

**STUDENT - CONSUMER
INFORMATION AND DISCLOSURES**

TABLE OF CONTENTS

AVAILABILITY OF INSTITUTIONAL AND FINANCIAL AID INFORMATION.....	1
CONTACT INFORMATION FOR ASSISTANCE IN OBTAINING FINANCIAL AID INFORMATION	1
GENERAL INSTITUTIONAL INFORMATION	2
Privacy of Student Records-Family Educational Rights and Privacy Act (FERPA).....	2
Facilities and Services for Students with Disabilities	2
Student Diversity.....	3
Price of Attendance	5
Net Price Calculator	9
Refund Policy / Requirements for Withdrawal & Return of Federal Financial Aid	9
Textbook Information	13
Educational Program.....	36
Instructional Facilities	36
Faculty	36
Grievance/Appeal Procedures	37
Transfer of Credit Policy.....	38
Articulation Agreements	38
Accreditation, Approval, and Licensure of Institution and Programs	39
Copyright Infringement-Policies and Sanctions.....	40
Computer Use and File Sharing	41
Career and Job Placement Services.....	43
STUDENT FINANCIAL ASSISTANCE	44
Assistance Available from Federal, Local, and Institutional Programs	44
Student Loan Information	46
Initial Loan Counseling for Student Borrowers	47
Exit Counseling for Student Borrowers	47
Institutional Code of Conduct for Education Loans.....	49
Private Education Loan Disclosure.....	50
HEALTH AND SAFETY	54
Vaccination Policies.....	54
Drug and Alcohol Abuse Prevention Program.....	54
Campus Security Policies, Crime Statistics.....	54
Federal Student Financial Aid Penalties for Drug Law Violations	57
STUDENT OUTCOMES.....	58
Retention Rate.....	58
Graduation Rates.....	58
Job Placement for Graduates.....	58
Job Placement Rates for Graduates	58
Gainful Employment by Award Year	59
VOTER REGISTRATION.....	63

AVAILABILITY OF FEDERAL FINANCIAL AID INFORMATION

FINANCIAL AID

The institution maintains a Financial Planning Department to assist students in obtaining the financial assistance they require for their educational expenses. Available resources include federal aid, part-time employment (administered through the Employment Assistance Office) and student loans from private lenders. Federal assistance programs are administered through the Office of Student Financial Assistance, U.S. Department of Education. Any U.S. citizen, national or person in the United States for other than temporary reasons who is enrolled or accepted for enrollment (on at least half-time basis) may apply for the programs.

Most forms of financial assistance are available for each July 1 to June 30 award period. Students attending Beyond June 30 must make arrangements to apply for aid in the new award year. Each student should request a copy of the free "Federal Student Guide to Financial Aid" which will provide the applicant with essential information.

Financial aid eligibility is determined on an academic year basis. The mid-point of the academic year is the beginning of the second semester.

When a student enters subsequent semesters and is in satisfactory academic standing, he/she may apply for additional federal financial aid to meet tuition and fee expenses.

STUDENT COST OF ATTENDANCE

A copy of the current Tuition and Fee Schedule is attached as a separate Catalog addendum and / or may be obtained from the Admissions Office. Additionally all information is available on the institution's website. While this schedule represents direct costs charged to the student, other costs for transportation, living expenses, etc. will be incurred. An estimate of these costs can be received from the Financial Planning Department and are included in the student's budget that is utilized in determining student aid eligibility.

PRIOR EDUCATION / FINANCIAL AID HISTORY

When applying for admission, applicants are queried about attendance at other institutions, and whether or not he/she has ever received federal student assistance. The U.S. Department of Education, through the National Student Loan Data System, performs a data match and cross-references information with a number of other agencies, including the Social Security Administration, Veterans Administration, and the Immigration and Naturalization Service. Falsifying or omitting information is grounds for denial of admission and referral to the Office of Inspector General, United States Department of Education. Also, when required aid must be refunded and the applicant is responsible for full payment. The applicant is responsible for full disclosure including attendance at any post-secondary institution outside of the U.S.

CONTACT INFORMATION FOR ASSISTANCE IN OBTAINING FINANCIAL AID INFORMATION

The primary purpose of student financial aid is to provide assistance to qualified students who would be unable to attend without such aid. Students and their parents and/or spouses are expected to take primary responsibility for the financing of the student's education. Therefore, any aid a student may receive should be regarded as supplemental to that portion which can be provided by the student and his/her parents or spouse.

The institution believes in the principles of student self investment. Students are expected to save and provide a portion of their earnings for their educational purposes.

In selecting a financial aid recipient, the school places emphasis upon need, achievement, and promise. The financial aid office provides counseling for students and their parents and/or spouse who desire assistance in financial planning to meet educational goals.

Interactive College of Technology/ Interactive Learning Systems admits students of any race, color, sex, age, marital status, and national origin to all the rights and privileges, programs, and activities generally accorded or made available to students at ICT/ILS. The institution does not discriminate on the basis of race, creed, religion, color, age, marital status, or national origin in the administering of its educational policies, admission policies, loan programs, and other school administered programs.

Potential students or parents can access our website: www.ict-ils.edu At this location the telephone numbers can be found for each of the campuses.

GENERAL INSTITUTIONAL INFORMATION:

Privacy of Student Records-Family Educational Rights and Privacy Act (FERPA):

Notification of Rights under FERPA for Postsecondary Institutions

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

- (1) The right to inspect and review the student's education records within 45 days of the day ICT/ILS, (the institution), receives a request for access.

A Student should submit to the registrar, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- (2) The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the institution to amend a record should write the institution official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the institution decides not to amend the record as requested, the institution will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- (3) The right to provide written consent before the institution discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The institution discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the institution has contracted as its agent to provide a service instead of using institution employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the institution.

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

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

Facilities and Services for Students with Disabilities:

Interactive College of Technology/Interactive Learning Systems provides program accessibility and reasonable accommodations for persons defined as disabled under Section 504 of the rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. ICT/ILS does not deny admission or subject to discrimination in admission any qualified disabled student.

**DIVERSITY of PELL GRANT RECIPIENTS – GEORGIA/KENTUCKY
AWARD YEAR 2009 / 2010**

Federal regulations require an institution to provide on an annual basis data on the gender and ethnic diversity of its Pell recipients. A Pell recipient is considered a student who received Pell while attending the institution within the specified award year.

<u>Campus</u>	<u>Gender</u>	<u>Ethnicity</u>	<u>Percent of Total</u>	
Chamblee	Female	Asian	4.42%	
		Black/African American	3.19%	
		Caucasian/White	1.75%	
		Hispanic	13.95%	
		Other/Not Known	7.17 %	
	Male	Asian	11.65%	
		Black/African American	32.97%	
		Caucasian/White	8.80%	
		Hispanic	12.24 %	
		Other/Not Known	3.86%	
		Grand Total	100.00%	
	Morrow	Female	Asian	15.92 %
			Black/African American	6.57%
			Caucasian/White	1.04 %
Hispanic			18.69%	
Other/Not Known			2.08 %	
Male		Asian	32.53 %	
		Black/African American	4.50%	
		Caucasian/White	3.11%	
		Hispanic	10.37%	
		Other/Not Known	5.19%	
		Grand Total	100.00%	
Gainesville		Female	Asian	1.79%
			Black/African American	4.04 %
			Caucasian/White	13.45%
	Hispanic		36.32 %	
	Other/Not Known		2.24%	
	Male	Asian	3.59%	
		Black/African American	2.69%	
		Caucasian/White	8.97%	
		Hispanic	24.22%	
		Other/Not Known	2.69%	
		Grand Total	100.00%	
	Kentucky	Female	Asian	0.00%
			Black/African American	0.00%
			Caucasian/White	81.67%
Hispanic			0.00%	
Other/Not Known			0.00%	
Male		Asian	0.00%	
		Black/African American	0.00%	
		Caucasian/White	18.33%	
		Hispanic	0.00%	
		Other/Not Known	0.00%	
		Grand Total	100.00%	

**DIVERSITY of PELL GRANT RECIPIENTS - TEXAS
AWARD YEAR 2009 / 2010**

Federal regulations require an institution to provide on an annual basis data on the gender and ethnic diversity of its Pell recipients. A Pell recipient is considered a student who received Pell while attending the institution within the specified award year.

<u>Campus</u>	<u>Gender</u>	<u>Ethnicity</u>	<u>Percent of Total</u>
Pasadena	Female	Asian	11.57%
		Black/African American	1.48 %
		Caucasian/White	2.08 %
		Hispanic	41.25 %
		Other/Not Known	0.89%
	Male	Asian	18.40 %
		Black/African American	1.19%
		Caucasian/White	0.30%
		Hispanic	22.25%
		Other/Not Known	0.59 %
			Grand Total
Houston/Hillcroft	Female	Asian	18.97 %
		Black/African American	1.54%
		Caucasian/White	1.03 %
		Hispanic	19.66 %
		Other/Not Known	5.64%
	Male	Asian	28.72%
		Black/African American	1.71 %
		Caucasian/White	0.34%
		Hispanic	15.89 %
		Other/Not Known	6.50%
			Grand Total
North Houston	Female	Asian	6.95%
		Black/African American	5.52%
		Caucasian/White	1.92 %
		Hispanic	28.29 %
		Other/Not Known	1.68%
	Male	Asian	11.27%
		Black/African American	2.64 %
		Caucasian/White	1.68 %
		Hispanic	38.85 %
		Other/Not Known	1.20%
			Grand Total

QUICK GUIDE FEES FOR ESTIMATED BOOKS AND SUPPLIES / CERTIFICATION EXAMINATIONS

	SEMESTER		SEMESTER		SEMESTER		TOTAL
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	
GEORGIA - KENTUCKY							
<i>Diploma Programs</i>							
ACCOUNTING and AUTOMATED OFFICE SYSTEMS	448	930	630				2008
ADMINISTRATIVE SUPPORT SYSTEMS	435	940	238				1613
BUSINESS INFORMATION MANAGEMENT	450	904	504				1858
MEDICAL CODING and BILLING	643	600	1335*				2578
MEDICAL OFFICE ADMINISTRATIVE SPECIALIST	523	752	633				1908
<i>*Includes CPC Examination & Coder Membership. Fees sent directly to Examination Center on behalf of the student.</i>							
INFORMATION TECHNOLOGY SPECIALIST	678	1349**	429				2456
HVAC/R							
<i>Textbooks</i>	522	254	720	285			1781
<i>Tools</i>	345	411	309				1065
<i>Associate of Science Degree</i>							
OFFICE TECHNOLOGY ACCOUNTING EMPHASIS	823	519	763	714	733	433	3985
OFFICE TECH ADMINISTRATIVE SUPPORT EMPHASIS	497	852	650	586	576	501	3662
BUSINESS INFORMATION MANAGEMENT	497	852	650	548	737	525	3809
CHAMBLEE MAIN CAMPUS							
<i>Associate of Science Degree</i>							
COMPUTER INFO SYSTEMS (Degree)	624	1168**	869	745	875	390	4671
ELECTRONICS REPAIR TECHNOLOGY	631	442	684	465	1019	455	3696

**** Includes CIS Tool Kit at \$596**

NOTE

These estimates are based on the usual program sequence charts. The addition of developmental courses, transfer credits, or advanced standing will cause extensive variations. In these instances, the Director of Education, Dean or the Department Chair should provide the planned course/semester sequence to the financial planning department. Also, the financial planner(s) should revise the estimates accordingly.

All students are charged only for materials issued, including examinations taken / retaken.

**INTERACTIVE LEARNING SYSTEMS
TUITION AND FEE SCHEDULE**
Effective February 1, 2011
(for new students starting after this date)
(Texas)
Revised June 2011

BUSINESS AND COMPUTER PROGRAMS

Application Fee for All Programs of Study: \$50

Program of Study	Credit Hours	Tuition	Estimated Textbooks, Materials, Supplies	Total ** (Includes Application Fee)
Accounting & Automated Office Systems	38.5	\$12,375	*\$2,219	\$14,644
Administrative Support Systems	36	\$12,375	*\$1,601	\$14,026
Business Information Management	38	\$12,375	*\$1,882	\$14,307

* Includes fees for BIM examinations (five) to be taken upon course completion.

The cost of developmental courses in language and mathematics, that may be required as a result of entrance testing, are in addition to the above and are charged at the rate of \$350.00 per course, including materials.

Textbooks, materials and supply costs are estimates and may be subject to change due to increases by the supplier. Textbooks and supplies may be purchased from the institution or any other available source. Charges are adjusted as appropriate at withdrawal/graduation.

Students qualifying for advanced standing will receive a tuition reduction of \$300 per credit exempted. Credits taken exceeding program requirements are charged this same credit hour rate of \$300 per additional credit taken. All additional coursework required as a function of failed courses will be charged at that same rate of \$300 per credit hour.

** Total charges if all courses are completed as scheduled.

ENGLISH AS A SECOND LANGUAGE

Application Fee: \$50

Re-Entry Fee: \$50*

Tuition per credit hour: \$210, including retakes, plus textbooks, materials, and fees at \$190 per course.

* Unless on approved LOA or confirmed interrupt status

QUICK GUIDE FEES FOR ESTIMATED BOOKS AND SUPPLIES / CERTIFICATION EXAMINATIONS

<u>Diploma Programs</u>	<u>Semester</u>		<u>Semester</u>		<u>TOTAL</u>
	1	2	3	4	
ACCOUNTING and AUTOMATED OFFICE SYSTEMS	666	1005	548		2219
ADMINISTRATIVE SUPPORT SYSTEMS	677	786	138		1601
BUSINESS INFORMATION MANAGEMENT	493	958	431		1882

NOTE

These estimates are based on the usual program sequence charts. The addition of developmental courses, transfer credits or advanced standing will cause extensive variations. In these instances, the Director of Education, Dean or the Department Chair must provide the planned course/semester sequence to the financial planning department.

All students are charged only for materials issued, including examinations taken / retaken.

Net Price Calculator:

The Department of Education has designed and developed a fully functional net price calculator which they are making available to Title IV postsecondary institutions. The net price calculator can be accessed by visiting the Department's National Center for Educational Statistics (NCES) at http://nces.ed.gov/ipeds/resource/net_price_calculator.asp.

Refund Policy & Requirements for Withdrawal & Return of Federal Financial Aid:

TUITION REFUND POLICY (GEORGIA BUSINESS / COMPUTER DEGREE DIVISION)

Tuition refunds are made within thirty (30) days provided official notification is given. Otherwise, refunds will be made thirty (30) days from the date the school determines the student to be withdrawn. Tuition charges are assessed based on the **OFFICIAL WITHDRAWAL DATE**. In the absence of an **OFFICIAL WITHDRAWAL**, charges are assessed by using the semester MID-POINT or the last date of attendance, whichever is later, according to the formula outlined below.

During the first five percent (5%) of the semester, the institution shall refund ninety-five percent (95%) of the tuition.

After five percent (5%) of the semester, but before ten percent (10%), the institution shall refund ninety percent (90%) of the tuition.

After ten percent (10%) of the semester, but before twenty-five percent (25%), the institution shall refund seventy-five percent (75%) of the tuition.

After twenty-five percent (25%) of the semester, but before fifty percent (50%), the institution shall refund fifty percent (50%) of the tuition.

After fifty percent (50%) of the semester, there is no refund of the semester's tuition.

The HVAC/R Technology program is assessed charges according to the percentages above, but the percentage applies to the total program, which is a period of forty-five (45) weeks. Books and materials are issued separately as courses are taken. Charges are estimated for each semester, but adjusted to actual cost at withdrawal or graduation.

TUITION REFUND POLICY FOR KENTUCKY CAMPUS AND ESL PROGRAMS

During the first ten percent (10%) of the semester, the institution shall refund ninety percent (90%) of the tuition.

After ten percent (10%) of the semester, but during the first twenty-five (25%), the institution shall refund fifty percent (50%) of the tuition.

After twenty-five percent (25%), but during the first fifty percent (50%), the institution shall refund twenty-five (25%) of the tuition.

After fifty percent (50%) of the semester, there is no refund.

ESL Students who fail to complete two consecutive semesters during the first academic year are assessed a withdrawal fee of \$100. Fee may be waived if withdrawal is caused by documented extenuating circumstances.

Books, fees, and certification examinations (where applicable) are charged separately for each course taken or repeated. These are provided at registration. A repurchase program is available to the student. There is no refund or adjustment after registration for students taking individual courses.

REFUND/WITHDRAWAL AND EXIT PROCEDURE

When a student decides to withdraw or is ready to graduate, he/she must meet with the Financial Planner to complete the exit interview procedure. This procedure will determine any refunds due the student, a lending institution, or refunds that are being forfeited as a result of a withdrawal. Students will be provided with relevant information regarding loan repayment obligations. Students must make arrangements to pay any outstanding balances. Students are required to provide their expected permanent address, as well as that of the expected employer and nearest next of kin.

FEDERAL TITLE IV RETURN OF FUNDS POLICY FOR OFFICIAL AND UNOFFICIAL WITHDRAWALS - GEORGIA / KENTUCKY

OFFICIAL WITHDRAWAL DATE – GEORGIA / KENTUCKY

The official withdrawal date is the date the student notifies the Business Office of the intent to withdraw. This date is used to determine all tuition charges and/or refunds and all R2T4 amounts earned and unearned. Notification may be made by phone, fax, or in person, however, this is the **only** office authorized to receive and process official withdrawals. Students who officially withdraw prior to attending sixty percent of the semester or intersession, will lose a portion of any Title IV financial aid funds awarded for the enrollment period. At the time of official withdrawal, all calculations will be completed based on the number of calendar days in the enrollment period. Refunds to the U.S. Department of Education will be determined and all balances due must be paid or satisfactory arrangements made with the business office. Students who withdraw prior to sixty percent of the enrollment period, will receive a non-punitive grade of “W”. After sixty percent, the student will receive the earned grade. All missed work will be counted as “zero”.

UNOFFICIAL WITHDRAWAL – GEORGIA / KENTUCKY

In the absence of formal notification of withdrawal, unofficial withdrawal occurs as follows:

Thirty days after the end of the enrollment period, students who have not registered for the subsequent term or who have not otherwise requested a leave of absence, will be considered **unofficial withdrawals**. Students who have earned a passing grade in one or more courses, will be considered as having completed the term. The withdrawal date will be the date the institution determines the student did not register for the subsequent term (not to exceed thirty days).

If a student fails all courses in the term, the institution will determine the student’s last date of participation in an academic related activity by reviewing the relevant instructor’s academic progress records through the semester or term mid-point and refund the unearned Title IV aid. All charges will be calculated using the appropriate withdrawal date and tuition refund policy. Refunds are consummated within 45 days of the date of determination of withdrawal. If the relevant date is between fifty and sixty percent of the term, the unearned portion of the aid will be refunded and full tuition charges are due. The student will be notified of any balance due.

All refunds are consummated within forty-five (45) days. If a student must repay Title IV funds, notification will be made within forty-five (45) days.

If a student receives less Federal Student Aid than the amount earned, the institution will calculate a disbursement of the earned aid that was not received. This is called a post-withdrawal disbursement.

Additionally, there may be instances when a student is eligible for a post-withdrawal disbursement. For example, if a student initially used personal resources to fund tuition and fees, but s/he subsequently completed the FAFSA and was eligible for a PELL grant. If withdrawal occurred prior to disbursement of the funds, a student may be eligible for a post-withdrawal disbursement.

TUITION REFUND POLICY - OCCUPATIONAL PROGRAMS – TEXAS

Cancellation Policy – A full refund of all monies is made if the applicant cancels the enrollment within 72 hours (until midnight of the third business day) after the enrollment agreement has been signed and a tour of the facilities has been conducted. After 72 hours, the application fee is retained. Any additional refund will be made within 30 days. A full refund is also granted if the applicant is not accepted, the course or program is discontinued and the applicant is unable to complete the program, or this enrollment is the result of any misrepresentation in advertising, promotional materials, or representation by institutional representatives.

