



**Student Catalog
Career Colleges of Chicago
(CCoC)
Modular and Quarterly**

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Accreditation and Approvals

Career Colleges of Chicago is accredited by the *Accrediting Council for Independent Colleges and Schools*. ACICS is listed as a nationally recognized accrediting agency by the United States Department of Education.

CCoC is approved by the Illinois State Board of Higher Education as an approved educational institution and by the U.S. Department of Education to participate in the Title IV Student Financial Aid programs.

About Career Colleges of Chicago

Career Colleges of Chicago is proud of its rich history and tradition. Our founder, Stenograph Corporation, opened the college as the Institute of Machine Shorthand in an effort to increase the market for its court reporting products. In 1950, Mae Glassbrenner and Lucille Horstmeier purchased the Institute. As the new majority shareholders and directors, they changed our name to Chicago College of Commerce (CCC) and secured incorporation with the State of Illinois.

Ms. Glassbrenner and Ms. Horstmeier provided nearly 50 years of vision and leadership to the college. Under their direction, CCC became a leader in the legal industry by providing a quality education for court reporters and other business professionals. Ms. Glassbrenner pioneered developments within the court reporting profession, both nationally and abroad. Through CCC's educational programs, many students, including a growing number of women, gained access to careers offering greater opportunity, increased independence, and enhanced earning potential. Following Ms. Horstmeier's death in 1993, Ms. Glassbrenner continued to guide the college community until her retirement in May 1998. It was then that DePaul University of Chicago offered to purchase the college from Ms. Glassbrenner, thereby assuring a continuation of CCC's tradition of excellence in education.

To reflect its expanded educational capabilities and its focus on skill-based learning, the college adopted the name Career Colleges of Chicago (CCoC) in April 1999. While preserving its strong foundation in the court reporting and business professions, the college added new programs in Medical Transcription, Business, Legal Studies and Technology. In July, 2003 Career Colleges of Chicago was purchased by Benchmark Partners, Inc., a company dedicated to continuing the high level of commitment and quality in education and training that CCoC has been providing for over fifty years. Once again, the college added new programs in Medical Assistance and Technology.

Career Colleges of Chicago continues to provide its students with an educational atmosphere that is mentally stimulating, morally satisfying and practical. An intentionally personal focus allows CCoC to assist students in key aspects of their education, providing up-to-date training, skill development and career placement guidance.

In short, the mission of Career Colleges of Chicago is to enrich the lives of its students through education and enhanced career opportunity. CCoC realizes its mission in three ways. First, the college provides access to educational opportunities for non-traditional and under-served student populations. Second, it leads the industry in offering skill-based learning in a diverse curriculum that meets uniform standards of excellence. Third, it delivers innovative and flexible educational solutions for students eager to enter today's workforce well prepared.

Mission Statement

Career Colleges of Chicago is committed to building futures through quality education and innovative training.

Educational Philosophy

The faculty, staff and administration of CCoC strive to create and sustain a learning environment that nurtures students personally, intellectually and socially. We believe that development of the whole person is vital for success in today's rapidly changing world.

Accreditation

The Accrediting Council for Independent Colleges and Schools (ACICS) certifies Career Colleges of Chicago to award certificates and occupational associate's degrees.

Accrediting Council for Independent Colleges and Schools
750 First Street, NE Suite 980
Washington, DC 20002-4241
(202) 336-6780

Approval Information

Illinois Board of Higher Education (For Degree Programs)
Illinois State Board of Education
State Approving Agency for Veterans Benefits (For Degree Programs)
National Court Reporters Association (For Court Reporting Program)

Memberships

Chicago Chamber of Commerce

Associate Degree Programs

The Board of Higher Education of the State of Illinois approves CCoC to award an Associate in Applied Science Degree in the following majors:

- Court & Convention Reporting
- Legal Assistant/Secretary
- Paralegal Studies

Certificate Programs

The State Board of Education of the State of Illinois approves CCoC to award a Certificate of Completion in the following majors:

- Medical Assistant
- Medical Transcriptionist
- Business Information Specialist
- Computer Network Specialist

Administrative Information

Executive Director	Gregory L. Hallam, II
Academic Dean	Matthew Glassmaker
Director of Admissions	Jorge Collazo
Director of Financial Aid	Dacia James
Director of Career Services	JoLanda Dinkins
Business Office Manager	Ada Alvarado
Career Services Coordinator	Jay Santana
Registrar	Myron Willis
Financial Aid Officer	Tari Witherspoon
Financial Aid Officer	Meccasia Roberson

College Ownership

President	Owner	Sandra N. Lockwood
Executive Vice President	Owner	John R. Laughlin
Vice President	Owner	Darlene R. Foret
Chief Financial Officer	Owner	Frankie Corsi III

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Admissions

Admission Policy

Career Colleges of Chicago admits students based on academic achievement, aptitude, interest, and proven leadership skills. Our admissions representatives conduct individual interviews with applicants. These interviews help us learn more about the applicants' educational and career goals. They also allow the applicants to learn more about how CCoC can help them attain their goals.

CCoC does not discriminate on the basis of age, race, religion, gender, sexual orientation, creed, color, disability or national origin.

CCoC has a rolling admissions policy. Candidates for admission may apply at any time during the calendar year and are urged to submit their applications at least one month before they hope to begin classes. Degree-seeking students may begin their studies at the start of any of the five academic terms during the year, and Certificate-seeking students may begin their studies monthly.

Admissions Criteria

First Time Applicants

All Applicants need to:

1. Complete CCoC's Application for Admission
2. Submit proof of high school graduation, GED transcript or equivalent
3. Demonstrate typing ability of 25 wpm or better*, and
4. Achieve a minimum test score on the CCoC Entrance Exam** as required for the individual degree program you are seeking to enroll in:

Associate in Applied Science, Court & Convention Reporting Major	Exam Score Required: 16
Associate in Applied Science, Legal Assistant Major	Exam Score Required: 17
Associate in Applied Science, Paralegal Studies Major	Exam Score Required: 20

* Only required for Court & Convention Reporting program

** Certificate Programs in Business Information Specialist, Legal Transcription and Medical Transcription require GED or HS Diploma only.

It is the responsibility of the applicant to ensure that all admissions materials have been submitted to the Office of Admissions.

If all of the above standards have been met, the applicant will be admitted to the college in good standing.

Transfer Students

1. Complete CCoC's Application for Admission
2. Submit proof of high school graduation, GED transcript or equivalent
3. Demonstrate typing ability of 25 wpm or better*, and
4. Official transcript of grades and credits from each college or university attended; acceptance of all credits is subject to CCoC Registrar review and approval of the Academic Dean
5. Achieve a minimum test score on the CCoC Entrance Exam** as required for the particular degree program you are seeking to enroll in:

Associate in Applied Science, Court & Convention Reporting Major	Exam Score Required: 16
Associate in Applied Science, Legal Assistant Major	Exam Score Required: 17
Associate in Applied Science, Paralegal Studies Major	Exam Score Required: 20

* Only required for Court & Convention Reporting program

** Certificate Programs in Business Information Specialist, Legal Transcription and Medical Transcription require GED or HS Diploma only.

To be considered for admission, the transfer applicant should have a 2.0 cumulative GPA from the last institution attended. Those applicants not meeting this standard may be admitted under **provisional status**.

Enrollment for Non-Degree Seeking Students

Individuals interested in taking courses without applying for admission or a CCoC applicant who does not meet admission requirements may be allowed to enroll as a non-degree seeking student. Non-degree seeking students are required only to complete the application, pay the application fee, and submit evidence of a GED or high school graduation. CCoC is not obligated to provide non-degree seeking students with career services. Non-degree seeking students are ineligible to receive financial aid and may complete a maximum of 30 credit hours while attending CCoC.

Reentering Students

A student reentering CCoC should complete a readmission form obtained from the Admissions Office. If the student has attended another college in the interim, an official transcript from the college will be required. CCoC has the right to determine whether reentering students will be required to meet program requirements as listed in the most current Academic Catalog. Before readmission is granted, student must meet with a Financial Aid Officer.

Evaluation of Transfer Credit

The Registrar performs all transfer credit evaluations. Credit will be granted for any course completed that is compatible with the College's academic program and for which a grade of "C" or higher was earned. Transfer credits are counted as credits earned but are not calculated in the student's grade point average. Students may transfer no more than 50% of their program requirements.

Admissions Decision Appeal Procedure

An applicant who is denied admission may appeal that decision by presenting relevant additional information that indicates ability to achieve academic success at CCoC. Additional information needed for the appeal process may include the following:

1. A letter of petition;
2. A letter of recommendation from an employer, community leader or guidance counselor;
3. Repeated placement exam scores; and,
4. An interview with the Executive Director of CCoC.

How to Apply

To obtain application forms and information regarding the admissions process, a potential student may visit us online at www.careerchi.com; contact the Office of Admissions by calling 312-895-6300 or via e-mail at admissions@careerchi.com. Complete all forms and return to Career Colleges of Chicago, Office of Admissions, 11 E. Adams Street, 2nd floor, Chicago, IL 60603.

breaks of five days or longer are excluded from the calculation, as are leaves of absence from which a student returned.

The unearned percentage of federal aid is multiplied by the charges for the quarter or payment period and by the total amount of aid disbursed for the student; the school is responsible for returning the lesser of these two amounts. The student is required to return any unearned aid less the amount returned by the school. If the student is required to return any grant aid (Federal Pell Grant or Federal SEOG), the student is considered to be in overpayment and thus ineligible for any additional federal aid until that amount is repaid, either to the school or to the U.S. Department of Education. Any student who owes an overpayment will be notified in writing, within thirty days of the date of withdrawal or termination.

Federal aid funds are returned in the following order, both by the school and the student:

- 1) Unsubsidized Federal Stafford Loans;
- 2) Subsidized Federal Stafford Loans;
- 3) Unsubsidized Federal Direct Stafford Loans;
- 4) Subsidized Federal Direct Stafford Loans;
- 5) Federal Perkins Loans;
- 6) Federal PLUS loans;
- 7) Federal Direct PLUS loans;
- 8) Federal Pell Grants;
- 9) Federal SEOG;
- 10) Other federal aid programs.

Students will receive a written notice of any federal funds returned by the school, and an invoice for any balance owed the institution.

Additional information on the return of federal funds calculation procedures and requirements, including examples, may be obtained by contacting the Director of Financial Aid.

