

**KING'S COLLEGE**

**322 Lamar Avenue**

**Charlotte, North Carolina 28204**

**(704) 372-0266**

**[www.kingscollegecharlotte.edu](http://www.kingscollegecharlotte.edu)**

**Academic Year 2011 – 2012**

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# **GENERAL INFORMATION**

## **HISTORY**

King's College, the first independent college of business established in North Carolina, was founded in 1901 by John Hugh King. In its early history, the school was located in Charlotte's central business district. It was moved to its present Lamar Avenue location in the late fifties to better serve the needs of its students.

For years, King's has served Charlotte and the two Carolinas by providing thorough and practical business training for young men and women. Because of its distinguished service, the school is well recognized by many leading business firms. Today, thousands of graduates are serving in administrative, accounting, computer programming and networking, graphic design, medical assisting, travel, paralegal, and other positions throughout the country.

## **MISSION STATEMENT**

King's College is an institution of higher learning dedicated to quality education. We prepare students in specific, career-focused programs of study that are completed in 8 to 16 months, and we strive to ensure that students graduate and are placed in a job within their career fields.

## **VALUE STATEMENTS**

### Excellence

- King's College is committed to high quality teaching delivered by credentialed faculty with strong professional experience.
- King's College values a structured learning environment that combines general education with career-focused classes leading to associate of applied science degrees and professional diplomas.

### Service

- King's College is dedicated to assisting graduates in securing employment in their field of study.
- King's College continually improves its services by evaluating educational assessments and employment feedback to ensure that graduates are well prepared for successful careers in the field that they have chosen.

## Compliance

- King's College continuously operates with integrity and fairness to ensure full compliance with accrediting standards and all regulatory bodies.

## **GOALS / OBJECTIVES**

- That students acquire the specific skills and knowledge required for their career fields through our specialized programs.
- That graduates grow professionally in their chosen fields and add value to the community in which they live.
- That graduates are prepared with a solid foundation for future progress in their careers and will embrace life-long learning.

## **LOCATION AND FACILITIES**

King's College is located in a tree-shaded area at the intersection of Lamar Avenue and Park Drive, one mile east of Charlotte's downtown business district. The school's buildings are bordered on one side by municipally owned Independence Park, which contains a variety of flowering trees and shrubs, a well-maintained rose garden, walks, and shaded tables for the enjoyment of the area's residents. Presbyterian and CMC/Mercy hospitals, as well as a number of other institutions and businesses including churches and restaurants, border the opposite side of the school.

The Administration Building at 322 Lamar Avenue houses the school's administrative offices and classrooms. The educational section of the building consists of lecture rooms, two medically oriented rooms, and three rooms with networked personal computers. A fourth computer classroom is outfitted with iMac computers. The King's College library and three additional lecture classrooms are located in the Pritchett Building, which is across Lamar Avenue from the Administration Building. The school is accessible to the handicapped.

## **ACCREDITATION**

King's College is accredited by the Accrediting Council for Independent Colleges and Schools ([www.acics.org](http://www.acics.org)) to award diplomas and associate's degrees. The address and telephone number of the Accrediting Council for Independent Colleges and Schools are 750 First Street, N.E., Suite 980, Washington, DC 20002-4241, (202) 336-6780. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.

The King's College Medical Assisting Programs are currently accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board. The address and telephone number of the Commission on Accreditation of Allied Health Education Programs are 1361 Park Street, Clearwater, FL 33756, (727) 210-2350.

## **AFFILIATIONS**

King's College is a member of the Career College Association, the North Carolina Association of Independent Colleges and Schools, and the Central Piedmont Employers Association. In addition, King's College is represented in a number of other organizations through the membership and participation of various faculty and staff members. The Metrolina Paralegal Association and the North Carolina Business Educators Association are two such organizations in which the school is routinely represented.

## **APPROVALS**

King's College is licensed by the North Carolina State Board of Community Colleges; this state board offers licensure and is not an accrediting agency. King's College is authorized to award the associate in applied science degree by the Board of Governors of The University of North Carolina. All diploma and associate degree programs offered at King's College are approved for training of veterans and for the rehabilitation of disabled veterans as well as for training under the War Orphan's Education Assistance Act. Various governmental agencies, including the Division of Vocational Rehabilitation Services of the North Carolina Department of Human Resources, the North Carolina Commission for the Blind, and the City of Charlotte Manpower Department, have sponsored students in programs at King's.

Students who expect to seek or receive assistance under any governmental or private program are advised to consult with the school's representative concerning the necessary approvals and procedures for filing an application for assistance or sponsorship.

## **LEGAL CONTROL**

King's College is legally controlled by Bradford Schools, Inc., 309 East Morehead Street, Suite 220, Charlotte, North Carolina 28202. Members of the Board of Directors are Joseph L. Calihan, Chairman, and Martin J. Calihan, President and Chief Executive Officer. In addition to Messrs. Joseph L. Calihan and Martin J. Calihan, corporate officers are Jo Ann Travis, Vice President; Vincent S. Graziano, Vice President; A. Christopher Seigle, Vice President; Jennifer G. Calihan, Secretary; and Steven J. Lynch, Treasurer.

Other affiliated Bradford schools include:

Antonelli Institute, Philadelphia, Pennsylvania  
Bradford School, Columbus, Ohio  
Bradford School, Pittsburgh, Pennsylvania  
Fox College, Bedford Park, Illinois  
Hickey College, St. Louis, Missouri  
International Business College, Fort Wayne, Indiana  
International Business College, Indianapolis, Indiana  
Minneapolis Business College, Minneapolis, Minnesota  
Vet Tech Institute, Pittsburgh, Pennsylvania  
Vet Tech Institute of Houston, Houston, Texas  
Wood/Tobe-Coburn School, New York, New York

## **BONDING**

King's College maintains guaranty bonds for prepaid tuition in the amount of one million seven hundred fifty thousand dollars (\$1,750,000). The guaranty bonds are located in the Chief Academic Officer's office and are available for review for anyone wishing to see them.

## **PROGRAM MODERNIZATION**

King's College prepares its students for employment in the business and medical community. To best meet the needs of these employers, periodic revision of our courses and programs is necessary. King's College, therefore, reserves the right to add to or delete material from courses; alter program content; change software and equipment; change faculty; adjust tuition, fee, and residence rates; and modify cancellation/refund policies as circumstances indicate, subject to approval of the various state and national agencies under whose regulations we operate. Also included is the right to cancel a program if there is insufficient enrollment.

## **DISASTER AFFECTING THE SCHOOL'S OPERATIONS**

In the event of Acts of God affecting operations (i.e., fire, flood, hurricane, tornado, etc.), King's College reserves the right to suspend training for a period not to exceed 90 days.

## **NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES**

Educational institutions receiving federal financial assistance are required to comply with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title VI of the Civil Rights Act of 1964. These federal laws prohibit discrimination on the basis of sex, including sexual harassment; race; color; religion; national origin; age; veteran status; and disability in the education programs and activities that they operate. King's College is subject to these laws and complies fully with them in the enrollment of students, the hiring of faculty and staff, and in all other activities of the college. The Chief Academic Officer, who is identified in the Administration, Faculty, and Staff section of this catalog and who may be reached at 704-372-0266, is the coordinator at King's College. Students, faculty, and administrative employees are encouraged to bring any complaints or reports of discrimination to the coordinator's attention. The matter will be investigated promptly and both parties will be notified in writing about the outcome of the complaint. Appropriate follow-up will be implemented to assure that no person associated with the college is subjected to unlawful discrimination. Individuals who report discrimination will not be subjected to any retaliation for doing so.

## **COPYRIGHT INFRINGEMENT POLICY AND SANCTIONS**

King's College requires all students, faculty, and staff to comply with copyright laws. Copyright is a form of protection provided by the laws of the United States (Title 17, U.S. Code) to the authors of "original works of authorship." The owner of copyright has the exclusive rights of reproduction, adaptation, publication, performance, and display. Types of works that are covered by copyright law include, but are not limited to, text, music, art, photographs, graphics, film, and software. Copyright covers all forms of a work, including its digital transmission and subsequent use.

It is illegal for anyone to violate any of the rights provided by the copyright law to the owner of copyright. Copying copyrighted materials in excess of the "fair use" limitation without the authority of the copyright owner, including uploading or downloading works protected by copyright, is an infringement of the copyright owner's exclusive rights of reproduction and/or distribution. Unauthorized distribution of copyrighted material, including distribution of copyrighted material through unauthorized peer-to-peer file sharing, may subject individuals to civil and criminal liabilities.

Copyright infringement violates the institution's policies and the law. Anyone who engages in copyright infringement, including the unauthorized distribution of copyrighted materials using the institution's information technology system, will be subject to discipline by the school, which may include warning, suspension, expulsion, or termination. Copyright infringement may also subject the individual to civil and criminal liabilities. Anyone found to have infringed a copyrighted work may be liable for actual damages or statutory damages up to \$30,000 for each work infringed and, if willful infringement is proven by the copyright

owner, that amount may be increased up to \$150,000 for each work infringed. In addition, individual infringers may be subject to criminal prosecution.

## **STUDENT CONSUMER INFORMATION**

Federal regulations set forth by the Higher Education Act of 1965, as amended, require King's College to annually distribute to all enrolled students and to prospective students upon request information about the availability of specific types of consumer information. To comply with these regulations, King's College has prepared a "Guide to Student Consumer Information." This report is distributed annually to enrolled students. Copies are available upon request in the office of the Chief Academic Officer.

# **ADMISSIONS INFORMATION**

## **ADMISSIONS REQUIREMENTS**

To be admitted to King's College, applicants must have graduated from a valid high school, private school, or equivalent (GED). Additionally, applicants must complete an entrance test. Applicants are admitted for enrollment on the basis of previous scholastic records as evidenced by a transcript of work completed in high school or college and their score on the entrance test. Previous training in business subjects is generally not required.

Students initially applying to the paralegal program are required to complete a test for reading and written English expression and have obtained grades in English classes completed in high school that demonstrate a sound level of English language competency. Currently enrolled legal administrative assisting students may apply to the legal studies program manager for transfer to the paralegal program during their third term. Student requests are evaluated on the basis of the student's cumulative grade point average, the student's grade point average in legal courses taken to date, and the student's attendance record. If the application is accepted, students may transfer to the paralegal program at the beginning of their fourth term.

## **ADMISSIONS PROCEDURE**

All programs typically begin in the fall semester. Some programs may also begin in March and/or July. Prospective students should call or write the Admissions Department to request an application form. Potential students may also apply online at [www.kingscollegecharlotte.edu](http://www.kingscollegecharlotte.edu).

To apply for enrollment, the student should complete the application form and submit it with the application fee to the Admissions Office, King's College, 322 Lamar Avenue, Charlotte, North Carolina 28204.

Prior to application, potential students are expected to receive a tour of the school.

Upon receipt of the application, the school will request a transcript of the applicant's high school record. Any record of post-high school education should be obtained by the applicant and provided to the school. Generally, the applicant is notified of the school's decision within four weeks after submission of the application.

# FINANCIAL INFORMATION

## TUITION AND FEES

**Application Fee** ..... \$50  
Payable with all applications for admission. This fee is refunded if the application is rejected.

**Tuition Deposit** ..... \$50  
A \$50 tuition deposit is due no later than 30 days after a student's acceptance, except for students who apply in the summer for admission not in the upcoming academic year but in the subsequent year. In those cases, deposits are due by October 1. Tuition deposits are applied to tuition when students begin classes. They are not refundable after their due date.\*

**Confirmation Deposit** ..... \$50  
A \$50 confirmation deposit is due no later than 30 days after the financial plan is held. This deposit is credited to tuition when the student begins classes. It is not refundable after its due date.\*

**Residence Deposit**..... \$100  
This deposit reserves a residence and is applied to residence fees when the student enters the residence. The residence deposit may be paid at any time after the student is accepted but is due no later than 75 days before the student's program begins.\*

Rates for students entering between January 1, 2011, and December 31, 2011:

**Tuition**  
All programs per semester\*\* ..... \$6,770

**Residence Facilities**  
Per semester\*\*\* ..... \$3,190

**Other Fees**  
Medical Assisting Lab Fee (per semester) ..... \$300  
This fee is charged for each semester and half-semester term for which the student is enrolled during the first two and one-half semesters of the program. The student is charged at half the rate for a half-semester term.

**Textbooks and Supplies**  
Book charges will vary from semester to semester depending upon the program in which the student is enrolled and the courses being taken. These charges will range from \$380 to \$1,400 per semester. The actual charges will be disclosed each academic year as the financial plan is completed.

Students may opt out of their plan to have books and/or supplies charged to their account. To start the opt-out process, the student must see the Financial Aid Office to revise the financial plan. If the student has a credit balance on his or her account, those funds will be made available immediately upon the student's request so that the student may purchase books and supplies.

Rates for students entering between January 1, 2012, and December 31, 2012:

**Tuition**

All programs per semester\*\* ..... \$6,850

**Residence Facilities**

Per semester\*\*\* ..... \$3,230

**Other Fees**

Medical Assisting Lab Fee (per semester .....\$200

This fee is charged for each semester and half-semester term for which the student is enrolled during the first two and one-half semesters of the program. The student is charged at half the rate for a half-semester term.

**Textbooks and Supplies**

Book charges will vary from semester to semester depending upon the program in which the student is enrolled and the courses being taken. These charges will range from \$380 to \$1,400 per semester. The actual charges will be disclosed each academic year as the financial plan is completed.

Students may opt out of their plan to have books and/or supplies charged to their account. To start the opt-out process, the student must see the Financial Aid Office to revise the financial plan. If the student has a credit balance on his or her account, those funds will be made available immediately upon the student's request so that the student may purchase books and supplies.

*\*Applicants who are accepted or apply within 30 days of their original start date must pay all deposits before classes begin.*

*\*\*The quoted tuition rate is based on enrollment for the equivalent of 12 credit hours or more in a semester. Tuition charges for a student enrolled in less than 12 credit hours in a semester will be adjusted proportionately. Students reenrolling midsemester will be charged for a term. The charge for a stand-alone term is equal to one-half the semester rate and is based on enrollment for the equivalent of 6 credit hours or more in the stand-alone term. Tuition charges for a student enrolled in less than 6 credit hours in a stand-alone term will be adjusted proportionately.*

*\*\*\*To remain enrolled as a student in school, a student who enters a residence must continue in residence or pay minimum charges of two semesters for students enrolled in two-semester programs or two and one-half semesters for students enrolled in other*

programs. Should a student remain in residence beyond this minimum period of obligation, he or she will be charged for each additional term (half-semester) during which the student continues in residence. For this purpose, any part of a term is considered a full term.

## **REFUND POLICIES**

When students withdraw or are dismissed, refunds shall be based on and computed from the last day of attendance. For these purposes, the week during which the last day of attendance occurs will be considered a week of attendance. Refunds shall be made within 45 days of the date a student withdraws or the date of determination of withdrawal if a student does not notify the college of his/her intention to withdraw. Questions about refunds of tuition, residence fees, and other charges should be referred to the college's administrative or financial aid office. Examples of refund calculations are available upon request.

### **Tuition Refund**

Refunds of tuition shall be made based primarily on a weekly prorated rate through the sixty percent point of the semester (or stand-alone term) and shall be calculated by dividing the number of weeks remaining in the semester (or stand-alone term) by the total number of weeks in the semester (or stand-alone term), rounded down to the nearest ten percent. The following table illustrates the portion of the tuition that will be refunded according to this policy:

<u>Week of Semester</u>	<u>% Refund</u>	<u>Week of Stand-Alone Term</u>	<u>% Refund</u>
1	100%	1	100%
2, 3	80%	2	70%
4	70%	3	60%
5, 6	60%	4	50%
7, 8	50%	5	30%
9	40%	After Week 5	None
10	30%		
After Week 10	None		

### **Residence Deposit**

A residence deposit made early is refundable until the due date if a student cancels. A deposit paid on or after the due date is not refundable except when an application is rejected.

### **Residence Fees**

Refunds of residence fees will be made only to students who withdraw or who are dismissed from the college. In these cases, the refunds will be calculated in the same manner as refunds of tuition.

## **Medical Lab Fee**

For the purpose of refunds, lab fees for students in the Medical Assisting programs are treated the same as tuition. There is no refund or reduction of lab fees during a period of externship. To avoid a fluctuation in semester or term charges, lab fees are allocated over two and one-half semesters of the program. They apply regardless of whether a student is actually enrolled in a lab at any particular time.

## **Textbooks and Supply Kits**

Textbooks and supply kits are available from the college bookstore; however, students are not required to purchase books or supplies from the college. If a student elects to purchase textbooks or supply kits from the bookstore and have them charged to his or her account, the cost will be included as an institutional charge. In effect, the amount charged will be treated for the purpose of refunds as additional tuition. Unused and unmarked textbooks and intact supply kits may be returned to the bookstore for full credit.

## **Treatment of Title IV, HEA Program Funds Upon Withdrawal**

Upon a student's withdrawal or dismissal from college, the U.S. Department of Education requires specific treatment of the Title IV program funds received by the student. These requirements are published in Chapter 34 of the Code of Federal Regulations, Section 668.22. The college is required to make refunds to the Title IV program funds according to these regulations regardless of amounts resulting from the college's tuition refund policy as described above.

These regulations allow the college to keep as "earned" the amount of Title IV aid that is equivalent to the amount of time the student has been in attendance, except during the first 30 days of a new student's first semester when the college is sometimes not permitted under regulations to disburse the student's Stafford loan. Title IV funds disbursed in excess of this amount must be returned by the college in the order noted below.

During the calculation of Title IV aid earned, the college will determine whether the student is due a post-withdrawal disbursement of federal aid. The college will make a determination as to whether the aid could have been disbursed under normal conditions and whether a post-withdrawal disbursement is necessary and appropriate. The amount of a post-withdrawal disbursement is determined by following the requirements for calculating earned Title IV aid and has no relationship to incurred educational costs. In addition, any post-withdrawal disbursement due to the student must meet the current required conditions for late disbursements. If the student is due a post-withdrawal disbursement of loan funds, the college will notify the student and offer those funds. If the student is due a post-withdrawal disbursement of grant funds, the grant funds will be applied to the student's account and the student will be notified.