TWC REFUND POLICY - TEXAS

This agency's refund policy is applied using the length of the total program of study (if twelve months or less). For enrollment periods exceeding twelve months, each twelve-month period is charged separately.

Amount Refunded Amount Retained

First week or 10% of course 90% 10%

During next two weeks or 20% of course 80% 20%

After 3 weeks or 20% of course, but during first 25% of course 75% 25%

During 2nd 25% of course 50% 50%

During 3rd 25% of course 10% 90%

During last 25% of course 0% 100%

OFFICIAL WITHDRAWAL DATE - TEXAS

The official withdrawal date is the date the student notifies the Business Office of the intent to withdraw. This date is used to determine all tuition charges and/or refunds and all R2T4 amounts earned and unearned. Notification may be made by phone, fax, or in person, however, this is the only office authorized to receive and process official withdrawals. Students who officially withdraw prior to attending sixty percent of the semester or intersession, will lose a portion of any Title IV financial aid funds awarded for the enrollment period. At the time of official withdrawal, all calculations will be completed based on the number of calendar days in the enrollment period. Refunds to the U.S. Department of Education will be determined and all balances due must be paid or satisfactory arrangements made with the business office. Students who withdraw prior to sixty percent of the enrollment period, will receive a non-punitive grade of "W". After sixty percent, the student will receive the earned grade. All missed work will be counted as "zero".

UNOFFICIAL WITHDRAWAL - TEXAS

In the absence of formal notification of withdrawal, unofficial withdrawal occurs as follows:

In the case of the ESL program, thirty days after the end of the enrollment period, students who have not registered for the subsequent term or who have not otherwise requested a leave of absence, will be considered unofficial withdrawals. Students who have earned a passing grade in one or more courses, will be considered as having completed the term. The withdrawal date will be the date the institution determines the student did not register for the subsequent term (not to exceed thirty days).

If a student fails all courses in the term, the institution will determine the student's last date of participation in an academic related activity by reviewing the relevant instructor's academic progress records through the semester or term mid-point and refund the unearned Title IV aid. All charges will be calculated using the appropriate withdrawal date and tuition refund policy. Refunds are consummated within 45 days of the date of determination of withdrawal. If the relevant date is between fifty and sixty percent of the term, the unearned portion of the aid will be refunded and full tuition charges are due. The student will be notified of any balance due.

All refunds are consummated within forty-five (45) days. If a student must repay Title IV funds, notification will be made within forty-five (45) days.

If a student receives less Federal Student Aid than the amount earned, the institution will calculate a disbursement of the earned aid that was not received. This is called a post-withdrawal disbursement.

Additionally, there may be instances when a student is eligible for a post-withdrawal disbursement. For example, if a student initially used personal resources to fund tuition and fees, but s/he subsequently completed the FAFSA and was eligible for a PELL grant. If withdrawal occurred prior to disbursement of the funds, a student may be eligible for a post-withdrawal disbursement.

TWC REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

(1) A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

(2) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;

(3) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

- a. satisfactorily completed at least 90 percent of the required coursework for the program; and
- b. demonstrated sufficient mastery of the program material to receive credit for completing the program.

INSTITUTIONAL REFUND POLICY – Applies to ESL Program

For each semester, the following refund policy will apply:

- **During the first ten percent (10%) of the semester, the institution shall refund ninety percent (90%) of the tuition.**
- After ten percent (10%) of the semester, but during the first twenty-five (25%), the institution shall refund fifty percent (50%) of the tuition.
- After twenty-five percent (25%), but during the first fifty percent (50%), the institution shall refund twenty-five (25%) of the tuition.
- After fifty percent (50%) of the semester, there is no refund.
- ESL Students who fail to complete two consecutive semesters during the first academic year are assessed a withdrawal fee of \$100. Fee may be waived if withdrawal is caused by documented extenuating circumstances.

Books, fees, and certification examinations (where applicable) are charged separately for each course taken or repeated. These are provided at registration. A repurchase program is available to the student.

There is no refund or adjustment after registration for students taking individual courses.

**EDUCATIONAL PROGRAMS SEQUENCE SHEETS/
TEXTBOOKS/MATERIALS/SOFTWARE**

Textbooks, materials, and fees are charged separately. After assessing initial fees for materials issued at enrollment, additional materials are purchased as needed from the Bookstore or may be purchased elsewhere. Students must have all materials prior to registering for a specific class. Software/laboratory fees are charged according to the prescribed policy. Please check the textbook listing below and for any further questions please contact the appropriate campus.

Suggested Course Sequence / Textbook Price Listing:

Diploma in ACCOUNTING & AUTOMATED OFFICE SYSTEMS–CIP CODE 52.0302 TEXAS

	<u>COURSE CODE</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>	<u>CONTACT HOURS</u>
SEMESTER 1	AOT122	FUNDAMENTALS OF COMPUTER USAGE	3	75
	BUS122	PRINCIPLES OF ACCOUNTING I	4	60
	LAS040	SKILLS FOR ACHIEVING SUCCESS	2	30
	LAS100	EFFECTIVE ENGLISH FOR BUSINESS	3	45
	OFT100	BUSINESS KEYBOARDING I	3	60
			15	270
SEMESTER 2	AOT130	PROFESSIONAL DOC MGMT I	3	60
	AOT250	PROFESSIONAL DOC MGMT II	3	75
	BUS131	COMPUTERIZED ACCOUNTING W/QUICKBOOKS	1.5	30
	BUS140	PRINCIPLES OF ACCOUNTING II	1.5	40
	ICT100	INFORMATION DESIGN & UTILIZATION	3	60
	LAS050	CAREER DEVELOPMENT	1	20
			13	285
SEMESTER 3	AOT290	COMPUTERIZED ORGANIZATION SKILLS	3	60
	BUS132	COMPUTERIZED ACCOUNTING W/PEACHTREE	1	25
	BUS180	PRINCIPLES OF ACCOUNTING III	1.5	40
	ICT299	EXTERNSHIP	3	135
	OFT108	NUMERIC ENTRY	2	45
			11	305
TOTAL CREDIT / CONTACT HOURS / COST			38.5	860

INCLUDES CERTIFICATION FEE (Subtract \$75 per certification examination(s) not taken.)

Courses with certification exams: AOT130, AOT250, AOT260, AOT270 and AOT290.

Suggested Course Sequence / Textbook Price Listing:

Diploma in ADMINISTRATIVE SUPPORT SYSTEMS TEXAS

	<u>COURSE CODE</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>	<u>CONTACT HOURS</u>
SEMESTER 1	AOT122	FUNDAMENTALS OF COMPUTER USAGE	3	75
	AOT130	PROFESSIONAL DOC MGMT I	3	60
	LAS040	SKILLS FOR ACHIEVING SUCCESS	2	30
	LAS100	EFFECTIVE ENGLISH FOR BUSINESS	3	45
	OFT100	BUSINESS KEYBOARDING I	3	60
			14	270
SEMESTER 2	AOT250	PROFESSIONAL DOC MGMT II	3	75
	AOT270	GRAPHICS PRESENTATIONS	3	60
	LAS050	CAREER DEVELOPMENT	1	20
	OFT120	BUSINESS KEYBOARDING II	3	60
	ADMINISTRATIVE SUPPORT ELECTIVES		3	60
			13	275
SEMESTER 3	ICT299	EXTERNSHIP	3	135
	OFT121	BUSINESS KEYBOARDING III	3	60
	ADMINISTRATIVE SUPPORT ELECTIVES		3	75
			9	270
TOTAL CREDIT / CONTACT HOURS			36	815

INCLUDES CERTIFICATION FEE (Subtract \$75 per certification examination(s) not taken.) AOT130, AOT250, AOT260, AOT270 and AOT290

Suggested Course Sequence / Textbook Price Listing:
Diploma in BUSINESS INFORMATION MANAGEMENT

TEXAS
CIP CODE 52.0407

	<u>COURSE</u> <u>CODE</u>	<u>COURSE</u> <u>TITLE</u>	<u>CREDIT</u> <u>HOURS</u>	<u>CONTACT</u> <u>HOURS</u>
SEMESTER 1	AOT122	FUNDAMENTALS OF COMPUTER USAGE	3	75
	ICT100	INFORMATION DESIGN & UTILIZATION	3	60
	LAS040	SKILLS FOR ACHIEVING SUCCESS	2	30
	LAS100	EFFECTIVE ENGLISH FOR BUSINESS	3	45
	OFT100	BUSINESS KEYBOARDING I	3	60
			14	270
SEMESTER 2	AOT 130	PROFESSIONAL DOC MGMT 1	3	60
	AOT250	PROFESSIONAL DOC MGMT II	3	75
	AOT290	COMPUTERIZED ORGANIZATION SKILLS	3	60
	LAS050	CAREER DEVELOPMENT	1	20
	BIM ELECTIVES		3	60
			13	275
SEMESTER 3	ICT299	EXTERNSHIP	3	135
	BIM ELECTIVES		8	175
			11	310
TOTAL CREDIT / CONTACT HOURS / COST			38	855

INCLUDES CERTIFICATION FEE (Subtract \$75 per certification examination(s) not taken.) AOT130, AOT250, AOT260, AOT270 and AOT290

Suggested Course Sequence / Textbook Price Listing:
Diploma in ACCOUNTING and AUTOMATED OFFICE
SYSTEMS

GEORGIA/KENTUCKY
CIP CODE 52.0302

	<u>COURSE</u> <u>CODE</u>	<u>COURSE</u> <u>TITLE</u>	<u>CREDIT</u> <u>HOURS</u>	<u>CONTACT</u> <u>HOURS</u>
SEMESTER 1	BUS122	PRINCIPLES OF ACCOUNTING I	4	60
	LAS040	SKILLS FOR ACHIEVING SUCCESS	2	30
	LAS100	EFFECTIVE ENGLISH FOR BUSINESS	3	45
		BUSINESS KEYBOARDING I	3	60
			12	195
SEMESTER 2	AOT122	FUNDAMENTALS OF COMPUTER USAGE	3	60
	AOT130	PROFESSIONAL DOCUMENT MANAGEMENT I	3	60
	BUS131	CUSTOMER SERVICE IN THE WORKPLACE	2	30
	BUS 140	PRINCIPLES OF ACCOUNTING II	2	30
	ICT100	INFORMATION DESIGN & UTILIZATION	4	40
			12	220
SEMESTER 3	AOT250	PROFESSIONAL DOCUMENT MANAGEMENT II	3	60
	BUS 132	COMPUTERIZED ACCTING. WITH PEACHTREE	1	20
	BUS 180	PRINCIPLES OF ACCOUNTING III	2	30
	ICT 299	EXTERNSHIP	3	135
	LAS 050	CAREER DEVELOPMENT	1	20
	OFT 108	NUMERIC ENTRY	2	45
			12	310
TOTAL CREDITS / CONTACT HOURS / COST			36	725

INCLUDES CERTIFICATION FEE (Subtract \$75 per certification examination(s) not taken.) AOT130, AOT250, AOT260, AOT270 and AOT290.

Suggested Course Sequence / Textbook Price Listing:
Diploma in ADMINISTRATIVE SUPPORT SYSTEMS

GEORGIA/KENTUCKY
CIP CODE 52.0401

	<u>COURSE</u> <u>CODE</u>	<u>COURSE</u> <u>TITLE</u>	<u>CREDIT</u> <u>HOURS</u>	<u>CONTACT</u> <u>HOURS</u>
SEMESTER 1	AOT 122	FUNDAMENTALS OF COMPUTER USAGE	3	60
	LAS 040	SKILLS FOR ACHIEVING SUCCESS	2	30
	LAS 100	EFFECTIVE ENGLISH FOR BUSINESS	3	45
	OFT 100	BUSINESS KEYBOARDING I	3	60
		ADMINISTRATIVE SUPPORT ELECTIVES	2	40
				13
SEMESTER 2	AOT130	PROFESSIONAL DOC MGMT I	3	60
	AOT250	PROFESSIONAL DOC MGMT II	3	60
	AOT270	GRAPHICS PRESENTATIONS	3	60
	LAS050	CAREER DEVELOPMENT	1	20
	OFT120	BUSINESS KEYBOARDING II	3	60
			13	260
SEMESTER 3	ICT299	EXTERNSHIP	3	135
	OFT121	BUSINESS KEYBOARDING III	3	60
	ADMINISTRATIVE SUPPORT ELECTIVES		4	80
			10	275

TOTAL CREDIT / CONTACT HOURS / COST **36** **770**

INCLUDES CERTIFICATION FEE (Subtract \$75 per certification examination(s) not taken.) AOT130, AOT250, AOT260, AOT270 and AOT290.

**Suggested Course Sequence / Textbook Price Listing:
Diploma in**

BUSINESS INFORMATION MANAGEMENT

**GEORGIA/KENTUCKY
CIP CODE 11.0101**

	<u>COURSE CODE</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>	<u>CONTACT HOURS</u>
SEMESTER 1	AOT122	FUNDAMENTALS OF COMPUTER USAGE	3	60
	ICT100	INFORMATION DESIGN & UTILIZATION	2	40
	LAS040	SKILLS FOR ACHIEVING SUCCESS	2	30
	LAS100	EFFECTIVE ENGLISH FOR BUSINESS	3	45
	OFT100	BUSINESS KEYBOARDING I	3	60
			13	235
SEMESTER 2	AOT130	PROFESSIONAL DOC MGMT I	3	60
	AOT250	PROFESSIONAL DOC MGMT II	3	60
	AOT290	COMPUTERIZED ORGANIZATION SKILLS	3	60
	BIM ELECTIVES		3	60
			12	240
SEMESTER 3	ICT299	EXTERNSHIP	3	135
	LAS050	CAREER DEVELOPMENT	1	20
	BIM ELECTIVES		8	160
			12	315
TOTAL CREDIT / CONTACT HOURS / COST			37	790

INCLUDES CERTIFICATION FEE (Subtract \$75 per certification examination(s) not taken.) AOT130, AOT250, AOT260, AOT270 and AOT290.

**Suggested Course Sequence / Textbook Price Listing:
Diploma in**

**INFORMATION TECHNOLOGIES
SPECIALIST**

**GEORGIA
CIP CODE 47.0104**

	<u>COURSE CODE</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>	<u>CONTACT HOURS</u>
SEMESTER 1	LAS106	COMMUNICATION AND LEARNING	4	60
	CIS110	COMPUTER CONCEPTS	3	60
	CIS120	INTRODUCTION TO OPERATING SYSTEMS	3	60
	CIS150	SURVEY OF COMPUTER APPLICATIONS	3	60
			13	240
SEMESTER 2	CIS130	A+ ESSENTIALS	3	60
	CIS140	A+ PRACTICAL APPLICATIONS	3	60
	CIS160	INTRODUCTION TO NETWORKING	3	60
	CIS170	TELECOM AND THE NET	3	60
	CIS TOOLKIT			
			12	240
SEMESTER 3	ICT299	EXTERNSHIP	3	135
	LAS050	CAREER DEVELOPMENT	1	20
	CIS ELECTIVES		9	120
			13	275
TOTAL CREDIT / CONTACT HOURS / COST			38	755

★ EXAMINATION MUST BE CHARGED IF TAKEN. SEE COURSE DETAIL COST OF EXAMS VARY CIS130,CIS140,CIS220,CIS240,CIS250,CIS260

**Suggested Course Sequence / Textbook Price Listing:
Diploma in**

HVAC

**GEORGIA
CIP CODE 47.0201**

	<u>COURSE CODE</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>	<u>CONTACT HOURS</u>
SEMESTER 1	TEC100	PRINCIPLES OF ELECTRICAL CIRCUITS	4	60
	TEC101	APPLIED PRINCIPLES OF ELECTRICAL CIRCUITS	2	60
	TEC105	LOW VOLTAGE CONTROLS AND THERMOSTATS	4	60
	TEC260	CUSTOMER SERVICE AND SAFETY	2	45
			12	225
SEMESTER 2	MRT110	GAS, ELECTRIC HEAT	4	60
	MRT120	PRINCIPLES OF REFRIGERATION	4	60
	MRT220	APPLIED PRINCIPLES OF REFRIGERATION	2	60
	MRT240	APPLIED GAS, ELECTRIC HEAT	2	60
			12	240
SEMESTER 3	MRT 210	ESSENTIALS OF NATE CERTIFICATION	2	45
	MRT 260	EPA CERTIFICATION PREP	4	60
	MRT 270	HVAC CONTROLS AND COMMERCIAL APPLICATIONS	4	60
	TEC 103	HVAC COMPUTER FUNDAMENTALS	2	45
			12	210
SEMESTER 4	LAS 050	CAREER DEVELOPMENT	1	20
	MRT 230	ADVANCED NATE CERTIFICATION	2	45
	ICT 299	EXTERNSHIP	3	135
			6	200
TOTAL CREDIT / CONTACT HOURS / COST			42	875

* Optional, tools can be purchased outside. EPA CERTIFICATION EXAM FEE INCLUDED, if exam is not taken, deduct \$65.00.

Suggested Course Sequence / Textbook Price Listing:

GEORGIA

Associate Degree in

OFFICE TECHNOLOGY ACCOUNTING EMPHASIS-CIP CODE 52.0302

	<u>COURSE</u> <u>CODE</u>	<u>COURSE</u> <u>TITLE</u>	<u>CREDIT</u> <u>HOURS</u>	<u>CONTACT</u> <u>HOURS</u>
SEMESTER 1	BUS122	PRINCIPLES OF ACCOUNTING I	4	60
	ICT100	INFORMATION DESIGN & UTILIZATION	2	40
	ICT 106	COMMUNICATIONS AND LEARNING SKILLS	4	60
	MAT120	ESSENTIALS OF ALGEBRA	3	45
			13	205
SEMESTER 2	AOT 122	FUNDAMENTALS OF COMPUTER USAGE	3	60
	BUS140	PRINCIPLES OF ACCOUNTING II	2	30
	OFT 100	BUSINESS KEYBOARDING I	3	60
	OFT108	NUMERIC ENTRY	2	45
	LAS190	COLLEGE COMPOSITION	3	45
			13	240
SEMESTER 3	AOT130	PROFESSIONAL DOCUMENT MANAGEMENT I	3	60
	AOT250	PROFESSIONAL DOCUMENT MANAGEMENT II	6	60
	BUS180	PRINCIPLES OF ACCOUNTING III	2	30
		ACCOUNTING ELECTIVES	2	40
	LAS200	ORAL PRESENTATION	3	45
			13	235
SEMESTER 4	BUS131	COMPUTERIZED ACCOUNTING w QUICKBOOKS	2	30
	BUS200	INTERMEDIATE ACCOUNTING	4	60
		ACCOUNTING ELECTIVES	3	60
	SOC110	PRINCIPLES OF SOCIOLOGY	3	45
			12	195
SEMESTER 5	BUS132	COMPUTERIZED ACCOUNTING w PEACHTREE	1	20
	BUS210	INTRODUCTION TO COST ACCOUNTING	4	60
	LAS050	CAREER DEVELOPMENT	1	20
		ACCOUNTING ELECTIVES	3	60
	SOC120	PRINCIPLES OF ECONOMICS	3	45
			12	205
SEMESTER 6	BUS220	FEDERAL TAX PROCEDURES	3	60
	ICT299	EXTERNSHIP	3	135
	SCI180	ANATOMY AND PHYSIOLOGY	3	45
			9	240
TOTAL CREDIT / CONTACT HOURS / COST			72	1320

INCLUDES CERTIFICATION FEE (Subtract \$75 per certification examination(s) not taken.) AOT130, AOT250, AOT260, AOT270 and AOT290.