Financial Aid 2005 – 2006

Eligibility

The Office of Financial Aid considers itself your partner in financing your education. You have the primary responsibility for funding your education – to the extent that you are able. Career Colleges of Chicago, in turn, works with federal and state agencies to provide additional grants and loans to help you pay your educational expenses.

All students who apply for financial aid must meet certain requirements in order to receive financial aid. Applicants must be admitted to a degree program or an eligible certificate program.

In addition, each student must:

- be a U.S. citizen or eligible non-citizen;
- make satisfactory academic progress in completing degree requirements;
- not be in default on any federal loan or owe a repayment on any federal grant; and,
- comply with all federal regulations governing selective service registration and use of funds for educational purposes.

Note: If the student decides not to use Financial Aid, an appointment must be setup with the Business Office Manager, in order to arrange a Tuition Payment Agreement.

Financial Aid Application Process

The Free Application for Federal Student Aid (FAFSA) serves as the application for federal grants and loans. The FAFSA is available in paper and electronic formats. You can pick up a copy from the Office of Financial Aid or your high school guidance counselor. If you prefer, you can fill out a web-based version of the FAFSA at <http://www.fafsa.ed.gov>. If you have technical questions about using FAFSA on the Web, call 1-800-4FED-AID (1-800-433-3243). You must request your PIN in order to electronically sign your FAFSA. The PIN serves as your electronic signature and provides access to

your personal information in various U.S. Department of Education systems. It's like the Personal Identification Number (PIN) that you get from your bank that enables you to access your account. Anyone--including parents of dependent students--who has a valid Social Security Number and is a U.S. Citizen or eligible non-citizen may apply for a PIN. Because you can use your PIN to sign your financial aid documents, you should keep it in a safe place. Do not give or entrust it to anyone, even if that person or organization is helping you fill out your FAFSA. You can apply at the U.S. Department of Education's PIN site, www.pin.ed.gov, by selecting **Apply for a PIN**.

Both the admission and financial aid application process can take place simultaneously; however, you must be admitted before an official financial aid award will be made. If you plan to use financial aid to pay for tuition and fees, you should submit your financial aid materials no later than three weeks prior to registering for your first course of enrollment.

To apply for financial aid for the 2005 – 2006 school years, you must have a processed FAFSA on file in the Office of Financial Aid by either June 30, 2005, or your last date of enrollment, whichever is earlier.

To apply for financial aid, complete the following steps:

1. Apply for admission to a degree or eligible certificate program.
2. Complete a 2004-2005 FAFSA. The Career Colleges of Chicago's school code is **008544**.
3. Complete and submit all documents in your Financial Aid folder given by your Admissions Representative.

Once you have been admitted and have submitted all required financial aid application materials, the Financial Aid Office will review your application materials and evaluate your eligibility for federal grants and loans. We will notify you in writing, by phone, or in person if we need additional documentation to determine your eligibility. All awards are given in an estimated status, and are completely based on the information provided by the student. Every student's financial aid situation is unique. And, if the student has used financial aid from a prior institution during the same award year, the new financial aid award may be limited at CCoC.

Financial Aid Programs

Pell Grant

The Federal Pell Grant is a grant program for students with exceptional financial need. Students are considered for it automatically by completing a FAFSA. *For the 2005 – 2006 school year, awards ranged from \$0 to \$4,050.* If you enroll part time or for only part of the academic year, you will receive a pro-rated award in accordance with federal regulations. Pell Grant does not have to be repaid.

Supplemental Educational Opportunity Grant (SEOG)

This institutionally administered federal grant is awarded to students based on financial need and availability of funds. Students are considered for it automatically by completing a FAFSA. The maximum award varies annually, and depends on federal funding levels. However, the student must be Pell eligible to receive SEOG award. SEOG does not have to be repaid.

Federal Stafford Loans

This program allows students to borrow money from participating lenders to pay for college expenses. There are two types of Stafford Loans:

- *Subsidized Stafford:* Eligibility for Subsidized Stafford Loans is based on financial need. Repayment is deferred until six months after the student's graduation or cessation of minimum half-time enrollment. The government pays interest on the loan while the student is enrolled in school. Subsidized Stafford loan must be repaid. Discuss with your lender the repayment options available to you.
- *Unsubsidized Stafford:* Eligibility for Unsubsidized Stafford Loans is not based on financial need. Students may borrow up to the cost of education minus all other financial aid received, up to the

annual Stafford Loan maximum. Repayment of the principal is deferred until after the student's graduation or cessation of minimum half -time enrollment. However, students must pay the interest while enrolled, or it will accrue and be added to the principal. Unsubsidized Stafford loan must be repaid. Discuss with your lender the repayment options available to you.

The interest rate on the Stafford Loan is variable, with a maximum of 8.25 %. It is adjusted annually on July 1, and can drop below this level, depending on market interest rates. The program charges an origination fee which is deducted from the loan proceeds before disbursement, ranging from 2 – 3%, which constitutes the student receiving the Net Amount of the loan paid toward their student account. Stafford Loan maximums vary according to academic level and dependent status. Please see the tables listed on the next page for more information.

TABLE 1: Dependent Undergraduate Students

Academic Level	Total Annual Stafford Loan Maximum
Freshman	\$2,625
Sophomore	\$3,500

These amounts are the maximum a dependent undergraduate may borrow in combined Subsidized and Unsubsidized Stafford Loan.

TABLE 2: Independent Undergraduate Students

Academic Level	Annual Subsidized Stafford Loan Maximum	Total Stafford Loan Maximum
Freshman	\$2,625	\$6,625
Sophomore	\$3,500	\$7,500

Independent undergraduates may borrow the Subsidized Stafford Loan up to the maximum indicated above, and may supplement this amount with the Unsubsidized Stafford Loan. The total combined Subsidized and Unsubsidized Stafford Loan may not exceed the amount in the right column of Table 2.

Interested students can obtain applications and a list of participating lenders from the Office of Financial Aid. The preferred lenders that CCoC uses are:

- National City Bank (lender code: 808877)
- Fifth Third Bank (lender code: 803264)
- EdAmerica (US Bank) (lender code: 831453)
- BankOne (lender code: 808732)

First-time Stafford Loan borrowers at CCoC must complete a brief pre-loan entrance interview before receiving the first disbursement of their student loan. During this interview, you will be apprised of your rights and responsibilities as a student loan borrower and have the opportunity to ask questions about your loan. This interview is usually conducted in the Office of Financial Aid, or can be completed through the Illinois Student Assistance Commission's Entrance Counseling website, <http://mapping-your-future.org/>.

Federal Parent Loan for Undergraduate Students

The Federal Parent Loan for undergraduate Students (PLUS) is available to parents of dependent students. Generally, parents are eligible if they do not have an adverse credit history, are not in default on a federal student loan, and meet the other eligibility requirements outlined in the loan application. Parents may borrow up to the amount of their student's cost of education, minus other

financial aid received. The interest rate is variable and is adjusted each year on July 1; however, the interest rate is capped at 9%. In addition, there is an origination fee of 3% charged to the borrower before disbursement.

The PLUS Loan is usually disbursed in equal amounts during each quarter for which the borrower was awarded funds. Funds are first to be used to pay tuition, but any leftover monies can be refunded to the student to pay for other educational expenses. The refund will be made available up to 14 days after the funds have been paid toward the account.

Repayment of the PLUS loan begins within 60 days after the final loan disbursement is made. Borrowers have several repayment options; depending on the option, the borrower is given between 10 to 30 years to repay the loan.

Parents who are interested in borrowing this loan should contact the Office of Financial Aid for application materials, a list of participating lenders, current interest rates, and additional information.

Alternative Financing

In addition to the programs listed above, there are several private loan programs available to students and parents. Students and parents interested in borrowing funds in addition to or instead of those loan programs mentioned above should contact the Office of Financial Aid for information and applications. These private loans are based upon the student's individual credit score. Some loans have a 2-year employment history requirement. Often times, these loans are better attained with a co-borrower.

Satisfactory Academic Progress

All financial aid recipients are expected to make regular progress toward completing their degree or certificate requirements. The standards for determining Satisfactory Academic Progress (SAP) that apply to all students are explained in detail in the Academic Policies section of this catalog. Failure to meet SAP will make the student ineligible for federal funding.

Student Life and Services

Student Accounts

Before the beginning of each quarter, students will receive a billing statement in the mail that covers all the courses for which they have registered. The number of credit hours and type of courses for which the students have registered will determine the tuition amount. All quarterly tuition costs and fees are due by the first day of classes.

Students must pay all tuition and fees by the due date in order to avoid a \$50 late fee. If there are any questions about the amount owed, or if students have not yet received a bill, they may contact the college at (312) 895-6300 for this information. *Students will be held responsible for all tuition charges regardless of whether or not they receive a bill in the mail.* The college will mail revised billing statements to students who add or drop classes after the first billing statement has been issued.

Students who lose or misplace their bill or who need a copy of their tuition account information for their records or for employer reimbursement claims may obtain a printed copy of their account information from Student Accounts.

If a student's financial aid award, including loans, exceeds the total amount billed for a particular quarter, then the college automatically processes a refund check for the difference. CCoC abides by all federal regulations governing deadlines for financial aid refund disbursement. Students should contact the Financial Aid office at (312) 895-6300 if they would like more information about these regulations or deadlines.

Registration will not be accepted from a student with an unpaid balance from a prior term.

A \$40 fee will be charged for returned checks.

Books/Supplies

Books are provided on campus at our internal bookstore. Books may be charged directly to the student's tuition account only when: (a) the student's financial aid award is sufficient to cover the cost of tuition, fees and books for the academic term, and (b) the student has authorized CCoC to apply his/her financial aid award to book charges.

Certain supplies particular to the Court Reporting program, such as machine shorthand paper, can be purchased from Student Accounts. Supplies cannot be charged to the student's tuition account.

Library

All English I classes have a tour of the library as part of the required coursework. Many other courses require visits to the library to complete class assignments or homework.

Locker Rental

Storage lockers are available at a rate of \$48 a year. Up to two students may share a locker and split the locker fee.

Equipment

Students taking machine shorthand classes must purchase or lease a machine and tripod. CCoC has a limited number of used machines that are available for lease each quarter. Please see Student Accounts for further information.