In the event the college is prevented from retaining the student's planned financial aid to satisfy tuition and other charges, the student is directly responsible for paying those charges.

### **Order of Refund**

Funds that must be returned to the federal government when a student is withdrawn, dismissed, or graduated, including the refund of a credit balance on the student's account, will be applied in the following sequence to eliminate or reduce balances in the aid programs from which the student received funds during the period: (1) unsubsidized Federal Stafford loans, (2) subsidized Federal Stafford loans, (3) unsubsidized Direct Stafford loans, (4) subsidized Direct Stafford loans, (5) Federal Perkins loans, (6) Federal PLUS loans, (7) Direct PLUS loans, (8) Federal Pell Grants (for which a return is required), (9) Academic Competitiveness Grant (for which a return is required), (10) Federal Supplemental Opportunity Grants (FSEOG) (for which a return is required), and (11) other assistance under Title IV for which a return is required. Any state or private aid programs will be refunded according to the program requirements. Remaining credit balances will be refunded to the student.

A refund which is designated for return to the student will not be made if there are unpaid charges owed to the college. Student balances that are not subject to Title IV refund regulations and are of an inconsequential amount will be written off. This includes debit and credit balances equal to or less than \$25.

### **PAYMENT TERMS**

Tuition, textbook charges, lab fees, and residence fees, if applicable, are due on the first day a student begins class unless other prior arrangements have been made with the school. In the case where a student's financial situation warrants an exception, a member of King's College's staff will meet with the student to develop a financial plan. All financial obligations must be satisfied prior to graduation. If other financial arrangements have been made with the school, the student should ensure that the financial obligations have been met prior to graduation.

### **FINANCIAL AID**

A variety of financial plans are available to assist qualified students in securing an education, regardless of financial status or family income level. These plans include a combination of student loans, parent loans, grants, scholarships, and payment plans. The variety of available plans affords flexibility in choosing the one best-suited for a specific need. King's College offers individual financial planning sessions for each student and family beginning with the completion of the Free Application for Federal Student Aid (FAFSA). Information about these plans is available from the Admissions or Financial Aid Office.

Financial aid is disbursed each semester and upon disbursement is credited directly to the student's account. Additionally, students will be notified in writing when federal student loans are disbursed. Other federal loan information, including the terms and conditions, is presented during planning and again during the entrance interview; it is also available at any time from the Admissions or Financial Aid Office.

## **Verification Policies and Procedures**

To ensure that only eligible students receive Title IV aid, the government is randomly selecting applicants whose application information must be verified. The school will also exercise its option to verify additional student aid applicants not selected by the government. The school will not make any disbursement of Title IV aid to any student that is selected for verification until all verification documentation is complete.

**Time Frame:** The school will notify students at the time of the financial interview if verification is required. The financial interview normally occurs prior to enrollment. Students will be expected to submit all documentation no later than the program start date. Students who do not meet this deadline will be given two weeks from the start date to supply the verification documentation. An extension may be granted beyond the two weeks when circumstances beyond the student's control prohibit him/her from submitting the required documentation. In no way, however, will an extension be granted beyond the date for a second financial disbursement.

**Consequences for not Submitting Proper Documentation Within the Proper Time Frame:** If the student is unable to submit the required documentation within the two weeks from the program start date, he/she may request an extension. If the student does not request an extension or at the end of the extension does not submit the required documentation, the Title IV aid awarded will be canceled. The student must then make new arrangements for paying all tuition and fee charges due to the school.

**Notification of Verification Results:** If no errors or discrepancies are found during the verification process, the student will be awarded the financial aid for which he/she is eligible. The disbursement of the aid will serve as notification to the student. If errors or discrepancies are found during the verification process, the student will be counseled on how to resolve the discrepancies or correct the errors.

**Correction of Incorrect Information:** If discrepancies are found in household size or number in postsecondary education, the student will be asked for additional proof of these items. If the independent status is questionable, the student will be asked for additional information to support his/her status. The school will assume the information on the individual's tax return to be correct. Corrections will be made on financial aid applications to reflect the information on the tax return. When applicable, the use of "tolerance" may be exercised, or the award may be "recalculated." If there is a change in the award amount, or if tolerance may not be applied, the Institutional Student Information Record (ISIR) will be

reprocessed. In no case will the school ever disburse on the original ISIR when resubmitting the ISIR would result in an increased award.

In the case of campus-based aid and Stafford loans, the school will follow the same procedures that it takes for Pell. When applicable, the expected family contribution is recalculated. If an overaward is determined, the aid will be decreased to an eligible amount, and the student and the lender will be notified of the change in the award amount.

## **SCHOLARSHIPS AND INSTITUTIONAL LOANS**

Four \$5000 scholarships are awarded by King's College based on the results of a competitive scholarship test. The test is administered in January and is based on general education. The test content does not specifically relate to an individual field of study or skill. Each scholarship will be disbursed in halves at the beginning and midpoint of the first academic year.

In addition to the above, scholarships are available through the North Carolina Distributive Education Clubs of America, the North Carolina Future Business Leaders of America, and the North Carolina Health Occupations Student Association. These scholarships are awarded by the North Carolina Department of Public Instruction through these student organizations. Procedures for applying for these scholarships can be found in the State Advisors High School Handbook. Three scholarships are offered annually by King's College under these programs with a maximum single award of \$1000. The student must attend King's College to receive the scholarship.

Additional information regarding any of these scholarships may be obtained through the Admissions Office.

Institutional loans are available on a limited basis for students who have exhausted other possible means of financing. Institutional loan applications are accepted throughout the year. Loan amounts will vary depending upon financial need and may not exceed institutional charges. Loan recipients are required to make minimum monthly cash payments to offset institutional charges while in school. Monthly cash payments and interest charges begin following graduation or withdrawal.

# **STUDENT SERVICES**

## **COUNSELING**

Counseling and advising are important services at King's College. All members of the faculty assume responsibility for helping each student work toward the degree of success that he or she is capable of achieving. Program managers and individual faculty members are responsible for academic and basic personal counseling. They guide the student through problems that may arise; for example, problems with schedules, grades, subject matter, or graduation requirements. The Placement Department provides counseling in the areas of job interviewing and related placement activities.

## **PLACEMENT**

Graduates of all King's College programs are entitled to use the services of the Placement Department at no additional charge throughout their careers. These services may be used as many times as the graduate wishes regardless of the year of graduation. The school cannot, of course, guarantee employment or placement in the student's field of study, but can provide contacts and guidance during the placement process. Any employment that a student or graduate may obtain with the help of the school's placement department will most likely be at an entry-level position.

In addition to the services of the King's College Placement Department, a King's College graduate can request assistance from the placement department at any affiliated Bradford school.

King's College reserves the right to deny placement services to a graduate at any time if he or she is delinquent or in default on a student loan, if he or she owes a refund on any federal or state student financial aid program, or if his or her conduct is significantly detrimental to the integrity of the institution. Examples of cause that could lead to forfeiture of placement privileges are failure to pass a drug test and conviction of criminal activity.

## **LIBRARY**

The King's College library is composed of a basic collection of books, periodicals, and reference books to support the courses offered in the various programs.

The library staff is available to provide reference services and to orient new students to research techniques. The faculty and the library staff work together to provide book and nonbook selection and instructional support.

## **PERSONAL PROPERTY**

King's College cannot be responsible for loss or damage to the personal property of students. Students are urged to provide adequate insurance through personal or family policies to cover such a loss in the event it does occur.

## **STUDENT RESIDENCES**

King's College maintains residence facilities for women. Women reside in one of two residence facilities--Pritchett Hall or Calihan Hall, which are located on the campus of King's College. Our residence facilities offer safety, convenience, and a chance for students to experience an independent lifestyle. No meals are provided, as each building has fully equipped kitchen areas for the use of resident students.

Residence charges are based on the college's overall costs for the calendar year. For that reason, the normal semester or half-semester term rate is not reduced for a student whose program includes a period of externship during which the student does not reside in the residence facility.

Residence facilities are only for the use of currently enrolled King's College students. A student who withdraws or is dismissed from King's College may not continue to reside in the residence facilities without express permission from the school.

Detailed policies concerning the King's College residence facilities are published separately from the catalog and are available upon request from the school's Admissions Office.

## **CAMPUS SECURITY**

King's College strives to provide a safe environment for our students' learning experience. We have located our facility in a typical business setting, and trespassing laws are enforced on our premises. If, however, a crime is committed on our premises, school personnel and building management are available to assist the students.

### **How to Report Criminal Actions or Other Emergencies**

If a student or other campus member is the victim of a crime, believes s/he sees a crime being committed, or becomes aware of any other emergency, the individual should report it in a timely manner to any school official. School officials include directors (including the residence director), program managers, and support personnel. All incidents are then reported to the building management personnel and the local police. Students and employees are directed to call 911 to reach the city police or fire department should an emergency arise when a school official is not available. King's College has no official policy

or procedures for confidentially reporting crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

## **Campus Safety Procedures and Crime Prevention Programs**

Orientation is held the first week of classes for all new students. Mandatory orientation is also conducted for all students residing in college residence facilities. Orientation agendas include information in the areas of personal safety and theft protection. Additionally, during the course of their program, guests are invited to speak to students and employees on safety procedures, such as self-protection. These seminars are provided for all students and employees. Handouts provided by the guest speakers regarding personal safety and crime prevention are distributed to all students and staff.

## **Timely Warning Reports**

The college administration will provide students, faculty, and staff with timely warnings of reported crimes and other events that are considered to be a serious or ongoing threat to the safety of students and employees. These warnings include a description of the crime and the time, date, and location of the occurrence. The warnings are posted on campus bulletin boards, residence hall bulletin boards, and other appropriate areas. If campus bulletin boards are not timely enough, the campus community will be notified by a more urgent means as deemed appropriate for the situation.

## **Security and Access to Campus Facilities**

During business hours, the administration and classroom buildings are open to students, parents, employees, applicants, and other individuals who have a legitimate purpose for being on campus. During nonbusiness hours, these buildings are locked and access is by key, which have been assigned to designated personnel. The security officer on duty activates the building alarm/security system once the buildings are vacated at the end of each business day.

King's College residence facilities have a residence director and security guard on duty each night to assist students. For security, the residence facilities are opened at 7 a.m. Monday through Sunday. The residence facilities are closed, alarmed, and secured at 1 a.m. Sunday through Thursday nights and at 3 a.m. Friday and Saturday nights. Outside doors will not be unlocked and unalarmed prior to the scheduled opening time, and students must be in their assigned residence hall before the facilities are closed and secured for the night. Inside doors have adequate locks, and students are reminded to keep their room door locked. Students are directed to call 911 to reach the city police or fire department should an emergency arise when security is not available.

Safety and security issues are considered and implemented in the maintenance of all campus lighting, shrubbery, and other areas that could affect the safety of individuals on campus.

Safety and security maintenance requests receive priority treatment over nonsafety and nonemergency requests.

### **Authority of Campus Security Personnel**

King’s College does not have a campus police or security department. The college contracts with an outside agency to provide security services on its campus. Security personnel at the campus have no formal relationship with any state or local law enforcement agency, although they do maintain a good working relationship with local law enforcement personnel. Security personnel have no authority to arrest anyone.

### **Crime Statistics**

The following is a summary of the crimes that were committed and reported on our campus, including residence facilities, and on public property within the campus or immediately adjacent to and accessible from the campus during the periods indicated.

<u>Category</u>	<u>Location</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
Murder/Non-negligent Manslaughter	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Negligent Manslaughter	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Sex Offenses, Forcible	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Sex Offenses, Non- Forcible	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Robbery	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Aggravated Assault	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0

<u>Category</u>	<u>Location</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
Burglary	On Campus*	0	1	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Motor Vehicle Theft	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Arson	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Liquor Law Arrests	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Liquor Law Violations Referred for Disciplinary Action	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Drug Law Arrests	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Drug Law Violations Referred for Disciplinary Action	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Illegal Weapons Possession Arrests	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0

\*This category includes ALL on-campus incidents, including those listed in the “On-Campus Housing Facility” category.

There were no reported hate crimes for the years 2008, 2009, and 2010.

Caveat: King's College has no non-campus buildings or property nor does it recognize any off-campus locations of student organizations.

### **Policy for Preparing the Annual Disclosure of Crime Statistics**

Campus crime, arrest, and referral statistics include those reported to campus officials and local law enforcement agencies. The report includes crimes that have occurred on campus, in campus residence facilities, and on public property within or adjacent to the campus. The Director/Chief Academic Officer is responsible for collecting all crime reports and preparing the annual crime statistics disclosure to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

### **Policy on Alcoholic Beverages and Illegal Drugs**

Expulsion, suspension, or some lesser sanction maybe imposed for the use, possession, or furnishing of alcoholic beverages or illegal drugs while on campus or while involved in school-related activities. Please refer to the King's College Drug Prevention Program for details. The King's College campus is designated as drug-free, and the consumption of alcohol is not permitted in any circumstances, even by students who are of legal age to purchase alcohol. The College will support local law enforcement agencies in the enforcement of underage drinking laws and federal and state drug laws.

### **Policy on Sexual Assault**

King's College sponsors educational programs to promote the awareness of rape, acquaintance rape, and other forcible and nonforcible sex offenses. These programs are offered and conducted by United Family Services. Information on registered sex offenders can be obtained from the web site address [www.4ncrecords.com](http://www.4ncrecords.com).

Procedures for reporting sex offenses are the same as for any other crime. If a student is the victim of a sexual offense, the student should report the offense in a timely manner to any school official. School officials include directors (including the residence director), program managers, and support personnel. If the student wishes to notify the proper law enforcement authorities, school officials are available and willing to assist. It is important for the victim to preserve evidence for proof of a criminal offense and that the offense be reported immediately.

Students may receive a listing of off-campus counseling, mental health, or other services available to victims of sex offenses from the education support office. No professional on-campus services are available. If requested by the victim, school officials will change the victim's academic and living situations after an alleged sex offense. School officials will assist in notifying the victim of all reasonably available options available for these changes.

In a situation where disciplinary action is required, the accuser and the accused will be entitled to the same opportunities, which include having others present during school

disciplinary proceedings. Both the accuser and the accused shall be informed in writing of the outcome following a final determination of the alleged offense as well as the appropriate sanctions that the school may impose. Appropriate sanctions may range from class suspension to dismissal from school.

### **Missing Student Notification**

In compliance with the Higher Education Act of 1965, as amended, the following policy and procedure have been developed in order to assist in locating a King's College student living in campus residence facilities who is reported missing.

A student shall be deemed missing when s/he is absent from the school for more than 24 hours without any known reason. Anyone who believes a student is missing should report their concern to the office of the Director of Student Services, which will investigate the report and determine whether or not the student is missing. When a student is determined to be missing, the Director of Student Services will immediately contact the local law enforcement agency.

All students shall have the opportunity to identify confidentially an individual to be contacted by the school in case a student is determined to be missing. No later than 24 hours after that determination, the office of the Director of Student Services will notify the individual that the student is missing. All students who are less than 18 years of age and not emancipated will have their parent or guardian notified within 24 hours when the student is determined to be missing.

### **Emergency Response and Evacuation Procedures**

The college administration will immediately notify the school community in the event and confirmation of an emergency or dangerous situation involving an immediate threat to the health or safety of students or staff. The decision will be made on a case-by-case basis. In the event of an emergency, students should follow the guidance provided by the administration through classroom announcements and personal communications.

Fire alarms are located throughout the buildings. In the event that a building needs to be evacuated for any reason, a fire alarm will be activated. At the sounding of the alarm, all building occupants shall evacuate the building immediately. Classroom instructors are expected to interrupt class activity and instruct students to evacuate the building when the alarm sounds. Students are expected to follow directions as given to them by their instructor or other school officials. All exits are marked, and students are expected to leave the building in a prompt and orderly fashion using these exits. Instructors should close any windows, turn off room lights, take the sheet for taking attendance, make sure everyone has left the room, close the door of the room, lead students away from the building, take roll immediately, and stay with the students until instructed to return to the building. Periodically fire and other emergency drills will be conducted at the school in order to familiarize students with fire and emergency evacuation procedures.

King's College conducts fire safety training for resident students during their residence orientation. This training will include fire prevention policies and rules, fire safety precautions, protocol for reporting fires, procedures for evacuating the building, and use of fire extinguishers. The fire and smoke alarm systems alert residents of potential hazards. When an alarm sounds, each resident should follow the established procedures:

1. Awaken any sleeping roommate.
2. Feel the doorknob and the door. If they are hot, do not open the door. Use a towel or blanket to fill the cracks around the door. Call 911.
3. If the doorknob and door are cool, slowly open the door and exit the room.
4. Close the door tightly when evacuating.
5. Follow the predetermined exit route in a quick and orderly manner.
6. When exiting in smoky conditions, keep your hand on the wall and crawl to the nearest exit.
7. Leave the building using the nearest accessible stairway.
8. Move safely away from the building and await instructions.

In the event of an incident which would require the larger community to be notified, the college administration will utilize the 911 emergency phone system to report the event.

King's College also publishes an annual Fire Safety Report. This report is available in the office of the Director of Student Services.

## **HEALTH CARE SERVICES**

King's College is fortunate to be located within a two-block area of two major hospitals with emergency facilities and within three miles of the region's largest major medical facility. Thus, emergency health care services are readily available. Each of the residence facilities and the classroom building contain a first aid kit adequate to handle minor emergencies. Emergency care services will be summoned when necessary. King's College accepts no responsibility for provision of health care nor for charges incurred for emergency care requested.

## **ACTIVITIES**

Students are invited to participate in an activity program that takes advantage of the cultural, business, and recreational resources of the area. While the social program varies each year depending upon student choice, all activities are designed to relieve some of the inherent pressures created by an intense academic schedule. In addition, these activities serve as the ideal place to meet new friends and develop greater poise and self-reliance for eventual participation in the business world.

# **ACADEMIC INFORMATION**

## **CLASS SCHEDULE**

Instructional hours are 50 minutes in length. Classes are scheduled Monday through Friday from 8 a.m. to 3:50 p.m. Individual class schedules will vary according to the student's program. In the event of unscheduled school closings due to weather or other events, make-up classes may be scheduled on Saturdays, holidays, or during evening hours and may result in an extended semester.