Suggested Course Sequence / Textbook Price Listing:

GEORGIA

Associate Degree in

OFFICE TECHNOLOGY ADMINISTRATIVE SUPPORT EMPHASIS-CIP CODE 52.0401

	<u>COURSE</u> <u>CODE</u>	<u>COURSE</u> <u>TITLE</u>	<u>CREDIT</u> <u>HOURS</u>	<u>CONTACT</u> <u>HOURS</u>
SEMESTER 1	ICT100	INFORMATION DESIGN & UTILIZATION	2	40
	LAS106	COMMUNICATIONS AND LEARNING SKILLS	4	60
	OFT100	BUSINESS KEYBOARDING I	3	60
	MAT120	ESSENTIALS OF ALGEBRA	3	45
			12	205
SEMESTER 2	AOT122	FUNDAMENTALS OF COMPUTER USAGE	3	60
	AOT130	PROFESSIONAL DOC MGMT I	3	60
	AOT250	PROFESSIONAL DOC MGMT II	3	60
	LAS190	COLLEGE COMPOSITION	3	45
			12	225
SEMESTER 3	AOT270	GRAPHICS PRESENTATIONS	3	60
	AOT290	COMPUTERIZED ORGANIZATION SKILLS	3	60
	OFT120	BUSINESS KEYBOARDING II	3	60
	LAS200	ORAL PRESENTATION	3	45
			12	225
SEMESTER 4	AOT 210	MANAGING CUSTOMER RELATIONSHIPS	2	40
	BUS122	PRINCIPLES OF ACCOUNTING I	4	60
	OFT121	BUSINESS KEYBOARDING III	3	60
	SOC110	PRINCIPLES OF SOCIOLOGY	3	45
			12	205
SEMESTER 5	LAS050	CAREER DEVELOPMENT	1	20
	OFT108	NUMERIC ENTRY	2	45
		ADMINISTRATIVE SUPPORT ELECTIVES	6	120
	SOC120	PRINCIPLES OF ECONOMICS	3	45
			12	230
SEMESTER 6	ICT299	EXTERNSHIP	3	135
		ADMINISTRATIVE SUPPORT ELECTIVES	6	120
	SCI180	ANATOMY & PHYSIOLOGY	3	45
			12	300
TOTAL CREDIT / CONTACT HOURS / COST			72	1390

INCLUDES CERTIFICATION FEE (Subtract \$75 per certification examination(s) not taken.) AOT130, AOT250, AOT260, AOT270 and AOT290

**Suggested Course Sequence / Textbook Price Listing:
Associate Degree in**

GEORGIA

OFFICE TECH. BUSINESS INFORMATION MANAGEMENT EMPHASIS

CIP CODE 52.0401

	COURSE CODE	COURSE TITLE	CREDIT HOURS	CONTACT HOURS
SEMESTER 1	ICT100	INFORMATION DESIGN & UTILIZATION	2	40
	LAS106	COMMUNICATIONS AND LEARNING SKILLS	4	60
	OFT100	BUSINESS KEYBOARDING I	3	60
	MAT120	ESSENTIALS OF ALGEBRA	3	45
			12	205
SEMESTER 2	AOT122	FUNDAMENTALS OF COMPUTER USAGE	3	60
	AOT130	PROFESSIONAL DOC MGMT I	3	60
	AOT250	PROFESSIONAL DOC MGMT II	3	60
	LAS190	COLLEGE COMPOSITION	3	45
			12	225
SEMESTER 3	AOT290	COMPUTERIZED ORG SKILLS	3	60
	AOT270	GRAPHICS PRESENTATIONS	3	60
	OFT120	BUSINESS KEYBOARDING II	3	60
	LAS200	ORAL PRESENTATION	3	45
			12	225
SEMESTER 4	AOT230	WEBSITE DESIGN USING SHAREPOINT	3	60
	AOT 240	BUSINESS SCHEMATICS USING VISIO	3	60
	AOT260	DATABASE MANAGEMENT	3	60
	SOC110	PRINCIPLES OF SOCIOLOGY	3	45
			12	225
SEMESTER 5	BUS122	PRINCIPLES OF ACCOUNTING I	4	60
	AOT 210	MANAGING CUSTOMER RELATIONSHIPS	2	40
	BIM ELECTIVES		3	60
	SOC120	PRINCIPLES OF ECONOMICS	3	45
			12	205
SEMESTER 6	ICT299	EXTERNSHIP	3	135
	LAS050	CAREER DEVELOPMENT	1	20
	BIM ELECTIVES		5	100
	SCI180	ANATOMY & PHYSIOLOGY	3	45
			12	300
TOTAL CREDIT / CONTACT HOURS / COST			72	1385

INCLUDES CERTIFICATION FEE (Subtract \$75 per certification examination(s) not taken.) AOT130, AOT250, AOT260, AOT270 and AOT290.

**Suggested Course Sequence / Textbook Price Listing:
Associate Degree in**

GEORGIA

COMPUTER INFORMATION SYSTEMS

CIP CODE 11.0101

	COURSE CODE	COURSE TITLE	CREDIT HOURS	CONTACT HOURS
SEMESTER 1	MAT120	ALGEBRA	3	45
	LAS106	COMMUNICATIONS & LEARNING SKILLS	4	60
	CIS110	COMPUTER CONCEPTS	3	60
	CIS120	INTRODUCTION TO OPERATING SYS	3	60
	CIS START UP			
			13	225
SEMESTER 2	LAS190	COLLEGE COMP	3	45
	CIS130	A+ ESSENTIALS	3	60
	CIS140	A+ PRACTICAL APPLICATIONS	3	60
	CIS150	SURVEY OF COMPUTER APPLICATIONS	3	60
	CIS TOOLKIT			
			12	225
SEMESTER 3	LAS200	ORAL PRESENTATION	3	45
	BUS122	PRINCIPLES OF ACCOUNTING I	4	60
	CIS160	INTRODUCTION TO NETWORKING	3	60
	CIS170	TELECOM AND THE NET	3	60
			13	225
SEMESTER 4	SOC110	SOCIOLOGY	3	45
	CIS210	CONFIGURING MICROSOFT WINDOWS	3	60
	CIS220	DESKTOP ADMINISTRATION	3	60
	CIS230	NETWORK AND INFORMATION SECURITY	3	60
			12	225

Suggested Course Sequence / Textbook Price Listing: GEORGIA
Associate Degree in COMPUTER INFORMATION SYSTEMS (Continued)

	<u>COURSE</u> <u>CODE</u>	<u>COURSE</u> <u>TITLE</u>	<u>CREDIT</u> <u>HOURS</u>	<u>CONTACT</u> <u>HOURS</u>
SEMESTER 5	SOC120	ECONOMICS	3	45
	CIS240	WINDOWS SERVER ADMINISTRATION	3	60
	CIS250	NETWORK INFRASTRUCTURE	3	60
	CIS260	CONFIGURING ACTIVE DIRECTORY	3	60
			12	225
SEMESTER 6	ICT299/297	EXTERNSHIP / SPECIAL PROJECTS	3	135
	LAS050	CAREER DEVELOPMENT	1	20
	SCI180	ANATOMY & PHYSIOLOGY	3	45
	CIS290	IT PROJECT MANAGEMENT	3	60
			10	260
TOTAL CREDIT / CONTACT HOURS / COST			72	1385

★ EXAMINATION MUST BE CHARGED IF TAKEN. SEE COURSE DETAIL - COST OF EXAMS VARY.

Courses with certification exams: CIS130, CIS140, CIS210, CIS220, CIS240, CIS250, CIS260

Suggested Course Sequence / Textbook Price Listing: GEORGIA
Associate Degree in ELECTRONICS REPAIR TECHNOLOGY CIP CODE 47.0101

	<u>COURSE</u> <u>CODE</u>	<u>COURSE</u> <u>TITLE</u>	<u>CREDIT</u> <u>HOURS</u>	<u>CONTACT</u> <u>HOURS</u>
SEMESTER 1	GEN ED	GENERAL EDUCATION	3	45
	TEC 260	CUSTOMER SERVICE AND SAFETY	2	45
	LAS 106	COMMUNICATIONS AND LEARNING SKILLS	4	60
	MAT 120	ESSENTIALS OF ALGEBRA	3	45
			12	195
SEMESTER 2	GEN ED	GENERAL EDUCATION	3	45
	TEC 100	PRINCIPLES OF ELECTRICAL CIRCUITS	4	60
	TEC101	APPLIED PRINCIPLES OF ELECTRICAL CIRCUITS	2	60
	TEC105	LOW VOLTAGE CONTROLS AND THERMOSTATS	4	60
			13	225
SEMESTER 3	GEN ED	GENERAL EDUCATION	3	45
	MRT 110	GAS / ELECTRIC HEAT	4	60
	MRT 240	APPLIED GAS / ELECTRIC HEAT	2	60
	TEC 103	HCAC/R COMPUTER FUNDAMENTALS	2	45
	MRT 210	ESSENTIALS OF NATE CERTIFICATION	2	45
			13	255
SEMESTER 4	GEN ED	GENERAL EDUCATION	3	45
	LAS 050	CAREER DEVELOPMENT	1	20
	MRT 120	PRINCIPLES OF REFRIGERATION	4	60
	MRT 220	APPLIED PRINCIPLES OF REFRIGERATION	2	60
	MRT 230	ADVANCED OF NATE CERTIFICATION	2	45
			12	230
SEMESTER 5	GEN ED	GENERAL EDUCATION	3	45
	MRT 270	HVAC CONTROLS & COMMERCIAL APPLICATIONS	4	60
	MRT 260	EPA CERTIFICATION PREP	4	60
	ELECTIVE	ELECTIVE	2	40
			13	205
SEMESTER 6	GEN ED	GENERAL EDUCATION	3	45
	ICT 299	EXTERNSHIP	3	135
	ELECTIVE	ELECTIVE	3	60
			9	240
TOTAL CREDIT / CONTACT HOURS / COST			72	1350

Suggested Course Sequence / Textbook Price Listing:

Diploma in MEDICAL OFFICE ADMINISTRATIVE SPECIALIST				
CIP CODE 51.0705 – GEORGIA/KENTUCKY				
	COURSE	COURSE	CREDIT	CONTACT
	CODE	TITLE	HOURS	HOURS
SEMESTER 1	AOT122	FUNDAMENTALS OF COMPUTER USAGE	3	60
	LAS040	SKILLS FOR ACHIEVING SUCCESS	2	30
	LAS100	EFFECTIVE ENGLISH FOR BUSINESS	3	45
	MCB101	INTRODUCTION TO HEALTHCARE INSURANCE & BILLING	2	45
	OFT100	BUSINESS KEYBOARDING I	3	60
			13	240
SEMESTER 2	AOT250	PROFESSIONAL DOCUMENT MANAGEMENT II	3	60
	BUS122	PRINCIPLES OF ACCOUNTING I	4	60
	MCB104	MEDICAL TERMINOLOGY	4	75
	MED101	MEDICAL OFFICE APPLICATIONS	2	30
			13	225
SEMESTER 3	AOT130	PROFESSIONAL DOCUMENT MANAGEMENT I	3	60
	LAS050	CAREER DEVELOPMENT	1	20
	MCB133	MEDICAL LAW AND ETHICS	2	45
	MED211	ELECTRONIC HEALTH RECORDS	3	60
	ICT299	EXTERNSHIP	3	135
				12
TOTAL CREDIT / CONTACT HOURS / COST			38	785

Suggested Course Sequence / Textbook Price Listing:

Diploma in MEDICAL CODING and BILLING				
CIP CODE 52.0703 – GEORGIA/KENTUCKY				
	COURSE	COURSE	CREDIT	CONTACT
	CODE	TITLE	HOURS	HOURS
SEMESTER 1	MCB101	INTRO TO HEALTHCARE INSURANCE & BILLING	2	45
	MCB102	ANATOMY & PHYSIOLOGY FOR CODERS	4	75
	MCB104	MEDICAL TERMINOLOGY	4	75
	MCB105	MICROSOFT EXCEL FOR CODERS	2	45
			12	240
SEMESTER 2	MCB121	PATHOPHYSIOLOGY & PHARMACOLOGY	2	45
	MCB122	CPT CODING	4	75
	MCB123	EVALUATION AND MANAGEMENT SERVICES	2	45
	MCB 124	ICD-9-CM CODING	4	75
			12	240
SEMESTER 3	LAS050	CAREER DEVELOPMENT	1	20
	MCB131	HEALTHCARE COMMON PROCEDURE CODING SYSTEM	4	75
	MCB132	DIAGNOSTIC CODING FOR PHYSICIAN SERVICES	2	45
	MCB133	MEDICAL LAW AND ETHICS	2	45
	MCB135	CODING PRACTICUM: PHYSICIAN CODER	2	45
	ICT299	EXTERNSHIP	3	135
			14	365
TOTAL CREDIT / CONTACT HOURS / COST			38	845

TEXTBOOKS/MATERIALS/SOFTWARE – (Continued)

COURSE CODE	COURSE TITLE	COURSE MATERIALS	SELLING PRICE		
START UP	CIS HVAC/R MCB / MED OFFICE TECHNOLOGY	START-UP			
		Personal Headphone w/ Volume Control	16.40		
		Flash Drive	11.80		
		Book Bag	10.43		
		Notebook Binder	4.37		
		TOTAL	43.00		
START UP	ESL	START UP			
		Personal Headphone w/ Volume Control	16.40		
		Book Bag	10.43		
		Notebook Binder	4.17		
		TOTAL	31.00		
TOOL KIT	CIS	CIS TOOL KIT			
		IDEAL 33-4000			
		MAYER ELECTRIC			
		<i>Equipment Breakdown</i>			
		35-427, 18" Large Mouth Fabric Bag	45.98		
		62-200, Link Master Cable Tester	86.15		
		323.007, Plastic Parts Box	4.57		
		35-3038, 8 1/2" Smart Grip Long Nose Pliers w Cutter	38.45		
		35-184, Slotted Cab Tip Screwdriver 3/16x4"	8.00		
		35-193, #1 Phillips Screwdriver 3/16x3"	6.46		
		35-407, 66/110 Combo Blade for Punch Down Tool	47.43		
		35-483, Turn Lock Punch Down Tool- Body Only	54.29		
		36-248, 7 pc Precision Electronic Screwdriver Set	68.22		
		61-312, Digital Multi Meter w Capacity/Frequency	41.95		
		30-696, Ratchet Telemaster for RJ11 /RJ45	71.14		
		45-165, UTP/COAX Cable Stripper	24.55		
		33-864, Amplifier Probe/ Tone Generator w Pouch	98.64		
			TOTAL	595.82	
		TOOL KIT	HVAC	TOOL KIT	
				SEMESTER 1	
MAYER ELECTRIC					
Meter, Carry Case, Amp Clamp, Temp Probe, Ideal, 61-340	178.96				
Wire Stripper/Cutter & Terminal Crimp Tool, Ideal, 45-777	21.74				
8" Needle Nose Pliers, Ideal, 35-4038	28.66				
8 pcs Srewdrive Set, Ideal, 35-298	55.96				
Tool Pouch, Ideal, 35-462	58.77				
	TOTAL	344.09			
TOOL KIT	HVAC	TOOL KIT			
		SEMESTER 2			
		MAYER ELECTRIC			
		2 Valve Gage Manifold Set	131.67		
		3 Pcs, Magnetic Long Shaft Nut Drive Set	33.59		
		Thermometer	19.49		
		18" Big Mouth Bag, Ideal, 35-427	42.00		
		8" Adjustable Wrench, Ideal, 35-020	23.40		
		10" Adjustable Wrench, , Ideal, 35-021	30.45		
		Compact Tubing Cutter, Klein, 88977	19.46		
		Flare Swage Kit, Klein, 89020	110.50		
			TOTAL	410.56	
TOOL KIT	HVAC	TOOL KIT			

		SEMESTER 3	
		MAYER ELECTRIC	
		10" Aluminum Pipe Wrench, Price	24.51
		9" Lineman Pliers, Ideal, 35-5012	26.39
		13 pc Ball End Hex Key Set, Klein , Blk, 12	17.76
		Snips Aviation Right Cut, Ideal, 35-001	19.64
		Cordless Drill, Milwaukee, 2410-22	220.60
		TOTAL	308.90
		TOTAL FOR ALL 3 SEMESTERS	1063.55
AOT122	FUNDAMENTALS OF COMPUTER USAGE	TEXTBOOK	
		<u>Microsoft Windows XP Student Edition Complete</u>	84.66
		ISBN: To Be Determined	
		Printed Under license Agreement W / Custom Guide	
		COURSE / ACTIVITY GUIDE	
		<u>Fundamentals of Computer Usage</u>	103.09
		Printed under License Agreement w/ Peachtree Educational Services	
		License Fees	30.24
		TOTAL	217.99
AOT130	PROFESSIONAL DOCUMENT MANAGEMENT I	TEXTBOOK	
		<u>MS Word 2003 Student Edition Complete</u>	99.28
		ISBN: To Be Determined	
		Printed Under license Agreement W / Custom Guide	
		COURSE / ACTIVITY GUIDE	
		<u>Professional Document Management I</u>	103.10
		Printed under License Agreement w/ Peachtree Educational Services	
		MOUS EXAM VOUCHER	
		<u>Microsoft Word Expert User</u>	
		Microsoft Office Specialist Exam Voucher with Retake 1 1 0 0 3 6 1 - CertiPort	72.00
		License Fees	30.24
		W/O EXAM	232.62
		TOTAL	304.62
AOT210	MANAGING CUSTOMER RELATIONSHIPS	TEXTBOOK	
		<u>Customer Relationship Management</u>	59.61
		ISBN# 9 7 8 1 4 1 8 8 4 5 9 8 1	
		COURSE / ACTIVITY GUIDE	
		<u>Managing Customer Relations</u>	
		Printed under License Agreement w/ Peachtree Educational Services	30.05
		License Fees	31.40
		TOTAL	121.06
AOT220	PROFESSIONAL PUBLICATIONS	TEXTBOOK	
		<u>Publisher 2003: Basic - Student Manual</u>	42.45
		ISBN: To Be Determined	
		PUBLISHER: Trinity Press	
		COURSE / ACTIVITY GUIDE	
		<u>Professional Publications</u>	
		Printed under License Agreement w/ Peachtree Educational Services	26.53
		License Fees	31.40
		TOTAL	100.37
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		<u>MS Sharepoint 2007</u>	28.42
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		Printed Under License Agreement w/ Custom Guide	
		COURSE / ACTIVITY GUIDE	
		<u>Website Design Using Sharepoint</u>	36.87
		Printed under License Agreement w/ Peachtree Educational Services	
		License Fees	31.40
		TOTAL	96.69