There may be other specific equipment requirements for the other academic programs. New students will be advised of these requirements prior to admittance. When possible, the College will offer such equipment for rental or purchase, passing on any eligible educational discounts. Required equipment costs will also be calculated into the student's financial budget.

Please see Student Accounts for a list of required equipment particular to your academic program.

Identification Cards

Identification cards are required for all students and must be carried at all times. IDs are necessary for making purchases at the bookstore, and for class registration. Photos are taken during new student registration and orientations. This is no charge for the initial ID card; however, if the card is lost or destroyed, its replacement will cost \$15.

Students are required to present their ID cards to school personnel upon demand and may be asked to leave the campus if the ID card is not presented.

Career Services

The Career Services Office is designed to assist students in the development of life-long decision making skills that will aid in the job search process. The office strives to enhance the educational process and prepare the student for professional employment by providing assistance in a broad range of areas such as:

Career Enhancement Workshops – As part of CCoC's commitment to thoroughly prepare the student for both the internship and post-graduation job search; a series of workshops has been developed which aim to improve the student's ability to market oneself and launch a successful job search. Topics that are discussed in the series include: job search strategies, cover letter development, resume writing, interviewing techniques, negotiating tips and general business etiquette. In addition to the workshops, the Career Service Office also offers various written resources to assist the student.

Job Postings

A listing of current open positions is available through job postings via the Job Board (career-related positions) and the Job Book (non-career related positions). The Career Service Office seeks out and receives numerous leads from employers interested in hiring CCoC students and alumni. Job descriptions and contact information are available on the postings so that the interested student may immediately apply directly.

Internship and Placement Assistance

Most employers agree that related work experiences combined with education are key items that they look for when hiring new graduates. This is why the internship is a critical portion of the programs at CCoC. Students are encouraged to develop leads through faculty members and friends as well as networking with workers in the related field. The Career Service Office will encourage students during their self-directed search for internship and career opportunities by offering general leads and self-marketing skills development, including effective resume preparation and interviewing techniques.

Industry Information

Industry and occupational requirements and information are available through the Career Services Office. Hiring trends and salary information may also be obtained.

Campus Security

Career Colleges of Chicago expects its students to maintain the standards of conduct and good citizenship as found in the Career Colleges of Chicago Code of Student Responsibility in the Student Handbook. This document, provided to all students, describes the disciplinary regulations of the College and sets down procedures for students to follow if they believe that their rights have been violated.

To ensure that Career Colleges of Chicago is safe for all students, employees and visitors, the following section provides information required under *Public Law, 34 CFR, and Student Assistance General Provisions, Campus Safety*. Under the act, Career Colleges of Chicago is required to disseminate its relevant policies and procedures and to publish a campus security report related to certain on-campus crimes and violations.

Security Policies

The institution strictly prohibits the possession, use and sale of illegal drugs and strictly enforces Federal and State drug laws. The college will pursue disciplinary or other legal measures where an individual has been found to engage in the unauthorized consumption of drugs or alcohol on the school premises. Each student receives a substance abuse and alcohol booklet and is required to sign a yearly statement of policy under *Section 1213 of the HEA*.

The authority of the Career colleges of Chicago staff is limited to the enforcement of the school's rules and regulations. College staff will report incidents that go beyond this scope to the Chicago Police Department for their investigation.

Security guards are posted at the entrance of the 11 East Adams building. These guards cooperate with the Chicago Police Department in reporting criminal or suspicious activity. The only people allowed in the school are Career Colleges of Chicago staff, students, and patrons. Career Colleges of Chicago reserves the right to ask any person to leave the facility for disruptive behavior.

New students and staff receive a campus crime report and safety brochure at orientation and are advised that they must be responsible for their own security and the security of others.

Reporting Procedures

Criminal actions or other emergencies occurring at Career Colleges of Chicago should be reported to one of the following school officials:

- Executive Director
- Night Operations Supervisor
- Academic Dean

The above officials shall notify the proper authorities and prepare a written report of the incident. If any of the above officials are not available, the situation should be brought to the attention of any member of the administration. These individuals will contact the proper authorities.

Sexual Offenses

Students are to follow the procedures detailed below if a sex offense occurs:

1. Notify the Executive Director of the College;
2. Notify the Chicago Police Department; and,
3. Preserve evidence for the proof of criminal action.

CCoC will report all sexual offenses to the local authorities. If the accused is convicted, the institution will, based upon the crime, suspend the student; require counseling; and/or terminate the student from the institution. If the convicted is someone other than a student, other institutional policies will apply.

Disclosure of Criminal Offenses

CCoC has assembled statistics related to the occurrence of the crimes of murder, rape, robbery, aggravated assault, burglary, and motor vehicle theft for the period since August 1991.

In compliance with *Public Law, 34 CFR and Student Assistance General Provisions, Campus Safety*, the school makes the following disclosures:

The data collected for the period between September 2001 and August 2002 indicates the following:

Arrests	0 Occurrences
Criminal Offenses	0 Occurrences

The data collected for the period between September 2002 and August 2003 indicates the following:

Arrests	0 Occurrences
Criminal Offenses	0 Occurrences

The data collected for the period between September 2003 and August 2004 indicates the following:

Arrests	0 Occurrences
Criminal Offenses	0 Occurrences

Data for the period September 2004 through August 2005 will be available in early October 2005 when filed with the U.S. Department of Education.

Affirmative Action and Title IX

It is the policy of Career Colleges of Chicago not to discriminate on the basis of race, color, creed, national origin, gender, sexual orientation, disability, age, or marital status in the admission to and participation in its educational programs, employment policies, or college activities.

Inquiries regarding compliance with state and federal nondiscrimination regulations may be directed to the Executive Director, Career Colleges of Chicago, 11 East Adams, 2nd Floor, Chicago, Illinois 60603; phone number (312) 895-6300.

Inquiries may also be sent to the director of the Office for Health and Human Services, Washington, D.C.

ADA (Americans with Disabilities Act) Compliance

Please note that the Career Colleges of Chicago will relocate programs, activities, and services to accessible locations upon request of an individual with mobility impairment. Access requests should be directed to the Executive Director, Career Colleges of Chicago, 11 East Adams, 2nd Floor, Chicago, Illinois 60603; phone number (312) 895-6300.

Access to Educational Records

The College follows the requirements of the Family Educational Rights and Privacy Act (FERPA) as amended, which permits all students to review their educational records. The procedures for such review and the rights of the students in this regard are set forth in detail in the Student Handbook.

Certain student information, known as Directory Information, may be disclosed by the institution to outside parties, unless the student has specifically requested that this information not be released. CCoC considers the following to be directory information: name, address, telephone number, date and place of birth, college of enrollment, class, major field of study, dates of attendance, degrees and awards received, the most recent educational agency or institution attended by the student, and student photo identification. Students who do not want Directory Information released should make a written request to the Registrar's Office to withhold this information.

Grievance Procedure

In the event that a student has a grievance, discussion between the parties directly involved is necessary in the initial stages of the problem. A fair solution to the grievance becomes more difficult with time; therefore, prompt action is required.

In order to resolve a grievance, a student should contact any of the following people: staff members, faculty members or administrators. If the grievance remains unresolved, then a student should:

1. Put the grievance in writing; and,
2. Present the written grievance to the Executive Director of CCoC within thirty days of the alleged incident.

The grievance may also be reported to:
The Illinois State Board of Education
State of Illinois Center
100 W. Randolph
Chicago, IL 60601-3405
(312) 814-3517

Or

The Illinois State Board of Education
Alzina Building
100 N. 1st Street
Springfield, IL 62777-0001
(866) 262-6663

Or

The Illinois Board of Higher Education
431 E. Adams Street, 2nd Floor
Springfield, Illinois 62701-1418
(217) 782-2551

Or

Accrediting Council for Independent Schools and Colleges
750 First Street, N.E., Suite 980
Washington D.C. 20002-4241

Appropriate action, as determined by the specific grievance, will be taken to resolve the grievance.

Academic Policies

Academic Advising

The Academic Dean and/or Academic advisors will work with students to monitor academic progress and to help them in their educational career. Advisors approve the students' schedules each quarter and assist in planning their degree or certificate program. Making the most use of their academic advisors helps students develop a workable plan for achieving their graduation requirements.

To aid students in developing their academic plan, the Registrar prepares and maintains a progress report for each student seeking a degree from CCoC. These reports show the students how many courses required by their program have been completed and what remains to be done.

Academic Year

Terms: Five 10-week terms make up the academic year: Winter, Spring, Early Summer, Late Summer and Fall. New students may start classes at the beginning of any one of the terms in which their program cycle begins.

Modules: Twelve 20-Day modules make up the academic year. Modular schedules are available in the Registrar's office.

Class Schedule

Class periods are 50 minutes in length or multiples thereof with appropriate breaks.

Terms: Day classes are scheduled Monday through Friday from 8 a.m. to 3 p.m. Evening classes are scheduled Monday through Friday from 5:30 p.m. to 9:30 p.m. and Saturdays 8 a.m. to 4 p.m.

Modules: Day classes are scheduled Monday through Friday from 8 a.m. to 12:30 p.m. Afternoon classes are scheduled Monday through Friday from 1 p.m. to 5:30 p.m. Evening classes are scheduled Monday through Friday from 6 p.m. to 10:30 p.m.

Academic Credit

The requirements and length of each academic program vary because of differences in course content and laboratory requirements.

Because CCoC operates on a quarterly system, students accumulate college credits on the basis of quarter hours earned. A quarter hour of credit equals a minimum of 10 hours of lecture, 20 hours of laboratory, 30 hours of practicum, or a combination of the above distributed over an academic term.

Enrollment Status

Full-time students enroll for 12 credit hours or more per quarter.

Three-quarter time students enroll for between 9 to 11 credit hours per quarter

Half-time students sign up for between 6 and 8 credit hours per quarter.

Less than Half-time students take up to 5 credit hours per quarter.

Modular students enroll for 5.5 credit hours per module, and 3 credit hours for externship.

Class Status (for Quarterly Students)

Freshmen students are those students who have completed fewer than 45 quarter credit hours at the college level. Sophomores are students who have successfully completed 45 quarter credit hours or more.

Students intending to earn their associate degree in two academic years should plan to take an average of 12 credit hours each term.

Transcripts

Students may request a copy of their transcript from the Registrar's Office. Such requests must be in writing. Transcripts may be for personal use or for official use. Students may request that their transcript be sent directly to a designated institution or employer.