A regularly enrolled student is required to attempt the number of classes normally scheduled for a program for the length of the program. Students will not be permitted to attempt less than the normal load for the program in which they are enrolled except when the student has changed programs or is returning to a program in which he/she was previously enrolled.

## **ATTENDANCE**

Regular class attendance is considered essential. Cultivation of desirable habits is just as important as the development of skills. Students should train themselves to be present and on time for all classes. Tardies are recorded for students who arrive late for a scheduled class. The accumulation of three tardies is the equivalent of one absence. Chronic tardiness may result in a lower grade or other administrative action. Development of timeliness and dependability while in school makes it considerably easier to satisfy the employer who demands regular and punctual attendance.

Absence from class, regardless of reason, involves a loss to both the student and to other members of the class. The King's College policy is that students should attend all classes. While it is recognized that certain reasons beyond the control of the student may make it impossible for him or her to attend class, excessive absenteeism may result in a lowered grade or other administrative action. Absence in excess of 10 percent of the classes scheduled may result in dismissal from school. A student who accumulates ten (10) consecutive days of absence is considered to have withdrawn from school.

Students enrolled in the externship portion of their program are required to complete the necessary on-the-job hours as outlined in the course description.

## **MAKEUP POLICY**

Students are expected to attend all classes. Any absence is detrimental to the learning objectives of the student and the course. The student can make up one item per course. It

is the student's responsibility to contact the instructor and to complete the required work outside of normal class hours and prior to the next class meeting.

## **DRESS CODE**

Students are required to dress in appropriate business attire. The King's College student is expected to maintain the same high standards of appearance and grooming that are expected by the business community. Additional details regarding the King's College dress code requirements are contained in the student handbook.

## **STUDENT CONDUCT**

Students at King's College are expected to conduct themselves as responsible adults.

Expulsion, suspension, or some lesser sanction may be imposed for any of the following offenses:

1. Interruption or any manner of interference with the normal operation of the school.
2. Destruction, damage, or misuse of school equipment, facilities, or property.
3. Illegal possession, use, or furnishing of alcoholic beverages while on campus or while involved in school-related activities.
4. Illegal possession, use, or furnishing of drugs while on campus or while involved in school-related activities.
5. Use, possession, or furnishing of weapons while on campus or while involved in school-related activities.
6. Verbal or physical assault that injures, causes serious emotional harm, or grievously demeans another person in the school community.
7. Theft of another's property occurring on school premises.
8. Participation in hazing.
9. Academic cheating, plagiarism, or copyright infringement.
10. Commission of other offenses that in the opinion of the administration may be contrary to the best interest of the school community.

Sanctions that may be imposed are 1) warning, 2) suspension, or 3) expulsion. In general, the school will issue warnings prior to dismissing a student for poor conduct. The school, however, may dismiss a student without warning if the offense is serious.

Serious offenses may be any of those listed in the policy on conduct but are considered to be those that directly affect the physical well-being of other persons in the school community. The Chief Academic Officer makes the decision as to the seriousness of any offense. A student who wishes to question any decision should follow the grievance procedures outlined on page 36.

Conviction on a drug-related charge while enrolled and receiving financial aid may result in the loss of certain types of financial aid. Additionally, failure to obtain an externship because of inability to pass a drug test or termination for cause from externships may result in dismissal from the program, loss of time, loss of credit, and/or increased charges.

### **CLASS SIZE**

Although class size will vary over a considerable range, it will usually average 30 to 36 students.

### **DEFINITION OF ACADEMIC CREDIT**

A clock hour is equal to a minimum of 50 minutes of instruction. Academic credit is measured in semester credit hours. An academic semester credit hour is equivalent to a minimum of 15 clock hours in class, 30 clock hours in a laboratory, 45 clock hours devoted to externship, or a combination of the three. This definition also assumes outside work. Depending on the particular course, assignments will include outside reading and preparation, projects that require application of classroom theory, exercises to enhance manipulative skills, written assignments, and/or research and report writing.

### **COURSE NUMBERING SYSTEM**

King's College uses a five-character course numbering system. The course number consists of two letters and three digits. The letters identify the field of study. The first digit indicates the course level. Level-100 courses are primarily introductory and first-year courses, and level-200 courses are primarily advanced and second-year courses. The second and third digits are used to differentiate between courses in the same field.

## GRADING SYSTEM

The following grade scale is used at King's.

<u>Grade</u>	<u>Numerical Value</u>	<u>Quality Point Value</u>
A	96-100	4.0
A-	91-95	3.7
B+	88-90	3.3
B	86-87	3.0
B-	83-85	2.7
C+	80-82	2.3
C	78-79	2.0
C-	75-77	1.7
D+	71-74	1.3
D	68-70	1.0
F	0-67	0.0
I	Incomplete	0.0
W	Withdrawal	
X	Credit by Transfer	

The grade point average (GPA) is calculated as follows:

1. For each course taken, multiply the number of quality points assigned to the grade earned by the number of credits assigned to the course.
2. Add all accumulated quality points.
3. Divide by the total number of credits the student has attempted.

Courses in which a student received a failing grade (F) or an incomplete (I) are included in the total number of credit hours attempted when calculating the grade point average and the successful course completion percentage. Courses in which the student received an X are not used in computing the grade point average. Courses in which the student received an X are included in both the attempted and successfully completed hours when calculating the successful course completion percentage. A student who withdraws from a program receives a grade of W in all uncompleted courses. Courses given the grade of W are included in hours attempted when calculating successful course completion percentage but are not included in the total number of credit hours attempted when calculating the grade point average. Withdrawal from individual courses is not allowed.

## GRADE REPORTS

Grade and progress reports are issued to students every term.

Progress reports are kept on both veteran and non-veteran students, and these reports are furnished to the veteran and non-veteran student at the end of each school term.

## **TRANSCRIPTS**

Upon request, each student may receive one free copy of his or her transcript. Additional transcript copies will be provided at a fee of \$5 each. Official transcripts will not be issued to a student who owes the school money, who is delinquent or in default on a student loan, or who owes a refund on any federal or state student financial aid program.

## **WITHDRAWAL**

Students who find it necessary to withdraw from a program should have a preliminary interview with their program manager. The student is also required to have an exit interview with the Financial Aid Office.

If a student provides notice of withdrawal either verbally or in writing to their Program Manager or to the Chief Academic Officer, the date on which the notice is given is the date of withdrawal. If a student provides notice of withdrawal either verbally or in writing within the first 6 class days of a term (drop period), the end date of the previous term will be considered the last date of attendance.

A student who has missed ten (10) consecutive days of class is considered to have withdrawn. If a student is absent from class for a period of 10 consecutive class days, excluding scheduled holidays or breaks, the date of withdrawal will be the first class day after the 10-day period of nonattendance.

## **DISMISSAL**

A student could be dismissed by the school for any of the following reasons:

1. Academic Failure of course work that would preclude graduation; failure to achieve satisfactory academic progress toward graduation.
2. Attendance Excessive absences.
3. Misconduct Behavior unbecoming of a professional business person or offenses listed in the STUDENT CONDUCT section on page 24.
4. Financial Failure to meet obligations outlined in the student's financial plan.

A student who is dismissed may appeal this decision by following the grievance procedure outlined on page 36.

## **READMISSION**

Readmission to King's College following dismissal or withdrawal will be at the discretion of the school. Students wishing to reenter must contact the Chief Academic Officer.

A student cannot reenter the school if he or she 1) has a loan in default or 2) was dismissed for a violation of the conduct policy. A student who was dismissed for failure to make satisfactory academic progress will not be allowed to reenter except under the circumstance where the student has failed a prerequisite core course and must withdraw.

Reentering students will be charged the tuition in effect upon reentry and will be required to meet current graduation requirements for the program in which they enroll.

Following dismissal or withdrawal, a student may seek readmission into the same or a different program only one time.

## **STANDARDS OF SATISFACTORY ACADEMIC PROGRESS**

Academic progress standards for students receiving federal financial assistance are the same as the standards for students enrolled in the same academic program who are not receiving assistance. All students, including those students not currently receiving any financial aid, will be evaluated.

### **Maximum Time Frame**

Students are expected to complete graduation requirements within the normal completion time specified in the program description for the program in which they are enrolled. Under certain circumstances, however, the student may require more than the normal completion time to fulfill graduation requirements. The maximum time frame in which a student must complete his or her program is 150 percent of the published length of the program as measured in credit hours to complete the program. Transfer credits that apply toward the student's program will be counted toward the maximum time frame.

A student who changes programs is still responsible for maintaining satisfactory academic progress in accordance with the standard above. All courses the student attempts count toward the 150 percent time frame requirement. A student who returns to the institution to pursue a second credential will have his or her maximum time frame established at 150 percent of the normal length of the second program minus the courses applicable from the first program of study and any other documented transfer credits that are counted toward the second program of study.

## Satisfactory Progress Measurements

All students must progress satisfactorily toward meeting graduation requirements. The academic progress of each student will be reviewed following each half-semester term of his or her program. A student's progress toward graduation is considered satisfactory if the following minimum requirements are met.

### Minimum Grade Point Average (GPA)/Minimum Successful Course Completion Percentage:

Programs Normally Completed in 2 or 2½ Semesters:

	<u>Cumulative GPA</u>	<u>Successful Course Completion</u>
Semester 1 Term 1	1.5	25 percent
Semester 1 Term 2	1.7	25 percent
Semester 2 Term 1	1.9	50 percent
Semester 2 Term 2	2.0	67 percent
Semester 3 Term 1	2.0	67 percent

All Other Programs:

	<u>Cumulative GPA</u>	<u>Successful Course Completion</u>
Semester 1 Term 1	1.5	25 percent
Semester 1 Term 2	1.7	25 percent
Semester 2 Term 1	1.9	33 percent
Semester 2 Term 2	2.0	33 percent
Semester 3 Term 1	2.0	50 percent
Semester 3 Term 2	2.0	67 percent
Semester 4 Term 1	2.0	67 percent
Semester 4 Term 2	2.0	67 percent
End of each remaining term to program completion	2.0	67 percent

The successful course completion percentage is calculated by dividing the cumulative number of hours the student has successfully completed by the cumulative number of hours the student has attempted.

### Additional Successful Course Completion Requirements:

Students are expected to successfully complete all core courses attempted. If a student fails a core course that is a prerequisite for another course in the program, the student will be required to:

1. Withdraw from the program. A later restart may be permitted under the policy for reentry, provided the student was otherwise making satisfactory academic progress;
  2. Change to a like program with a later start date such that the student will be able to retake the prerequisite course and the remainder of the required courses with that program cohort;
- or
3. Change to another program which does not include and require completion of the failed prerequisite course.

No matter which of the three options above a student may elect, the student will be permitted this option only once. A second failure of a prerequisite core course in any program will cause dismissal.

If a student fails a core course that is not a prerequisite for another course in the program, circumstances may occur where a student could continue in the program and repeat the course at a later date provided that the maximum time frame would permit. A student will be allowed to fail and repeat only one nonprerequisite core course.

A student who does not meet the minimum grade point average for standard progress or the successful course completion requirements will be dismissed and is no longer eligible to receive assistance under the Title IV, HEA programs, if applicable. Students may appeal a decision to dismiss and to have financial aid reinstated, if applicable, by following the appeal procedure outlined below.

### **Treatment of Failures, Incompletes, Withdrawals, Transfer Credits, and Course Repetitions**

Credits for courses in which a student received an F (failing grade) or an I (incomplete) are included in the total number of credits attempted when calculating the grade point average and as credits attempted but not successfully completed when calculating the successful course completion percentage.

A student who withdraws from a program receives a grade of W (withdrawal) in all uncompleted courses. Courses given the grade of W are included in credits attempted but not successfully completed when calculating the successful course completion percentage. They are not included in the total number of credit hours attempted when calculating the grade point average.

Credits for courses in which the student received an X (transfer credit) are not used in computing the grade point average. Transfer credits that are accepted toward a student's program are included in both the attempted and successfully completed hours when calculating the successful course completion percentage.

In the case of repeated courses, credits and grades for both courses are included when computing the cumulative grade point average. Credit hours for both courses are included when calculating the successful course completion percentage and count toward the maximum timeframe.

In summary, courses with grades of F, I, W, and X as well as both original and repeated courses count toward the maximum time frame and are included in the successful course completion percentage calculation. Courses with grades of F and I as well as repeated courses are included when computing the cumulative grade point average; courses with grades of W and X are not. King's College does not offer noncredit remedial courses.

## **Appeal Process and Reinstatement of Financial Aid Eligibility**

A student has the right to appeal a determination that he or she is not making satisfactory progress. The appeal must be in writing and should be submitted to the Chief Academic Officer within three (3) class days when the student is notified on site or within a reasonable time (not generally to exceed five [5] class days) when the student must be notified off-site.

An appeal may be considered in cases involving mitigating circumstances. Examples of mitigating circumstances include personal illness, injury, or accident; serious illness or death of a parent, guardian, spouse, or child; and other special circumstances. The student is required to submit information regarding why s/he failed to make satisfactory academic progress and what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the next evaluation. The circumstances in the appeal must be fully documented.

If there is a finding that the mitigating circumstances are in fact the primary reason for the student's failure to make standard progress and if it is determined that the student can reasonably be expected to meet the requirements for standard progress at the end of the next term or if the college and the student have developed an academic plan that, if followed, will ensure that the student is able to meet satisfactory academic progress standards by a specific point in time, then the student may be placed on probation and financial aid may be reinstated, if applicable. Otherwise, the student will be dismissed. Under certain circumstances the student may be allowed to restart at a later time; however, the maximum time frame constraints would have to be met. The Chief Academic Officer will notify the student of the results of the evaluation of the appeal.

A student may appeal a determination of unsatisfactory progress as many times as he or she wishes; however, a positive finding of mitigating circumstances over more than one or two terms is highly unlikely. A student who has appealed a determination that s/he is not meeting satisfactory academic progress and who is attending his or her program under an approved academic plan remains eligible for Title IV aid as long as s/he continues to meet the conditions of the plan. The student is not considered to be on probation status, provided s/he is otherwise making satisfactory progress under the academic plan.

## **Probation**

A student who successfully appeals a determination of unsatisfactory progress will be placed on probation. Probation is for the 8-week period following the term when the reported grades resulted in a determination of unsatisfactory academic progress. If receiving financial aid, a student on probation will be eligible to receive any financial aid due to him or her for one payment period. The student's record will be reviewed at the end of the probation period. If the student's grade point average and successful course completion percentage following the probation period still do not meet the standard satisfactory progress requirements or if the student has not met the requirements of the academic plan developed by the college and the student, the student is not making satisfactory progress and will be dismissed and does not qualify for further Title IV, HEA program funds.

The student may appeal this decision after each finding of dismissal. The number of terms during which a student may remain on probation is limited to four terms for programs equal to one academic year and five terms for programs longer than one academic year. However, probationary status over more than one or two terms is highly unlikely.

## **Course Repetitions**

Students should discuss course repetitions with the Chief Academic Officer. Students should be aware that course offerings depend on time of year and level of student enrollment. Therefore, not all courses are offered during every term. The student's grade earned in the repeated course work as well as the student's original grade would be included when computing the cumulative grade point average. Both courses are included when calculating the successful course completion percentage and count toward the maximum timeframe. There may be an additional tuition charge. Students are limited in Title IV assistance to just one repetition of a previously passed course. However, the student is not eligible for Title IV assistance if the student previously passed the course and is repeating the course because of other failed coursework.

## **Incomplete Grades**

An incomplete (I) grade may be issued to a student who is passing a course but who has not been able to complete all required work, generally because of some extenuating circumstance. The student will be allowed up to four (4) weeks to complete the course work. When the course work is completed, a grade will be issued for the course. If the work is not completed during the allotted time, the incomplete (I) will revert to an "F."

When calculating the grade point average for purposes of determining satisfactory progress, an incomplete (I) is equivalent to an "F." The student accumulates no quality points for the course, but the number of credits assigned to the course is included in the total number of credits attempted both in the grade point average and successful course completion calculations.

If the incomplete prevents a student from meeting graduation requirements, the student will be eligible for placement services if he or she desires. If the incomplete is not resolved within the allotted time period, however, the student will forfeit the future use of the school's placement service and will not be issued a diploma.

## **GRADUATION REQUIREMENTS**

To be eligible for graduation, students in all programs must:

1. Pass all designated core courses.
2. Attain an overall 2.0 grade point average.
3. Satisfy all financial obligations.

Upon fulfillment of these graduation requirements, the student will be issued the appropriate program diploma or associate's degree indicating satisfactory completion of all program requirements.

## **HONORS**

The Dean's List is published at the end of each term. To be eligible for the Dean's List, a student must have a cumulative grade point average of 3.50.

## **GRADUATION AND TRANSFER-OUT RATES**

To comply with federal regulatory requirements, King's College is required to disseminate its graduation and transfer-out rates to enrolled students and, upon request, to prospective students. A new rate is calculated by each January 1 and is available for review in the Director of Student Services' office.

## **SCHEDULING**

Students must complete all courses listed for the program in which they enroll. Course substitutions are not permitted.

Depending on the student's start date, not all programs can be completed without a break in the class schedule. The Admissions Department can advise prospective students which programs are planned for completion without break. King's College reserves the right, however, not to offer a planned program if there is insufficient enrollment.

## **CREDIT TRANSFER FROM ANOTHER SCHOOL**

Transcripts of work completed at other colleges may be submitted to the Chief Academic Officer for review. Transcripts should be submitted during the first term of a student's program. Other documentation may also be required. Credits considered for transfer are evaluated by the Chief Academic Officer to determine if the course work is similar in nature, content, and level to that required at King's College. If the course work is comparable, transfer students may be given credit for courses completed at other approved colleges provided the grades received for the courses were "C" or better. Courses completed at other Bradford schools will be treated the same as courses taken at King's College. Because programs at King's College are specially tailored to career preparation, course credits from other postsecondary schools may not be transferable. Credit is not granted for advanced placement or experiential learning.

## **CREDIT TRANSFER TO ANOTHER SCHOOL**

The acceptance of credits is always at the discretion of the institution to which a student is attempting to transfer credits. **Because programs at King's College are designed specifically for career preparation, students must assume that credits for courses taken at King's College are not transferable to other institutions.** Neither King's College nor any of its employees can represent that another institution will accept any courses for credit.