AOT240	BUSINESS SCHEMATICS USING VISIO	TEXTBOOK		
		<u>Visio Professional 2003: Basic - Student Manual</u>	55.82	
		ISBN: To Be Determined Printed under License Agreement w/ Custom Guide		
		COURSE / ACTIVITY GUIDE		
		<u>Business Schematics Using Visio</u>	27.07	
	Printed under License Agreement w/ Peachtree Educational Services			
	License Fees	31.40		
			TOTAL	114.29
AOT250	PROFESSIONAL DOCUMENT MANAGEMENT II	TEXTBOOK		
		<u>MS Excel 2003 Student Edition Complete</u>	88.75	
		ISBN: To Be Determined Printed Under license Agreement W / Custom Guide		
		COURSE / ACTIVITY GUIDE		
		<u>Professional Document Management II</u>	33.26	
	Printed under License Agreement w/ Peachtree Educational Services			
	MOUS EXAM VOUCHER			
	<u>Microsoft Excel Expert User</u>	72.00		
	Microsoft Office Specialist Exam Voucher with Retake 1 1 0 0 3 6 1 - CertiPort			
	License Fees	30.24		
			W/O EXAM	152.25
			TOTAL	224.25
AOT260	DATABASE MANAGEMENT	TEXTBOOK		
		<u>MS Access 2003 Student Edition Complete</u>	82.95	
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		COURSE / ACTIVITY GUIDE		
		<u>Database Management</u>	28.26	
	Printed under License Agreement w/ Peachtree Educational Services			
	MOUS EXAM VOUCHER			
	<u>Microsoft Access User</u>	72.00		
	Microsoft Office Specialist Exam Voucher with Retake 1 1 0 0 3 6 1 - CertiPort			
	License Fees	31.40		
			TOTAL	214.61
AOT270	GRAPHICS PRESENTATIONS	TEXTBOOK		
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		COURSE / ACTIVITY GUIDE		
		<u>Graphics Presentations</u>	31.56	
	Printed under License Agreement w/ Peachtree Educational Services			
	MOUS EXAM VOUCHER	72.00		
	<u>Microsoft PowerPoint User</u>			
	Microsoft Office Specialist Exam Voucher with Retake 1 1 0 0 3 6 1 - Certiport			
	License Fees	31.40		
			TOTAL	209.13
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		ISBN: To Be Determined Printed Under license Agreement W / Custom Guide		
		COURSE / ACTIVITY GUIDE		
		<u>Project Management Techniques</u>	32.16	
	Printed under License Agreement w/ Peachtree Educational Services			
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BUS122 (cont)	PRINCIPLES OF ACCOUNTING I	<p>WORKBOOK <u>Study Guide with Working Papers 1-9 / 10-15, 20E</u> ISBN# 0 5 3 8 7 3 7 0 4 2</p> <p>COURSE / ACTIVITY GUIDE <u>Principles of Accounting I</u> Printed under License Agreement w/ Peachtree Educational Services</p>	<p>63.45</p> <p>29.19</p> <p>Accounting Major TOTAL 336.01 Non Accounting Major TOTAL 299.97</p>
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BUS140	PRINCIPLES OF ACCOUNTING II	WORKBOOK <u>Study Guide with Working Papers 16-27, 20E</u> ISBN# 0 5 3 8 7 5 0 7 0 7	69.54
		COURSE / ACTIVITY GUIDE <u>Principles of Accounting II</u> Printed Under License Agreement w/ Peachtree Educational Services	31.95
		TOTAL	101.49
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		TOTAL	256.10
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		TOTAL	
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		TOTAL	
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		CERTIFICATION <u>CompTIA A+ Essentials</u> JKO-701 - Pearson VUE	90.00
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		<u>Academic Encounters, Life in Society: Reading, Study Skills, Writing</u>	34.11
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	AND	<u>Computer Basics 2003 Student Edition Complete</u>	71.95
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		Printed under License Agreement w/ Peachtree Educational Services	
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	KEYBOARDING	<u>Introduction to Keyboarding</u>	12.94
		ISBN# ICT110	
		TOTAL	12.94

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		TOTAL	81.51
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		ISBN# ICT132 Copyright: 2002	
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		COURSE / ACTIVITY GUIDE <u>Managing Content w/ SharePoint Server</u> Printed under License Agreement w/ Peachtree Educational Services License Fees	37.09
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		COURSE / ACTIVITY GUIDE <u>Introduction to the C Language</u> ISBN# ICT260	17.59
		TOTAL	45.82
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		COURSE / ACTIVITY GUIDE <u>Web Development Using Dreamweaver</u> Printed under License Agreement w/ Peachtree Educational Services License Fees	106.88
		TOTAL	172.82
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		TOTAL	31.40
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		TOTAL	31.40
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		TOTAL	228.94
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LAS210	CONVERSATIONAL SPANISH	TEXTBOOK <u>Destinos, 2d Ed of the Alternate Edition, w/ Audio CD</u> ISBN# 0 0 7 2 5 2 5 3 6 3	109.36
		WORKBOOK: <u>Workbook / Study Guide I to accompany Destinos, 2d Ed of the Alternate Edition</u> ISBN# 0 0 7 2 4 9 7 1 1 4	46.66
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		<u>Destinos: Student Set of Audiocassettes to accompany Part II Destinos, 2d Ed of the Alternate Edition</u> ISBN# 9 7 8 0 0 7 9 1 3 0 7 7 1	48.24
		VIDEO TAPES: <u>Destinos Series without Duplication</u> ISBN# To Be Determined	141.15
		TOTAL	393.65
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		TOTAL	95.00
MAT140	ESSENTIALS OF TRIGONOMETRY	TEXTBOOK <u>College Trigonometry, 6Edition</u> ISBN# 0 6 1 8 8 2 5 0 7 X	191.23
		TOTAL	191.23
MAT180	INTRODUCTION TO APPLIED STATISTICS	TEXTBOOK <u>Fundamentals of Statistics, 3E</u> ISBN# 9 7 8 0 5 3 4 3 9 9 1 5 3	127.31
		TOTAL	127.31
MCB101	INTRODUCTION TO HEALTHCARE INSURANCE AND BILLING AND BILLING	COURSE FEE <u>MCB101 Course Fee</u> TEXTBOOK <u>Understanding Health Insurance, 9E</u> ISBN# 1 1 1 1 4 2 3 3 3 4	
		TOTAL	150.00

MCB102	ANATOMY AND PHYSIOLOGY FOR CODERS	<p>COURSE FEE <u>MCB102 Course Fee</u></p> <p>TEXTBOOK <u>Fundamentals of Anatomy & Physiology, 2nd Edition</u> <i>IF PURCHASED SEPARATELY</i> ISBN: 1 1 1 1 4 8 7 7 7 4</p>	TOTAL	150.00
MCB104	MEDICAL TERMINOLOGY	<p>COURSE FEE <u>MCB104 Course Fee</u></p> <p>ISBN# 1 1 1 1 4 2 3 3 5 0</p> <p>TEXTBOOK <u>Medical Terminology for Health Professions,6E</u> <i>IF PURCHASED SEPARATELY</i> ISBN# 1 1 1 1 4 2 3 3 5 0</p>	TOTAL	150.00
MCB105	MICROSOFT EXCEL FOR CODERS	<p>COURSE FEE <u>MCB105 Course Fee</u></p> <p>ISBN: 1 1 1 1 4 1 4 6 3 7</p> <p>TEXTBOOK <u>MS Office 2007: Intro Concepts /Techniques Premium Video Edition</u> <i>IF PURCHASED SEPARATELY</i> ISBN: 1 1 1 1 4 1 4 6 3 7</p>	TOTAL	150.00
MCB121	PATHOPHYSIOLOGY AND PHARMACOLOGY	<p>COURSE FEE <u>MCB121 Course Fee</u></p> <p>ISBN# 1 1 1 1 4 1 4 8 7 4</p> <p>TEXTBOOK <u>Essentials of Pharmacology for Health Occupations 5E</u> <i>IF PURCHASED SEPARATELY</i> ISBN# 1 1 1 1 4 1 4 8 7 4</p> <p><u>Fundamentals of Anatomy & Physiology, 2nd Edition</u> ISSUED IN MCB102 <i>IF PURCHASED SEPARATELY</i> ISBN: 1 1 1 1 4 8 7 7 7 4</p>	TOTAL	150.00
MCB122	CPT CODING	<p>COURSE FEE <u>MCB122 Course Fee</u></p> <p>ISBN: 1 1 1 1 7 0 6 8 7 5</p> <p>TEXTBOOK <u>Step by Step Medical Coding 2009E</u> <i>IF PURCHASED SEPARATELY</i> ISBN: 1 1 1 1 7 0 6 8 7 5</p> <p><u>3-2-1 Code It! 2E</u> INCLUDED IN THE BUNDLE - NOT A SEPARATE CHARGE <i>IF PURCHASED SEPARATELY</i> ISBN: 1 4 3 5 4 4 8 2 4 3</p>	TOTAL	150.00
MCB122 (con't)	CPT CODING	<p><u>CPT Professional Edition 2009</u> INCLUDED IN THE BUNDLE - NOT A SEPARATE CHARGE <i>IF PURCHASED SEPARATELY</i> ISBN: 1 6 0 3 5 9 0 6 4 1</p> <p><u>ICD-9-CM Professional F/Hospitals, vol 1,2,3-2009</u> INCLUDED IN THE BUNDLE - NOT A SEPARATE CHARGE <i>IF PURCHASED SEPARATELY</i> ISBN: 1 6 0 1 5 1 1 2 7 2</p> <p><u>HCPCS Level II Professional 2009</u> INCLUDED IN THE BUNDLE - NOT A SEPARATE CHARGE <i>IF PURCHASED SEPARATELY</i> ISBN: 1 6 0 1 5 1 1 5 9 0</p>	TOTAL	150.00

MCB123	EVALUATION AND MANAGEMENT SERVICES	COURSE FEE <u>MCB123 Course Fee</u>		
		TEXTBOOK <u>Evaluation and Management Services</u>		
		ISBN: To Be Determined		
		<u>Coding for Medical Neccessity in the Physicians Office</u>		
		<i>IF PURCHASED SEPARATELY</i>		
		ISBN: 1 4 1 8 0 5 0 2 1 0		
		<u>3-2-1 Code It! 2E</u>		
MCB123 (con't)	EVALUATION AND MANAGEMENT SERVICES	ISSUED IN MCB122		
		<i>IF PURCHASED SEPARATELY</i>		
		ISBN: 1 4 3 5 4 4 8 2 4 3 PUBLISHER: Cengage		
		<u>CPT Professional Edition 2009</u>		
		ISSUED IN MCB122		
		<i>IF PURCHASED SEPARATELY</i>		
		ISBN: 1 6 0 3 5 9 0 6 4 1		
			TOTAL	150.00
MCB124	IDM-9-CM CODING	COURSE FEE <u>MCB124 Course Fee</u>		
		TEXTBOOK <i>IF PURCHASED SEPARATELY</i>		
		ISBN: 1 1 1 1 2 0 7 6 0 7 <u>3-2-1 Code It! 2E</u>		
		ISSUED IN MCB122		
		<i>IF PURCHASED SEPARATELY</i>		
		ISBN: 1 4 3 5 4 4 8 2 4 3 <u>Understanding Health Insurance, 9E</u>		
MCB124 (con't)	IDM-9-CM CODING	ISSUED IN MCB101		
		<i>IF PURCHASED SEPARATELY</i>		
		ISBN# 1 1 1 1 4 2 3 3 3 4		
		<u>ICD-9-CM Professional F/Hospitals, vol 1,2,3-2009</u>		
		ISSUED IN MCB122		
		<i>IF PURCHASED SEPARATELY</i>		
		ISBN: 1 6 0 1 5 1 1 2 7 2 <u>HCPCS Level II Professional 2009</u>		
		ISSUED IN MCB122		
		<i>IF PURCHASED SEPARATELY</i>		
		ISBN: 1 6 0 1 5 1 1 5 9 0		
			TOTAL	150.00
MCB131	HEALTHCARE COMMON PROCEDURE CODING SYSTEM	COURSE FEE <u>MCB131 Course Fee</u>		
		TEXTBOOK <i>IF PURCHASED SEPARATELY</i>		
		ISBN: 1 1 1 1 2 0 7 6 1 5 <u>3-2-1 Code It! 2E</u>		
		ISSUED IN MCB122		
		<i>IF PURCHASED SEPARATELY</i>		
		ISBN: 1 4 3 5 4 4 8 2 4 3		
			TOTAL	150.00
MCB132	DIAGNOGSTIC CODING FOR PHYSICIANS SERVICES	COURSE FEE <u>MCB132 Course Fee</u>		
		TEXTBOOK <i>IF PURCHASED SEPARATELY</i>		
		ISBN: 1 1 1 1 2 0 7 6 1 5 <u>3-2-1 Code It! 2E</u>		
		ISSUED IN MCB122		
		<i>IF PURCHASED SEPARATELY</i>		
		ISBN: 1 4 3 5 4 4 8 2 4 3		
		<u>Understanding Health Insurance, 9E</u>		
		ISSUED IN MCB101		
		<i>IF PURCHASED SEPARATELY</i>		
		ISBN# 1 1 1 1 4 2 3 3 3 4		
		<u>Coding for Medical Neccessity in the Physicians Office</u>		
		ISSUED IN MCB123		
		<i>IF PURCHASED SEPARATELY</i>		
		ISBN: 1 4 1 8 0 5 0 2 1 0		
MCB132 (con't)	DIAGNOGSTIC CODING FOR PHYSICIANS SERVICES		TOTAL	150.00

MCB133	MEDICAL LAW AND ETHICS	COURSE FEE <u>MCB133 Course Fee</u>	
		TEXTBOOK <u>Essentials of Health Care Compliance</u> <i>IF PURCHASED SEPARATELY</i> ISBN: 1 1 1 1 4 2 3 3 2 6	
		TOTAL	150.00
MCB134	HEALTH CARE CAREER DEVELOPMENT	COURSE FEE <u>MCB134 Course Fee</u>	
		TEXTBOOK <i>IF PURCHASED SEPARATELY</i> <u>How to get a job in Health Care</u> ISBN: 0 7 6 6 8 4 1 9 3 6	
		TOTAL	68.52
MCB135	CODING PRACTICUM: PHYSICIAN CODER	COURSE FEE <u>MCB135 Course Fee</u>	150.00
		TEXTBOOK <u>Applying coding Concepts: Encoder Workbook</u> <i>IF PURCHASED SEPARATELY</i> ISBN: 1 1 1 1 2 2 7 8 0 2	
		CERTIFICATION CPC EXAMINATION	447.00
		MEMBERSHIP STUDENT MEMBERSHIP	188.00
		TOTAL	785.00
MCB141	PROFESSIONAL PRACTICUM/ EXTERNSHIP	COURSE FEE	31.40
		TOTAL	31.40
MRT110	GAS ELECTRIC HEAT	TEXTBOOK <u>AHRI Fundamentals of HVAC/R</u> ISBN: 0 1 3 2 2 2 3 6 7 8	168.00
		TOTAL	168.00
MRT120	PRINCIPLES OF REFRIDGERATION	TEXTBOOK SAME AS MRT110	
		TOTAL	168.00
MRT210	ESSENTIALS OF NATE CERTIFICATION	TEXTBOOK <u>DeWalt HVAC Technician Certification Exam Guide</u> ISBN: 9780977000333	41.92
		TEXTBOOK SAME AS MRT110 <u>AHRI Fundamentals of HVAC/R</u> ISBN: 0 1 3 2 2 2 3 6 7 8	168.00
		CERTIFICATION NATE - CORE Certification Exam NATE = Heat Certification Exam	154.00 154.00
		WITHOUT EXAM TOTAL	41.93
		TOTAL	349.92
MRT220	APPLIED PRINCIPLES OF REFRIDGERATION	LAB MANUAL <u>AHRI Fundamentals of HVAC/R , Lab Manual</u> ISBN: 9 7 8 0 1 3 2 2 2 4 1 0 9	85.95
		TOTAL	85.95

MRT230	ADVANCED NATE CERTIFICATION	TEXTBOOK SAME AS MRT210 CERTIFICATION NATE - Heat Pumps Certification Exam	41.93 185.00 TOTAL 185.00
MRT240	APPLIED GAS / ELECTRIC HEAT	TEXTBOOK SAME AS MRT220	85.95 N/A TOTAL 85.95
MRT260	EPA CERTIFICATION PREP	TEXTBOOK <u>Study Guide for EPA Section 608 Test</u> ISBN# 1892765292	13.65
		CERTIFICATION <u>Section 608 Test: Refrigerant Transition & Recovery Certification</u> ISBN: To Be Determined	44.72
		WITHOUT EXAM TOTAL	13.65
		TOTAL	58.37
MRT270	HVAC CONTROLS AND COMMERICAL SYSTEMS	TEXTBOOK <u>HVAC Heating Ventilating and Air Conditioning, 3rd</u> ISBN# 9780826906786	70.95
		LAB MANUAL <u>HVAC Heating Ventilating and Air Conditioning, 3rd</u> ISBN# 9780826906793	21.95
MRT270	HVAC CONTROLS AND COMMERICAL SYSTEMS CONTINUED	<u>Residential Load Calculation: Manual J&E Abridged</u> ISBN# To Be Determined	70.00
		<u>Manual D-Residential: Duct Systems, 2nd</u> ISBN# To Be Determined	79.95
		TOTAL	242.85
OFT100	BUSINESS KEYBOARDING I	COURSE / ACTIVITY GUIDE <u>Business Keyboarding I</u> ISBN# OFT100	12.72
		TOTAL	12.72
OFT108	NUMERIC ENTRY	TEXTBOOK <u>Computer Calculator for the Ten-Key Pad, 2d</u> ISBN# 9780538695447	61.95
		COURSE / ACTIVITY GUIDE <u>Numeric Entry</u> ISBN# OFT108	19.95
		TOTAL	81.90
OFT120	BUSINESS KEYBOARDING II	TEXTBOOK <u>College Keyboarding, MS Office Complete Crs, 16th</u> ISBN# 9780538722490	123.91
		COURSE ACTIVITY GUIDE <u>Business Keyboarding II</u> ISBN# OFT120	9.77
		TOTAL	133.68
OFT121	BUSINESS KEYBOARDING III	TEXTBOOK SAME AS OFT120 DO NOT REISSUE COURSE ACTIVITY GUIDE <u>Business Keyboarding III</u> ISBN# OFT121	6.77
		TOTAL	6.77
PHY190	PHYSICS	TEXTBOOK <u>Conceptual Physics, 11E</u> ISBN# 0201172852	78.82
		TOTAL	78.82

SCI100	INTRODUCTION TO SCIENCE	TEXTBOOK <u>An Introduction to Physical Science</u> ISBN: 0 4 7 1 3 1 9 6 3 0	108.23	TOTAL	108.23
SCI180	ANATOMY AND PHYSIOLOGY	TEXTBOOK <u>Fundamentals of Anatomy and Physiology, 3E</u> <u>BUNDLE W/ WORKBOOK</u> ISBN: 1 4 3 5 4 3 8 7 1 X	170.08	TOTAL	170.08
SOC100	PRINCIPLES OF PSYCHOLOGY	TEXTBOOK <u>PYSCH</u> ISBN# 0 0 2 3 0 8 2 9 0 9	61.18	TOTAL	61.18
SOC110	PRINCIPLES OF SOCIOLOGY	TEXTBOOK <u>S.O.C, Student Edition</u> ISBN# 0 4 9 5 6 0 1 4 1 1	122.00	TOTAL	122.00
SOC120	PRINCIPLES OF MACROECONOMICS	TEXTBOOK <u>Economics for Today</u> ISBN# 0 1 3 1 5 4 3 6 9 5	126.10	TOTAL	126.10
SOC190	INTERPERSONAL COMMUNICATION	TEXTBOOK <u>Looking Out / Looking In, 13th Edition</u> ISBN# 0 5 3 4 6 3 6 2 8 4 <u>Looking Out / Looking In, 13th Edition</u> ISBN# 0 1 5 5 0 2 6 8 0 1	87.79 32.16	TOTAL	119.95
SOC200	CURRENT WORLD ISSUES AND TOPICS	TEXTBOOK <u>THINK</u> ISBN# 0 5 8 2 3 8 1 2 2 3	37.60	TOTAL	37.60
SOC220	PRINCIPLES OF ENTREPRENEURSHIP	TEXTBOOK <u>Entrepreneurship, 2E</u> ISBN# 9 7 8 1 5 5 6 2 3 9 6 9 4	10.32	TOTAL	10.32
SOC230	CUSTOMER SERVICE IN THE WORKPLACE	TEXTBOOK <u>Customer Service Excellence, 1st Edition</u> ISBN# 9 7 8 1 5 5 6 2 3 9 6 9 4	10.32	TOTAL	10.32
STE200	DATA COMMUNICATIONS AND NETWORKING	TEXTBOOK <u>Contemporary Data Communications</u> NO REPRINT, NO SUBSTITUTE, OUT OF STOCK ISBN# 0 0 2 4 0 8 0 2 1 7	17.21	TOTAL	17.21
STE230	PRINCIPLES OF FIBER OPTICS	TEXTBOOK <u>An Introduction to Fiber Optics, 1st Edition</u> ISBN# 0 0 2 4 1 0 1 7 2 9	90.58	TOTAL	90.58
TEC100	BASIC ELECTRICITY AND SCHEMATICS	TEXTBOOK <u>Electricity for Refrigeration and</u> <u>Air Conditioning Technology, 8E</u> ISBN# 9 7 8 1 1 1 0 3 8 7 4 8	154.05	TOTAL	154.05
TEC101	APPLIED BASIC ELECTRICITY AND SCHEMATICS	LAB MANUAL <u>Electricity for Refrigeration and</u> <u>Air Conditioning Technology Lab Manual, 8E</u> ISBN# 9 7 8 1 1 1 0 3 8 7 5 5	61.05	TOTAL	61.05

