 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 10 business days of the Appeals Committee's final decision.

Repeated Module

Students may retake a Module, 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. During the initial interview, the student needs to notify their admissions officer about their prior education and knowledge of related subjects. Grades of “D” and lower are not accepted for transfer. Grades of “C” and higher may be accepted if they are not older than twelve months. Transfer Grades 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. The evaluation of all transfer credits is up to the discretion of Prospect College.

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 (rounded down). 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 Registrar Office to begin the process for transfer of credits. The school decision regarding acceptable of credits is final. Prospect College reserves the right to determine the transfer of credit based on assessment even with the above qualifying grades. Additional assessments may be required before transfer of grades can be granted. These assessments may include taking tests or conducting interviews with the Education Department. There is no processing fee for transfer of credits.

Reentry Policy

A student who wishes to reenter the school within 180 days of their Last Day of Attendance (LDA) may apply to be a “Reentry”. Students may apply to reenter by contacting the Registrar department and competing a Reenrollment Appeal Committee Letter. If approved and the first day of attendance is within 180 days of their LDA, the student is treated as if he or she did not cease attendance for purposes of determining the student’s Financial Aid awards and Academics.

Reentry decisions are based on the specific reasons for student separation from school. Reentry requests are generally denied for conduct-related dismissal.

Re-Admission for a Restart

All students who have left the school for greater than 180 days can re-apply, if approved by Prospect College. Students may apply to reenter by contacting the Registrar department and competing a Reenrollment Appeal Committee Letter. If re-admitted, the student will be a “Restart” and the student 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 Reentry/Restart sections of the Catalog.

Course Prep Hour Policy

Medical and PC Specialist Programs include 900 hours. Medical Programs spend 730 hours in classroom, with the remaining 170 hours designated as external course prep hours. PC Specialist Programs spend 720 hours in classroom, with the remaining 180 hours designated as external course prep hours. External course prep hours include time used for completing assignments, reviewing study material, and preparing for class. Faculty provide specific instructions about how students are expected to use course prep hours. Work is graded and weighed toward the student’s course grade at the discretion of the instructor.

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.

Post-Graduation 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.

M-900 POLICIES AND PROCEDURES

Externship Eligibility: Students can participate in an externship after the completion of all the required course modules. In order to be eligible to participate in an externship, students must be maintaining Satisfactory Academic Progress (SAP), satisfactory attendance record and satisfactory code of conduct. Students on probation for academic or attendance reasons may not enroll in an externship unless given specific approval by the Externship Coordinator.

Start Date Time Limit: All students must start their externships within 14 days after the completion of their last module. If the student has a legitimate reason that is verifiable, the Externship Coordinator will evaluate the situation and determine the appropriate start date.

Assignments of Externship Sites: Students must meet with the Externship Coordinator to discuss possible sites, no later than the start of their last module. The Coordinator will contact potential sites to assess availability. Once the student is assigned an approved site they must adhere to the policies and procedures of that particular site. If a student rejects their extern assignment or is terminated from the site for any reason, they may be withdrawn and/or have to secure a new extern site on their own.

Time Commitment: An externship unit requires 170 hours of services performed, documented and verified by the supervising affiliate. Externship schedule must be 40 hours per week unless approved otherwise by the Externship Coordinator. Students must complete all hours by the end of the externship unless the supervising affiliate and the Externship Coordinator approve an alternate schedule.

Grading: All externships are graded on a pass/fail basis unless otherwise indicated.

Professional Obligations/Confidentiality: All students must be punctual and obey the hours of the site. If a student needs to be

excused from the site, he/she must call the Externship Coordinator as well as the supervising affiliate. Externs must perform all services professionally under the direct supervision of the supervising affiliate. Externs shall not reveal information designated as confidential. Externs are expected to strictly observe all professional obligations and regulations as set forth by each affiliate.

Evaluations: At the conclusion of the externship, externs must evaluate the site and the supervising affiliate must evaluate the extern. Externs must provide supervisors with the evaluation form and the relevant due date. Students will not be graded on their externships without a Site Supervisor's Evaluation form.

MEDICAL PROGRAMS

MEDICAL ASSISTANT

(30 Semester Credit Units)

This Diploma program 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

(31 Semester Credit Units)

This Diploma program 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 COURSES

Each course is offered at a frequency which allows continuously enrolled students to complete the program within eight months.

M-101 Triage and Medications

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

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

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-200 Medical Emergencies and Specialties

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

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

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-400 Electronic Health Records

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.

M-403 Medical Billing and Insurance

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-900 Externship

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 SPECIALIST PROGRAM

(30 Semester Credit Units)

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 certification examination. It covers Keyboarding, Windows, Word for Windows, Excel for Windows, PowerPoint, Microsoft Expression Web(Web Design), Computerized Accounting (QuickBooks), Professional Development, and Business Communications.

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 SPECIALIST COURSES

Each course is offered at a frequency which allows continuously enrolled students to complete the program within eight months.

C-100 Keyboarding

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

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

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

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

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

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

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)

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)

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

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

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.

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. (up to \$17/day for evening students)

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. Make-up hours do not count toward Transportation earnings.