A student who is interested in attempting to transfer credits to another institution should contact the Chief Academic Officer at King's College. King's College will supply the necessary documentation that may aid the student in receiving credits for the completed course work provided the student does not owe the school money, is not delinquent or in default on a student loan, or does not owe a refund on any federal or state student financial aid program.

## **NOTIFICATION OF RIGHTS UNDER FERPA**

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

These rights are:

1. The right to inspect and review the student's education records within 45 days of the day King's College receives a request for access. Students should submit to the registrar, dean, or head of the academic department written requests that identify the record(s) they wish to inspect. The King's College 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 King's College official to whom the request was submitted, that official should 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 are inaccurate or misleading. Students may ask King's College to amend a record that they believe is inaccurate or misleading. They should write the King's College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If King's College decides not to amend the record as requested by the student, King's College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by King's College in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom King's College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a person 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 responsibility.

Directory information may be released without a student's prior consent; this information is limited to student name, date admitted, mailing address and telephone number, local address and telephone number, e-mail address, semesters of attendance, major, specialization, enrollment status, full-time or part-time status, degree sought, honors and awards, and degrees and dates received.

Students have the right to withhold the release of information designated as "directory information" by submitting to King's College, not later than 14 days after the beginning of a term, a request written and signed that "directory information" not be released. This request is effective until revoked in writing by the eligible student to the same office.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by King's College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

## **STUDENT GRIEVANCE PROCEDURE**

If a student has a complaint regarding a specific course, instructor, or decision, the student should first appeal to the instructor or staff member involved.

If the problem is not resolved and the problem involves an academic matter, the program manager for the student's program should be contacted. If the problem is still not resolved, the student should request a meeting with the Chief Academic Officer.

If the problem is not resolved and the problem is not an academic matter, the student should request a meeting with the appropriate department director.

An appeal of decisions by the department director can be made in writing to either school director. An appeal of decisions made by either school director can be made in writing to the other director. In this case, the decision by the director is then considered final.

If the problem is not resolved at this level, the final procedure is to state the concern in writing to the Accrediting Council for Independent Colleges and Schools. The address and telephone number of the Accrediting Council for Independent Colleges and Schools are 750 First Street, N.E., Suite 980, Washington, DC 20002-4241, (202) 336-6780. The student can also contact the North Carolina State Board of Community Colleges at 5001 Mail Service Center, Raleigh, NC 27699-5016, (919) 807-7148 or the Board of Governors of The University of North Carolina at General Administration, PO Box 2688, Chapel Hill, NC 27515-2688, (919) 843-4538.

## **DISABILITY SUPPORT SERVICES**

King's College is committed to providing equal access to the college's academic programs and services to qualified individuals with disabilities through reasonable accommodation. Students who believe they are in need of accommodations should contact the designated Section 504 coordinator, who is the School Director/Chief Academic Officer identified in the Administration, Faculty, and Staff section of this catalog, by phone at (704) 372-0266 or by mail or in person at 322 Lamar Avenue, Charlotte, NC 28204. The student should provide the designated Section 504 coordinator with a current comprehensive evaluation of a specific disability from a qualified diagnostician that identifies the type of disability and lists recommended accommodations. All documentation will be reviewed by the designated Section 504 coordinator in a timely manner, and appropriate reasonable accommodations will be provided based on the individual student's needs.

# PROGRAMS OF STUDY

King's College offers a wide choice of programs, each designed to prepare students for a particular career in the field of modern business. Relatively short, yet comprehensive, these programs are carefully planned to provide the best education possible in the business field of your choice.

King's College offers 16 specialized programs. Students may select from seven major areas of study.

1. Accounting
2. Administrative Support
3. Computer Specialist/Programming/Network Management
4. Graphic Design
5. Legal Studies
6. Medical Assisting
7. Travel and Tourism

## ASSOCIATE IN APPLIED SCIENCE DEGREE IN ACCOUNTING

The purpose of this program is to prepare the graduate for entry-level employment in accounting positions. The program emphasizes basic and advanced accounting principles, theories, and practices with related study of computer applications, economic principles, communication skills, and job success strategies.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
General Education Courses		
EN200	Interpreting Literature	4
GS200	Principles of Economics	4
GS201	Introduction To Psychology	4
GS202	Physical Geography	4
Area of Specialization Courses		
AC100	Accounting Principles I	4
AC101	Accounting Principles II	4
AC102	Accounting Principles III	4
AC103	Business Mathematics I	2
AC104	Business Mathematics II	2
AC105	Payroll Accounting	2
AC201	Computerized Accounting	2
AC205	Financial Analysis and Reporting	2
AC206	Intermediate Accounting I	4
AC207	Federal Income Tax	2
AC208	Intermediate Accounting II	4
AC210	Cost Accounting	2
Related Courses		
EN101	Business Communications I	2
EN102	Business Communications II	2
EN104	Oral Communications	2
EN201	Written Communications	2
OT116	Electronic Spreadsheets	2
OT204	Introduction to Supervisory Management	2
OT211	Business Organization	2
OT215	Advanced Spreadsheets and Electronic Communications	2
OT219	Business Law	2
PD102	Professional Development	2

Related Courses (continued)		
TY101	Keyboarding I	1
TY102	Keyboarding II	1
	TOTAL	72
TOTAL CREDITS REQUIRED FOR GRADUATION:		72

## ACCOUNTING PROGRAM

The Accounting Program is specially designed for the high school graduate who wishes to acquire rapid, yet thorough, training in the field of accounting. It provides intensive coverage of accounting principles.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
AC100	Accounting Principles I	4
AC101	Accounting Principles II	4
AC102	Accounting Principles III	4
AC103	Business Mathematics I	2
AC104	Business Mathematics II	2
AC105	Payroll Accounting	2
AC201	Computerized Accounting	2
AC205	Financial Analysis and Reporting	2
EN101	Business Communications I	2
EN102	Business Communications II	2
EN104	Oral Communications	2
EN201	Written Communications	2
OT116	Electronic Spreadsheets	2
OT215	Advanced Spreadsheets and Electronic Communications	2
PD102	Professional Development	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1
	TOTAL	38
	TOTAL CREDITS REQUIRED FOR GRADUATION:	38

## ADMINISTRATIVE ASSISTANT PROGRAM

The Administrative Assistant Program is designed to meet the needs of students whose high school business training ranges from none to one or more years. Comprehensive training in communication skills and computer applications is the foundation of this program. Students learn presentation techniques and the use of a specialized presentation graphics program along with Internet search skills and electronic communications.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
EN101	Business Communications I	2
EN102	Business Communications II	2
EN104*	Oral Communications	2
EN105	Business Communications III	2
EN201	Written Communications	2
OT110	Word Processing—Core	2
OT111	Presentation Design and Development	2
OT116	Electronic Spreadsheets	2
OT121	Introduction to Database Management	2
OT122	Database Management	2
OT205	Word Processing—Expert	2
OT215	Advanced Spreadsheets and Electronic Communications	2
PD102	Professional Development	2
PD108	Human Relations in the Workplace	2
SS110	Office Procedures I	2
SS213	Office Procedures II	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1
TY103	Document Formatting	1
TY104	Document Production	1
	<b>TOTAL</b>	<b>36</b>
	<b>TOTAL CREDITS REQUIRED FOR GRADUATION:</b>	<b>34</b>

\*Indicates a noncore course.

## ASSOCIATE IN APPLIED SCIENCE DEGREE IN COMPUTER PROGRAMMING

This program is designed to build students' computer software development skills. Students learn to use a variety of programming languages to develop solutions to business problems. Students also learn to administer and manage a basic networking system and learn to use and customize packaged word processing, spreadsheet, graphics, and database programs.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
General Education Courses		
EN200	Interpreting Literature	4
GS200	Principles of Economics	4
GS201	Introduction to Psychology	4
GS202	Physical Geography	4
Area of Specialization Courses		
CA105	Microsoft Operating Systems	2
CA106	Database Concepts	2
CA107	Advanced Operating Systems	2
CA111	Computer Concepts	2
CA112	Computer Applications--UNIX	2
CA114	Web Development	2
CA115	Database Applications	2
CA116	IT Customer Support	2
CA118	PC Hardware and Diagnostics	4
CA119	Networks	4
CA121	Network Administration	2
CA122	Web Authoring Tools	2
CA123	Visual BASIC Programming	4
CA201	Advanced Visual BASIC Programming	2
CA202	Implementing and Administering SQL Servers	4
CA203	Object-Oriented Programming	4
CA209	Microsoft Integration	2
CA210	Advanced Project Development	2
CA214	Java	4
OT116	Electronic Spreadsheets	2

Related Courses		
AC103	Business Mathematics I	2
EN101	Business Communications I	2
EN102	Business Communications II	2
EN201	Written Communications	2
PD102	Professional Development	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1
	TOTAL	80
TOTAL CREDITS REQUIRED FOR GRADUATION:		80

## COMPUTER SPECIALIST PROGRAM

This program is designed to build students' skills in microcomputer operations for single- and multi-user systems in a Windows and a UNIX environment. Students learn to customize and use word processing, spreadsheet, graphics, and database application programs. The students also develop skills in network administration, in Web page design, and in software development using Visual BASIC.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
AC103	Business Mathematics I	2
CA105	Microsoft Operating Systems	2
CA106	Database Concepts	2
CA107	Advanced Operating Systems	2
CA111	Computer Concepts	2
CA112	Computer Applications—UNIX	2
CA114	Web Development	2
CA115	Database Applications	2
CA116	IT Customer Support	2
CA118	PC Hardware and Diagnostics	4
CA119	Networks	4
CA121	Network Administration	2
CA122	Web Authoring Tools	2
CA123	Visual BASIC Programming	4
CA209	Microsoft Integration	2
EN101	Business Communications I	2
EN102	Business Communications II	2
EN201	Written Communications	2
OT116	Electronic Spreadsheets	2
PD102	Professional Development	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1
	<b>TOTAL</b>	<b>48</b>
	<b>TOTAL CREDITS REQUIRED FOR GRADUATION:</b>	<b>48</b>

## ASSOCIATE IN APPLIED SCIENCE DEGREE IN GRAPHIC DESIGN

This program is designed to teach students how to combine type and image to interest, inform, persuade, or sell. The students explore the social sciences and humanities and receive the specialized training needed to work in the advertising, publishing, and graphic design industries.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
General Education Courses		
EN200	Interpreting Literature	4
GS200	Principles of Economics	4
GS201	Introduction to Psychology	4
GS202	Physical Geography	4
Area of Specialization Courses		
GD101	Drawing	1
GD104	Introduction to Macintosh	2
GD109	Electronic Drawing I	3
GD110	Design and Color	3
GD111	Electronic Drawing II	1
GD115	Typography I	2
GD117	Introduction to Production	2
GD121	History of Graphic Design	2
GD123	Comprehensive Illustration	1
GD124	Typography II	2
GD125	Desktop Publishing	4
GD126	Web Development With HTML	2
GD127	Multimedia and Animation	2
GD128	Electronic Layout and Design	4
GD200	Advanced Multimedia and Animation	2
GD201	Web Design for Graphic Designers	2
GD203	Advertising Art Portfolio	4
GD205	Design and Presentation Development	4
Related Courses		
EN101	Business Communications I	2
EN102	Business Communications II	2
EN216	Research and Report Writing	2
OT204	Introduction to Supervisory Management	2
OT219	Business Law	2
OT221	Computer Systems	2

Related courses (continued)		
PD103	Professional Development for Designers	2
PD108	Human Relations in the Workplace	2
TY101	Keyboarding I	1
	TOTAL	76
TOTAL CREDITS REQUIRED FOR GRADUATION:		76

## GRAPHIC DESIGN PROGRAM

The Graphic Design Program provides students with the specialized training they need to work in advertising, publishing, and graphic design industries. The students learn to direct the skills of the artist, both visual and technical, toward the production of effective advertising, design, and promotional pieces.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
EN101	Business Communications I	2
EN102	Business Communications II	2
GD101	Drawing	1
GD104	Introduction to Macintosh	2
GD109	Electronic Drawing I	3
GD110	Design and Color	3
GD111	Electronic Drawing II	1
GD115	Typography I	2
GD117	Introduction to Production	2
GD121	History of Graphic Design	2
GD123	Comprehensive Illustration	1
GD124	Typography II	2
GD125	Desktop Publishing	4
GD126	Web Development With HTML	2
GD127	Multimedia and Animation	2
GD128	Electronic Layout and Design	4
GD200	Advanced Multimedia and Animation	2
GD201	Web Design for Graphic Designers	2
GD203	Advertising Art Portfolio	4
GD205	Design and Presentation Development	4
PD103	Professional Development for Designers	2
PD108	Human Relations in the Workplace	2
TY101	Keyboarding I	1
	TOTAL	52
	TOTAL CREDITS REQUIRED FOR GRADUATION:	52

## ASSOCIATE IN APPLIED SCIENCE DEGREE IN LEGAL ADMINISTRATION

The Legal Administration Associate in Applied Science Degree Program is designed to offer skills training that establishes a solid basis for career advancement in the legal administrative assistant field. The program provides comprehensive training in basic administrative assistant skills subjects and communications and includes a concentrated study of the legal environment and legal administrative assistant duties.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
General Education Courses		
EN200	Interpreting Literature	4
GS200	Principles of Economics	4
GS201	Introduction to Psychology	4
GS202	Physical Geography	4
Area of Specialization Courses		
EN101	Business Communications I	2
EN102	Business Communications II	2
EN201	Written Communications	2
OT110	Word Processing—Core	2
OT116	Electronic Spreadsheets	2
OT121	Introduction to Database Management	2
OT130	Legal Computer Applications	2
OT205	Word Processing—Expert	2
OT219	Business Law	2
PL103	Introduction to Law and the Legal System	5
PL116	Civil Litigation and Procedure	2
PL121	Client Interview and Communication Skills	1
PL122	Legal Research and Legal Writing I	4
PL126	Ethics	1
SS206	Legal Office Procedures	4
SS208	Legal Transcription	1
TY101	Keyboarding I	1
TY102	Keyboarding II	1
TY103	Document Formatting	1
TY104	Document Production	1
TY201	Advanced Document Production	1

Related Courses		
AC110	Essentials of Accounting	2
EN216	Research and Report Writing	2
OT204	Introduction to Supervisory Management	2
OT211	Business Organization	2
OT221	Computer Systems	2
PD102	Professional Development	2
	TOTAL	69
	TOTAL CREDITS REQUIRED FOR GRADUATION:	69

## LEGAL ADMINISTRATIVE ASSISTANT PROGRAM

The Legal Administrative Assistant Program is designed to meet the needs of students whose high school business training ranges from none to one or more years. Comprehensive training in legal concepts, basic legal administrative assistant skills, and communication skills is the foundation of this program

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
AC110	Essentials of Accounting	2
EN101	Business Communications I	2
EN102	Business Communications II	2
EN201	Written Communications	2
OT110	Word Processing—Core	2
OT116	Electronic Spreadsheets	2
OT121	Introduction to Database Management	2
OT130	Legal Computer Applications	2
OT205	Word Processing—Expert	2
OT219	Business Law	2
PD102	Professional Development	2
PL103	Introduction to Law and the Legal System	5
PL116	Civil Litigation and Procedure	2
PL121	Client Interview and Communication Skills	1
PL122	Legal Research and Legal Writing I	4
PL126	Ethics	1
SS206	Legal Office Procedures	4
SS208	Legal Transcription	1
TY101	Keyboarding I	1
TY102	Keyboarding II	1
TY103	Document Formatting	1
TY104	Document Production	1
TY201	Advanced Document Production	1
	<b>TOTAL</b>	<b>45</b>
	<b>TOTAL CREDITS REQUIRED FOR GRADUATION:</b>	<b>45</b>

## ASSOCIATE IN APPLIED SCIENCE DEGREE IN MEDICAL ASSISTING

This program is designed to provide training that enables students to become medical assistants, functioning as multi-skilled personnel dedicated to assisting in patient-care management in both the clinical and administrative areas. This degree program also prepares students for office management positions by including instruction in psychology, supervisory management, and report writing. The program includes an eight-week externship. Medical assisting students are required to have a physical examination to demonstrate that their health will permit them to meet program requirements. They must also provide an immunization history.

The Medical Assisting program is currently accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Graduates of the Medical Assisting program are eligible to take the Certified Medical Assistant (CMA) exam that is offered by the American Association of Medical Assistants and the Registered Medical Assistant (RMA) examination offered by American Medical Technologists (AMT). Registration and certification requirements for taking and passing these examinations are controlled by outside agencies and subject to change without notice. Therefore, King's College cannot guarantee that graduates will be eligible to take the certification or registration exams at all or at any specific time, regardless of their eligibility status upon enrollment.

Course Number	Course Name	Semester Credits
General Education Courses		
EN200	Interpreting Literature	4
GS200	Principles of Economics	4
GS201	Introduction to Psychology	4
GS202	Physical Geography	4
Area of Specialization Courses		
MD101	Medical Terminology	2
MD106	Clinical Procedures I	2
MD107	Medical Administrative Procedures I	2
MD108	Clinical Procedures II	4
MD112	Pharmacology	2
MD113	Medical Insurance	2
MD115	Medical Office Systems	2
MD117	Medical Laboratory Procedures	4
MD121	Anatomy and Physiology I	2
MD122	Clinical Procedures III	4
MD126	Medical Administrative Procedures II	2

Area of Specialization Courses (continued)		
MD127	Anatomy & Physiology II	2
MD205	Medical Externship	7
Related Courses		
EN101	Business Communications I	2
EN102	Business Communications II	2
EN216	Research and Report Writing	2
OT204	Introduction to Supervisory Management	2
OT219	Business Law	
OT221	Computer Systems	2
PD102	Professional Development	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1
	TOTAL	69
TOTAL CREDITS REQUIRED FOR GRADUATION:		69

## MEDICAL ASSISTING PROGRAM

To make the maximum use of her/his skills and time, today's doctor must delegate many activities to the auxiliary staff. This program is designed to provide training for the person who wishes to join the medical office staff in receiving patients and ascertaining their needs, maintaining medical records, handling patient and office accounts, preparing patients for and assisting the doctor with examinations, organizing and maintaining the office and examining areas, arranging appointments, transcribing medical reports, filling out insurance forms, and carrying out such other duties as the doctor may require. The program includes an externship. Medical assisting students are required to have a physical examination to demonstrate that their health will permit them to meet program requirements. They must also provide an immunization history.