TEC103	HVAC/R COMPUTER FUNDAMENTALS	ISBN# 9788058742153	TEXTBOOK <u>Practical Computer Literacy, 3rd</u>	68.95
			TOTAL	68.95
TEC105	LOW VOLTAGE CONTROLS AND THERMOSTATS	ISBN# 9780826917911	TEXTBOOK <u>Troubleshooting Electrical Electronics Systems</u>	105.00
			TOTAL	105.00
TEC110	TECHNICAL WRITING		TEXTBOOK <i>TO BE DETERMINED</i>	
			TOTAL	
TEC127	ADVANCED AC ELECTRONICS		TEXTBOOK <i>TO BE DETERMINED</i>	
			TOTAL	
TEC138	DIGITAL ELECTRONICS AND MICROPROCESSORS		TEXTBOOK <i>TO BE DETERMINED</i>	
			TOTAL	
TEC140	ELECTRONIC CIRCUITS TROUBLESHOOTING TECHNIQUES		TEXTBOOK <i>TO BE DETERMINED</i>	
			TOTAL	
TEC147	COMPREHENSIVE MICROSOFT WINDOWS		TEXTBOOK <i>TO BE DETERMINED</i>	
			TOTAL	
TEC207	ADVANCED DIGITAL ELECTRONICS		TEXTBOOK <i>TO BE DETERMINED</i>	
			TOTAL	
TEC220	CST ASSEMBLY DIAGNOSTICS TROUBLESHOOTING		TEXTBOOK <i>TO BE DETERMINED</i>	
			TOTAL	
TEC228	NETWORK ADMINISTRATION		TEXTBOOK <i>TO BE DETERMINED</i>	
			TOTAL	
TEC230	TCP/IP AND THE INTERNET FOR TECHNICIANS		TEXTBOOK <i>TO BE DETERMINED</i>	
			TOTAL	
TEC235	A+ AND NET+ COMPLETE COURSE		TEXTBOOK <i>TO BE DETERMINED</i>	
			TOTAL	
TEC260	CUSTOMER SERVICE AND SAFETY	ISBN# 9780538740289	TEXTBOOK <u>Customer Service 21st Century Business, 2nd</u>	34.05
		ISBN# 9780538740289	<u>Process Technology Safety, Health and Environment, 3rd</u>	125.00
			TOTAL	159.05

EDUCATIONAL PROGRAMS

A student can access all educational programs at each campus by logging into www.ict-ils.edu and access the Student Catalog that contains all of the educational programs offered at each campus.

Instructional Facilities – Georgia / Kentucky:

TO REACH ANY CAMPUS OR BRANCH BY EMAIL

adm@ict-ils.edu

INTERACTIVE COLLEGE OF TECHNOLOGY

MAIN CAMPUS:

CHAMBLEE

5220-5303 New Peachtree Road
Chamblee, Georgia 30341
Phone (770) 216-2960
FAX (770) 216-2989
INTERNET <http://www.ict-ils.edu>

Extended Classroom Facility

5522 New Peachtree Road
Chamblee, Georgia 30341

BRANCH CAMPUSES

GAINESVILLE

2323-C Browns Bridge Road
Gainesville, Georgia 30504
Phone (678) 450-0550
Fax (678) 450-1723

NEWPORT

76 Carothers Road
Newport, Kentucky 41071
Phone (859) 282-8989
FAX (859) 282-8475

MORROW

1580 Southlake Parkway
Suite C
Morrow, Georgia 30260
Phone (770) 960-1298
FAX (770) 961-6631

Instructional Facilities – Texas:

TO REACH ANY CAMPUS OR BRANCH BY EMAIL

adm@ict-ils.edu

INTERACTIVE LEARNING SYSTEMS

MAIN CAMPUS:

PASADENA

213 West Southmore Avenue
Suite 101
Pasadena, Texas 77502
(713) 920-1120
Fax (713) 477-0348
E-Mail: pasadena@ict-ils.edu

BRANCH CAMPUSES:

HOUSTON-HILLCROFT

6200 Hillcroft Avenue
Suite 200
Houston, Texas 77081
(713) 771-5336
Fax (713) 771-6177
E-Mail: hillcroft@ict-ils.edu

NORTH HOUSTON

4473 North Freeway
Houston, Texas 77022
(281) 931-7717
Fax (281) 931-9397
E-Mail: northhouston@ict-ils.edu

FACULTY:

A student can access our Student Catalog at www.ict-ils.edu At that location can be found all of the faculty for each of the campuses.

STUDENT COMPLAINT/GRIEVANCE/APPEAL PROCEDURES

Students shall have the right to appeal decisions of Campus officials and may present any problems or complaints through appropriate channels for resolution. The final institutional authority in all cases rests with the President of the institution. The procedure for such appeal is listed below:

- A. The student's problem/complaint should be discussed with the instructor or the staff member involved (within five working days).
- B. If the instructor or staff member is unable to resolve the situation at his/her level, the student and instructor should meet with the Education Coordinator/Director in an attempt to resolve the problem (within five working days)
- C. If the Education Coordinator/Director is unable to resolve the situation, the student should be directed to prepare a written complaint (within five working days) to be forwarded to the Director of Education. The Director of Education should forward a summary of the problem to the Campus Director (within three days of receipt of written complaint).
- D. The Campus Director will review the written complaint and the staff summary, examine pertinent files and records, set a date for a meeting with the student (within five working days), and notify appropriate personnel, if any, of the meeting. The Campus Director will consult with the President, if necessary, to resolve the complaint.
- E. The Campus Director, after considering all pertinent facts presented at the meeting, will arrive at a decision that will be communicated to the student within one working day.
- F. If the decision is disputed, all relevant information will be forwarded to the President within one working day. The President will review the complaint and other information and render a binding decision within ten working days. The President's decision will be placed in the student's file, and the student will receive a written response.

Students, who have a grievance that has not been appropriately addressed or resolved, may contact the appropriate institutional agency as follows:

Georgia students* -- Georgia Nonpublic Postsecondary Education Commission
2082 East Exchange Place
Suite 220
Tucker, Georgia 30084-5305
770-414-3300

Kentucky students* -- Kentucky State Board for Proprietary Education
P.O. Box 456
Frankfort, Kentucky 40602
859-564-4233

Texas students – Texas Workforce Commission* -- Certificate of Approval Codes
Career Schools and Colleges Section
101 East 15th Street, Suite 325
Austin, Texas 78778
512-936-3100 Website: <http://csc.twc.state.tx.us/>
Pasadena Campus S1086
Hillcroft Campus S0420
North Houston Campus S2094

The institutions are accredited by:

Council on Occupational Education
7840 Roswell Road, Bldg. 300, Suite 325
Atlanta, Georgia 30350
770-396-3898 or
1-800-917-2081 Website: <http://www.council.org/>

* These state agencies do not license or approve the English as a Second Language program due to it being avocational.

Transfer of Credit Policy:

Students desiring to transfer academic work from this institution should provide official academic transcripts to the institution being considered for admission. The acceptance of credit is a decision made solely by the other institution. In the absence of formal articulation agreements between institutions, students have no assurance that any academic work is transferable. The institution can provide no assurance of any credit transfer to another institution. Students can normally attempt to test out or exempt certain courses for which prior credit has been earned.

Current or former students who change majors will receive credit for all courses/credits completed in original program of study that are contained in the new program and/or that may be considered as electives. The student must have earned a grade of 2.0 or higher to have the course(s) transferred.

Articulation Agreement:

**Memorandum of Understanding
Transfer Agreement Between
Morehead State University (MSU)
and
Interactive College of Technology (ICT)**

The Interactive College of Technology (ICT) and Morehead State University (MSU), in order to promote the transfer of credits between two institutions establish this Transfer Agreement leading to a Bachelor of Business Administration (BBA) degree. This agreement contains all of the understandings between the parties.

This transfer agreement stipulates a course of study (transfer framework) leading to an Associate degree from ICT which will allow students to transfer to MSU to meet requirements for the BBA upon the successful completion of additional MSU courses outlined in the attached articulation agreement(s).

The requirements for admission to MSU's BBA program include:

1. Be unconditionally admitted to MSU.
2. Declare the BBA with a specified option as a program of study.
3. Complete all MSU required BBA pre-business core courses with a cumulative GPA (including transfer work) of at least 2.25. Students must be admitted into the BBA program before taking any upper division business core courses.

ICT students who are accepted for transfer and enroll in the MSU BBA program will be charged MSU's standard per-credit-hour rate for undergraduate Internet and hybrid courses. Per the MSU tuition and fee policy, undergraduate students receive a substantial rate discount on all credit hours enrolled above 12 in a fall or spring semester. MSU's current tuition and fee schedule is available online at: <http://www.moreheadstate.edu/tuition>.

Responsibilities will be assigned to ICT and MSU as follows:

- ICT will:
 - Market and recruit students into the MSU BBA program.
 - Facilitate assistance with submission of MSU's enrollment and financial aid documents.
 - Provide the students enrolled in MSU's online BBA program access to full student support services and ICT campus privileges.
 - Prepare course folios for all courses accepted in transfer from ICT to MSU according to the attached MNGT 160 example.
 - Clear all developed promotional materials, merchandise and products that include MSU information, logos or trademarks through MSU prior to release.

• MSU will:


- Provide promotional information and materials to ICT on the BBA program.
- Provide all instruction for the BBA program courses as detailed in the attached course-by-course articulation agreement.
- Provide online access to student records for ICT staff for all students who sign a FERPA release granting ICT access to their academic records maintained by MSU.


ICT and MSU agree in good faith to negotiate a mutually acceptable amendment to this MOU that facilitates sharing of revenue to cover support costs incurred by ICT within the revised United States Department of Education regulations regarding revenue sharing arrangements once those revised guidelines are published.

In the event MSU determines it will no longer offer the BBA programs referenced in the attached addenda, MSU will provide one-year written notice of the termination of the degree program. Students enrolled in the program will be given a reasonable amount of time to complete degree requirements.

If either institution determines it wants to withdraw from this agreement, it will provide the other institution with a one-year written notice.

This agreement is governed by the laws of the Commonwealth of Kentucky, including its choice of law and provisions and the parties further agree that venue is in the Commonwealth of Kentucky.


Wayne D. Andrews, President
Morehead State University
Date 8/22/10


Elmer R. Smith, President and CEO
Interactive College of Technology
Date 08/17/10

2

Accreditation, Approval, and Licensure of Institution and Programs:

The institution is accredited by the Commission of the Council on Occupational Education (COE), which is the successor to COEI of the Southern Association of Colleges and Schools (SACS), 7840 Roswell Road, Bldg. 300, Suite 325, Atlanta, Georgia 30350. Telephone 770-396-3898.

The above council is recognized by the U.S. Department of Education and by the Council on Regional Post-Secondary Accreditation (CORPA).

COE is also a member of the Commission on International and Transregional Accreditation Alliance (CITA). This alliance, composed of most of the regional accrediting agencies, offers a system of accreditation to over 30,000 public and private institutions in over one hundred countries. By virtue of the institution being accredited by COE, the institution also holds accreditation in the CITA.

Approvals:

In Georgia, Interactive College of Technology and Interactive Learning Systems are authorized by the Nonpublic Postsecondary Education Commission. The Kentucky campus is approved by the Kentucky State Board for Proprietary Education.

Interactive Learning Systems is approved and regulated by the Texas Workforce Commission, Schools and Colleges Section, Austin, Texas.

Certain programs of study in this Catalog are approved for training of eligible veterans.

The institution is authorized to enroll non-immigrant alien applicants.

Eligibilities:

The institution is eligible for, and may participate in, certain federal programs of aid to education including Federal PELL Grant, Federal Supplemental Education Opportunity Grants (SEOG), Federal Work Study Program, and Federal Direct Loans.

COPYRIGHT INFRINGEMENT – POLICIES & SANCTIONS

COPYRIGHT LAWS FOR CLASSROOM USAGE

The following statement of Guidelines is not intended to limit the types of copying permitted under the standards of fair use as stated in Section 107 of the Copyright Revision Bill.

Guidelines

I. Single Copying for Teachers

A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:

- a. A chapter from a book;
- b. An article from a periodical or newspaper;
- c. A short story, short essay or short poem, whether or not from a collective work;
- d. A chart, graph, diagram, cartoon or picture from a book, periodical or newspaper.

II. Multiple Copying for Classroom Use

Multiple copies (not to exceed in any event more than **one copy per student** in a course) may be made by or for the instructor giving the course is for classroom use or discussion, provided that:

- a. The copying meets the tests of brevity and spontaneity as defined below;
- b. Meets the cumulative effect test as defined below; and,
- c. Each copy includes a notice of copyright.

III. Prohibitions as to I and II Above

Notwithstanding any of the above, the following shall be prohibited:

- a. Copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works. Such replacement or substitution may occur whether copies of various works or excerpts there from are accumulated or are reproduced and used separately.
- b. There shall be no copying of or from works intended to be “consumable” in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets, and like consumable materials.
- c. Copying shall not be substituted for the purchase of books, publisher’s reprints or periodicals; be directed by higher authority; and be repeated with respect to the same item by the same teacher term to term.
- d. No charge shall be made to students beyond the actual cost of photocopying.

COMPUTER ACCEPTABLE USE POLICY

STUDENT End User Guidelines

General Practices

1. Paper and bandwidth costs money, so use judiciously.
2. User audits will be done by the IT Department.
3. Handle office/lab equipment carefully as damage due to abuse (misuse) will lead to financial and/or disciplinary action.
4. At the end of the session, log off the computer properly, or as specified by the IT Department.

Examples of Misuse

Examples of misuse include, but are not limited to, the activities in the following list.

1. Using a computer account for which you are not authorized to use. Obtaining a password for a computer account without the consent of the account owner.
2. Using the campus network to gain unauthorized access to any computer system.
3. Performing an act that will interfere with the normal operation of computers, terminals, peripherals or networks.
4. Running or installing on any computer system or network or giving to another user a program intended to damage or to place excessive load on a computer system or network. This includes but is not limited to computer viruses, Trojan horses and worms.
5. Attempting to circumvent data protection schemes or uncover security loopholes.
6. Violating terms of applicable software licensing agreements or copyright laws.
7. Using electronic mail to harass others.
8. Masking the identity of an account or machine.
9. Posting materials on electronic bulletin boards that violate existing laws or Interactive College of Technology/Interactive Learning Systems' codes of conduct.
10. Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner.

Penalty for Violation of Interactive College of Technology/Interactive Learning Systems End User Guidelines

1. The first time a student is found in violation of the End User Guideline policy, he/she will be given a written warning.
2. The second time a student is found in violation of the End User Guideline policy, he/she will be prohibited from using any computer at Interactive College of Technology/Interactive Learning Systems for a period of not less than thirty (30) days.
3. The third and final time a student is found in violation of the End User Guideline policy, he/she will be suspended from Interactive College of Technology/Interactive Learning Systems for one full semester.
4. Should a student wish to appeal the penalty(ies) associated with the violation of this policy, he/she may do so through the appropriate channels for resolution as outlined in the Student Catalog and/or the Student Handbook.

*I have read the End User Guidelines. And I understand all the ways that I am allowed to use the ICT/ILS technologies provided to me. I am completely aware of the consequences of not following them, which are outlined above.

Student Name

Date

Use of *Interactive College of Technology/Interactive Learning Systems* technical resources (computers, networks, phones, etc.) is restricted to purposes related to the mission of education, research, and public service. Access to *Interactive College of Technology/Interactive Learning Systems* resources are a privilege granted to all student in support of their studies as well as all other sanctioned activities. Access may also be granted to individuals outside of *Interactive College of Technology/Interactive Learning Systems* for purposes within the administration's discretion. Request for such access should be directed to the Information Technology Office, accompanied by the reason for the access and the name and contact information of the sponsor. **All guidelines can be evaluated on a machine by machine or case by case basis.*

Acceptable/Unacceptable Usage

1. Students are NOT allowed to download or install any third party software with the exception of updates of Microsoft Windows and Microsoft Office. Games and software demos are not allowed without prior consent form the Information Technology Department. The software not allowed includes, but is not limited to, **any client chat programs, Kazaa, MSN Messenger, AOL products, CD Copying Software, Network Accelerators, Gator, Weather Bug, Clock Sync, Yahoo, Web shots, and any other Screen Savers or Desktop Themes.** Nothing maybe installed without prior approval from the IT Department.
2. Changes in system parameters/configurations/settings need to be authorized prior to change. Changing/inter-changing devices and cables of computers and peripherals is not permitted.
3. Passwords may not be shared, and passwords must be changed at regular intervals, at least every 30 days. Giving out or receiving an unauthorized password is in violation of policy.
4. The privacy of other users must be respected. Material that may be considered offensive to others is not permitted on/at any workstations at any time. Attacking or threatening messages are not permitted and are a direct violation of this policy. It is necessary to abide by the same principles of fairness, decency, and respect that are used everywhere else.
5. All transactions must be conducted in a manner that does not create congestion on the network. This includes **playing games, watching videos and file sharing.** Absolutely **NO chat rooms** outside of chat.ils are to be accessed from Interactive College of Technology/Interactive Learning Systems Network.
6. Students may not sue the Internet or networks for illegal activities or to transmit unwanted or unsolicited advertising. Abusive or offensive language must not be used in any communication. The Internet or networks must not be used for the transmission of chain or threatening/sexually abusive/malicious data or documents. It is illegal to use the Internet or networks to gain unauthorized access to other computers or databases that are not in the public domain. Any products or services developed using any part of Interactive College of Technology/Interactive Learning Systems Network is considered property of Interactive Learning Systems, Inc.
7. All E-mail's are the property of Interactive College of Technology/Interactive Learning Systems. E-mails and files exceeding size of 1MB may not be sent or received. Use of the Internet, e-mail and networks must ensure that there is no possibility of the transmission of viruses or programs, which are harmful to another user's data or equipment.
8. Physical access to any servers is not allowed except for systems personal.
9. No data may leave office premises electronically or through any media type without the approval of the IT Department of Interactive College of Technology/Interactive Learning Systems.
10. Illegal coping of licensed software is prohibited.

Career and Job Placement Services:

STUDENT SERVICES AND REGULATIONS

Employment Assistance Department

The most important objective of this department is to assist each graduate to obtain employment in his/her area of specialization. Satisfactory completion of coursework, including Career Development (LAS 050) and fulfillment of all other obligations to the institution, is required in order to receive the assistance of this office. The Employment Assistance Department provides specific training in various job-seeking techniques, including self-placement.