Registration

New students register for courses as part of the admissions process. Returning students who are in good academic standing and who have met all financial obligations to CCoC may register for classes during the registration period identified on the Academic Calendar.

To avoid late registration fees as well as facilitate timely schedule coordination, students are encouraged strongly to register during the official registration period.

Course Load (for Quarterly Students)

Students may carry as many as 16 credit hours per quarter. Students with a cumulative GPA of 2.5 or better may petition the Academic Dean in writing if they wish to enroll in more than 16 credit hours in a quarter.

Credit by Proficiency Examination

Students enrolled in a degree or certificate seeking program may take proficiency examinations to demonstrate their competency in particular subject areas. The Student Accounts Office maintains a list of examinations with CCoC equivalencies for students to review. CCoC awards proficiency credits to students who achieve the scores recommended by the American Council on Education for the College Level Examination Program (CLEP) or the DANTES Subject Standardized Tests (DSST). For Court Reporting students, CCoC will award proficiency credits for Speed-building/Dictation exams based upon institutional grading criteria.

Cancellation or Limitation of Courses

CCoC reserves the right to cancel any course for which there is insufficient enrollment or for other reasons as judged necessary. In addition, CCoC may limit the number of students that may register for any given course.

Schedule Changes

Students may Add/Drop classes anytime during the first week of the quarter. After that, the student may withdraw from a class but may not add one.

Withdrawals

Students may withdraw from a course through the fifth week of the quarter and receive a grade of "W". Students withdrawing after the fifth week will automatically receive a grade of "F" for the course. Students may withdraw from all courses in a particular quarter for which they have registered and receive "W" grades for the courses only once per 12-month period. If students request a second total withdrawal in a 12-month period, they will receive "F's" in all of their courses regardless of their withdrawal date. Students who believe they have a compelling reason for withdrawing from all courses during more than one quarter in a year may file an appeal with the President of CCoC. The student must be able to document the compelling reasons that led to the second total withdrawal.

Transfer Credit

CCoC awards transfer credit for courses that are substantially equivalent to CCoC courses and for which the student has earned grades of "C" or better. Credits are accepted on a credit-for-credit basis: 2 semester hours equal 3 quarter hours. Grades for transfer courses do not count towards a student's grade point average but will count towards fulfilling degree requirements.

Transfer Credit Approval

Students seeking to transfer credit for a course taken at another institution while enrolled as degree or certificate seeking students at CCoC must obtain approval and written permission from the Academic Dean prior to registration in the course.

Repeat Course Policy

Upon successful petition to the Academic Dean and the fulfillment of applicable departmental requirements, students may repeat a particular course up to three times in an attempt to earn a better grade. Students will only be allowed, however, to repeat courses in which they have earned a grade of C, D, or F. When a student elects to repeat a course, the original C, D, or F will be changed to a CR, DR, or FR (respectively) to indicate that this course has been repeated. Students still earn credits for R grades, but only the highest grade for the course will be used to calculate their GPA.

Attendance Policy

Attendance for all students at the school is monitored on a clock-hour basis. A specialized attendance program tallies the hours to determine a student's total clock-hour attendance. All attendance standards are monitored against total scheduled class hours weekly.

Every student is strongly encouraged to attend all scheduled classes, however recognizing absences are sometimes unavoidable the following policy has been adopted by the school, and must be met so that a student may graduate. Exceptions to this policy can be granted only by the Executive Director or Director of Education after careful consideration of extenuating circumstances.

A student must attend a minimum of 80% of scheduled class hours.

A student must attend a minimum of 100% of scheduled extern hours.

Any student who is going to be absent or tardy on scheduled class days is strongly encouraged to notify the school in advance.

In any instance where a student exhibits a pattern of excessive absenteeism or tardiness he/she may be required to meet with a school official to explain the cause of such absences or tardiness. School officials may determine that there is sufficient cause for the student to be placed on attendance probation.

Modular Programs

A student who is absent four or more non-consecutive scheduled class days (or the equivalent total number of clock hours) in a module will be given written notification of excessive absenteeism.

A student absent for eight consecutive scheduled class days will be terminated from the program. A student wishing to reenter class after such termination must meet with the Director of Education and show cause why he/she should be readmitted. The date of determination (DOD) as noted on the Change of Status form can be no later than one calendar week past the last date of attendance (LDA).

Quarter-Based Programs

A student who is absent 20% or more of scheduled class days (or the equivalent total number of clock hours) in a quarter will be given written notification of excessive absenteeism.

A student absent for 21 consecutive calendar days will be terminated from the program. A student wishing to reenter class after such termination must meet with the Director of Education and show cause why he/she should be readmitted.

Leave of Absence

A student may be granted a leave of absence from a program for specific reasons, including but not limited to, medical, extreme hardship, and personal conditions. Except for medical emergencies, students must submit a written request for a leave of absence in advance to be considered and approved by a school official. The approval and length of term of a leave of absence will be determined individually and based on specific circumstances. However, in no case will a leave of absence be granted for a period longer than 90 calendar days. More than one leave of absence within a program may result in a student being required to withdraw and to restart in accordance with the institution's standard admissions policies. A refund would be calculated at that time.

A student will not be charged for time elapsed during a leave of absence. Students returning from a leave of absence may be required to reapply for federal financial aid. Students who begin a leave of absence while under probation for academic or attendance reasons will remain on probation status upon their return from a leave of absence. Students not returning from a leave of absence as scheduled and who have not requested or been granted an extension of the leave would be automatically terminated from their enrolled program. A refund will be calculated at that time. Students wishing to return following that period will be required to reapply for enrollment following the institution's standard admissions policies.

Credit for course work completed will be considered in determining academic status for students enrolling for the second time.

A Leave of Absence should only be granted when it is apparent that the student will exceed the maximum number of days of absences allowed by the institution's attendance policy.

1. The Director of Education must determine approvals for LOAs
2. An approved LOA form signed by the student must be on file.
3. The appropriate staff members must be notified of all LOAs.
4. Students who are on LOA must be contacted by staff at a minimum of every thirty days (30) to determine their progress and status.

The following conditions should be assessed to determine approval and term of leave:

- Reason for the request.
- Reasonable time frame for return from the LOA based on the student's ability to return to program at the approved point.

Students may return from LOA and join another cohort and repeat courses already taken in order to complete the program. **However**, student doing this are considered to be on LOA for financial aid SAP purposes until such time as they have reached the point in the program where they were when they left for their LOA. This must be considered when initially granting the LOA. If this is not known at the time of the initial LOA and extension must be requested, approved and documented to cover the period needed to bring the student into schedule prior to the original expiration of the LOA even if the student is attending classes with their new group. It must be remembered that in no case can LOAs and/or extensions exceed 90 calendar days in total.

Grades

Formal grade reports are issued to the student soon after the end of each quarter. Grade reports indicate the course taken, credits received, and grade assigned. Grades will be withheld for students who have failed to pay for courses. Grades will be released once payment has been received.

CCoC uses the following grading system to evaluate a student's performance:

Grade	Value	Point Value	Credit Earned
A	4.00	100 - 90	Yes
B	3.00	89 - 80	Yes
C	2.00	79 - 70	Yes
D	1.00	69 - 60	Yes
F	0.00	59 or Below	No
X	No value		No

Grade Explanation

CCoC has established the following grading guidelines to which all faculty must comply.

Grade	Explanation	Example
A	Clearly stands out as excellent performance. Has unusually sharp insight into material and initiates thoughtful questions. Sees many sides of an issue. Articulates well and writes logically and clearly. Integrates ideas previously learned from this and other disciplines; anticipates next steps in progression of ideas.	"A" work should be of such a nature that it could be put on reserve for all students to review and emulate. The "A" student is, in fact, an example for others to follow.
B	Grasps subject matter at a level considered to be good to very good. Is an active listener and participant in class discussion. Speaks and writes well. Accomplishes more than the minimum requirements. Work in and out of class is of high quality.	"B" work indicates a high quality of performance and is given in recognition for solid work; a "B" should be considered a high grade.
C	Demonstrates a satisfactory comprehension of the subject matter. Accomplishes only the minimum requirements, and displays little or no initiative. Communicates orally and in writing at an acceptable level for a college student. Has a generally acceptable understanding of all basic concepts.	"C" work represents average work for the students in a program or class. A student receiving a "C" has met course requirements, including deadlines.
D	Quality and quantity of work in and out of class is below average and barely acceptable.	"D" work, for some classes, is considered passing by a slim margin.
F	Quality and quantity of work in and out of class is unacceptable.	"F" work does not qualify the student to progress to a more advanced level of work.
I	Incomplete. A grade of I (Incomplete) is assigned at the discretion of the instructor for a student who has encountered unforeseen circumstances, not experienced by other students in the class, which prevent him/her from completing the requirements by the end of the term. The student has until the end of the fifth week of the following quarter to complete course requirements and receive a regular grade for the course. A grade of I becomes an F if course requirements are not completed by the end of the fifth week of the quarter.	
W	Students wishing to withdraw from a class must do so officially through the Registrars office. A student may withdraw from a class up to the end of the fifth week of the quarter. Courses in which a student received a withdrawal are counted as credits attempted for satisfactory academic progress and for registration status, but are not counted for credits earned.	
X	A grade of X indicates that a student audited a class. Audit grades appear on a student's grade history and report card but carry no numerical value or credit.	
PR	A grade of PR indicates a student has proven they have the knowledge or skill to meet the minimum requirement to receive credit for a course.	

CCoC does not award pass/fail grades. All student work in classes taken for credit will be graded.

Grade Change

Any grade change, other than makeup for an incomplete, must be made within 30 calendar days of the first day of classes in the next full academic quarter. The Academic Dean must approve all written grade change requests submitted by instructors.

Dean's List

The Dean's List consists of full-time students whose GPA within a quarter is 3.50 or higher, and of other enrolled students who have averaged 3.50 or better for the last 12 quarter hours of credit taken. Non-full time students who have been members of the Dean's List before are eligible again once they have completed 12-quarter hours since their prior listing. Quarter hours earned during the Short Session are not used in determining the Dean's List.

Graduation Honors

Students who achieve sustained academic excellence during their academic careers at CCoC will be honored at graduation. Each student who has attained a cumulative 3.5 GPA will be awarded the honor of Honor Graduate; each student who has attained a cumulative 3.75 GPA will be awarded the honor of High Honor Graduate; each student who has attained a cumulative 4.0 GPA will be awarded the honor of Distinguished Graduate. In each case, the diploma will indicate the honor. Graduation honors will be based on all courses attempted at CCoC. A student must complete at least 45 quarter hours at CCoC to qualify.