The Medical Assisting program is currently accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Graduates of the Medical Assisting program are eligible to take the Certified Medical Assistant (CMA) exam that is offered by the American Association of Medical Assistants and the Registered Medical Assistant (RMA) examination offered by American Medical Technologists (AMT). Registration and certification requirements for taking and passing these examinations are controlled by outside agencies and subject to change without notice. Therefore, King's College cannot guarantee that graduates will be eligible to take the certification or registration exams at all or at any specific time, regardless of their eligibility status upon enrollment.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
EN101	Business Communications I	2
EN102	Business Communications II	2
MD101	Medical Terminology	2
MD106	Clinical Procedures I	2
MD107	Medical Administrative Procedures I	2
MD108	Clinical Procedures II	4
MD112	Pharmacology	2
MD113	Medical Insurance	2
MD115	Medical Office Systems	2
MD117	Medical Laboratory Procedures	4
MD121	Anatomy and Physiology I	2
MD122	Clinical Procedures III	4
MD126	Medical Administrative Procedures II	2
MD127	Anatomy and Physiology II	2
MD205	Medical Externship	7
PD102	Professional Development	2

Courses (continued)		
TY101	Keyboarding I	1
TY102	Keyboarding II	1
	TOTAL	45
TOTAL CREDITS REQUIRED FOR GRADUATION:		45

## ASSOCIATE IN APPLIED SCIENCE DEGREE IN NETWORK MANAGEMENT

This program is designed to prepare students to successfully implement, manage, and troubleshoot information systems in a network operating environment. Course work includes operating systems concepts; data management; network media, topologies, protocols, standards, implementation, and security; hardware and software installation and support; as well as administrative responsibilities. The general education component contributes to the students' broad educational background.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
<b>General Education Courses</b>		
EN200	Interpreting Literature	4
GS200	Principles of Economics	4
GS201	Introduction to Psychology	4
GS202	Physical Geography	4
<b>Area of Specialization Courses</b>		
CA105	Microsoft Operating Systems	2
CA106	Database Concepts	2
CA107	Advanced Operating Systems	2
CA111	Computer Concepts	2
CA112	Computer Applications—UNIX	2
CA114	Web Development	2
CA115	Database Applications	2
CA116	IT Customer Support	2
CA118	PC Hardware and Diagnostics	4
CA119	Networks	4
CA121	Network Administration	2
CA122	Web Authoring Tools	2
CA123	Visual BASIC Programming	4
CA202	Implementing and Administering SQL Servers	4
CA209	Microsoft Integration	2
OT116	Electronic Spreadsheets	2
NW200	LINUX Administration	2
NW201	Implementing Microsoft Clients and Servers	4
NW203	Managing a Microsoft Network Environment	4
NW204	Designing Security for a Microsoft Network	4
<b>Related Courses</b>		
AC103	Business Mathematics I	2
EN101	Business Communications I	2
EN102	Business Communications II	2

Related Courses (continued)		
EN201	Written Communications	2
PD102	Professional Development	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1
	TOTAL	82
	TOTAL CREDITS REQUIRED FOR GRADUATION:	82

## ASSOCIATE IN APPLIED SCIENCE DEGREE IN OFFICE ADMINISTRATION

This program is designed to provide students with comprehensive training in the areas of communication and administrative skills. Emphasis is placed on computer applications, including word processing, electronic spreadsheets, and database management; oral and written communications; general office procedures; and professional development.

Course Number	Course Name	Semester Credits
General Education Courses		
EN200	Interpreting Literature	4
GS200	Principles of Economics	4
GS201	Introduction to Psychology	4
GS202	Physical Geography	4
Area of Specialization Courses		
EN101	Business Communications I	2
EN102	Business Communications II	2
EN105	Business Communications III	2
EN201	Written Communications	2
EN207	Business Communications IV	2
OT110	Word Processing—Core	2
OT111	Presentation Design and Development	2
OT116	Electronic Spreadsheets	2
OT121	Introduction to Database Management	2
OT122	Database Management	2
OT205	Word Processing—Expert	2
OT210	Data Analysis	2
OT215	Advanced Spreadsheets and Electronic Communications	2
PD108	Human Relations in the Workplace	2
SS110	Office Procedures I	2
SS213	Office Procedures II	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1
TY103	Document Formatting	1
TY104	Document Production	1
TY201	Advanced Document Production	1

Related Courses		
EN104*	Oral Communications	2
EN216	Research and Report Writing	2
HP104	Event Planning	2
OT204	Introduction to Supervisory Management	2
OT211	Business Organization	2
OT219	Business Law	2
OT221	Computer Systems	2
PD102	Professional Development	2
	TOTAL	69
	TOTAL CREDITS REQUIRED FOR GRADUATION:	67

\*Indicates a noncore course.

## ASSOCIATE IN APPLIED SCIENCE DEGREE IN PARALEGAL STUDIES

The paralegal program provides students the specialized training they need to work directly under the supervision of an attorney to help prepare cases for trial, investigate facts, and conduct legal research. This curriculum does not prepare students to practice law. The curriculum stresses understanding and reasoning of legal concepts, principles, and procedures common to many types of law-related activities and provides students with the knowledge that will enable them to perform detailed work in specific areas

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
<b>General Education Courses</b>		
EN200	Interpreting Literature	4
GS200	Principles of Economics	4
GS201	Introduction to Psychology	4
GS202	Physical Geography	4
<b>Area of Specialization Courses</b>		
OT130	Legal Computer Applications	2
PL103	Introduction to Law and the Legal System	5
PL116	Civil Litigation and Procedure	2
PL121	Client Interview and Communication Skills	1
PL122	Legal Research and Legal Writing I	4
PL124	Legal Research and Legal Writing II	4
PL126	Ethics	1
PL130	Tort Law	2
PL141	Real Estate Law	4
PL145	Contracts	2
PL201	Domestic Relations/Family Law	2
PL203	Estate Planning and Administration	4
PL204	Business Organizations	2
PL220	Criminal Law	2
PL221	Legal Administrative Law	1
PL223	Paralegal Capstone Course	1
PL235	Legal Externship	6
<b>Related Courses</b>		
AC110	Essentials of Accounting	2
EN101	Business Communications I	2
EN102	Business Communications II	2
OT110	Word Processing—Core	2

Related Courses (continued)		
OT116	Electronic Spreadsheets	2
OT121	Introduction to Database Management	2
PD102	Professional Development	2
SS208	Legal Transcription	1
TY101	Keyboarding I	1
TY102	Keyboarding II	1
TY103	Document Formatting	1
	TOTAL	79
TOTAL CREDITS REQUIRED FOR GRADUATION:		79

## ASSOCIATE IN APPLIED SCIENCE DEGREE IN TRAVEL AND TOURISM MANAGEMENT

This program is designed to provide students with knowledge and skills that will provide a solid basis for career advancement in the travel and tourism industries; for example, knowledge and skills in areas such as geography, reservations and ticketing, front and back office management, and sales and marketing. Opportunities exist in fields that range from lodging to airlines to restaurants to cruise lines to travel agencies to convention centers to chambers of commerce. Students in the program complete an externship to acquire industry experience.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
General Education Courses		
EN200	Interpreting Literature	4
GS200	Principles of Economics	4
GS201	Introduction to Psychology	4
GS202	Physical Geography	4
Area of Specialization Courses		
HP103	Front/Back Office Operations	2
HP104	Event Planning	2
HP107	Guest Relations Management	2
PD108	Human Relations in the Workplace	2
TR101	Introduction to Travel	2
TR102	Worldwide Tourism	2
TR103	Domestic Destinations	2
TR104	Sales and Customer Service	2
TR105	Worldwide Destinations	2
TR108	Travel Agency Operations and Meeting Management	2
TR202	Computerized Reservations	4
TR204	Travel/Tourism Externship	7
Related Courses		
EN101	Business Communications I	2
EN102	Business Communications II	2
EN104*	Oral Communications	2
EN201	Written Communications	2
EN216	Research and Report Writing	2
OT110	Word Processing—Core	2
OT204	Introduction to Supervisory Management	2
OT219	Business Law	2
OT221	Computer Systems	2

Related Courses (continued)		
PD102	Professional Development	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1
	TOTAL	69
TOTAL CREDITS REQUIRED FOR GRADUATION:		67

\*Indicates a noncore course.

## TRAVEL AND TOURISM PROGRAM

The Travel and Tourism Program is designed to prepare students for upwardly mobile careers in the travel and tourism industries. Successful completion of the program provides the knowledge and skills required for success in entry-level positions in a wide spectrum of travel-related businesses throughout the country including hotels and resorts; airlines; travel agencies; cruise lines; tour companies; chambers of commerce; and local, state, and national tourism organizations.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
EN101	Business Communications I	2
EN102	Business Communications II	2
EN104*	Oral Communications	2
EN201	Written Communications	2
HP103	Front/Back Office Operations	2
HP104	Event Planning	2
HP107	Guest Relations Management	2
OT110	Word Processing—Core	2
PD102	Professional Development	2
PD108	Human Relations in the Workplace	2
TR101	Introduction to Travel	2
TR102	Worldwide Tourism	2
TR103	Domestic Destinations	2
TR104	Sales and Customer Service	2
TR105	Worldwide Destinations	2
TR108	Travel Agency Operations and Meeting Management	2
TR202	Computerized Reservations	4
TR204	Travel/Tourism Externship	7
TY101	Keyboarding I	1
TY102	Keyboarding II	1
	<b>TOTAL</b>	<b>45</b>
	<b>TOTAL CREDITS REQUIRED FOR GRADUATION:</b>	<b>43</b>

\*Indicates a noncore course

# COURSE DESCRIPTIONS

## **AC100 ACCOUNTING PRINCIPLES I**

This course provides students with an introduction to the fundamental principles and concepts of accounting, including the theory of debit and credit, the accounting cycle, and the end-of-year procedures. Included is the study of the proper presentation of classified financial statements for a proprietorship operating as a service or as a merchandising form of business. (40 Classroom Lecture Hours/40 Laboratory Hours—4 Semester Credits)

## **AC101 ACCOUNTING PRINCIPLES II**

This course is a continuation of Accounting Principles I with special emphasis on internal control, accounting for cash, short-term investments, and receivables. Inventories, plant asset accounting, and intangible assets are included. Prerequisite: AC100 Accounting Principles I (40 Classroom Lecture Hours/40 Laboratory Hours—4 Semester Credits)

## **AC102 ACCOUNTING PRINCIPLES III**

This course is a continuation of Accounting Principles II and includes the study of partnership and corporate accounting. Partnership accounting deals with division of income and losses. Corporate topics include capital stock transactions, dividends, treasury stock, earnings per share, current and long-term liabilities, and long-term investments. Also covered is the statement of cash flow. Prerequisite: AC101 Accounting Principles II (40 Classroom Lecture Hours/40 Laboratory Hours—4 Semester Credits)

## **AC103 BUSINESS MATHEMATICS I**

This course covers basic mathematical principles as they relate to business and accounting. Students review basic operations including decimals, fractions, equations, and percentages. This course also includes instruction in the calculation of base, rate, and percentage; markup and markdown; and trade and cash discounts. Basic statistical concepts are also introduced. (20 Classroom Lecture Hours/20 Laboratory Hours—2 Semester Credits)

## **AC104 BUSINESS MATHEMATICS II**

This course is a continuation of Business Mathematics I. The course is divided into two 4-week modules. During one module, the students receive instruction in the mathematics of simple and compound interest, annuities, and consumer credit. During the second module, the students develop speed and accuracy in the use of a 10-key pad. Prerequisite: AC103 Business Mathematics I (20 Classroom Lecture Hours/20 Laboratory Hours—2 Semester Credits)

**AC105 PAYROLL ACCOUNTING**

This course is a presentation of the theoretical and practical applications of payroll procedures. It emphasizes the methods of computing wages and salaries, keeping records, and the preparation of various federal and state government reports. Students are required to complete a comprehensive payroll project to show proof of mastery of subject content. Prerequisite: AC100 Accounting Principles I (20 Classroom Lecture Hours/20 Laboratory Hours—2 Semester Credits)

**AC110 ESSENTIALS OF ACCOUNTING**

This course presents an introduction to the fundamental principles of accounting including the theory of debit and credit, the accounting cycle, and the end-of-year procedures. Also discussed are such specific topics as payroll procedures and bank statement reconciliations. A review of fundamental math principles is included as well. (20 Classroom Lecture Hours/20 Laboratory Hours—2 Semester Credits)

**AC201 COMPUTERIZED ACCOUNTING**

This course is a hands-on approach to learning how automated accounting systems function. Students operate a computerized general ledger system including accounts receivable, accounts payable, inventory, and payroll. Prerequisite: AC101 Accounting Principles II (20 Classroom Lecture Hours/20 Laboratory Hours—2 Semester Credits)

**AC205 FINANCIAL ANALYSIS AND REPORTING**

This course expands on the material covered in Accounting Principles I, II, and III with an emphasis on the application of analytical techniques. These techniques include vertical, horizontal, and ratio analysis and industry comparisons. This information is then compiled in a student portfolio. Prerequisite: AC102 Accounting Principles III (20 Classroom Lecture Hours/20 Laboratory Hours—2 Semester Credits)

**AC206 INTERMEDIATE ACCOUNTING I**

This course gives in-depth and special attention to a variety of topics that were introduced in Accounting Principles I, II, and III. Topics discussed include a review of the accounting cycle, preparation of financial statements, analysis of cash, receivables, and inventories. Prerequisite: AC102 Accounting Principles III (40 Classroom Lecture Hours/40 Laboratory Hours—4 Semester Credits)

**AC207 FEDERAL INCOME TAX**

This annually updated tax course offers students a thorough explanation of the federal tax structure, while training them to apply tax principles to specific problems. Emphasis is placed on the 1040 individual income tax return with supplementary schedules. Prerequisite: AC102 Accounting Principles III (30 Classroom Lecture Hours/10 Laboratory Hours—2 Semester Credits)

**AC208 INTERMEDIATE ACCOUNTING II**

This course continues the in-depth analysis of specific accounting topics such as fixed assets, intangible assets, leases, investments, and a thorough study of corporate accounting including contributed capital and retained earnings. Emphasis is placed on the theoretical aspects of these topics while reinforcing the fundamentals. Prerequisite: AC206 Intermediate Accounting I (40 Classroom Lecture Hours/40 Laboratory Hours—4 Semester Credits)

**AC210 COST ACCOUNTING**

This course is concerned with job order and process cost accounting systems with emphasis on the cost cycle, raw materials, labor, factory overhead, and financial statements for the business that operates as a manufacturing concern. Prerequisite: AC101 Accounting Principles II (30 Classroom Lecture Hours/10 Laboratory Hours—2 Semester Credits)

**CA105 MICROSOFT OPERATING SYSTEMS**

This course focuses on legacy and popular Microsoft operating systems. Students learn the components of an operating system and learn to interact with a PC using a variety of Microsoft products. Additionally, students learn to customize and manage an operating system as well as solve software-level difficulties. (20 Classroom Lecture Hours/20 Laboratory Hours—2 Semester Credits)

**CA106 DATABASE CONCEPTS**

This course introduces the students to relational databases. The important design concepts and the common standards to which all database packages adhere are discussed. Students also learn to query for information and generate reports using a popular database package. (20 Classroom Lecture Hours/20 Laboratory Hours—2 Semester Credits)

**CA107 ADVANCED OPERATING SYSTEMS**

This course is a continuation of the study of popular Microsoft operating systems with further development of skills in installation, configuration, and troubleshooting techniques. Prerequisite: CA105 Microsoft Operating Systems (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

**CA111 COMPUTER CONCEPTS**

This course is designed to provide the students with a conceptual understanding of computer hardware and operating system software. The range of computer types from mainframes to micros (PCs) is covered with an emphasis on explaining the types of applications and job skills that are common to all computer career environments as well as those that are unique to each type of system. Students also develop Internet search strategies and examine Internet ethics and responsibilities. (40 Classroom Lecture Hours/0 Laboratory Hours—2 Semester Credits)

**CA112 COMPUTER APPLICATIONS--UNIX**

This course teaches the students how to become a UNIX systems administrator. The students learn system administration functions that allow them to add new users and establish system-level defaults and user privileges. Students also learn how to log in as a regular user and use the standard set of commands. Additionally, the students learn to use X-Windows. (20 Classroom Lecture Hours/20 Laboratory Hours—2 Semester Credits)

**CA114 WEB DEVELOPMENT**

In this course, students learn to use HTML and JavaScript to develop well-designed Web pages. Students learn to apply appropriate techniques and to include forms, frames, images, and tables. (20 Classroom Lecture Hours/20 Laboratory Hours—2 Semester Credits)

**CA115 DATABASE APPLICATIONS**

In this course, students learn advanced theories of database design. Students design, critique, optimize, and implement database solutions to business applications. Prerequisite: CA106 Database Concepts (20 Classroom Lecture Hours/20 Laboratory Hours—2 Semester Credits)

**CA116 IT CUSTOMER SUPPORT**

This course develops student knowledge of the service concepts, skill sets, and abilities necessary for employment in the user-support industry. (40 Lecture Hours/0 Laboratory Hours—2 Semester Credits)

**CA118 PC HARDWARE AND DIAGNOSTICS**

This course teaches computer hardware concepts related to installation, configuration, and upgrading of motherboards, processors, and memory. Additional topics covered include diagnosing, troubleshooting, and preventive maintenance. Prerequisite: CA105 Microsoft Operating Systems (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

**CA119 NETWORKS**

This course introduces the students to the Novell, Windows NT, and UNIX TCP/IP networks and explores the interoperability of these networks. Students learn networking fundamentals, the components of a LAN network, and the major features and functions of the network software. Students walk through the steps for installing the network software on a server and organizing the server. Additional topics include network topologies, protocols, and the layers of the OSI Model. Prerequisites: CA107 Advanced Operating Systems, CA111 Computer Concepts, and CA118 PC Hardware and Diagnostics (40 Classroom Lecture Hours/40 Laboratory Hours—4 Semester Credits)