The Employment Assistance Coordinator works with each eligible student prior to graduation to determine areas of employment interest and to explore employment options. Students are then informed as options become available. Continuous employment and re-employment assistance is provided to all eligible graduates. Although it is impossible to guarantee each student a job or a specific wage rate, the Employment Assistance Department works diligently to provide appropriate leads and arrange specific interviews. Records indicate that graduates of Interactive College of Technology and Interactive Learning Systems are well received in the business community.

Students, who complete a proportionate share of their elected course of study, obtain training-related employment, and submit the appropriate documentation, may be termed as having “Completed Objective” and are classified as “Completers”.

Employment assistance may be withheld unless the student is current with all financial obligations, including loan payments. A release or authorization must be obtained in advance from the finance or collections department.

Graduate Placement

Each student is required to register and complete LAS 050 Career Development, which is a one credit course, designed to prepare the graduate for a successful job search. The course is usually taught by the employment Assistance Coordinator and is scheduled during weeks 8-12 of the student’s final semester. A complete employment Assistance Manual has been developed and is utilized by this department to insure that all students who graduate are afforded the very best and most complete assistance possible.

The ultimate measure of a career institution such as Interactive Learning Systems is the ratio of students who graduate and obtain a good job commensurate with the time and money invested during the period of attendance.

It is every employee’s responsibility to consistently contribute to the achievement of these objectives.

Student Orientation

The Employment Assistance process actually begins in Orientation. It continues until the graduate has obtained full-time employment in the field of training, or no longer requests or requires assistance due to medical problems or current job position.

As with all members of the campus staff, the EAC should approach Orientation as another opportunity to assure new students of the desire to assist them during their enrollment in any way possible. Orientation is also the best time to introduce all basic policies regarding placement assistance. Specifically, the EAC should directly address any questions about in school or graduate placement assistance, and current placement rates.

Emphasis is placed on the student’s success and graduation as the most important goals. Do not allow students to develop the attitude that the most important role of the campus is to find jobs right away. Explain that part-time, non-training related employment opportunities are posted for the students review, and that the EAC usually does not assist with full-time, training-related placement until at least 75% of the required credits for graduation have been completed.

Success Skills

The Success Skills class is scheduled during the student's first semester. The EAC conducts this class (if assigned). The purpose of this class is to make the new student feel more comfortable. A second orientation is conducted during this class to answer any questions and restate the policies and procedures applicable to the student. Most importantly, this class helps students build self-confidence and to see themselves as successful graduates. In this way, this class is very relevant to retention (see the '**RETENTION MANUAL**'). This is a motivational and inspirational class. It must draw the interest and participation of every student. Guest speakers will greatly enhance this class.

Career Development

When entering the last semester, the student should be enrolled in the Career Development course. The EAC also conducts this class, (if assigned). The class provides the opportunity to expand on the relationship developed in the Success Skills class and get to know the student better by working with him/her on an individual basis again. During this course, the EAC begins to build the student's Employment Assistance file. The following forms and documents are prepared as part of the class and are placed in the student's file.

- **Application for Graduation**
- **Employment Assistance / Student Policy Agreement**
- **Placement Policy Statement**
- **Student Contact Form**

As a major assignment of the Career Development class the student completes the following:

Cover Letter - Reference Sheet - Resume - Thank You Letter

Once the proper documents and the Career Development Course are completed, the student is ready to begin the job search process. This should begin approximately four (4) weeks before graduation. It is at this point that an individual interview between the student and the EAC is conducted.

STUDENT FINANCIAL ASSISTANCE

APPLYING FOR FEDERAL STUDENT FINANCIAL AID

Each student interested in receiving financial assistance must submit the "Free Application for Federal Student Aid" (FAFSA) or provide a copy of the Student Aid Report (SAR) if the FAFSA was previously completed within the award year.

The Financial aid office will utilize the results of the FAFSA to estimate and determine the student's financial aid eligibility.

A student may be chosen to participate in a Verification process of the information submitted on the FAFSA by the U.S. Department of Education. A student may be selected by the U.S. Department of Education. A student may be selected by the U.S. Department of Education's Central Processor (CPA) following procedures established by federal regulation. If, during the application process, the file is selected for "Verification" by the U.S. Department of Education, the student and their family, (if applicable), must submit all documents required to validate the information listed on the FAFSA application.

Students should refer to www.studentaid.ed.gov website which is sponsored by the U.S. Department of Education for more detailed information.

METHODS OF DISBURSING FEDERAL STUDENT AID

Financial aid is awarded based on an academic year as defined at the institution. See institutional Catalog for further information. Disbursement of aid varies by the type of assistance.

A portion of the Federal Pell Grant and Federal Supplemental Education Opportunity Grant, (FSEOG), for those who qualify, will be disbursed to the student's account during each payment period. (i.e. Semester)

In order to receive federal loan proceeds the student (parent in the case of PLUS loans) must complete and sign a valid promissory note. The loan proceeds are used to satisfy the student's tuition and fees for the academic year and are disbursed once a payment period. Once tuition and fees charged by the institution have been met, the student may receive the excess amount of federal student aid that creates a credit on the account.

TYPES OF FEDERAL FINANCIAL AID PROGRAMS:

GRANTS

FEDERAL PELL GRANT

The Federal PELL Grant is an important source of gift aid for students who demonstrate financial need. Applications are available through high school counselors and the Financial Planning Department. The student applies independently and submits the results of his / her application to a Financial Planner. The amount of the award depends upon the student's determination of eligibility, his/her enrollment status, cost of attendance, and a payment schedule issued by the U.S. Department of Education, Office of Student Financial Assistance. Graduates of both U.S. and Foreign institutions are not eligible to receive Pell Grants.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)

Each year the institution makes a limited number of awards to students through this program. These funds are targeted for those students who qualify, based upon financial need, and who would not be able to attend without this assistance. The Financial Planner determines who will receive Federal SEOG and the amount of the award. The students who are Federal PELL Grant recipients having the lowest family contribution are awarded first.

Title IV aid is awarded at enrollment but earned and retained only by those students who remain enrolled. If a student withdraws before completing at least sixty-percent of the term, a portion of the awarded aid must be refunded. In most all cases, the student will be “personally” responsible for larger amounts due than would occur if the term had been completed. In addition, the student may be required to repay the U.S. Department of Education. Failure to do so if required, or make arrangements, could make the student ineligible for any further grants or loans permanently.

FEDERAL COLLEGE WORK STUDY PROGRAM (CWSP)

This limited funds program provides employment for students who demonstrate financial need and who must earn a part of their educational expenses. Federal CWSP employment is arranged at the institution or with a public or private nonprofit agency off campus. Eligibility for participation is determined by the Financial Planner based on the student's financial need and academic progress. Arrangements for employment of eligible students are handled by the Employment Assistance Department. Specific institutional guidelines do apply. Inquire through the campus EAC office.

INFORMATION ON THE WEB FOR THE U.S. DEPARTMENT OF EDUCATION

The U.S. Department of Education has various websites available to students and financial aid staff which provide information regarding the regulations, requirements, and application for Federal Student Aid. There is no user fee for using ED Financial Aid sites.

- U.S. Department of Education: www.ed.gov
- Applying for Federal Student Aid: www.fafsa.ed.gov
- Information for Students: www.studentaid.ed.gov, and www.college.gov

FEDERAL WORK STUDY TERMS AND CONDITIONS

The Federal Work Study (FWS) program provides jobs to students to assist them in meeting their educational expenses. To qualify for Federal Work Study program funds, the student must meet the eligibility requirements for Federal Student Aid. The amount of FWS for which a student is eligible depends upon:

- Demonstrate financial need
- Availability of FWS funds at the school
- Availability of jobs and scheduling not to conflict with the students class schedule.

Federal Work Study jobs may be located on or off campus. The school may set the work schedule. The financial aid administrator will take into consideration need, class schedule, and academic progress prior to arranging a job and assigning work hours. Students will be paid on an hourly basis. They are paid \$7.50 per hour for on campus employment and \$8.00 for off campus employment.

STUDENT LOANS - IMPORTANT CONSIDERATIONS

It is a privilege to be part of a country where practically everyone has the opportunity to further his/her education, and in many instances, some type of grant or gift aid is available. However, grants will not, or were never intended to cover the full cost of education. Interactive Learning Systems/Interactive College of Technology attempts to only enroll students who have decided that furthering their education is a very high priority - and a priority worth personal investment. The student should also understand that we, as a matter of practice, will discourage the student assuming unnecessary debt and encouraging the student to "pay as you go" if possible. However, we are committed to helping every eligible student obtain the training desired. The institution, through the Financial Planning Department, reviews each student's situation on a case-by case basis. How the student has handled past credit obligations is a key factor in determining the type of student loan that is offered or made available, but be assured there is a plan available to all qualified applicants.

DESCRIPTION OF LOAN PROGRAMS

There are numerous general requirements for participation in the Federal Loan Program. The complete description and details of these programs, as well as all federal student aid programs, are outlined in The Student Guide, which is provided to every prospective student. However, there are generally three types of Federal Loans available at this institution:

1. **Plus Loan** - Parent Loan for undergraduate students. This loan is made to the parent of dependent students. Loan amounts are limited to the total cost of attendance, less all other financial aid.
2. **Subsidized Federal Direct Loan** - Available to dependent and independent students with a limit of \$3,500 for the first academic year and \$4,500 for the second academic year. In addition to all other requirements, the applicant must demonstrate that all funds will be used for educational purposes only.
3. **Unsubsidized Federal Direct Loan** - Available to independent undergraduate students with generally the same terms and conditions as noted above, except there is not an income requirement. All students who are deemed eligible for the above loans must complete the required application and complete Entrance counseling online, which includes an understanding of all loan obligations and responsibilities. Upon withdrawal, graduation, or a change in enrollment status to less than one-half time, an Exit counseling session is required.

LOAN REPAYMENT OBLIGATIONS

The above loans permit a six-month grace period before beginning the loan repayments. At the time repayment begins, you should seek to consolidate all of the loans into one repayment. The institution staff and/or the loan officials will assist you with this process. The institution strongly encourages all students to make personal payments and minimize the total amount of student debt. You should always be aware that failure to repay the loan(s) will result in serious consequences, up to and including litigation and/or confiscation of any tax refunds.

ALTERNATIVE LOANS

This institution has several sources of alternative loans for students who either are not qualified for federal loans, or do not desire this type of loan. These loans have a slightly higher interest rate (currently 9%) and require payments at the time the student begins his/her studies. However, the student has the right and privilege of pre-paying the loan balance at any time. The financial planning staff will provide all of the necessary information should the student need this type of financing. All lenders available provide precisely the same terms and conditions. There is no preferred lender.

SATISFACTORY PROGRESS FOR CONTINUATION OF FINANCIAL AID

The standards of progress for continuation of financial aid are the same as the standards of satisfactory progress in the ACADEMIC POLICIES AND PROCEDURES sections of this Catalog. A student with extraordinary or mitigating circumstances to be considered in making a determination on satisfactory academic progress may submit an appeal to the chief academic official at the school. The appeal must be in writing and document the circumstances and the reasons(s) to be considered. The appeal will be considered on its individual merits, and the decision by the chief school academic official is final. A copy of the written decision shall be placed in the student's academic file. The satisfactory academic progress standards described in this Catalog are considered both as academic standards as well as standards for receipt of government financial aid. When a student is dismissed for failure to meet the standards of progress, it is assumed that the student does not have reasonable probability of benefiting from future enrollment, and financial aid will be terminated. If an appeal is granted, financial aid will be reinstated. Specific conditions must exist to merit the granting of an appeal for the subsequent semester only, at which time the student must return to good standing or be academically dismissed.

The Financial Aid Loan Entrance Counseling:

Each first-time student borrower is required to attend & complete a loan entrance interview conducted online. The interview will include an explanation of the use of a Master Promissory Note (MPN), the importance of the repayment obligation, a description of the consequences of default, sample repayment schedules, information in reference to borrower's rights and responsibilities, as well as other terms and conditions. Online Entrance Interview can be found at: <https://studentloans.gov>

The Financial Aid Loan Exit Counseling:

Upcoming graduates, withdrawn students, or students who cease to attend at least half-time will be required to attend & complete the exit counseling session online. Students who leave school without attending an exit counseling session will receive an exit counseling package mailed by the campus. Exit counseling addresses topics such as the requirement to repay the loan, repayment plans, updating contact and demographic information, the consequences of default. Online Exit Interview can be found at: www.nsls.ed.gov

Subsidized Federal Direct Loan:

The subsidized Federal Direct Loan program provides low interest loans through the U.S. Department of Education's Direct Loan Program. The maximum annual loan amount for the first academic year is \$3,500, less origination and other fees (if applicable). The federal government pays the interest for you during in-school, in-grace, and deferment periods. Interest does not accrue until the student enters repayment six months after leaving school or dropping below a half-time enrollment status. The minimum repayment amount is \$50 per month; however, subsidized federal Direct loans provide many flexible repayment plans as outlined in the loan counseling materials. Payments are based on the repayment plan selected by the student. For loans with a first disbursement between 7/1/2010 and 6/30/2011, the interest rate is a fixed rate as low as 4.5%. Borrowers with other outstanding loans may be eligible to consolidate eligible loans into one consolidated payment. Please refer to your Loan Entrance counseling materials.

Unsubsidized Federal Direct Loan:

If you do not qualify for a full or partial Subsidized Direct Loan based on your financial need, you may qualify for an Unsubsidized Direct Loan. The federal government does not pay the interest on unsubsidized loans while you are in school or have loans in a deferred status. Student loan borrowers are eligible for all interest that accrues on the loan while enrolled, during your grace period, and any deferment periods. You may elect to make interest payments while in school to avoid the capitalization of interest and lower the overall repayment debt. Loan repayment begins six months after leaving school or if you elect to attend less than half time. Independent students can borrow up to \$9,500. (Subsidized and Unsubsidized combined) for the first academic year. Dependent students can borrow up to \$5,500 (Subsidized and Unsubsidized combined) for the first academic year. For loans first disbursed on or after 7/1/2009, the interest rate is fixed at 6.8%. Please review your Loan Entrance material for additional information regarding your loans.

Parent PLUS Federal Loan:

The Federal PLUS loan is available to parents who wish to apply for additional assistance for their dependent child's education. The amount of the PLUS loan cannot exceed the student's cost of attendance less other student aid awarded. The interest on the PLUS loan begins to accumulate on the date of the first disbursement. PLUS loans disbursed on or after 7/1/2009 through the Federal Direct Student Loan Program will have a fixed interest rate of 7.9%. The first payment will be due within 60 days after the final loan disbursement. Payments will include both principal and the interest that accumulates.

FEDERAL DIRECT LOANS TERMS AND CONDITIONS

To qualify for Federal Loan program funds, the student must meet the eligibility requirements for Federal Student Aid as well as the loan program specific terms and conditions specified below:

- Student must be enrolled at least half-time during the period of enrollment to retain their eligibility for Direct Loan program funds. Students whose enrollment status is below half-time are not eligible for Direct Loan program funds. If eligibility is lost due to being enrolled less than half-time, a student can regain eligibility if enrolled at least half-time during a subsequent period of enrollment.
- A student who is borrowing a loan for the first time is required to participate in loan entrance counseling prior to the first disbursement of the loan. The first disbursement of a loan cannot be made earlier than thirty (30) days after the start of the term or period of enrollment.
- A student borrower who is in default on an FSA loan is not eligible for additional Direct Loan funds unless eligibility is regained.

Subsidized and Unsubsidized Master Promissory Note (MPN)

Students have the ability to obtain loan funds not exceeding the established loan limits through the Subsidized and Unsubsidized Federal Direct Loan program without having to sign a new Master Promissory Note for each academic year. The institution will notify the borrower of the loan amounts awarded through the Estimated Financial Aid Award Letter. If the borrower decides to decline or make adjustments to the type or the amount of the loan, they must contact the Financial aid office.

Parent PLUS Master Promissory Note (PLUS MPN)

For Parent PLUS loans made under the multi-year feature of the MPN, the regulations that govern the loan programs require the financial aid office at the school to document an active confirmation of Parent PLUS loan funds via an estimated award letter. The confirmation process is to provide a means for the parent borrower to accept or decline a PLUS loan made for a student's subsequent academic year. This assists in providing the parent borrower with greater control and understanding of PLUS loan debt.

INSTITUTIONAL PAYMENT PLANS

It is the goal of the institution that every needy and academically qualified student be able to seek the training necessary to obtain a skilled job. While each student's financial condition and resources may vary, the Financial Planning Department, within certain guidelines and policies, will arrange an affordable financial plan for each applicant. A student interested in furthering his/her education should not allow financial condition to be a barrier without first obtaining the appropriate information. Plans are available for all students. The Pell grant is gift assistance which does not have to be repaid. Pell is awarded to students who have a financial need as determined by the U.S. Department of Education standards. Annually, the U.S. Department of Education determines student eligibility for this grant. For the 2010-11 Award Year, the minimum grant is \$555. and the maximum grant is \$5,550.

**INTERACTIVE LEARNING SYSTEMS
INTERACTIVE COLLEGE OF TECHNOLOGY**

Student Loans and Disclosures

Our institutions seek to enroll qualified students who are focused on achieving success through diligent academic pursuit, conducting themselves in a professional demeanor, and leaving the institution as a graduate. Student dress codes and a code of conduct agreement are required of each student.

The institution sets tuition rates that are reasonable and lower than similar institutions. All students, in common programs of study, are charged the same rates regardless of status or residency. The goal of the institution is to provide an affordable financial plan for each student while complying with all regulatory requirements and expectations.

Some students, depending on program of study and status, may be able to seek eligibility for a Federal Direct Loan. In accordance with the provisions of 34CFR685.301(a)7, the institution determines eligibility on a case-by-case basis without regard to race, sex, color, income, religion, national origin, age, handicapped status. The determination is not made by your Financial Planner. Students who are deemed to be “exceptionally high risk” are offered an affordable Retail Installment Contract (RIC) rather than a Federal Direct Loan. All students are strongly encouraged to make as much personal investment as possible in order to minimize long-term debt. Your Admissions Associate should have given you a copy of the information regarding the American Education Opportunity Tax Credit. It is possible to make a personal investment each calendar year and receive the full amount back as an education tax credit. (See requirements).

Students that do not qualify for a Federal Direct Loan are offered a RIC at a 9% interest rate (with a \$50 application fee) with monthly payments required while enrolled and extending beyond the period of time enrolled in school. Payments can be arranged as low as \$110 per month for non-ESL students. There are separate guidelines for the ESL Program.

There are two companies that offer RICs to students attending our institution. Their terms are identical. Peachtree Credit Company, located at 5522 New Peachtree Road, Suite 120, Chamblee, Georgia is an affiliated company owned by various officers and managers of the College. In addition, to making some RICs directly, they also service RICs processed by the other company, Tuitions Options, Tarzana, California. Regardless to which company makes or services your RIC, the institution is the creditor. The institution is guaranteeing your RIC in order to offer an extended financing plan to obtain the desired education. You may choose your lender.

You can always discuss your RIC with the campus financial staff, Peachtree Credit staff, or Tuition Options (if applicable). All payments are due on or before the 20th of each month. Failure to make timely payments will result in revocation of your privileges to attend class or withholding of your diploma or degree. Again, our goal is to assist each and every student.

Thank you for choosing our institution to further your education / training. Success to you.

Regards,

Elmer R. Smith, President

Please sign below that you have read and understand the above.

(Print)
Last Name, First Name, MI

Date

(Signature)
Last Name, First Name, MI

Date

Private Education Loan Disclosure:

Private Education Loan Approval Disclosure Statement

BORROWER:

CREDITOR:

Loan Rates & Estimated Total Costs

Total Loan Amount	Interest Rate	Finance Charge	Total of Payments
\$0.00			
The total amount you are borrowing.	Your current Interest rate.	The estimated dollar amount the credit will cost you.	The estimated amount you will have paid when you have made all payments.