Satisfactory Academic Progress

Satisfactory Progress Defined (Quarterly Program)

Progress Toward completion of the academic program is evaluated once every academic year, defined as once every three quarters of enrollment. Satisfactory academic progress is measured qualitatively, by review of Cumulative Grade Point Average (CGPA); quantitatively, by review of the percentage (%) of credits earned vs. attempted; and overall against a maximum timeframe of 150% of the program length, measured in credit hours attempted. For example, a program that is 90 credit hours in length has a maximum timeframe of 135 credits hours (90 * 150%).

Degree Programs

<u>Required evaluation point</u>	<u>Minimum CGPA</u>	<u>% of credits earned vs. Attempted</u>
After 3 quarters	1.50	67%
After 6 quarters	2.00	75%
And each check point thereafter		

Certificate Program

<u>Required evaluation point</u>	<u>Minimum CGPA</u>	<u>% of credits earned vs. Attempted</u>
After 2 quarters	1.50	67%
After 4 quarters	2.00	75%
And each quarter thereafter		

Maximum Time Limit

Students may not take longer than one and one-half times the standard time frame (as determined by credits attempted) to complete their degree or certificate. This applies to regular students or students in an extended enrollment status. Students will receive a certificate of program completion, but not a degree, if they exceed the maximum allowable time limit for a particular program.

Minimum Academic Achievement

A student must achieve cumulative grade point averages (CGPAs) at the time of the following evaluation periods:

1.25 - 25% of the maximum time limit

1.50 - 50% of the maximum time limit

2.0 - 100% of the maximum time limit

2.0 - End of Each Academic Year *

(or 50% of the standard program length if less than one academic year)

2.0 - End of Second Academic Year

* If a student has completed less than:

25% - CGPA will need to be at least 1.25

50% - CGPA will need to be at least 1.50

51% and above - CGPA will need to be at least 2.0

Course Completions

A student must successfully complete the following percentages of credits hours attempted at the time of the following evaluation periods:

55% - 25% of the maximum time limit

60% - 50% of the maximum time limit

67% - 100% of the maximum time limit

67% - End of Each Academic Year *

(or 50% of the standard program length if less than one academic year)

67% - End of Second Academic Year

* If a student has completed less than:

25% - Completion ratio will need to be at least 55%.
50% - Completion ratio will need to be at least 60%.
51% and above –Completion ratio will need to be at least 67%.

Academic Probation

Students who do not maintain satisfactory academic progress will be placed on academic probation for one term. The student on probation will be counseled and given assistance, if needed, in order to improve his/her CPGA and/or completion ratio. At the end of the probationary period, if the academic record is not in compliance with the standards of satisfactory academic progress, the student will be suspended for a minimum of one grading period. The student is considered to be maintaining satisfactory academic progress while on probation and will be eligible for Title IV aid.

Dismissal Based on Academic Performance

In the event a student's CGPA is below 1.5 at the 50 % of maximum time frame evaluation point, two things will happen:

- That student becomes ineligible for financial aid; and
- That student will be dismissed from CCoC and may continue studies in an extended enrollment status only. (See Extended Enrollment below)

Failure to maintain a 2.0 CPGA and a course completion ration of 60 % after having reached the 50 % of one's maximum time frame mark will result in the student's being dismissed from CCoC.

Probation is not available to students in this situation.

Extended Enrollment

Students who have been dismissed due to the failure to maintain satisfactory academic progress may apply to continue their studies at CCoC in an extended enrollment status. During this time, the student is not eligible to receive federal financial aid or loans and must attempt to improve the deficient areas that led to the dismissal by retaking courses they have failed or practicing previously learned skills in order to re-establish satisfactory academic progress. The student will be responsible for all costs incurred during this term.

At the completion of this term, a student who has established satisfactory progress based upon the information given above may petition the administration to return to a regular student status and reinstate their eligibility for financial aid. A meeting will be scheduled between the Academic Dean and the student applying for reestablishment to determine if the student has the academic ability and desire to successfully continue in the program. If reinstated, the student will be placed on probation for a period of one term and will regain eligibility for federal financial aid.

Mitigating Circumstances

The Academic Dean may waive the standards of satisfactory academic progress for circumstances of poor health, family crisis, or other significant occurrence outside the control of the student. These circumstances must be documented by the student to demonstrate that they had an adverse impact on the student's performance. No waivers will be provided for graduation requirements.

Appeals

Should a student disagree with the application of these satisfactory academic progress standards, he/she must first discuss the problem with the appropriate instructor(s). If still dissatisfied, the student may then appeal to the Academic Dean and the Executive Director. The decision of the Academic Dean and Executive Director is final and may not be further appealed.

The standards for determining Satisfactory Academic Progress (SAP) apply to all students regardless of financial aid status or period of enrollment.

A summary chart of the SAP policy appears on the next page.

Evaluation Period	Required Minimum Completion Percentage of Hours Attempted	Required Minimum Cumulative Grade Point Average	Consequences for Failure to achieve SAP Completion and Academic Requirements
25% of the MTF	55% of hours	1.25	Probation for One Term; Suspension for One Term if SAP not evident by end of Probation Period
50%	60%	1.5	Dismissal; Extended Enrollment Only Option; No Federal Financial Aid
100%	67%	2.0	Dismissal; Extended Enrollment Only Option; No Federal Financial Aid; Only Certificate of Completion Available
At End of Each Academic Year	67%	2.0	Dismissal; Extended Enrollment Only Option; No Federal Financial Aid

Satisfactory Progress Defined (Modular Program)

Progress toward completion of the academic program is evaluated at the end of every two modules attempted and before the student enters externship. Satisfactory academic progress is measured qualitatively, by review of the Cumulative Grade Point Average (CGPA); quantitatively, by review of the percentage of credits earned vs. attempted; and overall against a maximum timeframe of 150% of the program length, measured in months. The academic credit for modules is earned with a passing grade (D or better). Satisfactory progress is defined as:

Required Evaluation Point	Minimum CGPA	Percentage (%) of Credits Earned vs. Attempted
Module 2	1.50	50%
Module 4	2.00	75%
Module 6	2.00	75%
Module 8	2.00	100%

If a student is not meeting one or both of the required measures at any evaluation point, s/he is placed on **academic probation** for one module. At the end of the probationary module, the student's satisfactory progress is reviewed again. If the student has **improved** the measure(s) previously not satisfactory, the period of academic probation may be extended for one additional module at the discretion of the Director of Education. A student is eligible for financial aid while on academic probation for one module.

If the student has **not improved** the satisfactory progress measure(s) at the end of the first module of academic probation, the student will be terminated or permitted to continue as a cash-paying student for one additional module. The extended period of academic probation cannot exceed one module.

The student who is terminated for failure to maintain satisfactory academic progress may appeal the termination on the basis of mitigating circumstances (see below). If the student's appeal is granted,

the student may be allowed to continue in the program for one additional module of academic probation.

If the student does not meet the satisfactory progress measures at the end of the second module of academic probation, whether due to initial improvement or the result of appeal and reinstatement, the student is terminated. All students must meet the satisfactory progress requirements in order to begin the externship module.

The maximum timeframe for an 8-month program is 12 months, exclusive of leaves of absence. All students, regardless of funding arrangements, must complete the program requirements within the maximum timeframe to be considered graduates.

Withdrawal from CCoC

Any student who wishes to withdraw from CCoC must obtain and complete a withdrawal form from the Registrar's Office. Any student who withdraws from CCoC after the fifth week of the quarter will automatically receive "F's" for all registered courses whether they were passing the classes or not. Before a withdrawal will be granted, students must have an exit interview with and receive approval from the Academic Dean. Financial aid recipients are required to meet with the Director of Financial Aid to determine if and how a withdrawal may affect their financial aid status. Students who withdraw from CCoC without approval will receive "F's" at the end of the quarter for all classes for which they were registered.

Credits Earned in Residence

All students must complete at least 45-quarter credit hours in residence at CCoC to earn a degree awarded by Career Colleges of Chicago.

Dual Degrees

A student may earn two or more degrees from CCoC. Students seeking a second degree after completion of a first degree must notify the Registrar's Office in writing of their intent. Credits earned for the first degree may apply toward subsequent degrees. However, a minimum of 15-quarter credit hours must be earned for each additional degree, and all current requirements for the new degree must be fulfilled.

Academic Dishonesty

Academic dishonesty, is always a serious matter. If an instructor finds that a student is guilty of academic dishonesty, the appropriate penalty is at the instructor's discretion. Actions taken by the instructor do not preclude the College from taking further punitive action, including dismissal from the College.

Academic dishonesty is defined as:

1. **Cheating:** a fraud committed by deception; a trick, imposition, or imposture. It includes using unauthorized notes, study aids, or information on an examination; altering a graded work after it has been returned, then submitting the work for regrading; allowing another person to do one's work and submitting that work under one's own name; submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.
2. **Plagiarism:** an act of literary fraud in which one writer sets forth the words or ideas of another writer as his or her own in order to get gain. It is submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct source.
3. **Fabrication:** falsifying or inventing any information, data or citation; presenting data that were not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data were gathered or collected.
4. **Obtaining an Unfair Advantage:** (a) stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the instructor; (b) stealing, destroying, defacing or concealing library materials with the purpose of depriving others of their use; (c) unauthorized collaborating on an academic assignment (d) retaining, possessing, using or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination; (e) intentionally obstructing or interfering with another student's academic work, or (f) otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.
5. **Aiding and Abetting Academic Dishonesty:** (a) providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above, or (b) providing false information in connection with any inquiry regarding academic integrity.

6. Falsification of Records and Official Documents: altering documents affecting academic records; forging signatures of authorization or falsifying information on an official academic document, grade report, letter of permission, petition, drop/add form, ID card, or any other official University document.

7. Unauthorized Access to computerized academic or administrative records or systems: viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information.

Graduation

Students are responsible for completing all academic program requirements. Those students who have successfully completed a prescribed program of study as outlined in this catalog and who have maintained a grade point average of 2.0 may be recommended by the faculty for graduation. All students must fulfill all financial obligations to CCoC before a degree is granted.