**CA121 NETWORK ADMINISTRATION**

This course teaches the students to administer the network. Students learn to add users and set user privileges, set up device and file shares, and set up and administer print shares. Prerequisite: CA119 Networks (20 Classroom Lecture Hours/20 Laboratory Hours—2 Semester Credits)

**CA122 WEB AUTHORING TOOLS**

In this course, students learn how to automate the developmental process of their Web pages using Web authoring tools. Emphasis is placed on proper design elements and enhanced through the use of practical exercises. Prerequisite: CA114 Web Development (20 Classroom Lecture Hours/20 Laboratory Hours—2 Semester Credits)

**CA123 VISUAL BASIC PROGRAMMING**

This course introduces the students to the Microsoft Visual BASIC package. The first half of the course teaches programming rules and syntax, and the second half is dedicated to computer assignments where the students enter, debug, test, and document their programs. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

**CA201 ADVANCED VISUAL BASIC PROGRAMMING**

This course develops the Visual BASIC skills and knowledge required to complete complex business applications. Topics include creating network applications, using the Windows API calls, and incorporating database connections inside Visual BASIC code. Prerequisite: CA123 Visual BASIC Programming (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

**CA202 IMPLEMENTING AND ADMINISTERING SQL SERVERS**

In this course students learn to implement, administer, and troubleshoot SQL servers. Topics include optimizing database performance, extracting and transforming data, and creating and managing database users. Prerequisite: CA115 Database Applications (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

**CA203 OBJECT-ORIENTED PROGRAMMING**

This course introduces the students to the syntax and rules of object-oriented programming. Students master the fundamentals and apply the principles of object-oriented design to write programs to solve business problems. Prerequisite: CA123 Visual BASIC Programming (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

**CA209 MICROSOFT INTEGRATION**

In this course, students learn to work efficiently with multiple applications using the automation and integration capabilities of Microsoft Office. PowerPoint, advanced features of Word, and the Microsoft mini-applications are also covered. Prerequisites: CA106 Database Concepts, OT116 Electronic Spreadsheets, and TY102 Keyboarding II (20 Classroom Lecture Hours/20 Laboratory Hours—2 Semester Credits)

**CA210 ADVANCED PROJECT DEVELOPMENT**

This course takes the students into their final academic efforts where they must tackle real-world challenges directly involved with software development. These challenges take the form of software projects of chosen types that represent what they will likely face in their career pursuits. The students are required to design, document, and program their solutions. Prerequisites: CA115 Database Applications and completion of an advanced programming language course (0 Classroom Lecture Hours/80 Laboratory Hours—2 Semester Credits)

**CA214 JAVA**

This course instructs students to use the Java language to design and implement applications using object-oriented topics of classes and objects, inheritance, and polymorphism. Special emphasis is placed on designing applets for Web pages. Students work in a visual Integrated Development Environment (IDE). Prerequisite: CA203 Object-Oriented Programming (40 Classroom Lecture Hours/40 Laboratory Hours—4 Semester Credits)

**EN101 BUSINESS COMMUNICATIONS I**

This course provides students with a review of grammar and sentence structure. Students gain an understanding of the structural relationship between words and phrases as they apply fundamental rules of grammar to sentence composition. (40 Classroom Lecture Hours/0 Laboratory Hours—2 Semester Credits)

**EN102 BUSINESS COMMUNICATIONS II**

This course is a continuation of Business Communications I. Students complete an extensive review of grammar principles and are introduced to punctuation. Students learn to integrate sentences into effective, well-organized, properly punctuated paragraphs. Upon completion of this course, students should be able to evaluate and revise their own writing. Prerequisite: EN101 Business Communications I (40 Classroom Lecture Hours/0 Laboratory Hours—2 Semester Credits)

**EN104 ORAL COMMUNICATIONS**

This course is a presentation of the fundamental principles of the oral communication process. The components of the process, the importance of the skill of active listening, and the importance of verbal and nonverbal communication are emphasized. Students then apply these skills as they learn proper techniques for telephone and interpersonal office communications. (30 Classroom Lecture Hours/10 Laboratory Hours—2 Semester Credits)

**EN105 BUSINESS COMMUNICATIONS III**

The practical application of more advanced uses of punctuation is the emphasis of this course. Studies also include application of capitalization, number expression, and abbreviation rules. Upon completion of this course, students should be able to apply these rules to their own written documents as well as those produced by others. Prerequisite: EN102 Business Communications II (40 Classroom Lecture Hours/0 Laboratory Hours—2 Semester Credits)

**EN200 INTERPRETING LITERATURE**

This course is an introduction to the art of reading and appreciating short stories, poems, and plays. Students are encouraged, both in class discussions and in writing assignments, to draw on their own experiences to aid their understanding of literature. (60 Classroom Lecture Hours/0 Laboratory Hours—4 Semester Credits)

**EN201 WRITTEN COMMUNICATIONS**

This course is designed to introduce the methods of writing the most common forms of business correspondence. The students develop and write several different types of correspondence, including request letters, claim letters, adjustment letters, and memorandums. Prerequisite: EN102 Business Communications II (40 Classroom Lecture Hours/0 Laboratory Hours—2 Semester Credits)

**EN207 BUSINESS COMMUNICATIONS IV**

This course provides in-depth attention to a variety of specialized communication topics. Students complete an assortment of projects that require them to apply previously learned material and that develop the higher-order skills of analysis, synthesis, and evaluation. Prerequisite: EN105 Business Communications III (20 Classroom Lecture Hours/20 Laboratory Hours—2 Semester Credits)

**EN216 RESEARCH AND REPORT WRITING**

This course further develops the students' knowledge of the fundamental requirements for effective communication and addresses the role of reports in business. Students develop general research skills and produce simple and complex business reports. (20 Classroom Lecture Hours/20 Laboratory Hours—2 Semester Credits)

**GD101 DRAWING**

This course is an introduction to the art of drawing. Students learn to use a variety of media and techniques as they explore the relationship of drawing to graphic design and illustration. (10 Classroom Lecture Hours/30 Laboratory Hours—1 Semester Credit)

**GD104 INTRODUCTION TO MACINTOSH**

This survey course covers the basics of Macintosh computer operation. Students are also introduced to the fundamental techniques of vector-based illustration. (20 Classroom Lecture Hours/20 Laboratory Hours—2 Semester Credits)

**GD109 ELECTRONIC DRAWING I**

This course focuses on intermediate to advanced techniques, terminology, tools, and commands for creating graphics in a vector-based drawing program. Students are also introduced to raster-based graphics. (20 Classroom Lecture Hours/60 Laboratory Hours—3 Semester Credits)

**GD110 DESIGN AND COLOR**

In this course, students explore the basic principles and elements of two-dimensional design techniques. Students learn to identify these elements in successful designs and also learn to use these elements to solve their own design problems. (20 Classroom Lecture Hours/60 Laboratory Hours—3 Semester Credits)

**GD111 ELECTRONIC DRAWING II**

In this course, students learn to use an image-editing program to generate raster-based images and to prepare photographic files for print production. Prerequisite: GD109 Electronic Drawing I (10 Classroom Lecture Hours/30 Laboratory Hours—1 Semester Credit)

**GD115 TYPOGRAPHY I**

This course introduces the students to the fundamentals of typography. The students learn to distinguish between various typefaces. They also learn formatting, specifying timesteps and sizes, leading, copyfitting, readability requirements, and basic typesetting. (20 Classroom Lecture Hours/20 Laboratory Hours—2 Semester Credits)

**GD117 INTRODUCTION TO PRODUCTION**

This course explains the production of printed matter. Upon completion of the course, the students will possess the basic knowledge to make informed production decisions from the rough comp stage to the finished printed piece. (40 Classroom Lecture Hours/0 Laboratory Hours—2 Semester Credits)

**GD121 HISTORY OF GRAPHIC DESIGN**

This course includes a survey of graphic design styles, including its history and contemporary practices. The role of the graphic designer is examined through theoretical discussions and practical applications. (40 Classroom Lecture Hours/0 Laboratory Hours—2 Semester Credits)

**GD123 COMPREHENSIVE ILLUSTRATION**

This course builds and develops drawing and marker skills used by the student to visually define subject matter accurately for commercial purposes. Students explore the use of a variety of materials and techniques. Prerequisites: GD101 Drawing and GD110 Design and Color (10 Classroom Lecture Hours/30 Laboratory Hours—1 Semester Credit)

**GD124 TYPOGRAPHY II**

In this course, students continue to develop their typographic skills. Students design letterforms, learn to use type appropriately, learn advanced typesetting techniques, and experiment with the effects that can be achieved through use of type-manipulation software. Prerequisite: GD115 Typography I (20 Classroom Lecture Hours/20 Laboratory Hours—2 Semester Credits)

**GD125 DESKTOP PUBLISHING**

In this course, students are introduced to desktop publishing concepts and techniques with specific instruction in digital page composition. Prerequisites: GD104 Introduction to Macintosh, GD110 Design and Color, and GD124 Typography II (40 Classroom Lecture Hours/40 Laboratory Hours—4 Semester Credits)

**GD126 WEB DEVELOPMENT WITH HTML**

This course is designed to teach the fundamentals of Hypertext Markup Language (HTML). Students learn to develop well-designed Web pages using HTML tags to format text and to include links, tables, images, frames, and forms. (20 Classroom Lecture Hours/20 Laboratory Hours—2 Semester Credits)

**GD127 MULTIMEDIA AND ANIMATION**

In this course, students apply design principles and utilize a popular authoring tool to create multimedia applications that include animation. Prerequisites: GD104 Introduction to Macintosh and GD110 Design and Color (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

**GD128 ELECTRONIC LAYOUT AND DESIGN**

In this course, students master electronic page layout and design by applying advanced desktop publishing and imaging techniques. Projects require the students to use graphics and text imported from other applications programs to create original pieces. Prerequisites: GD111 Electronic Drawing II, GD117 Introduction to Production, and GD125 Desktop Publishing (40 Classroom Lecture Hours/40 Laboratory Hours—4 Semester Credits)

**GD200 ADVANCED MULTIMEDIA AND ANIMATION**

This course is a continuation of Multimedia and Animation. Students design and publish functional, professional-looking multimedia presentations that incorporate text graphics, video, animation, and sound. Prerequisites: GD126 Web Development With HTML and GD127 Multimedia and Animation (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

**GD201 WEB DESIGN FOR GRAPHIC DESIGNERS**

This course provides instruction and experience in the use of a popular web-authoring package to create, edit, and manage well-designed Web sites. Students utilize the software package to quickly build dynamic Web sites, to employ client-side image maps and interactive forms on a site, and to set up frames. Students also learn how to add interactivity to their HTML pages while being able to preview it at the design stage. Prerequisite: GD126 Web Development With HTML (20 Classroom Lecture Hours/20 Laboratory Hours—2 Semester Credits)

**GD203 ADVERTISING ART PORTFOLIO**

In this course, students prepare a professional portfolio composed of a variety of projects that demonstrate the skills mastered during the program. Students also examine comprehensive methods and techniques that will enable them to best present their resumes, portfolios, and personal skills. Prerequisites: GD123 Comprehensive Illustration, GD128 Electronic Layout and Design, GD200 Advanced Multimedia and Animation, and PD103 Professional Development for Designers (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

**GD205 DESIGN AND PRESENTATION DEVELOPMENT**

This course is designed to integrate the knowledge and skills previously learned in the program. The students develop, manage, and execute various projects from the initial design stage through completion. Emphasis is also placed on the skills associated with designer-client communication and verbal presentation of the finished product. Prerequisites: GD128 Electronic Layout and Design, GD200 Advanced Multimedia and Animation, GD201 Web Design for Graphic Designers, and PD108 Human Relations in the Workplace (0 Classroom Lecture Hours/120 Laboratory Hours—4 Semester Credits)

**GS200 PRINCIPLES OF ECONOMICS**

In this course, students study macroeconomic and microeconomic concepts. Topics considered include the method of economics, supply and demand, the price mechanism, money and the American banking system, national output and national income, monetary and fiscal policies, the problems resulting from economic progress, and today's economic systems. (60 Classroom Lecture Hours/0 Laboratory Hours—4 Semester Credits)

**GS201 INTRODUCTION TO PSYCHOLOGY**

This course provides a study of the basic topics in classic psychology. Included are principles of learning, memory, personality, perception, child development, mental health, and human relations. (60 Classroom Lecture Hours/0 Laboratory Hours—4 Semester Credits)

**GS202 PHYSICAL GEOGRAPHY**

This course, aimed at developing an understanding of the physical environment, presents a study of the basic physical elements of geography. (60 Classroom Lecture Hours/0 Laboratory Hours—4 Semester Credits)

**HP103 FRONT/ BACK OFFICE OPERATIONS**

This course teaches the principles of effective front and back office management. Emphasis is placed on the reservation, check-in/check-out procedures, and customer service. Accounting functions and administrative procedures are also reviewed. (20 Classroom Lecture Hours/20 Laboratory Hours—2 Semester Credits)

**HP104 EVENT PLANNING**

This course provides an overview of the competencies required of a professional event coordinator. Students examine the full event planning process from early conceptualization, sourcing, and contracting to last-minute details and follow-ups. At the end of this course students should be able to create event experiences that serve the needs of the client or host and fulfill the expectations of the guest or attendee. (40 Lecture/0 Laboratory Hours—2 Semester Credits)

**HP107 GUEST RELATIONS MANAGEMENT**

This course provides a comprehensive review of managing hospitality organizations. It focuses on customer satisfaction, retention, and relations. (20 Classroom Lecture Hours/20 Laboratory Hours—2 Semester Credits)

**MD101 MEDICAL TERMINOLOGY**

This course is designed for the medical assisting students to develop a basic knowledge of how complex medical terms are formed from Latin and Greek word parts utilizing root words, prefixes, and suffixes. Emphasis is placed on spelling and pronunciation of medical terms. (40 Classroom Lecture Hours/0 Laboratory Hours—2 Semester Credits)

**MD106 CLINICAL PROCEDURES I**

This course is designed to instruct the medical assisting students in assisting the physician, nurse, and/or licensed technologist in the medical facility. Procedures covered include OSHA rules and regulations, medical asepsis, documentation and charting, vital signs, and the preparation of the patient for examination. (20 Classroom Lecture Hours/20 Laboratory Hours—2 Semester Credits)

**MD107 MEDICAL ADMINISTRATIVE PROCEDURES I**

In this course the students are introduced to a competency-based approach to the medical assisting profession. Topics include interpersonal human relations and medical law and ethics. (20 Classroom Lecture Hours/20 Laboratory Hours—2 Semester Credits)

**MD108 CLINICAL PROCEDURES II**

This course is designed to instruct the medical assisting students in assisting the physician, nurse, and/or licensed technologist with the following procedures: minor surgery and instrumentation, medical/surgical asepsis, and the preparation for specialty examinations. Prerequisite: MD106 Clinical Procedures I (40 Classroom Lecture Hours/40 Laboratory Hours—4 Semester Credits)

**MD112 PHARMACOLOGY**

This course is designed to provide the medical assisting students with knowledge of the principles of pharmacology utilizing a body-systems approach. Prerequisite: MD127 Anatomy and Physiology II (40 Classroom Lecture Hours/0 Laboratory Hours—2 Semester Credits)

**MD113 MEDICAL INSURANCE**

This course provides the students with knowledge of the basic fundamentals of ICD-9 and CPT coding, managed-care contracts, reimbursement procedures, and insurance referrals for the health care industry. Prerequisite: MD101 Medical Terminology (40 Classroom Lecture Hours/0 Laboratory Hours—2 Semester Credits)

**MD115 MEDICAL OFFICE SYSTEMS**

This course continues building on the students' knowledge of administrative and clinical procedures through computerized simulations. Prerequisites: MD113 Medical Insurance and MD126 Medical Administrative Procedures II (20 Classroom Lecture Hours/20 Laboratory Hours—2 Semester Credits)

**MD117 MEDICAL LABORATORY PROCEDURES**

This course is designed to introduce the medical assisting students to the basics of laboratory procedures. Topics of discussion and demonstration include an introduction to the laboratory facility, CLIA '88 regulations, and specimen collection and testing. Specialized areas include urinalysis, hematology, microbiology, and phlebotomy. (40 Classroom Lecture Hours/40 Laboratory Hours—4 Semester Credits)

**MD121 ANATOMY AND PHYSIOLOGY I**

This course is designed to introduce the medical assisting students to basic body structures that contribute to an understanding of the human body process in normal and abnormal conditions. Prerequisite: MD101 Medical Terminology (40 Classroom Lecture Hours/0 Laboratory Hours—2 Semester Credits)

**MD122 CLINICAL PROCEDURES III**

In this course the medical assisting students continue the development of skills learned in MD106 Clinical Procedures I and MD108 Clinical Procedures II. Additional skills and procedures presented include emergency preparedness, EKGs, and preparation for specialty examinations. Prerequisite: MD108 Clinical Procedures II (40 Classroom Lecture Hours/40 Laboratory Hours—4 Semester Credits)

**MD126 MEDICAL ADMINISTRATIVE PROCEDURES II**

This course is designed to continue the development of student competency in medical assisting administrative functions. Prerequisite: MD107 Medical Administrative Procedures I (20 Classroom Lecture Hours/20 Laboratory Hours—2 Semester Credits)

**MD127 ANATOMY AND PHYSIOLOGY II**

This course is a continuation of the study of the body structures. The principles of biological and physical sciences that contribute to an understanding of the human body processes are studied. Prerequisite: MD121 Anatomy and Physiology I (40 Classroom Lecture Hours/0 Laboratory Hours—2 Semester Credits)

**MD205 MEDICAL EXTERNSHIP**

This unpaid externship provides the students with practical on-the-job medical assisting experience in a medical facility. The externship experience is a combination of both performance and observation. The students are supervised and evaluated for work performed in both the administrative and clinical areas. Prerequisites: MD112 Pharmacology, MD115 Medical Office Systems, MD117 Medical Laboratory Procedures, MD122 Clinical Procedures III, and MD126 Medical Administrative Procedures II (0 Classroom Lecture Hours/0 Laboratory Hours/320 Externship Hours—7 Semester Credits)

**NW200 LINUX ADMINISTRATION**

In this course students learn how to implement, administer, support, and troubleshoot LINUX servers. Topics include maintaining user accounts, Internet services, and system hardware. Prerequisites: CA112 Computer Applications--UNIX and CA121 Network Administration (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