ITEMIZATION OF AMOUNT FINANCED

Amount paid to you	\$0.00
Amount paid to others on your behalf:	+
Amount Financed (total amount provided)	=
Initial Finance Charges (total)	+
Total Loan Amount	≈\$0.00

ABOUT YOUR INTEREST RATE

- Your rate is fixed. This means that your rate will not change during the life of the loan.
- Your Annual Percentage Rate (APR) is . The APR may be different than the Interest Rate since it considers fees and reflects the cost of your loan as a yearly rate. For more information about the APR, see reference notes.

Fees

Late Charge:

Non-Sufficient Funds Fee:

Loan fee (max):

Estimated Repayment Schedule & Terms

MONTH LOAN TERM	MONTHLY PAYMENTS
	At * the fixed interest rate on your loan
monthly payments	
monthly payments	
monthly payments	

◀ The estimated Total of Payments at the Maximum Rate of Interest would be

* The fixed interest rate on your loan of is also the maximum interest rate possible for your loan.

Federal Loan Alternatives

Loan program	Current Interest Rates by Program Type
PERKINS for Students	% fixed
STAFFORD for Students	% fixed Undergraduate subsidized
	% fixed Undergraduate & Graduate unsubsidized
PLUS For Parents and Graduate/Professional Students	% fixed Federal Direct Loan

You may qualify for Federal education loans.

For additional information, contact your school's financial aid office or the Department of Education at: www.federalstudentaid.ed.gov

Next Steps & Terms of Acceptance

This offer is good until:



1. Find Out About Other Loan Options

Contact your school's financial aid office for more information.

2. You Have Until to Accept this Offer

The terms of this offer will not change except as permitted by law.

To accept the terms of this loan, sign the enclosed Retail Installment Contract and return to:

REFERENCE NOTES

Fixed Interest Rate

- This loan has a fixed interest rate that will not change during the life of your loan.
- The interest rate may be higher or lower than your Annual Percentage Rate (APR) because the APR considers certain fees you pay to obtain this loan, the interest rate, and whether you defer (postpone) payments while in school.

Bankruptcy Limitations

- If you file bankruptcy, you may still be required to pay back this loan.

Prepayments:

- If you pay the loan off early, you will not pay a penalty. You will not be entitled to a refund of part of the finance charge.

See your loan agreement for any additional information about nonpayment, default, any required repayment in full before the scheduled date, and prepayment refunds and penalties.



Private Education Loan Applicant Self-Certification

OMB No. 1845-0101
Form Approved
Exp. Date 02-28-2013

Important: Pursuant to Section 155 of the Higher Education Act of 1965, as amended, (HEA) and to satisfy the requirements of Section 128(e)(3) of the Truth in Lending Act, a lender must obtain a self-certification signed by the applicant before disbursing a private education loan. The school is required on request to provide this form or the required information only for students admitted or enrolled at the school. Throughout this Applicant Self-Certification, "you" and "your" refer to the applicant who is applying for the loan. The applicant and the student may be the same person.

Instructions: Before signing, carefully read the entire form, including the definitions and other information on the following page. Submit the signed form to your lender.

SECTION 1: NOTICES TO APPLICANT

- Free or lower-cost Title IV federal, state, or school student financial aid may be available in place of, or in addition to, a private education loan. To apply for Title IV federal grants, loans and work-study, submit a Free Application for Federal Student Aid (FAFSA) available at www.fafsa.ed.gov, or by calling 1-800-4-FED-AID, or from the school's financial aid office.
- A private education loan may reduce eligibility for free or low-cost federal, state, or school student financial aid.
- You are strongly encouraged to pursue the availability of free or lower-cost financial aid with the school's financial aid office.
- The financial information required to complete this form can be obtained from the school's financial aid office. If the lender has provided this information, you should contact your school's financial aid office to verify this information and to discuss your financing options.

SECTION 2: COST OF ATTENDANCE AND ESTIMATED FINANCIAL ASSISTANCE

If information is not already entered below, obtain the needed information from the school financial aid office and enter it on the appropriate line. Sign and date where indicated.

- A. Student's cost of attendance for the period of enrollment covered by the loan _____
- B. Estimated financial assistance for the period of enrollment covered by the loan _____
- C. Difference between amounts A and B _____

WARNING: If you borrow more than the amount on line C, you risk reducing your eligibility for free or low-cost federal, state, or school financial aid

SECTION 3: APPLICANT INFORMATION

Enter or correct the information below.

Full Name and Address of School _____

Applicant Name (last, first, MI) _____ Date of Birth (mm/dd/yyyy) _____

Permanent Street Name _____

City, State, Zip _____
Code _____

Area Code / Telephone Number Home _____ Other _____

E-mail Address _____

Period of Enrollment Covered by the Loan (mm/dd/yyyy) From _____ To _____

If the student is not the loan applicant, provide the student's name and date of birth.

Student Name (last, first, MI) _____ Date of Birth (mm/dd/yyyy) _____

SECTION 4: APPLICANT SIGNATURE

I certify, that I have read and understood the notices in Section 1 and, that to the best of my knowledge, the information provided on this form is true and correct.

Signature of Applicant: _____ Date _____

6/8/2011

SECTION 5: DEFINITIONS

Cost of attendance is an estimate of tuition and fees, room and board, transportation, and other costs for the period of enrollment covered by the loan, as determined by the school. A student's cost of attendance may be obtained from the school's financial aid office.

Estimated financial assistance is all federal, state, institutional (school), private, and other sources of assistance used in determining eligibility for most Title IV student financial aid, including amounts of financial assistance used to replace the expected family contribution. The student's estimated financial assistance is determined by the school and may be obtained from the school's financial aid office.

A **lender** is a private education lender as defined in Section 140 of the Truth in Lending Act and any other person engaged in the business of securing, making, or extending private education loans on behalf of the lender.

Period of enrollment is the academic year, academic term (such as semester, trimester, or quarter), or the number of weeks of instructional time for which the applicant is requesting the loan.

A **private education loan** is a loan provided by a private education lender that is not a Title IV loan and that is issued expressly for postsecondary education expenses, regardless of whether the loan is provided through the school that the student attends or directly to the borrower from the private education lender. A private education loan does not include (1) An extension of credit under an open-end consumer credit plan, a reverse mortgage transaction, a residential mortgage transaction, or any other loan that is secured by real property or a dwelling; or (2) An extension of credit in which the school is the lender if the term of the extension of credit is 90 days or less or an interest rate will not be applied to the credit balance and the term of the extension of credit is one year or less, even if the credit is payable in more than four installments.

Title IV student aid includes the Federal Pell Grant Program, the Academic Competitiveness Grant (ACG) Program, the Federal Supplemental Educational Opportunity Grant (FSEOG) Program, the Leveraging Educational Assistance Partnership (LEAP) Program, the Federal Family Education Loan Program (FFELP), the Federal Work-Study (FWS) Program, the William D. Ford Federal Direct Loan (Direct Loan) Program, the Federal Perkins Loan Program, the National Science and Mathematics Access to Retain Talent Grant (National SMART Grant) Program, and the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program. To apply for Title IV federal grants, loans, and work-study, submit a Free Application for Federal Student Aid (FAFSA), which is available at www.fafsa.gov, by calling 1-800-4-FED-AID, or from the school's financial aid office.

SECTION 6: Paperwork Reduction Notice

Paperwork Reduction Notice: According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a currently valid OMB control number. The valid OMB control number for this information collection is 1845-0101. The time required to complete this information collection is estimated to average 0.25 hours (15 minutes) per response, including the time to review instructions, search existing data resources, gather and maintain the data needed and complete and review the information collection.

If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651.

If you have any comments or concerns regarding the status of your individual submission of this form, contact your lender.

6/8/2011

HEALTH and SAFETY

Vaccination Policies:

No program offered at Interactive College of Technology / Interactive Learning Systems require vaccinations.

Assistance with Alcohol or Substance Abuse:

In accordance with the requirements set forth in the Drug Free Schools and Communities Act of 1989, the institution maintains strict policies regarding student or staff conduct in the unlawful possession, use, or distribution of drug or alcohol on the institution's Campuses or as any part of the institution's activities.

As a condition of enrollment/employment at any campus, each student and employee is required to complete a statement stipulating s/he is drug-free. As a student of the institution, you should be aware that any use of illegal drugs or excessive alcohol abuse will cause a major impairment in your ability to be successful in your educational endeavors.

The institution has available informational materials to assist in answering questions students may have regarding the cause and effect of alcohol or substance abuse. Seminars are also conducted periodically to provide additional information.

Each Campus has a staff person who is available to meet privately with students to discuss any assistance or support needed with problems of this nature. Free referral services are available in each campus community to assist students in overcoming any such problems.

Campus Security Policies, Crime Statistics:

Federal regulation requires an institution to compile an Annual Security Report disclosing the Institution's security policies, procedures, and crime statistics on or before October 1st each year. Current and perspective students receive a notice containing the specific URL address of the report. Students may request a copy of this report at anytime from the Director of Financial Aid.

The institution is committed to providing a safe and secure environment for its students, staff, and visitors on school property and complying with the provisions of the Campus Security Policy and Crime Statistics Act.

Chamblee - Main Campus

	On Campus			Public Property		
	2007	2008	2009	2007	2008	2009
Criminal Offenses	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0
Arrests	0	0	0	0	0	0
Disciplinary Actions	0	0	0	0	0	0

Morrow - Branch Campus

	On Campus			Public Property		
	2007	2008	2009	2007	2008	2009
Criminal Offenses	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0
Arrests	0	0	0	0	0	0
Disciplinary Actions	0	0	0	0	0	0

Gainesville - Branch Campus

	On Campus			Public Property		
	2007	2008	2009	2007	2008	2009
Criminal Offenses	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0
Arrests	0	0	0	0	0	0
Disciplinary Actions	0	0	0	0	0	0

Kentucky - Branch Campus

	On Campus			Public Property		
	2007	2008	2009	2007	2008	2009
Criminal Offenses	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0
Arrests	0	0	0	0	0	0
Disciplinary Actions	0	0	0	0	0	0

Pasadena - Main Campus

	On Campus			Public Property		
	2007	2008	2009	2007	2008	2009
Criminal Offenses	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0
Arrests	0	0	0	0	0	0
Disciplinary Actions	0	0	0	0	0	0

Hillcroft - Branch Campus

	On Campus			Public Property		
	2007	2008	2009	2007	2008	2009
Criminal Offenses	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0
Arrests	0	0	0	0	0	0
Disciplinary Actions	0	0	0	0	0	0

North Houston - Branch Campus

	On Campus			Public Property		
	2007	2008	2009	2007	2008	2009
Criminal Offenses	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0
Arrests	0	0	0	0	0	0
Disciplinary Actions	0	0	0	0	0	0

Timely Warning Policy

In the event that a situation arises that constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through email, phone calls, or mailed notices to students, faculty, and staff.

Disclosure of Crime Statistics

The crime statistics report is prepared by using crime statistics gathered from campus records in conjunction with local police departments.

Minimum Sanctions for Alcohol and Substance Abuse Violations

- Probation or expulsion from the institution
- Loss of all financial aid
- Mandated evaluations and treatment
- Community service work

You have the right to due process when accused of a violation of this policy.

Criminal Sanctions for Alcohol & Substance Abuse under Georgia Law

Under the Penal Code of Georgia, it is a crime to possess, manufacture, sell, or distribute illegal drugs. Penalties may include community service, fines, and imprisonment. Possession of alcohol by a person under the age of twenty-one, or providing alcohol to such a person, is prohibited under the Georgia Penal Code and carries up to twelve months incarceration and a fine of up to one thousand dollars., Driving under the influence of alcohol or drugs incurs penalties which may include mandatory treatment and education programs, community service, and fines starting at three hundred dollars, imprisonment and loss of license. Federal criminal law also prohibits the possession, manufacture, or distribution of a controlled substance.

Provisions and Resources

Substance abuse is dangerous to you, both physically and mentally, and may cause long-lasting health effects and even death. Impaired skills while under the influence can cause motor vehicle accidents, falls, fires, and other injuries. Help is available for you if you need it and seek it. Individuals can receive confidential services from the following resources:

Individual County Board of Health, Mental Health Services

Dekalb	404-892-4646	Fulton	866-821-0465
Gwinnett	770-963-8141	Cobb	770-422-0202
Clayton	866-821-0465	Newton	770-787-3977
National Cocaine Hotline:			1-800-COCAINE
Narcotics Anonymous:			770-421-8881
Alcoholics Anonymous:			404-525-3178
Georgia Drug Abuse Helpline:			800-388-6745

Criminal Sanctions for Alcohol & Substance Abuse under Kentucky Law

A person guilty of alcohol intoxication, or drinking alcoholic beverages in a public place shall, for a first or second offense be fined not less than \$25. Third or subsequent offense within a twelve month period is fined not less than \$25. nor more than \$100, or be imprisoned in the county jail for not less than five nor more than ninety days, or both. In addition to any other penalty prescribed by law for violation of KRS 222.202, the court may sentence the person to an alcohol or substance abuse treatment or education program.

Criminal Sanctions for Alcohol & Substance Abuse under Ohio Law

Ohio Law provides for mandatory fines, which must be at least \$500, and possible imprisonment of any person who sells or furnishes beer or intoxicating liquor to an underage person or who buys beer or liquor for an underage person in violation of the law. Persons found knowingly to allow underage persons to possess and/or consumes alcoholic beverages on their premises are guilty of a misdemeanor. A felony conviction may lead to imprisonment or both imprisonment and fine. The maximum prison term is 25 years. A misdemeanor conviction may lead to imprisonment for up to six months and/or a fine up to \$1, 000. Ohio law requires the mandatory suspension of an individual’s license from six months to five years for violation of the Controlled Substance Act.

Provisions and Resources

Substance abuse is dangerous to you, both physically and mentally, and may cause long-lasting health effects and even death. Impaired skills while under the influence can cause motor vehicle accidents, falls, fires, and other injuries. Help is available for you if you need it and seek it. Individuals can receive confidential services from the following resources:

Addiction Rehab Helpline	866-923-1128
Northern Ky Testing Disability Services	859-572-6373
Mental Health Association of Northern Ky	859-431-1077
Clermont Recovery Center	513-735-8100

Penalties Under Texas State & Federal Law

Federal Law

Offense	Minimum Punishment	Maximum Punishment
Manufacture, distribution or dispensing drugs (includes marijuana)	A term of imprisonment not more than 20 years, and a minimum fine of \$1,000,000	A term of life imprisonment without release (no eligibility for parole) and a fine not to exceed \$4,000,000 (for an individual) or \$20,000,000 (if other than an individual)
Possession of drugs (including marijuana)	Civil penalty in amount not to exceed \$10,000	Imprisonment for not more than 20 years or not less than 5 years, a fine of not less than \$5,000 plus costs of investigation and prosecution
Operation of a common carrier under the influence of alcohol or drugs		Imprisonment for up to 15 years and a fine not to exceed \$250,000

Texas Law

Offense	Minimum Punishment	Maximum Punishment
Manufacture or delivery of controlled substances (drugs)	Confinement in the Texas Department of Criminal Justice State Jail facility for a term of not more than 2 years or less 180 days, or confinement in a community correctional facility for not more than 1 year, and a fine not to exceed \$10,000	Confinement in TDCJ for life or for a term of not more than 99 years or less than 15 years, and a fine not to exceed \$250,000
Possession of controlled substances (drugs)	Confinement in jail for a term of not more than 180 days, and a fine not to exceed \$2,000	Confinement in TDCJ for life or for a term of not more than 99 years or less than 15 years, and a fine not to exceed \$250,000
Delivery of marijuana	Confinement in jail for a term of not more than 180 days, and a fine not to exceed \$2,000	Confinement in jail for a term of not more than 180 days, and a fine not to exceed \$2,000
Possession of marijuana	Confinement in jail for a term of not more than 180 days, and a fine not to exceed \$2,000	Confinement in jail for a term of not more than 2 years or less than 30 days, or confinement in TDCJ for a term of not more than 10 years or less than 2 years and a fine of not more than \$10,000
Driving while intoxicated (includes intoxication from alcohol, drugs, or both)	Confinement in jail for a term of not more than two years or less than 72 hours, and a fine of not more than \$2,000, possible loss of driver's license and license surcharge up to \$2,000 per year for 3 years.	Confinement in jail for a term of not more than two years or less than 30 days, or confinement in TDCJ for a term of not more than ten years or less than two years and a fine of not more than \$10,000
Public intoxication		A fine not to exceed \$500
Purchase or consumption or possession of alcohol by a minor	Fine of not more than \$500	For a subsequent offense a fine of not less than \$250 nor more than \$2000

Sale of alcohol or furnishing alcohol to a minor	Fine of up to \$4,000 and/or up to 1 year in jail	Both
Driving under the influence of alcohol by a minor	Fine of not more than \$500 and community service related to education about or prevention of misuse of alcohol.	A fine of not less than \$500 or more than \$2,000, confinement in jail not to exceed 180 days and/or both; community service related to education about or prevention of misuse of alcohol.

Provisions and Resources

Substance abuse is dangerous to you, both physically and mentally, and may cause long-lasting health effects and even death. Impaired skills while under the influence can cause motor vehicle accidents, falls, fires, and other injuries. Help is available for you if you need it and seek it. Individuals can receive confidential services from the following resources:

Center for Substance Abuse - Treatment and Hotline	800-662-HELP
Career & Recovery Resources Inc. - Houston, TX	713-757-7478
Santa Maria Hostel, Houston, TX	281-657-0898
Montrose Counseling Center, Houston, TX	713-529-0037
Right Step, Houston, TX	713-528-3709

STUDENT OUTCOMES

(Right-to-Know Act) Retention and Graduation Rates:

Graduate Placement Data for 2009/2010:

The institution strives hard to achieve success in providing career placement to all graduates. While some students may not need or desire our assistance, it is part of every program, and we believe it is one of the most important services we provide to our students.

Below you will find the overall placement rates for each campus of ICT/ILS for the most current reporting period. Additional information is available at each campus.

Interactive College of Technology

Chamblee, GA - Main Campus	
Overall Total Graduate Placement Rate:	97.1%
Morrow, GA - Branch Campus	
Overall Total Graduate Placement Rate:	96.1%
Gainesville, GA - Branch Campus	
Overall Total Graduate Placement Rate:	93.2%
Newport, KY - Branch Campus	
Overall Total Graduate Placement Rate:	70.4%

Interactive Learning Systems

Pasadena, TX - Main Campus	
Overall Total Graduate Placement Rate:	99.0%
Houston, TX - Hillcroft Branch Campus	
Overall Total Graduate Placement Rate:	95.5%
Houston, TX - North Houston Branch Campus	
Overall Total Graduate Placement Rate:	94.9%

For specific data relating to individual locations or programs, contact the campus nearest you.