Commencement

Graduation ceremonies are held annually. Students who will complete all program requirements for their degree by the end of the summer quarter will be permitted to participate in the graduation ceremony.

Modular/Certificate Programs
Certificate Calendar 2004-2005
BIS, CNS, MA Modular Start/End Dates with Holidays

2004

Start	End	Holiday
Friday, June 11	Friday, July 9	
Monday, July 5		<i>Fourth of July</i>
Monday, July 12	Friday, August 6	
Monday, August 9	Friday, September 3	
Tuesday, September 7	Monday, October 4	
Tuesday, October 5	Monday, November 1	
Tuesday, November 2	Wednesday, December 1	
Thursday, November 25 - Friday, November 26		<i>Thanksgiving (No Classes)</i>
Thursday, December 2	Thursday, January 6	
Friday, December 24 – Friday, December 31		<i>Christmas/New Year (No Classes)</i>

2005

Friday, January 7	Friday, February 4	
Monday, January 17		<i>Dr. Martin Luther King</i>
Monday, February 7	Monday, March 7	
Monday, February 21		<i>Presidents Day</i>
Tuesday, March 8	Tuesday, April 5	
Friday, March 25		<i>Spring Break/Good Friday</i>
Wednesday, April 6	Tuesday, May 3	
Wednesday, May 4	Wednesday, June 1	
Monday, May 30		<i>Memorial Day</i>
Thursday, June 2	Wednesday, June 29	
Thursday, June 30	Thursday, July 28	
Monday, July 4		<i>Fourth of July</i>

Certificate Programs

Business Information Specialist Certificate

The Business Information Specialist certificate program prepares the student for an entry-level position in an office environment working with information technology, business systems and processes.

Admission Prerequisite

2.0 GPA from last educational institution attended

Program Requirements

In order to be awarded the Business Information Specialist Certificate, students must complete the following academic requirements with a minimum grade point average of 2.0 and a grade of C or better in the area of concentration:

41.50 Total Credit Hours

The name, number and distribution of courses in each of the areas are as follows:

Business Information Specialist Requirements

BIS-A	Introduction to PCs, Keyboarding and Outlook	5.5
BIS-B	MS Word and Business English	5.5
BIS-C	MS Access: The Business Environment	5.5
BIS-D	MS Excel: Business Math	5.5
BIS-E	MS PowerPoint: Marketing	5.5
BIS-F	QuickBooks; Accounting	5.5
BIS-G	Elements of Graphic Design	5.5
BIS-Z	Externship	3

Computer Network Specialist Certificate

The Computer Network Specialist certificate program prepares the student for an entry-level position in an office environment working with information technology, business systems and processes.

Admission Prerequisite

2.0 GPA from last educational institution attended

Departmental Program Requirements

In order to be awarded the Computer Network Specialist Certificate, students must complete the following academic requirements with a minimum grade point average of 2.0 and a grade of C or better in the area of concentration:

41.50 Total Credit Hours

The name, number and distribution of courses in each of the areas are as follows:

Computer Network Specialist Requirements:		41.5 credit hours
CNS-A	Introduction to PCs, Keyboarding, and MS Outlook	5.5
CNS-B	A+ Core	5.5
CNS-C	A+ O/S	5.5
CNS-D	Net+	5.5
CNS-E	Windows 2000 Professional	5.5
CNS-F	Windows 2000 Server	5.5
CNS-G	Managing a Windows 2000 network environment	5.5
CNS-Z	Externship	3

Medical Assistant Certificate

The Medical Assistant Certificate program provides students with authentic physician dictation. The program was modeled after the American Association for Medical Transcription Model Curriculum and the SUM program as developed by Health Professions Institute. Students gain a basic understanding of medical terminology. They learn how to set up documents and transcribe authentic medical dictation using computer transcription material. Students master interpretation of dictated medical words with a minimum of 90% accuracy. In addition, the rules of precise writing and grammar are covered.

The objective of this program is to prepare students to be employed by hospitals, medical clinics, doctors' offices or third-party agents thereof to transcribe medical documents.

Admission Prerequisite

2.0 GPA from last educational institution attended

Program Requirements

In order to be awarded the Medical Assistant Certificate, students must complete the following academic requirements with a minimum grade point average of 2.0 and a grade of C or better in the area of concentration:

41.50 Total Credit Hours

The name, number and distribution of courses in each of the areas are as follows:

Medical Assistant Requirements:	41.5 credit hours
MA-A Emergency Medical Procedures	5.5
MA-B CPR and First Aid	5.5
MA-C Injections	5.5
MA-D Medical Health Care Responsibilities	5.5
MA-E Venipuncture	5.5
MA-F Medical Billing and Collections	5.5
MA-G Minor Surgical Techniques	5.5
MA-Z Externship	3

Quarterly Programs

Associate Degree Calendar 2004-2005

CCR, PLS, and LS Start/End Dates with Holidays

Fall Term

Registration Begins	Monday, September 13, 2004
Late Registration Begins (Fees Apply)	Monday, October 11, 2004
Term Begins	Monday, October 11, 2004
Last Day to Add/Drop Classes	Saturday, October 16, 2004
Last Day to Withdraw from Classes	Saturday, November 20, 2004
Holiday (Thanksgiving - No Classes)	Monday, November 22 – Friday, November 26, 2004
Holiday (Christmas - No Classes)	Monday, December 20 – Saturday, December 25, 2004
Term Ends	Friday, December 31, 2004

Winter Term

Registration Begins	Monday, October 27, 2004
Late Registration Begins (Fees Apply)	Monday, January 3, 2005
Term Begins	Monday, January 3, 2005
Last Day to Add/Drop Classes	Saturday, January 8, 2005
Holiday (Martin Luther King – No Classes)	Monday, January 17, 2005
Last Day to Withdraw from Classes	Saturday, February 12, 2005
Holiday (President’s Day – No Classes)	Monday, February 21, 2005
Term Ends	Saturday, March 12, 2005

Spring Term

Registration Begins	Monday, February 14, 2005
Late Registration Begins (Fees Apply)	Monday, March 14, 2005
Term Begins	Monday, March 14, 2005
Last Day to Add/Drop Classes	Saturday, March 19, 2005
Holiday (Good Friday – No Classes)	Friday, March 25, 2005
Last Day to Withdraw from Classes	Saturday, April 23, 2005
Term Ends	Saturday, May 21, 2005

Early Summer Term

Registration Begins	Monday, April 25, 2005
Late Registration Begins (Fees Apply)	Monday, May 23, 2005
Term Begins	Monday, May 23, 2005
Last Day to Add/Drop Classes	Saturday, May 28, 2005
Holiday (Memorial Day - No Classes)	Monday, May 30, 2005
Last Day to Withdraw from Classes	Saturday, July 2, 2005
Holiday (Independence Day - No Classes)	Monday, July 4, 2005
Term Ends	Saturday, July 30, 2005

Degree and Certificate Programs

Associate in Applied Science

Court & Convention Reporting

The Court & Convention Reporting program enables the graduate to enter the professional ranks of the verbatim reporter. We prepare the graduate to pass the Certified Shorthand Reporter exam and/or the Registered Professional Reporter exam. This program is approved by the National Court Reporters Association.

The objective for this program is to prepare students to qualify for official or freelance positions in related reporting fields in the government and private sectors.

On-site instruction includes machine shorthand, live dictation, keyboarding, English, law, legal terminology, medical terminology, court reporting procedures, technology and internship.

Admission Prerequisites

25 wpm keyboarding
2.0 GPA from last educational institution attended

Departmental Program Requirements

In order to be awarded an Associate in Applied Science Degree with a major in Court and Convention Reporting, students must complete the following academic requirements with a minimum grade point average of 2.0 and a grade of C or better in the area of concentration:

108 Total Credit Hours

69 quarter credits in area of concentration,
30 quarter credits in Speed building/Dictation;
39 quarter credits in Court & Convention Reporting;
6 quarter credits in Legal;
6 quarter credits in Medical;
24 quarter credits in General Education, and
3 quarter credits of an Internship.

Students must also achieve the following competencies:

225 wpm shorthand speed

The name, number and distribution of courses in each of the areas are as follows:

Court & Convention Reporting Requirements:

CCR1001
CCR1002
CCR1003
CCR1004
CCR1061
CCR1091
CCR1081
CCR1121
CRT 204
CRT 205
CRT 251
CRT 252
THT 248

39 Credit Hours

Electronic Machine Shorthand Theory I
Electronic Machine Shorthand Theory II
Electronic Machine Shorthand Theory III
Electronic Machine Shorthand Theory IV
Introduction to Literary I
Introduction to Testimony I
Introduction to Literary II
Introduction to Testimony II
Punctuation for Court Reporters
Written Knowledge for Test Preparation
Court Procedures I
Court Procedures II
Dictionary Building for CAT

Speed-building/Dictation Requirements:

CCR1100
CCR1140
CCR2120
CCR2160

30 Credit Hours

Reporting Technology I (Lit)
Reporting Technology I (Q&A)
Reporting Technology II (Lit)
Reporting Technology II (Q&A)

CCR3140
CCR3180
CCR4180
CCR4200
CCR5200
CCR5225

Reporting Technology III (Literary)
Reporting Technology III (Q&A)
Reporting Technology IV (Lit & Jury)
Reporting Technology IV (Q&A)
Reporting Technology V (Lit & Jury)
Reporting Technology V (Q&A)

Legal Requirements:

LSS 150
LSS 250

6 Credit Hours

Legal Terminology
Civil Law

Medical Requirements:

MDT 160
MDT 161

6 Credit Hours

Medical Terminology I
Medical Terminology II

General Education Requirements:

ACC 270
CMN 100
CMN 109

24 Credit Hours

Accounting
Introduction to Communications
Technical and Professional
Communications
English I
English II
Ethics
Introduction to Microcomputers

ENG 101
ENG 102
ETH 101
SSC 180

Internship Requirement:

INT 387

3 Credit Hours

Court Reporting Internship

Course Sequencing

All courses are to be taken in the following order. Court Reporting is divided into full-time (day) and part-time (evening) as there is a change in the logical sequencing because of the number of courses students take per quarter depending upon their status as full-time or part-time.