**NW201 IMPLEMENTING MICROSOFT CLIENTS AND SERVERS**

In this course students learn to implement, administer, and troubleshoot information systems that incorporate Microsoft operating systems. Topics include installing, configuring, monitoring, and securing resources. Prerequisite: CA121 Network Administration (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

**NW203 MANAGING A MICROSOFT NETWORK ENVIRONMENT**

In this course students learn to administer, support, and troubleshoot information systems that incorporate Microsoft network operating systems. Topics include managing permissions for resources such as printer shares, file shares, and remote access. Prerequisite: NW201 Implementing Microsoft Clients and Servers (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

**NW204 DESIGNING SECURITY FOR A MICROSOFT NETWORK**

This course teaches students the skills required to analyze the business requirements for security and to design a security solution. Topics include audit policies, encryption, authentication, and controlling access to resources. Prerequisite: NW203 Managing a Microsoft Network Environment (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

**OT110 WORD PROCESSING—CORE**

This course provides information and training on the use of microcomputer software for word processing. The students use a word processing software package to produce a variety of documents from various application exercises. Prerequisite: TY101 Keyboarding I (20 Classroom Lecture Hours/20 Laboratory Hours—2 Semester Credits)

**OT111 PRESENTATION DESIGN AND DEVELOPMENT**

In this course, students are introduced to presentation techniques and to the use of a specialized presentation graphics program. Students will be able to create, edit, present, and distribute a presentation. Prerequisite: TY101 Keyboarding I (20 Classroom Lecture Hours/20 Laboratory Hours—2 Semester Credits)

**OT116 ELECTRONIC SPREADSHEETS**

This course is an introduction to electronic spreadsheet applications. Through the use of predesigned spreadsheets, students apply the basic functions and concepts of entering, editing, saving, retrieving, and printing. Additionally, students begin to design and structure their own spreadsheets. (20 Classroom Lecture Hours/20 Laboratory Hours—2 Semester Credits)

**OT121 INTRODUCTION TO DATABASE MANAGEMENT**

In this course, students learn the basic principles of filing using the ARMA-recommended unit-by-unit method and are introduced to a relational database management system. They learn to use database commands to build and modify tables and forms and to create reports. (20 Classroom Lecture Hours/20 Laboratory Hours—2 Semester Credits)

**OT122 DATABASE MANAGEMENT**

Using database management software, students learn to use the microcomputer to create and maintain files, to retrieve information from database files, and to present this information in appropriate report formats. Prerequisite: OT121 Introduction to Database Management (20 Classroom Lecture Hours/20 Laboratory Hours—2 Semester Credits)

**OT130 LEGAL COMPUTER APPLICATIONS**

This course provides the students with the essential background and knowledge they need to understand computer technology and applications. The course examines how computers are utilized in law offices, as well as hardware and software. Special attention is given to time-management software and billing software. (20 Classroom Lecture Hours/20 Laboratory Hours— 2 Semester Credits)

**OT204 INTRODUCTION TO SUPERVISORY MANAGEMENT**

This course provides an introduction to the basic responsibilities of a supervisor including problem solving and decision making; planning, organizing, and controlling work; appraising employee performance; and training and developing employees. (40 Classroom Lecture Hours/0 Laboratory Hours—2 Semester Credits)

**OT205 WORD PROCESSING—EXPERT**

In this course, students are introduced to desktop publishing concepts and advanced word processing features. Students learn terminology and advanced formatting concepts. Using word processing software, students combine text and graphics to produce print-ready copy. Prerequisite: OT110 Word Processing--Core (20 Classroom Lecture Hours/20 Laboratory Hours—2 Semester Credits)

**OT210 DATA ANALYSIS**

This course provides clear, step-by-step instruction in the integration of various computer software applications. The need to extract useful decision-making information from data collections is emphasized through computerized activities. The students learn to arrange, present, and interpret data in a realistic business context. Prerequisites: OT110 Word Processing—Core, OT111 Presentation Design and Development, OT116 Electronic Spreadsheets, and OT122 Database Management (20 Classroom Lecture Hours/20 Laboratory Hours—2 Semester Credits)

**OT211 BUSINESS ORGANIZATION**

In this course, the students are introduced to the basic functions of business, the legal forms of business ownership, and the internal organization and structure of business. Government regulation of business, labor-management relations, and business strategies are also discussed. (40 Classroom Lecture Hours/0 Laboratory Hours—2 Semester Credits)

**OT215 ADVANCED SPREADSHEETS AND ELECTRONIC COMMUNICATIONS**

This course provides instruction in advanced spreadsheet operations and electronic communications. Working with macros, using data and list features, and utilizing electronic communications are covered. Prerequisite: OT116 Electronic Spreadsheets (20 Classroom Lecture Hours/20 Laboratory Hours—2 Semester Credits)

**OT219 BUSINESS LAW**

In this course, students develop an understanding of contracts, negotiable instruments, wills, trusts, insurance, real and personal property, bailments, bankruptcy, forms of business ownership, labor law, and court procedures as they apply to business. (40 Classroom Lecture Hours/0 Laboratory Hours—2 Semester Credits)

**OT221 COMPUTER SYSTEMS**

In this course students study an overview of computer topics including basic concepts of both hardware and software. Basic understanding of networks and the Internet will be discussed as well as various computer systems. Students also learn how computers affect society including current and future applications and uses of different types of computers. (30 Classroom Lecture Hours/10 Laboratory Hours—2 Semester Credits)

**PD102 PROFESSIONAL DEVELOPMENT**

This course is designed to prepare the students for making the transition from student to employee. Students learn how individual personality traits affect career advancement. This course also explores the appropriate techniques for completing job applications, participating in job interviews, and starting a successful new career. Students learn to analyze their job skills and needs and learn how to market and present those skills and needs to prospective employers in a professional manner. Effective time management techniques, as well as stress management techniques, are also introduced. (20 Classroom Lecture Hours/20 Laboratory Hours—2 Semester Credits)

**PD103 PROFESSIONAL DEVELOPMENT FOR DESIGNERS**

This course explores the appropriate techniques for making job applications and participating in job interviews in the design field. Additional topics for discussion include types of jobs, agencies, hiring practices, portfolios, resumes, salaries, networking, freelancing, and ethics. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

**PD108 HUMAN RELATIONS IN THE WORKPLACE**

This course emphasizes the importance of the development of proper attitude in the workplace. The course also covers self-image, motivation, conflict management, team building, and improvement of interpersonal skills. (40 Classroom Lecture Hours/0 Laboratory Hours—2 Semester Credits)

**PL103 INTRODUCTION TO LAW AND THE LEGAL SYSTEM**

This course provides a detailed overview of the American legal system: its structures, its substance, and its terminology. The nature and function of the legal process as well as the roles of the paralegal and legal secretary are also examined. Additionally, discussion focuses on the ethics of the legal profession based largely on principles promulgated by the American Bar Association. (80 Classroom Lecture Hours/0 Laboratory Hours—5 Semester Credits)

**PL116 CIVIL LITIGATION AND PROCEDURE**

This course offers a basic understanding of the process of civil litigation, the rules of civil procedure, and the functions and operations of the state and federal court systems. Students learn the basic principles and rules that regulate civil pleadings, pre-trial discovery, motions, court orders, and judgments. Drafting litigation documents using the correct application of the rules of civil procedure are emphasized. (40 Classroom Lecture Hours/0 Laboratory Hours—2 Semester Credits)

**PL121 CLIENT INTERVIEW AND COMMUNICATION SKILLS**

The focus of this course is on learning techniques that can be used to become an effective interviewer and communicator when dealing with clients. Students have the opportunity to practice the techniques and give and receive constructive feedback. (10 Classroom Lecture Hours/10 Laboratory Hours—1 Semester Credit)

**PL122 LEGAL RESEARCH AND LEGAL WRITING I**

This course provides the students with a working knowledge of the major resource books available in a law library. Students are taught the practical approach to finding and interpreting administrative regulations and statutes and to researching and analyzing case law. This course lays the foundation for the intensive case analysis and research that are to follow in Legal Research and Legal Writing II. (40 Classroom Lecture Hours/40 Laboratory Hours—4 Semester Credits)

**PL124 LEGAL RESEARCH AND LEGAL WRITING II**

This course is designed to familiarize students with the legal system and the sources of law generated by each branch of government. The course should enable students to undertake, with the supervision of an attorney, research assignments in which they research and write memorandums, briefs, and other legal documents, while accurately citing research sources. Prerequisite: PL122 Legal Research and Legal Writing I (40 Classroom Lecture Hours/40 Laboratory Hours—4 Semester Credits)

**PL126 ETHICS**

This course provides the students with a clear understanding of the concepts and rules that govern the practice of legal ethics. Topics include the unauthorized practice of law, advocacy, the duty of confidentiality, conflicts of interest, advertising and solicitation, and competency. The major ethical codes applicable to legal assistants are analyzed. A conscious quest for professionalism is emphasized. (20 Classroom Lecture Hours/0 Laboratory Hours—1 Semester Credit)

**PL130 TORT LAW**

In this course, students become familiar with all aspects of tort law and the handling of civil cases. Topics include negligence, strict liability, product liability, intentional torts, and the various forms of damages. (40 Classroom Lecture Hours/0 Laboratory Hours—2 Semester Credits)

**PL141 REAL ESTATE LAW**

In this course, students study the law of real property and of common types of real estate transactions and conveyances, such as deeds, leases, mortgages, and contracts of sale. Students gain a working knowledge of title searches and a thorough understanding of closing procedures. (60 Classroom Lecture Hours/0 Laboratory Hours—4 Semester Credits)

**PL145 CONTRACTS**

This course is designed to teach students the legal concepts of contract law. Students learn the basic requirements, performance, and remedies of a contract. (40 Classroom Lecture Hours/0 Laboratory Hours—2 Semester Credits)

**PL201 DOMESTIC RELATIONS/FAMILY LAW**

In this course, students gain an understanding of the legal aspects of marriage, divorce, annulment, custody and support, adoption, guardianship, and paternity. Students learn to handle client interviews and to draft necessary pleadings and other supporting documents. (40 Classroom Lecture Hours/0 Laboratory Hours—2 Semester Credits)

**PL203 ESTATE PLANNING AND ADMINISTRATION**

This course provides a general overview of the basic laws relating to probate, wills, and estates. Students analyze estate, administrative, and fiduciary accounting principles and study the organizational and jurisdictional laws of the probate courts. (60 Classroom Lecture Hours/0 Laboratory Hours—4 Semester Credits)

**PL204 BUSINESS ORGANIZATIONS**

This course provides the students with an understanding of the various forms of business ownership, such as sole proprietorships, partnerships, limited partnerships, corporations, limited liability companies, and S corporations. Students study the laws and concepts relating to these entities and draft documents and forms utilized by the various entities. (40 Classroom Lecture Hours/0 Laboratory Hours—2 Semester Credits)

**PL220 CRIMINAL LAW**

This course provides an understanding of the criminal justice system. It explores substantive and procedural aspects of criminal law and provides a working knowledge of the nature of various crimes, potential charges, and penalties. The students learn to prepare the necessary documents in order to assist and participate with the attorney in the administration of the criminal justice system. (40 Classroom Lecture Hours/0 Laboratory Hours—2 Semester Credits)

**PL221 LEGAL ADMINISTRATIVE LAW**

This course offers a basic understanding of the major areas of administrative law, including workers' compensation, unemployment security, Social Security, immigration, and bankruptcy. Students learn the basic principles and rules that apply to administrative law practice. Gaining familiarity with agency-mandated document formats and identification of relevant information are emphasized. (20 Classroom Lecture Hours/0 Laboratory Hours—1 Semester Credit)

**PL223 PARALEGAL CAPSTONE COURSE**

This course is taken in the academic term immediately preceding externship placement. The course requires the student to synthesize the specialized information and resources learned in all previously completed paralegal courses and to apply this knowledge to capstone activities. Hands-on work with proprietary court computer systems and software as well as gaining familiarity with courthouse and clerk of court operations are emphasized. Prerequisite: Successful completion of all previously scheduled Paralegal specialization courses (15 Classroom Lecture Hours/5 Laboratory Hours—1 Semester Credit)

**PL235 LEGAL EXTERNSHIP**

This course provides the students with an opportunity to gain practical work experience under the supervision of an attorney or experienced paralegal through 270 hours of actual work experience. The students must submit written reports describing their experiences. The students are supervised and evaluated by personnel at the extern site and by King's College faculty. The students are also required to compile and maintain a notebook of legal documents they have drafted throughout their work experience. Prerequisite: Successful completion of all legal specialization coursework (0 Classroom Lecture Hours/0 Laboratory Hours/270 Externship Hours—6 Semester Credits)

**SS110 OFFICE PROCEDURES I**

This course is designed to include general office practices and procedures. Topics include time and task management, computer hardware and software systems, reprographics, and mail procedures and regulations. (20 Classroom Lecture Hours/20 Laboratory Hours—2 Semester Credits)

**SS206 LEGAL OFFICE PROCEDURES**

This course prepares the students to handle legal administrative procedures, to exercise judgment, to take independent action when necessary, and to cope with interruptions. Students transcribe from rough drafts; type legal documents, forms, and case reports; keep court and office calendars up to date; handle telephone situations; prepare clients' ledger cards for fees and expenses; write checks for filing and recording fees; and file and record legal documents. (40 Classroom Lecture Hours/40 Laboratory Hours—4 Semester Credits)

**SS208 LEGAL TRANSCRIPTION**

Through the use of specially prepared text and tape materials, the students are exposed to the technicalities of legal terminology, collocations, Latin and French phrases, legal correspondence and formatting, and preparing court and non-court documents. Heavy emphasis is placed on machine transcription. (10 Classroom Lecture Hours/30 Laboratory Hours—1 Semester Credit)

**SS213 OFFICE PROCEDURES II**

This course is designed to provide thorough coverage of the administrative assistant's role in providing research and in organizing data for written reports, speeches, procedures, and publications; in assisting executives with travel arrangements and conference planning; and in handling financial duties. Through office simulations students develop time-management skills as well as skills in handling various office tasks. Prerequisite: SS110 Office Procedures I (20 Classroom Lecture Hours/20 Laboratory Hours—2 Semester Credits)

**TR101 INTRODUCTION TO TRAVEL**

This course covers the history, scope, and functions of the travel industry. Students gain knowledge of domestic and international air travel, tours, ground transportation, and the technical and personal skills needed for a career in the travel field in the twenty-first century. (40 Classroom Lecture Hours/0 Laboratory Hours—2 Semester Credits)

**TR102 WORLDWIDE TOURISM**

In this course, students explore the diverse areas of the hospitality and tourism industries. Special emphasis is placed on the functional areas of hotels, cruises, and resorts. (40 Classroom Lecture Hours/0 Laboratory Hours—2 Semester Credits)

**TR103 DOMESTIC DESTINATIONS**

This course is an introduction to the study of the geography of the United States, Canada, Mexico, and the Caribbean and their major attractions. (40 Classroom Lecture Hours/0 Laboratory Hours—2 Semester Credits)

**TR104 SALES AND CUSTOMER SERVICE**

In this course, students learn and apply the steps involved in an effective sales presentation. Included in the techniques discussed are acquiring product knowledge, identifying and using appropriate approach techniques, presenting the product through sales talk and demonstration, handling customer objections, closing the sale, and handling customer complaints. (20 Classroom Lecture Hours/20 Laboratory Hours—2 Semester Credits)

**TR105 WORLDWIDE DESTINATIONS**

This course is an introduction to the study of the geography of Europe, South America, Asia, Oceania, and Africa and their major attractions. (40 Classroom Lecture Hours/0 Laboratory Hours—2 Semester Credits)

**TR108 TRAVEL AGENCY OPERATIONS AND MEETING MANAGEMENT**

This course focuses on the operations of a travel agency and examines the unique needs of the corporate traveler. In addition, students are presented with an overview of the meeting planning/convention management industry. (30 Classroom Lecture Hours/10 Laboratory Hours—2 Semester Credits)

**TR202 COMPUTERIZED RESERVATIONS**

This course provides an understanding of the computerization of the industry with emphasis on microcomputer skills. Students learn the concepts and skills required to create and modify Passenger Name Records (PNR), provide fares, interpret and modify availability, sell air space, modify and price itineraries, issue tickets, and utilize and issue seat assignments. Students also learn to access hospitality, travel, and tourism resources on the Internet. (40 Classroom Lecture Hours/40 Laboratory Hours—4 Semester Credits)

**TR204 TRAVEL/TOURISM EXTERNSHIP**

This externship provides the students with hands-on, practical work experience for careers in the travel and tourism industries. Students are placed in hotels, travel agencies, and other businesses in the travel and tourism fields. Externship experiences are supervised and evaluated by personnel at the extern site and by King's College faculty. Prerequisites: HP103 Front/Back Office Operations and TR202 Computerized Reservations (0 Classroom Lecture Hours/0 Laboratory Hours/320 Externship Hours—7 Semester Credits)

**TY101 KEYBOARDING I**

In this course, students learn the proper use of the keyboard, including the alphabetic keys, figures and symbols, and special marks of punctuation. Techniques and procedures for acquiring stroking accuracy and speed, as well as error identification, are emphasized. A brief introduction of the current operating system will be included. (10 Classroom Lecture Hours/30 Laboratory Hours—1 Semester Credit)

**TY102 KEYBOARDING II**

This course is designed to improve the students' keyboarding speed and accuracy skills through the use of various methods and drills. Creating and editing different types of business correspondence and reports are also covered. Prerequisite: TY101 Keyboarding I (10 Classroom Lecture Hours/30 Laboratory Hours—1 Semester Credit)

**TY103 DOCUMENT FORMATTING**

This course continues development of basic production skills as well as speed and accuracy. The students will produce business correspondence, tables, and reports. Prerequisite: TY102 Keyboarding II (10 Classroom Lecture Hours/30 Laboratory Hours—1 Semester Credit)

**TY104 DOCUMENT PRODUCTION**

This course is designed to develop expertise in producing a variety of business documents utilizing word processing software. Students begin to use decision-making techniques to produce acceptable business communications. Greater emphasis is placed on keyboarding speed and accuracy. Prerequisite: TY103 Document Formatting (10 Classroom Lecture Hours/30 Laboratory Hours—1 Semester Credit)

**TY201 ADVANCED DOCUMENT PRODUCTION**

Emphasis in this course is placed on using word processing software to create documents containing statistical copy, such as complex tables, specialized correspondence, and financial reports. This course continues to build the students' keyboarding speed and accuracy and formatting skills. Prerequisite: TY104 Document Production (10 Classroom Lecture Hours/30 Laboratory Hours—1 Semester Credit)

# ACADEMIC CALENDAR 2011-2012

The institution's scheduled academic year is composed of the fall and spring semesters. The academic years for individual students can vary and are made up of the equivalent of two semesters of work.