Gainful Employment Disclosure

OPE ID# 02284309 – Gainesville, Georgia – Branch Campus

2009-2010 Award Year

<u>Program: Accounting & Automated Office</u>	On Time Graduation Rate	# of Student Completed On Time	Graduate Placement Rate	Median Loan/ Debt Incurred
<u>Est. Tuition, Books, & Fees - \$13,340.</u>	47.1%	8	80%	\$3682.00
<u>Program: Administrative Support Systems</u>				
<u>Est. Tuition, Books, & Fees - \$13,199.</u>	62.5%	5	60%	\$9693.00
<u>Program: Business Information Management</u>				
<u>Est. Tuition, Books, & Fees - \$13,795.</u>	25%	10	57.1%	\$3905.00

2008-2009 Award Year

<u>Program: Accounting & Automated Office</u>				
<u>Est. Tuition, Books, & Fees - \$12,825.</u>	10.5%	2	0.0%	\$2219.00
<u>Program: Administrative Support Systems</u>				
<u>Est. Tuition, Books, & Fees - \$12,658.</u>	0.0%	0	0.0%	\$ 0.00
<u>Program: Business Information Management</u>				
<u>Est. Tuition, Books, & Fees - \$13,082.</u>	23.1%	9	50%	\$2531.00

2007-2008 Award Year

<u>Program: Accounting & Automated Office</u>				
<u>Est. Tuition, Books, & Fees - \$11,345.</u>	0.0%	0	0.0%	\$ 0.00
<u>Program: Administrative Support Systems</u>				
<u>Est. Tuition, Books, & Fees - \$11,325.</u>	0.0%	0	0.0%	\$ 0.00
<u>Program: Business Information Management</u>				
<u>Est. Tuition, Books, & Fees - \$11,570.</u>	16.1%	5	80%	\$4505.00

2006-2007 Award Year

<u>Program: Accounting & Automated Office</u>				
<u>Est. Tuition, Books, & Fees - \$11,345.</u>	50%	3	100%	\$4012.00
<u>Program: Administrative Support Systems</u>				
<u>Est. Tuition, Books, & Fees - \$11,325.</u>	33.3%	2	50%	\$3191.00
<u>Program: Business Information Management</u>				
<u>Est. Tuition, Books, & Fees - \$11,570.</u>	25%	14	42.9%	\$4198.00

Gainful Employment Disclosure

OPE ID# 02284308 – Morrow, Georgia – Branch Campus

2009-2010 Award Year

<u>Program: Accounting & Automated Office</u>	On Time Graduation Rate	# of Students Completed On Time	Graduate Placement Rate	Median Loan/ Debt Incurred
<u>Est. Tuition, Books, & Fees - \$13,340.</u>	11.1%	1	0.0%	\$4832.00
<u>Program: Administrative Support Systems</u>				
<u>Est. Tuition, Books, & Fees - \$13,199.</u>	0.0%	0	0.0%	\$ 0.00
<u>Program: Business Information Management</u>				
<u>Est. Tuition, Books, & Fees - \$13,795.</u>	18.2%	6	100%	\$2928.00

2008-2009 Award Year

<u>Program: Accounting & Automated Office</u>				
<u>Est. Tuition, Books, & Fees - \$12,825.</u>	21.1%	4	0.0%	\$4522.00
<u>Program: Administrative Support Systems</u>				
<u>Est. Tuition, Books, & Fees - \$12,658.</u>	0.0%	0	0.0%	\$ 0.00
<u>Program: Business Information Management</u>				
<u>Est. Tuition, Books, & Fees - \$13,082.</u>	59.5%	22	90%	\$3440.00

2007-2008 Award Year

<u>Program: Accounting & Automated Office</u>				
<u>Est. Tuition, Books, & Fees - \$11,345.</u>	11.1%	2	0.0%	\$9369.00
<u>Program: Administrative Support Systems</u>				
<u>Est. Tuition, Books, & Fees - \$11,325.</u>	25%	1	0.0%	\$2618.00
<u>Program: Business Information Management</u>				
<u>Est. Tuition, Books, & Fees - \$11,570.</u>	30.8%	12	41.7%	\$6774.00

2006-2007 Award Year

<u>Program: Accounting & Automated Office</u>				
<u>Est. Tuition, Books, & Fees - \$11,345.</u>	27.3%	3	100%	\$ 492.00
<u>Program: Administrative Support Systems</u>				
<u>Est. Tuition, Books, & Fees - \$11,325.</u>	16.7%	1	0.0%	\$3300.00
<u>Program: Business Information Management</u>				
<u>Est. Tuition, Books, & Fees - \$11,570.</u>	27.5%	11	44.4%	\$3914.00

OPE ID# 02284306 – Newport, Kentucky – Branch Campus

<u>2009-2010 Award Year</u>	<u>On Time</u>	<u># of Students</u>	<u>Graduate</u>	<u>Median Loan/</u>
<u>Program: Accounting & Automated Office</u>	<u>Graduation Rate</u>	<u>Completed On Time</u>	<u>Placement Rate</u>	<u>Debt Incurred</u>
<u>Est. Tuition, Books, & Fees - \$13,340.</u>	66.7%	2	100%	\$3086.00
<u>Program: Administrative Support Systems</u>				
<u>Est. Tuition, Books, & Fees - \$13,199.</u>	0.0%	0	0.0%	\$ 0.00
<u>Program: Business Information Management</u>				
<u>Est. Tuition, Books, & Fees - \$13,795.</u>	30.2%	13	53.8%	\$4736.00
<u>Program: Medical Coding & Billing</u>				
<u>Est. Tuition, Books, & Fees - \$13,436.</u>	52.6%	10	60%	\$4301.00
<u>2008-2009 Award Year</u>				
<u>Program: Accounting & Automated Office</u>				
<u>Est. Tuition, Books, & Fees - \$12,825.</u>	20%	2	0.0%	\$5795.00
<u>Program: Administrative Support Systems</u>				
<u>Est. Tuition, Books, & Fees - \$12,658.</u>	0.0%	0	0.0%	\$ 0.00
<u>Program: Business Information Management</u>				
<u>Est. Tuition, Books, & Fees - \$13,082.</u>	77.8%	7	75%	\$3740.00
<u>Medical Coding & Billing</u>				
<u>Est. Tuition, Books, & Fees - \$13,677.</u>	81.3%	13	60%	\$5289.00
<u>2007-2008 Award Year</u>				
<u>Program: Accounting & Automated Office</u>				
<u>Est. Tuition, Books, & Fees - \$11,345.</u>	33.3%	1	100%	\$2834.00
<u>Program: Administrative Support Systems</u>				
<u>Est. Tuition, Books, & Fees - \$11,325.</u>	0.0%	0	0.0%	\$ 0.00
<u>Program: Business Information Management</u>				
<u>Est. Tuition, Books, & Fees - \$11,570.</u>	18.9%	10	100%	\$4530.00
<u>Medical Coding & Billing</u>				
<u>Est. Tuition, Books, & Fees - \$12,891.</u>	25%	6	66.7%	\$4837.00
<u>2006-2007 Award Year</u>				
<u>Program: Accounting & Automated Office</u>				
<u>Est. Tuition, Books, & Fees - \$11,345.</u>	50%	1	100%	\$ 0.00
<u>Program: Administrative Support Systems</u>				
<u>Est. Tuition, Books, & Fees - \$11,325.</u>	0.0%	0	0.0%	\$ 0.00
<u>Program: Business Information Management</u>				
<u>Est. Tuition, Books, & Fees - \$11,570.</u>	33.3%	10	77.8%	\$3971.00
<u>Medical Coding & Billing</u>				
<u>Est. Tuition, Books, & Fees - \$12,891.</u>	65.2%	3	83.3%	\$5725.00

Gainful Employment Disclosure

OPE ID# 02284300 – Chamblee, Georgia – Main Campus

<u>2009-2010 Award Year</u>	<u>On Time</u>	<u># of Students</u>	<u>Graduate</u>	<u>Median Loan/</u>
<u>Program: Accounting & Automated Office</u>	<u>Graduation Rate</u>	<u>Completed On Time</u>	<u>Placement Rate</u>	<u>Debt Incurred</u>
<u>Est. Tuition, Books, & Fees - \$13,340.</u>	50 %	10	100%	\$2058.00
<u>Program: Administrative Support Systems</u>				
<u>Est. Tuition, Books, & Fees - \$13,199.</u>	0.0 %	0	0.0%	\$ 0.00
<u>Program: Business Information Management</u>				
<u>Est. Tuition, Books, & Fees - \$13,795.</u>	14 %	8	87.5%	\$3692.00
<u>Program: Computer Information Systems</u>				
<u>Estimated Tuition, Books, & Fees - \$27,050.</u>	28.6%	14	91.7%	\$2586.00
<u>Program: Heating, & Air Conditioning Technology</u>				
<u>Estimated Tuition, Books, & Fees - \$14,365.</u>	72.7%	173	85.3%	\$4449.00
<u>Program: Accounting & Automated Office (Degree)</u>				
<u>Estimated Tuition, Books, & Fees - \$23,985</u>	50%	13	100%	\$ 0.00
<u>Program: Administrative Support Systems (Degree)</u>				
<u>Estimated Tuition, Books, & Fees - \$23,818.</u>	0.0%	0	0.0%	\$ 0.00
<u>Program: Business Information Management (Degree)</u>				
<u>Estimated Tuition, Books, & Fees - \$23,932.</u>	26.7%	4	50%	\$6678.00
<u>2008-2009 Award Year</u>				
<u>Program: Accounting & Automated Office</u>				
<u>Est. Tuition, Books, & Fees - \$12,825.</u>	34.6 %	9	87.5%	\$ 0.00
<u>Program: Administrative Support Systems</u>				
<u>Est. Tuition, Books, & Fees - \$12,658.</u>	33.3 %	2	100%	\$ 603.00
<u>Program: Business Information Management</u>				
<u>Est. Tuition, Books, & Fees - \$13,082.</u>	31%	13	77.8%	\$3368.00
<u>Program: Computer Information Systems</u>				
<u>Estimated Tuition, Books, & Fees - \$25070.</u>	21.4%	15	83.3%	\$4865.00
<u>Program: Heating, & Air Conditioning Technology</u>				
<u>Estimated Tuition, Books, & Fees - \$13,405.</u>	34.4%	96	68.2%	\$4058.00

<u>Program: Accounting & Automated Office (Degree)</u>				
<u>Estimated Tuition, Books, & Fees - \$24,164.</u>	27.8%	5	75%	\$ 0.00
<u>Program: Administrative Support Systems (Degree)</u>				
<u>Estimated Tuition, Books, & Fees - \$24,025.</u>	0.0%	0	0.0%	\$ 0.00
<u>Program: Business Information Management (Degree)</u>				
<u>Estimated Tuition, Books, & Fees - \$24,054.</u>	25%	3	100%	\$5771.00
2007-2008 Award Year				
<u>Program: Accounting & Automated Office</u>				
<u>Est. Tuition, Books, & Fees - \$11,345.</u>	38.9 %	7	66.7%	\$1841.00
<u>Program: Administrative Support Systems</u>				
<u>Est. Tuition, Books, & Fees - \$11,325.</u>	0.0 %	0	0.0%	\$ 0.00
<u>Program: Business Information Management</u>				
<u>Est. Tuition, Books, & Fees - \$11,570.</u>	18 %	9	88.9%	\$4018.00
<u>Program: Computer Information Systems</u>				
<u>Estimated Tuition, Books, & Fees - \$24,530.</u>	32.5%	27	76.9%	\$6107.00
<u>Program: Heating, & Air Conditioning Technology</u>				
<u>Estimated Tuition, Books, & Fees - \$12,695.</u>	60.8%	90	90.9%	\$4562.00
<u>Program: Accounting & Automated Office (Degree)</u>				
<u>Estimated Tuition, Books, & Fees - \$22,724.</u>	33.3%	8	100%	\$ 0.00
<u>Program: Administrative Support Systems (Degree)</u>				
<u>Estimated Tuition, Books, & Fees - \$22,585.</u>	66.7%	2	100%	\$ 0.00
<u>Program: Business Information Management (Degree)</u>				
<u>Estimated Tuition, Books, & Fees - \$22,614.</u>	36.4%	4	66.7%	\$ 916.00
2006-2007 Award Year				
<u>Program: Accounting & Automated Office</u>				
<u>Est. Tuition, Books, & Fees - \$11,345.</u>	38.9%	7	57.1%	\$3416.00
<u>Program: Administrative Support Systems</u>				
<u>Est. Tuition, Books, & Fees - \$11,325.</u>	22.2 %	2	100%	\$ 914.00
<u>Program: Business Information Management</u>				
<u>Est. Tuition, Books, & Fees - \$11,570.</u>	31.9 %	15	60%	\$2855.00
<u>Program: Computer Information Systems</u>				
<u>Estimated Tuition, Books, & Fees - \$24,530.</u>	21.5%	23	68.2%	\$2100.00
<u>Program: Heating, & Air Conditioning Technology</u>				
<u>Estimated Tuition, Books, & Fees - \$12,695.</u>	53.9%	76	76.3%	\$4578.00
<u>Program: Accounting & Automated Office (Degree)</u>				
<u>Estimated Tuition, Books, & Fees - \$22,724.</u>	43.5%	10	60%	\$3082.00
<u>Program: Administrative Support Systems (Degree)</u>				
<u>Estimated Tuition, Books, & Fees - \$22,585.</u>	0.0%	0	0.0%	\$ 0.00
<u>Program: Business Information Management (Degree)</u>				
<u>Estimated Tuition, Books, & Fees - \$22,614.</u>	20%	1	100%	\$12,013.00

Gainful Employment Disclosure

OPE ID# 02331300 - Pasadena, Texas - Main Campus

2009-2010 Award Year

	On Time Graduation Rate	# of Students Completed On Time	Graduate Placement Rate	Median Loan/ Debt Incurred
<u>Program: Accounting & Automated Office</u>				
<u>Estimated Tuition, Books, & Fees - \$13,345.</u>	44.4%	4	100%	\$2318.00
<u>Program: Administrative Support Systems</u>				
<u>Estimated Tuition, Books, & Fees - \$12,935.</u>	45.5%	5	75%	\$ 2794.00
<u>Program: Business Information Management</u>				
<u>Estimated Tuition, Books, & Fees - \$13,163.</u>	40%	10	100%	\$ 754.00

2008-2009 Award Year

<u>Program: Accounting & Automated Office</u>				
<u>Estimated Tuition, Books, & Fees - \$10,754.</u>	12.5%	1	100%	\$ 9355.00
<u>Program: Administrative Support Systems</u>				
<u>Estimated Tuition, Books, & Fees - \$10,442.</u>	47.6%	10	80%	\$ 2598.00
<u>Program: Business Information Management</u>				
<u>Estimated Tuition, Books, & Fees - \$10,900.</u>	30.6%	11	45.5%	\$ 2048.00

2007-2008 Award Year

<u>Program: Accounting & Automated Office</u>				
<u>Estimated Tuition, Books, & Fees - \$10,704.</u>	16.7%	2	50%	\$ 0.00
<u>Program: Administrative Support Systems</u>				
<u>Estimated Tuition, Books, & Fees - \$10,392.</u>	35%	11	57.1%	\$2550.00
<u>Program: Business Information Management</u>				
<u>Estimated Tuition, Books, & Fees - \$10,850.</u>	29.4%	5	20%	\$ 349.00

2006-2009 Award Year

<u>Program: Accounting & Automated Office</u> <u>Estimated Tuition, Books, & Fees - \$10,704.</u>	26.7%	4	100%	\$1055.00
<u>Program: Administrative Support Systems</u> <u>Estimated Tuition, Books, & Fees - \$10,392.</u>	44.4%	4	50%	\$ 0.00
<u>Program: Business Information Management</u> <u>Estimated Tuition, Books, & Fees - \$10,850.</u>	24.1%	7	71.4%	\$1671.00

OPE ID# 02331301 - Houston, Texas – Hillcroft - Branch Campus**2009-2010 Award Year**

	On Time Graduation Rate	# of Students Completed On Time	Graduate Placement Rate	Median Loan/ Debt Incurred
<u>Program: Accounting & Automated Office</u> <u>Estimated Tuition, Books, & Fees - \$13,345.</u>	25%	2	100%	\$ 25.00
<u>Program: Administrative Support System</u> <u>Estimated Tuition, Books, & Fees - \$12,935.</u>	70%	7	100%	\$ 0.00
<u>Program: Business Information Management</u> <u>Estimated Tuition, Books, & Fees - \$13,163.</u>	44.4%	4	100%	\$2065.00

2008-2009 Award Year

<u>Program: Accounting & Automated Office</u> <u>Estimated Tuition, Books, & Fees - \$10,754.</u>	41.7%	5	100%	\$ 0.00
<u>Program: Administrative Support Systems</u> <u>Estimated Tuition, Books, & Fees - \$10,442.</u>	50%	4	50%	\$1712.00
<u>Program: Business Information Management</u> <u>Estimated Tuition, Books, & Fees - \$10,900.</u>	60%	3	100%	\$1022.00

2007-2008 Award Year

<u>Program: Accounting & Automated Office</u> <u>Estimated Tuition, Books, & Fees - \$10,704.</u>	80%	4	100%	\$ 0.00
<u>Program: Administrative Support Systems</u> <u>Estimated Tuition, Books, & Fees - \$10,392.</u>	75%	3	66.7%	\$ 0.00
<u>Program: Business Information Management</u> <u>Estimated Tuition, Books, & Fees - \$10,850.</u>	58.3%	7	100%	\$ 166.00

2006-2007 Award Year

<u>Program: Accounting & Automated Office</u> <u>Estimated Tuition, Books, & Fees - \$10,704.</u>	60%	3	100%	\$1144.00
<u>Program: Administrative Support Systems</u> <u>Estimated Tuition, Books, & Fees - \$10,392.</u>	100%	3	100%	\$ 178.00
<u>Program: Business Information Management</u> <u>Estimated Tuition, Books, & Fees - \$10,850.</u>	25%	4	25%	\$2867.00

Gainful Employment Disclosure**OPE ID# 02331304 - Houston, Texas – North Houston - Branch Campus****2009-2010 Award Year**

	On Time Graduation Rate	# of Students Completed On Time	Graduate Placement Rate	Median Loan/ Debt Incurred
<u>Program: Accounting & Automated Office</u> <u>Estimated Tuition, Books, & Fees - \$13,345.</u>	44.4%	4	33.3%	\$ 934.00
<u>Program: Administrative Support Systems</u> <u>Estimated Tuition, Books, & Fees - \$12,935.</u>	41.7%	5	50%	\$3029.00
<u>Program: Business Information Management</u> <u>Estimated Tuition, Books, & Fees - \$13,163.</u>	41.2%	7	66.7%	\$1607.00

2008-2009 Award Year

<u>Program: Accounting & Automated Office</u> <u>Estimated Tuition, Books, & Fees - \$10,754.</u>	0.0%	0	0.0%	\$ 0.00
<u>Program: Administrative Support Systems</u> <u>Estimated Tuition, Books, & Fees - \$10,442.</u>	0.0%	0	0.0%	\$ 0.00
<u>Program: Microsoft Office User Specialist</u> <u>Estimated Tuition, Books, & Fees - \$10,900.</u>	14.3%	1	0.0%	\$2297.00

2007-2008 Award Year

<u>Program: Accounting & Automated Office</u> <u>Estimated Tuition, Books, & Fees - \$10,704.</u>	16.7%	1	100%	\$ 0.00
<u>Program: Administrative Support Systems</u> <u>Estimated Tuition, Books, & Fees - \$10,392.</u>	50%	3	33.3%	\$ 347.00
<u>Program: Microsoft Office User Specialist</u> <u>Estimated Tuition, Books, & Fees - \$10,850.</u>	38.9%	7	66.7%	\$ 840.00

2006-2007 Award Year

Program: Accounting & Automated Office

Estimated Tuition, Books, & Fees - \$10,704. 18.8% 3 100% \$ 0.00

Program: Administrative Support Systems

Estimated Tuition, Books, & Fees - \$10,392. 50% 3 100% \$ 431.00

Program: Microsoft Office User Specialist

Estimated Tuition, Books, & Fees - \$10,850. 13.3% 2 50% \$ 0.00

Voter Registration:

Students may visit their local post office to obtain the required Voter Registration form and necessary requirements outlined by their state or to download a version of the form visit the U.S. Election Assistance Commission at <http://www.eac.gov/voter/Register%20Vote>