Payment of transportation reimbursement is a privilege extended to our students. Prospect College 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 pickup 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 with the admission office
3. The outcome of the interview will determine if the student can continue enrollment in his/her program
4. 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 and will not be subject to unfair action or treatment by any school official. 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, Higher Education Licensure Commission (HELC), 1050 First St. NE, Fifth Floor, Washington, DC 20002. The HELC is the agency of last resort in the grievance process. Students who complain will not be subject to unfair action or treatment.

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

TUITION AND FEES

21-21 Award Year

Tuition*:

Medical Assistant Program:	\$17,050.00
Medical Office Administration Program:	\$17,050.00
PC Specialist Program:	\$17,050.00
Student Resource Fee (non-refundable)**:	\$299.00
Total Cost:	\$17,349.00

* Included in tuition: job placement services and supportive services

** The Student Resource Fee covers books and supplies for all programs. This fee is non-divisible and is required for all Prospect College Programs. If a student withdraws, the Student Resource Fee is not refunded and any books or supplies are forfeited.

FACULTY LISTING

Name	Title	Degree	Conferring Institution
Pamela Mitchell	Computer Instructor	BA in Business Administration	Catoonville University
Pamela Divel	Medical Instructor	BS in Management	Kaplan University
Cesar Gamarra	Medical Instructor	BS in Medicine	National University of San Agustin
Damian Baker	Medical Instructor	Doctor of Chiropractic	University of Maryland

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.

Student Right-to-Know and Campus Security

Prospect College is committed to assisting all members of its community with providing for their own safety and security. The Annual Security documents and Student Right-to-Know documents are available on the Prospect College website at <http://www.ProspectCollege.edu>

If you would like to receive the documents that contain this information, you can request a copy from Student Services or you can request that a copy be mailed to you by calling (202) 223-3500.

Program Evaluation

Prospect College utilizes regular student evaluations and classroom observations as part of its plan of improvement to meet its mission objectives. In addition, the school's Occupational Advisory Board provides feedback on the design and delivery of curriculum for different programs.

Faculty Advisement

Faculty is available to provide academic and/or course advising from 10:30 to 11:00, and from 2:30 to 3:00pm, Monday to Friday.

Supportive Services

Prospect College offers a range of supportive services to its students. These services include academic support, tutorial and

remedial services, personal advising and referrals for third-party services such as child care and housing. Students can contact the Student Services office or the Academic Dean office for more information.

Students' rights, privileges, and responsibilities

Prospect College believes that the primary purpose of higher education is to promote learning and stimulate inquiry for truth in an atmosphere of freedom. Prospect College is committed to the value of racial and ethnic diversity. Accordingly, Prospect College encourages students to exercise the rights of citizenship. However, these rights are subject to reasonable limitations necessary for the orderly operation of Prospect College. Paramount among these responsibilities is respect for the rights of others, academic and personal integrity, and adherence to federal, state, and local law as well as college regulations. The faculty and administration are genuinely concerned with the physical and ethical welfare of students. To that end, Prospect College has established rules of conduct included in this Catalog. These regulations guide students in achieving personal and academic goals and help us function in an orderly way. Since students voluntarily associate themselves with Prospect College, they should know that these rules are honestly and faithfully enforced. The rules include clear prohibitions against sexual or racial harassment.

**Prospect College is accredited by the Commission of the
Council on Occupational Education.**



**Council on Occupational Education
7840 Roswell Road,
Building 300, Suite 325
Atlanta, GA 30350
Tel: 770-396-3898
Fax: 770-396-3790
www.council.org**

Dupont Circle Campus Location and Directions

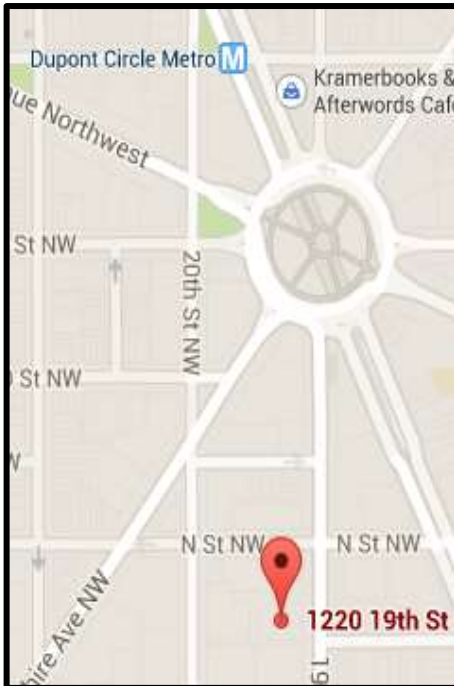
Prospect College's Dupont Campus is conveniently located near the **Dupont Circle Metro Station** (Conn. Ave & 19th St - Dupont Circle South Exit). The school is located at 1220 19th St. NW and is accessible by buses and other public transportation.

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 is accredited by the Commission of the
Council on Occupational Education.**



Main Campus

1220 19th St NW Suite 100

Washington, D.C. 20036

Tel: (202) 223-3500

Fax: (202) 223-7201

<http://www.prospectcollege.edu>