## Summer Session 2011

April 25	Term I Begins
May 30	No Classes: Memorial Day Holiday
June 17	Term I Ends No classes: Graduation
June 20-July 4	No Classes: Summer Break
July 5	Term II Begins
August 19	No Classes: Faculty In-Service
August 26	Term II Ends

## Fall Semester 2011

August 29	Fall Semester Begins No Classes for Returning Students
September 5	No Classes: Labor Day Holiday
October 21	Term I Ends
October 24	Term II Begins
November 24-25	No Classes: Thanksgiving Holiday
December 16	Fall Semester Ends No classes: Graduation
December 19-January 2	No Classes: Christmas Holiday

**Spring Semester 2012**

January 3	Spring Semester Begins
February 20	No Classes: Presidents' Day
February 24	Term I Ends
February 27	Term II Begins
April 6	No Classes: Easter Break
April 20	Spring Semester Ends
April 23-April 27	Spring Break

**Summer Semester 2012**

April 30	Summer Semester Begins
May 28	No Classes: Memorial Day Holiday
June 11-June 15	No Classes: Summer Break
July 3	Term I Ends
July 4-July 6	No Classes: Independence Day Break
July 9	Term II Begins
August 31	Summer Semester Ends

**Fall Semester 2012**

September 3	No Classes: Labor Day Holiday
September 4	Fall Semester Begins

# ADMINISTRATION, FACULTY, AND STAFF

## Administration

Barbara Rockecharlie .....Director/Chief Academic Officer  
M. Diane Ryon .....Director  
Eunice Torifa..... Director of Student Services  
Carrie Berry .....Director of Placement

## Faculty

Anjali Arnold..... Economics  
B.B.A. Georgia State University  
M.B.A. Mercer University  
Brenda Cook Beck ..... Travel and Tourism  
B.A. Queens University Program Manager  
M.S. Queens University  
Joyce Brooks ..... Legal Studies  
B.A. University of South Carolina Program Manager  
J.D. University of South Carolina  
Ph.D. Capella University  
Joe Burroughs.....Graphic Design  
B.S. Appalachian State University Program Manager  
M.S. Rochester Institute of Technology  
Mari Jo Craft ..... Medical Assisting  
B.S. Indiana University  
M.S. University of California, Los Angeles  
Herbert Feitelberg ..... Medical Assisting  
B.S. Wake Forest University  
D.P.M. Ohio College of Podiatric Medicine  
Joseph Galante, CPA..... Accounting  
B. A. Herbert H. Lehman College Program Manager  
M.B.A. Pfeiffer University

Bonnie Gallucci..... Medical Assisting  
 B.S. Syracuse University College of Nursing  
 M.S. Wagner College

Beverly Horton..... Medical Assisting  
 B.S. North Carolina Wesleyan College  
 M.H.A. Pfeiffer University

Laura Iannacone..... Medical Assisting  
 B.S. Elon University  
 M.S. Vanderbilt University

LiKeyasha Johnson ..... Graphic Design  
 B.A. Winthrop University  
 M.A. Savannah College of Art and Design

Johnnie Nixon ..... Administrative Support  
 B.S. Barber-Scotia College Program Manager  
 M.A. University of North Carolina at Charlotte

Katina Oaks..... Psychology  
 B.A. Edinboro University  
 M.S. Gannon University

Wendy Shank..... Business Communications  
 B.A. James Madison University  
 M.Ed. University of Virginia

Tomeko Smith..... Computer Studies  
 B.A. Davenport Program Manager  
 M.S. Lawrence Technological University

Justin Stacy..... Literature  
 B.A. Gardner-Webb University  
 M.A. University of North Carolina at Charlotte

Ewing von Schmittou..... Medical/Psychology  
 B.S. Emory University School of Medicine  
 M.A. Middle Tennessee State University

Amanda Stone ..... Geography  
 B.S. East Carolina University  
 M.S. University of North Carolina at Charlotte

Misti Wall..... Business Communications  
 B.A. Louisiana State University  
 M.A. Pennsylvania State University

Judith Willis.....Medical Assisting  
 B.S. Indiana University  
 B.S. Western Michigan University  
 M.A. Indiana University

Barbara Worley .....Medical Assisting  
 B.S. Alabama A&M University Program Manager  
 B.S. Des Moines University  
 D.P.M. Des Moines University of Podiatric Medicine

Lois Yoder..... Librarian  
 B.A. Eastern Mennonite University  
 M.L.S. East Carolina University

## **Staff**

Jamie Bluto ..... Regional Admissions Manager  
Jessica Bowers..... Student Services Assistant  
Natalie Clark..... Education Administrator  
Rebecca Clingerman ..... Admissions Representative  
Lynne Eid ..... Admissions Representative  
Heather Forbes-Jones ..... Library Assistant  
Kathe Hill ..... Admissions System Operator  
Kimberly Hoyle ..... Placement Consultant  
Marina Koukoutsis ..... Administrative Assistant/Receptionist  
Laura MacCoy ..... Financial Aid Officer  
Jill MacLaughlin ..... Placement Consultant  
Paula McIntosh..... Regional Admissions Manager  
Alexis Oliver ..... Admissions Representative  
Angela Peralta ..... Admissions Representative  
Becky Petersen ..... Regional Admissions Manager  
Michelle Rego ..... Admissions Representative  
Jean Roderiguez ..... Admissions Assistant Supervisor  
Sarah Rothman ..... Placement Consultant  
Jackie Telin ..... Education Coordinator  
Molly Turner ..... Financial Aid Clerk  
Jennifer Yerton ..... Admissions Representative  
Howard Young ..... Maintenance Supervisor

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ADDENDUM TO THE KING'S COLLEGE  
ACADEMIC CATALOG  
2011-2012

**This addendum is effective Tuesday,  
September 20, 2011**

This change affects the **ACADEMIC CALENDAR 2011-2012** section of this catalog.

On page 85, Fall Semester 2011 will report that the Christmas Holiday will end on December 30.

- December 29-December 30  
Christmas Holiday

No Classes:

On page 86, Spring Semester 2012 will report the following dates:

- January 2

Spring Semester

- Begins  
February 24

Term I Ends

- February 27

Term II Begins

- April 20

Spring Semester

- Ends  
April 23-April 27

Spring Break

ADDENDUM TO THE KING'S COLLEGE  
ACADEMIC CATALOG  
2011-2012

**This addendum is effective for the Medical Assisting students enrolling on February 27, 2012:**

These changes affect the Medical Assisting Program section of this catalog on pages 53 and 54.

**MEDICAL ASSISTING PROGRAM**

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
EN101	Business Communications I	2
EN102	Business Communications II	2
MD101	Medical Terminology	2
MD106	Clinical Procedures I	2
MD112	Pharmacology	2
MD113	Medical Insurance	2
MD121	Anatomy and Physiology I	2
MD123	Medical Administrative Procedures I	1
MD124	Clinical Procedures II	3
MD125	Clinical Procedures III	3
MD127	Anatomy and Physiology II	2
MD128	Medical Laboratory Procedures	3
MD129	Medical Administrative Procedures II	1
MD130	Medical Office Systems	1
MD206	Medical Externship	6
PD102	Professional Development	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1
	<b>TOTAL</b>	<b>38</b>
	<b>TOTAL CREDITS REQUIRED FOR GRADUATION</b>	<b>38</b>

ADDENDUM TO THE KING'S COLLEGE  
ACADEMIC CATALOG  
2011-2012

**This addendum is effective February 27, 2012**

**COURSE DESCRIPTIONS: For the 2012 Medical  
Assisting Diploma Program**

**EN101 BUSINESS COMMUNICATIONS I**

This course provides students with a review of grammar and sentence structure. Students gain an understanding of the structural relationship between words and phrases as they apply fundamental rules of grammar to sentence composition. (24 Classroom Lecture Hours/14 Laboratory Hours—2 Semester Credits)

**EN102 BUSINESS COMMUNICATIONS II**

This course is a continuation of Business Communications I. Students complete an extensive review of grammar principles and are introduced to punctuation. Students learn to integrate sentences into effective, well-organized, properly punctuated paragraphs. Upon completion of this course, students should be able to evaluate and revise their own writing. Prerequisite: EN101 Business Communications I (24 Classroom Lecture Hours/14 Laboratory Hours—2 Semester Credits)

**MD101 MEDICAL TERMINOLOGY**

This course is designed for the medical assisting students to develop a basic knowledge of how complex medical terms are formed from Latin and Greek word parts utilizing root words, prefixes, and suffixes. Emphasis is placed on spelling and pronunciation of medical terms. (24 Classroom Lecture Hours/14 Laboratory Hours—2 Semester Credits)

**MD106 CLINICAL PROCEDURES I**

This course is designed to instruct the medical assisting students in assisting the physician, nurse, and/or licensed technologist in the medical facility. Procedures covered include OSHA rules and regulations, medical asepsis, documentation and charting, vital signs, and the preparation of the patient for examination. (22 Classroom Lecture Hours/16 Laboratory Hours—2 Semester Credits)

**MD112 PHARMACOLOGY**

This course is designed to provide the medical assisting students with knowledge of the principles of

pharmacology utilizing a body-systems approach. Prerequisite: MD127 Anatomy and Physiology II (24 Classroom Lecture Hours/14 Laboratory Hours—2 Semester Credits)

### **MD113 MEDICAL INSURANCE**

This course provides the students with knowledge of the basic fundamentals of ICD-9 and CPT coding, managed-care contracts, reimbursement procedures, and insurance referrals for the health care industry. Prerequisite: MD101 Medical Terminology (24 Classroom Lecture Hours/14 Laboratory Hours—2 Semester Credits)

### **MD121 ANATOMY AND PHYSIOLOGY I**

This course is designed to introduce the medical assisting students to basic body structures that contribute to an understanding of the human body process in normal and abnormal conditions. Prerequisite: MD101 Medical Terminology (24 Classroom Lecture Hours/14 Laboratory Hours—2 Semester Credits)

### **MD123 MEDICAL ADMINISTRATIVE PROCEDURES I**

In this course the students are introduced to a competency-based approach to the medical assisting profession. Topics include interpersonal human relations and medical law and ethics. (10 Classroom Lecture Hours/28 Laboratory Hours—1 Semester Credit)

### **MD124 CLINICAL PROCEDURES II**

This course is designed to instruct the medical assisting students in assisting the physician, nurse, and/or licensed technologist with the following procedures: minor surgery and instrumentation, medical/surgical asepsis, and the preparation for specialty examinations. Prerequisite: MD106 Clinical Procedures I (16 Classroom Lecture Hours/60 Laboratory Hours—3 Semester Credits)

### **MD125 CLINICAL PROCEDURES III**

In this course the medical assisting students continue the development of skills learned in MD106 Clinical Procedures I and MD108 Clinical Procedures II. Additional skills and procedures presented include emergency preparedness, EKGs, and preparation for specialty examinations. Prerequisite: MD124 Clinical Procedures II (16 Classroom Lecture Hours/60 Laboratory Hours—3 Semester Credits)

### **MD127 ANATOMY AND PHYSIOLOGY II**

This course is a continuation of the study of the body structures. The principles of biological and physical sciences that contribute to an understanding of the human body processes are studied. Prerequisite: MD121 Anatomy and Physiology I (24 Classroom Lecture Hours/14 Laboratory Hours—2 Semester Credits)

### **MD128 MEDICAL LABORATORY PROCEDURES**

This course is designed to introduce the medical assisting students to the basics of laboratory procedures. Topics of discussion and demonstration include an introduction to the laboratory facility, CLIA '88 regulations, and specimen collection and testing. Specialized areas include urinalysis, hematology, microbiology, and phlebotomy. (16 Classroom Lecture Hours/60 Laboratory Hours—3

Semester Credits)

**MD129 MEDICAL ADMINISTRATIVE PROCEDURES II**

This course is designed to continue the development of student competency in medical assisting administrative functions. Prerequisite: MD123 Medical Administrative Procedures I (10 Classroom Lecture Hours/28 Laboratory Hours—1 Semester Credit)

**MD130 MEDICAL OFFICE SYSTEMS**

This course continues building on the students' knowledge of administrative and clinical procedures through computerized simulations. Prerequisites: MD113 Medical Insurance and MD129 Medical Administrative Procedures II (8 Classroom Lecture Hours/30 Laboratory Hours— 1 Semester Credit)

**MD206 MEDICAL EXTERNSHIP**

This unpaid externship provides the students with practical on-the-job medical assisting experience in a medical facility. The externship experience is a combination of both performance and observation. The students are supervised and evaluated for work performed in both the administrative and clinical areas. Prerequisites: MD112 Pharmacology, MD130 Medical Office Systems, MD128 Medical Laboratory Procedures, MD125 Clinical Procedures III, and MD129 Medical Administrative Procedures II (0 Classroom Lecture Hours/0 Laboratory Hours/270 Externship Hours—6 Semester Credits)

**PD102 PROFESSIONAL DEVELOPMENT**

This course is designed to prepare the students for making the transition from student to employee. Students learn how individual personality traits affect career advancement. This course also explores the appropriate techniques for completing job applications, participating in job interviews, and starting a successful new career. Students learn to analyze their job skills and needs and learn how to market and present those skills and needs to prospective employers in a professional manner. Effective time management techniques, as well as stress management techniques, are also introduced. (22 Classroom Lecture Hours/16 Laboratory Hours—2 Semester Credits)

**TY101 KEYBOARDING I**

In this course, students learn the proper use of the keyboard, including the alphabetic keys, figures and symbols, and special marks of punctuation. Techniques and procedures for acquiring stroking accuracy and speed, as well as error identification, are emphasized. A brief introduction of the current operating system will be included. (8 Classroom Lecture Hours/30 Laboratory Hours—1 Semester Credit)

**TY102 KEYBOARDING II**

This course is designed to improve the students' keyboarding speed and accuracy skills through the use of various methods and drills. Creating and editing different types of business correspondence and reports are also covered. Prerequisite: TY101 Keyboarding I (8 Classroom Lecture Hours/30 Laboratory Hours—1 Semester Credit)

ADDENDUM TO THE KING'S COLLEGE  
ACADEMIC CATALOG  
2011-2012

<b>This addendum is effective February 27, 2012 – July 3, 2012</b>
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This change affects the FINANCIAL INFORMATION section of this catalog.

On pages 8-9, the following footnote has added a sentence at the end of the paragraph:

Rates for students entering between January 1, 2011, and December 31, 2011:

**Tuition**

All programs per semester\*\* ..... \$6,770

Rates for students entering between January 1, 2012, and December 31, 2012:

**Tuition**

All programs per semester\*\* ..... \$6,850

\*\*The quoted tuition rate is based on enrollment for the equivalent of 12 credit hours or more in a semester. Tuition charges for a student enrolled in less than 12 credit hours in a semester will be adjusted proportionately. Students reenrolling midsemester will be charged for a term. The charge for a stand-alone term is equal to one-half the semester rate and is based on enrollment for the equivalent of 6 credit hours or more in the stand-alone term. Tuition charges for a student enrolled in less than 6 credit hours in a stand-alone term will be adjusted proportionately. Students enrolled in the associate degree programs in the accounting, legal administration, medical assisting, office administration, and travel program areas will be charged the term rate for the fourth semester of their program.

ADDENDUM TO THE KING'S COLLEGE  
ACADEMIC CATALOG  
2011-2012

**This addendum is effective for the period February 27, 2012 –  
April 20, 2012**

These changes affect the ADMINISTRATION, FACULTY, AND STAFF section of this catalog.

On page 87-89, the following roster will be updated to reflect the current faculty for the second eight-weeks of the Spring 2012 Semester:

**Faculty**

Brenda Cook Beck .....	Travel and Tourism Program Management
B.A. Queens University	
M.S. Queens University	
Brooks, Charles .....	Business Law
B.S. University of South Carolina	
J.D. University of South Carolina	
Joyce Brooks .....	Legal Studies Program Management
B.A. University of South Carolina	
J.D. University of South Carolina	
M.Ed. Queens University of Charlotte	
Ph.D. Capella University	
Buddin, Margaret Alice.....	Medical Assisting
B.S. Wofford College	
M.D. Medical University of SC College of Medicine	
Joe Burroughs .....	Graphic Design Program Management
B.S. Appalachian State University	
M.S. Rochester Institute of Technology	

Joseph Galante, CPA.....	Accounting Program Management
B. A. Herbert H. Lehman College	
M.B.A. Pfeiffer University	
Bonnie Gallucci.....	Medical Assisting
B.S. Syracuse University College of Nursing	
M.S. Wagner College	
Beverly Horton.....	Medical Assisting
B.S. North Carolina Wesleyan College	
M.H.A. Pfeiffer University	
LiKeyasha Johnson.....	Graphic Design
B.A. Winthrop University	
M.A. Savannah College of Art and Design	
Johnnie Nixon.....	Program Management
Administrative Support	
B.S. Barber-Scotia College	
M.A. University of North Carolina at Charlotte	
Yogi Singh.....	Medical Assisting
B.A. Queens University of Charlotte	
M.B.A. Pfeiffer University	
Tomeko Smith.....	Computer Studies Program Management
B.A. Davenport University	
M.S. Lawrence Technological University	
Misti Wall.....	Business Communication
B.A. Louisiana State University	
M.A. Pennsylvania State University	
Judith Willis.....	Medical Assisting
B.S. Indiana University	
B.S. Western Michigan University	
M.A. Indiana University	
Barbara Worley.....	Medical Assisting Program Management
B.S. Alabama A&M University	
B.S. Des Moines University	
D.P.M. Des Moines University of Podiatric Medicine	

Lois Yoder..... Librarian  
B.A. Eastern Mennonite University  
M.L.S. East Carolina University