Court Reporting

1. CCR1001: Electronic Machine Shorthand Theory I
2. CCR1002: Electronic Machine Shorthand Theory II
3. ENG101: English I
4. SSC180: Introduction to Micro-computers
5. CCR1003: Electronic Machine Shorthand Theory III
6. CCR1004: Electronic Machine Shorthand Theory IV
7. CCR1061: Introduction to Literary I
8. ENG102: English II
9. LSS150: Legal Terminology
10. CCR1091: Introduction to Testimony I
11. MDT160: Medical Terminology I
12. CCR1081: Introduction to Literary II
13. CCR1121: Introduction to Testimony II
14. CMN100: Introduction to Communications
15. MDT161: Medical Terminology II
16. CCR1100: Reporting Technology I - Literary (100); CRT204: Punctuation for Court Reporters
17. CCR1140: Reporting Technology I - Q&A (140); CCR1100: Reporting Technology I - Literary (100)
18. CCR1140: Reporting Technology I - Q&A (140)

19. GEO265: Economic Geography/Current Events **OR** CMN109: Technical and Professional Communications
20. CCR2120: Reporting Technology II - Literary (120)
21. CCR2160: Reporting Technology II - Q&A (160)
22. CRT251: Court Procedures I
23. LSS250: Civil Law
24. CCR3140: Reporting Technology III - Literary (140)
25. CCR3180: Reporting Technology III - Q&A (180)
26. CRT252: Court Procedures II
27. ACC270: Accounting
28. CCR4180: Reporting Technology IV - Literary and Jury (160-180)
29. CCR4200: Reporting Technology IV - Q&A (200)
30. CRT205: Written Knowledge for Test Preparation
31. ETH101: Ethics
32. CCR5200: Reporting Technology V - Literary and Jury (180-200)
33. CCR5225: Reporting Technology V - Q&A (225)
34. INT387: Court Reporting Internship

Associate in Applied Science

Legal Assistant/Secretary

The Legal Assistance program expands the role of the Legal Assistant from document generator/transcriber to manager/administrator. Students are supplied with the foundation and skills needed to convert the spoken word to printed form. A working knowledge of general areas of law is given to allow the Legal Assistant to work in a small firm where general knowledge is needed or at a large firm where specialization is key.

The objective of this program is to prepare students to enter the workforce in law firms, as a judge's assistant, or in the legal department of a municipality or a corporation.

Admission Prerequisite

25 wpm keyboarding
2.0 GPA from last educational institution attended

Departmental Program Requirements

In order to be awarded an Associate in Applied Science with a major in Legal Assistant, students must complete the following academic requirements with a minimum grade point average of 2.0 and a grade of C or better in the area of concentration:

90 Credit Hours Total

44 quarter credits in area of concentration:
20 quarter credits in Paralegal;
12 quarter credits in Legal;
12 quarter credits in Transcription;
12 quarter credits in Computer Technology;
6 quarter credits in Medical;
24 quarter credits in General Education, and
4 quarter credits of an Internship.

Students must also achieve the following competencies:

Proficient Office 2000/XP skills

The name, number and distribution of courses in each of the areas are as follows:

Legal Requirements:

LSS 138
LSS 150
LSS 250
LSS 255

12 Credit Hours

Legal Document Generation
Legal Terminology
Civil Law
Criminal Law

Paralegal Requirements:

PLS 154
PLS 240
PLS 244
PLS 246
PLS 247

20 Credit Hours

Legal Research
Wills, Trusts, & Estates
Business Organizations
Torts
Law Office Management

Transcription Requirements:

TRN 121
TRN 122
TRN 221
TRN 222

12 Credit Hours

Legal Transcription I
Legal Transcription II
Legal Transcription III
Legal Transcription IV

Computer Technology Requirements:

CTS 141
CTS 142

12 Credit Hours

Word Processing Applications
Advanced Word Processing

CTS 181

Applications
Database Concepts

Medical Requirements:

MDT 160
MDT 161

6 Credit Hours

Medical Terminology I
Medical Terminology II

General Education Requirements:

ACC 270
CMN 100
CMN 109

24 Credit Hours

Accounting
Introduction to Communications
Technical and Professional
Communications
English I
English II
Ethics
Introduction to Microcomputers

ENG 101
ENG 102
ETH 101
SSC 180

Internship Requirements:

INT 384

4 Credit Hours

Legal Assistant Internship

Course Sequencing

All courses are to be taken in the following order. Court Reporting is divided into full-time (day) and part-time (evening) as there is changes in the logical sequencing because of the number of courses students take per quarter depending upon their status as full-time or part-time.

Legal Assistant:

1. CTS 141: Word Processing Applications
2. PLS 154: Legal Research
3. SCC 180: Intro. To Microcomputers
4. LSS 150: Legal Terminology
5. ENG 101: English I
6. LSS 250: Civil Law
7. ENG 102: English II
8. LSS 255: Criminal Law
9. CTS 142: Advanced Word Processing App.
10. PLS 240: Wills, Trusts, & Estates
11. MDT 161: Medical Terminology II
12. TRN 121: Legal Transcription I
13. MDT 160: Medical Terminology I
14. LSS 138: Legal Document Generation
15. CMN 100: Intro. To Communications
16. PLS 246: Torts
17. CMN 109: Tech. & Prof. Communications
18. PLS 244: Business Organizations
19. CTS 181: Database Concepts
20. TRN 122: Legal Transcription II
21. ETH 101: Ethics
22. TRN 221: Legal Transcription III
23. ACC 270: Accounting
24. TRN 222: Legal Transcription IV
25. PLS 247: Law Office Management
26. INT 384: Legal Assistant Internship

Associate in Applied Science

Paralegal Studies

The Paralegal Studies Program provides students with skills and knowledge to be competent to work as paralegals in a law office or other settings. Students shall have a basic understanding of the core areas of law and the court systems. Students shall be competent to draft basic, routine pleadings and other legal documents, interview clients, conduct independent research of non-legal matters, conduct legal research of simple legal questions, and draft legal memoranda. Students shall be able to write accurately and precisely, and shall gain an understanding of computer application related to the legal environment.

The objective of this program is to prepare paralegals to work as legal administrative managers, contract administrators, immigration paralegals, legal assistants, litigation paralegals and paralegal managers.

Admission Prerequisite

25 wpm keyboarding
2.0 GPA from last educational institution attended

Departmental Program Requirements

In order to be awarded an Associate in Business Degree with a major in Paralegal Studies, students must complete the following academic requirements with a minimum average of 2.0 and a grade of C or better in the area of concentration:

93 Total Credit Hours

65 quarter credits in area of concentration:
56 quarter credits in Paralegal;
9 quarter credits in Legal;
24 quarter credits in General Education, and
4 quarter credits of an Internship

The name, number and distribution of courses in each area are:

Paralegal Requirements:

PLS 101
PLS 151
PLS 152
PLS 154
PLS 155
PLS 156
PLS 157
PLS 158
PLS 240
PLS 242
PLS 244
PLS 245
PLS 246
PLS 247

56 Credit Hours

Introduction to Paralegalism
Civil Procedures I
Civil Procedures II
Legal Research
Legal Writing
Real Property
Contracts
Family Law
Wills, Trusts, and Estates
Intellectual Property
Business Organizations
Bankruptcy Law
Torts
Law Office Management

Legal Requirements:

LSS 150
LSS 250
LSS 255

9 Credit Hours

Legal Terminology
Civil Law
Criminal Law

General Education Requirements:

ACC 270
CMN 100
CMN 109

24 Credit Hours

Accounting
Introduction to Communications
Technical and Professional

ENG 101
ENG 102
ETH 101
SSC 180

Internship Requirements:
INT 385

Communications
English I
English II
Ethics
Introduction to Microcomputers

4 Credit Hours
Paralegal Internship

Medical Transcription Certificate Program

The Medical Transcriptionist program provides students with authentic physician dictation. The program was modeled after the American Association for Medical Transcription Model Curriculum and the SUM program as developed by Health Professions Institute. Students gain a basic understanding of medical terminology. They learn how to set up documents and transcribe authentic medical dictation using computer transcription material. Students master interpretation of dictated medical words with a minimum of 90% accuracy. In addition, the rules of precise writing and grammar are covered. The objective of this program is to prepare students to be employed by hospitals, medical clinics, doctors' offices or third-party agents thereof to transcribe medical documents.

Admission Prerequisite

25 wpm keyboarding
2.0 GPA from last educational institution attended

Departmental Program Requirements

In order to be awarded the Medical Transcriptionist Certificate, students must complete the following academic requirements with a minimum grade point average of 2.0 and a grade of C or better in the area of concentration:

62 Total Credit Hours

36 quarter credits in area of concentration:
24 quarter credits in Medical;
12 quarter credits in Transcription;
8 quarter credits in Computer Technology;
14 quarter credits in General Education, and
4 quarter credits of an Internship

Students must also achieve the following competencies:

Proficient Office 97/2000/XP skills; and
100 lines of dictation with 90% accuracy.

The name, number and distribution of courses in each of the areas are as follows:

Medical Requirements:

MDT 160
MDT 161
MDT 165
MDT 166
MDT 260
MDT 261
MDT 262
MDT 268

24 Credit Hours

Medical Terminology I
Medical Terminology II
Pharmacology
Laboratory Medicine
Medical Science
Anatomy & Physiology I
Anatomy & Physiology II
Surgical Procedures

Transcription Requirements:

TRN 123
TRN 124
TRN 223
TRN 224

12 Credit Hours

Medical Transcription I
Medical Transcription II
Medical Transcription III
Medical Transcription IV

Computer Technology Requirements:

CTS 141
CTS 142

8 Credit Hours

Word Processing Applications
Advanced Word Processing
Applications

General Education Requirements:

ACC 270

14 Credit Hours

Accounting

ENG 101
ETH 101
SSC 180

English I
Ethics
Introduction to Microcomputers

Internship Requirements:
INT 386

4 Credit Hours
Medical Internship

Course Sequencing

All courses are to be taken in the following order. Court Reporting is divided into full-time (day) and part-time (evening) as there is a change in the logical sequencing because of the number of courses students take per quarter depending upon their status as full-time or part-time. For all other programs, there is only one sequence.

Medical Transcription:

1. ENG 101: English I
2. ACC 270: Accounting
3. SSC 180: Introduction to Microcomputers
4. CTS 141: Word Processing Applications
5. CTS 142: Adv. Word Processing App.
6. MDT 260: Medical Science
7. ETH 101: Ethics
8. MDT 160: Medical Terminology I
9. MDT 161: Medical Terminology II
10. MDT 261: Anatomy & Physiology I
11. MDT 262: Anatomy & Physiology II
12. MDT 166: Laboratory Medicine
13. MDT 165: Pharmacology
14. TRN 123: Medical Transcription I
15. TRN 124: Medical Transcription II
16. MDT 268: Surgical Procedures
17. TRN 223: Medical Transcription III
18. TRN 224: Medical Transcription IV
19. INT 386: Medical Transcription Internship

Explanation of Course Numbering System

All CCoC courses are numbered to indicate their program and level. The first three characters contain an abbreviation of the course title; the last three numbers starting the 100 or 200 refer either to a first year or second year level instruction, respectively. Courses are assigned numbers in increasing value to match the sequence in which they should be taken (i.e. lower numbered courses should be taken before higher numbered courses with the same course title abbreviation). For example, Dictation 80 WPM – Literary is designated at course number SHT108. SHT stands for “Shorthand.” The numbers “108” signify that this is a first year course. Dictation 110 WPM – Literary is designated as course number SHT 110. The numbers “110” signify a first year course as well as one that should be taken after proficiency is shown in course SHT 108.

Accounting

ACC270 Accounting

3 credits

This course covers the practical application of accounting as needed in a business or professional office.

Business Information Specialist

Modular Course Descriptions

BIS – A* Introduction to PCs, Keyboarding, and MS Outlook 5.5 credits

**This module is a prerequisite for all other modules in the program.*

Students are prepared for the contemporary office automation environment. First, the student becomes familiar with the Microsoft Windows environment, its file handling, device control, and customization. Keyboarding enables the student to develop that universal demand skill and Microsoft Outlook enables the student to function comfortably in the atmosphere of instantaneous electronic communication and scheduling.

BIS – B MS Word; Business English 5.5 credits

Starting with a solid base in the mechanics of the English language, the student learns effective communication skill for a complex business world. These skills are then conscientiously applied to the printed page through the broad capabilities and flexibility of Microsoft Word. **Prerequisite: BIS – A, Introduction to PCs, Keyboarding, and MS Outlook**

BIS – C MS Access; The Business Environment 5.5 credits

Students learn that effective business management decision-making is often based on the critical information organized, queried, entered, and reported in modern database software. MS Access software skills are honed to an effective relevance to the contemporary business environment. **Prerequisite: BIS – A, Introduction to PCs, Keyboarding, and MS Outlook**

BIS – D MS Excel; Business Math 5.5 credits

In addition to the Excel software skills, the student, through concepts of Business Math, develops an understanding of the real world application to business problems. **Prerequisite: BIS – A, Introduction to PCs, Keyboarding, and MS Outlook**

BIS – E MS PowerPoint; Marketing 5.5 credits

Regarded as the de facto standard of business presentations, MS PowerPoint offers the student a thorough foundation in presentation variety, purpose, conception, and execution. Providing the student with a marketing background coupled with PowerPoint skills enables the student to understand the value of persuasive promotion of a firm’s products and services. **Prerequisite: BIS – A, Introduction to PCs, Keyboarding, and MS Outlook**

BIS – F QuickBooks; Accounting 5.5 credits

In this module the student acquires an understanding of the basic language of business and commerce accounting. Beginning with a solid background in debits, credits, financial statements, and the recognition of a firm’s various financial activities, the student applies the accounting theory

with small business' popular software, QuickBooks. **Prerequisite: BIS – A, Introduction to PCs, Keyboarding, and MS Outlook**

BIS – G Elements of Graphic Design 5.5 credits

The student is introduced to the foundations of graphic design concepts, from the use of white space and font selection to balancing the effectiveness of clip art and photography. The student applies these concepts through a progression of contemporary desktop publishing documents to the flexibility and immediacy of Internet web pages. **Prerequisite: BIS – A, Introduction to PCs, Keyboarding, and MS Outlook**

BIS – Z Externship 3.0 credits

The externship is the last module of training. This module immediately follows the successful completion of classroom training. Externships are served in approved facilities that provide the students with the opportunity to apply skills and knowledge acquired during the program. Externs work under the direct supervision of qualified personnel at the participating sites and under general supervision of school personnel. Externs are evaluated on skill performance, subject knowledge, professionalism, and attendance. Externship evaluations become a part of the student's permanent records. Satisfactory completion of externship training is required for graduation.

Communications

CMN 100 Introduction to Communications 3 credits

Students are offered opportunities to improve skills in listening, speaking, writing, and creative and critical thinking.

CMN 109 Technical And Professional Communications 4 credits

The course includes coverage of technical writing in a number of business areas where examples are studied. Students practice preparing reports, instruction manuals, memos to staff and superiors, business and industry communications, press releases, simple requests for proposals and bids, as well as responses to RFPs. Students will develop skills in assessing the level of technical expertise of a target audience. **Prerequisite: CMN 100**

Computer Networking Specialist

Modular Course Descriptions

CNS – A* Introduction to PCs, Keyboarding, and MS Outlook 5.5 credits

**This module is a prerequisite for all other modules in the program.*

Students are prepared for the contemporary office automation environment. First, the student becomes familiar with the Microsoft Windows environment, its file handling, device control, and customization. Keyboarding enables the student to develop that universal demand skill and Microsoft Outlook enables the student to function comfortably in the atmosphere of instantaneous electronic communication and scheduling.

CNS – B A+ Core 5.5 credits

This module is designed to introduce and review information contained on the CompTIA A+ Certification Examinations. Students will gain knowledge in system components, system optimization, diagnosis and troubleshooting, and networking fundamentals. Other topics include power protection and safety procedures, motherboards, processors, and operating systems. **Prerequisite: CNS – A, Introduction to PCs, Keyboarding, and MS Outlook**

CNS – C A+ O/S 5.5 credits

This module is designed to introduce and review information contained on the CompTIA A+ Certification Examinations. Student will gain knowledge in the installation, maintenance, use, and troubleshooting of common operating systems. **Prerequisite: CNS – A, Introduction to PCs, Keyboarding, and MS Outlook**

Court Reporting

CCR 1001 Electronic Machine Shorthand Theory I 3 credits
Students learn the *Phoenix Theory*[®] system of writing the spoken language of English in machine shorthand. In this class, students learn how to write many sounds for words in the English language, abbreviations, phrases, numbers, and other elements necessary to write the spoken or written word. Skill is built progressively through a series of lectures and exercises designed to facilitate mental recall and physical skill. Weekly discussion of current events will be part of the class. Course may not be repeated. ***Prerequisite: 25 WPM keyboarding***

CCR 1002 Electronic Machine Shorthand Theory II 3 credits
This is a continuation of CCR 1001. In this class, students reinforce previously-learned theory and learn how to write many new sounds for words in the English language, abbreviations, phrases, numbers, and other elements necessary to write the spoken or written word. Skill is built progressively through a series of lectures and exercises designed to facilitate mental recall and physical skill. Weekly discussion of current events will be part of the class. Course may not be repeated. ***Prerequisite: CCR 1001 or concurrent enrollment***

CCR 1003 Electronic Machine Shorthand Theory III 3 credits
This is a continuation of CCR 1002. In this class, students reinforce previously-learned theory and learn how to write many new sounds for words in the English language, abbreviations, phrases, numbers, and other elements necessary to write the spoken or written word. Skill is built progressively through a series of lectures and exercises designed to facilitate mental recall and physical skill. Weekly discussion of current events will be part of the class. Course may not be repeated. ***Prerequisite: CCR 1002***

CCR 1004 Electronic Machine Shorthand Theory IV 3 credits
Students will finish learning the *Phoenix Theory*[®] system of writing the spoken language of English in machine shorthand. In this class, students will continue learning how to write the sounds for words in the English language, abbreviations, phrases, numbers, and all other elements necessary to write the spoken or written word. Skill will continue to be built and reinforced through a series of lectures and exercises designed to facilitate mental recall and physical skill. Speedbuilding will be introduced, with a required goal speed of 60 wpm on business letter material. Weekly discussion of current events will be part of the class. Course may not be repeated. ***Prerequisite: CCR 1003 or concurrent enrollment***

CCR 1061 Introduction to Literary I 3 credits
This class meets concurrently with CCR 1091. *Phoenix Theory* writing principles will continue to be reinforced. Students will receive instruction in writing additional *Phoenix Theory* brief forms and phrases. Vocabulary development will be emphasized. Students will be introduced to literary material. Goal speed of 60 wpm on literary is required. Weekly discussion of current events will be part of the class. Course may not be repeated. ***Prerequisite: CCR 1004***

CCR 1091 Introduction to Testimony I 3 credits
This class meets concurrently with CCR 1061. *Phoenix Theory* writing principles will continue to be reinforced. Students will receive instruction in writing additional *Phoenix Theory* brief forms and phrases. Vocabulary development will be emphasized. Students will be introduced to two-voice testimony material. Goal speed of 90 wpm on testimony is required. Course may not be repeated. ***Prerequisite: CCR 1004***

CCR 1081 Introduction to Literary II 3 credits
This class meets concurrently with CCR 1121. *Phoenix Theory* writing principles will continue to be reinforced. Students will receive instruction in writing additional *Phoenix Theory* brief forms and phrases. Vocabulary development will be emphasized. Students will continue to practice literary material. Goal speed of 80 wpm on literary is required. Weekly discussion of current events will be part of the class. Course may be repeated one time to meet minimum requirements. ***Prerequisite: CCR 1061***

CCR 1121 Introduction to Testimony II 3 credits
This class meets concurrently with CCR 1081. *Phoenix Theory* writing principles will continue to be reinforced. Students will receive instruction in writing additional *Phoenix Theory* brief forms and phrases. Vocabulary development will be emphasized. Students will continue to practice two-voice testimony material. Goal speed of 120 wpm on testimony is required. Course may be repeated one time to meet minimum requirements. **Prerequisite: CCR 1091**

CCR 1100 Reporting Technology I – Literary 3 credits
Phoenix Theory writing principles will continue to be reinforced. Students will receive instruction in writing additional *Phoenix Theory/Speed Plus* brief forms and phrases. Vocabulary development will be emphasized. Students continue to build speed on literary material. Goal speed of 100 wpm literary is required. Weekly discussion of current events will be part of the class. Course may be repeated one time to meet program requirements. **Prerequisite: CCR 1081**

CCR 1140 Reporting Technology I – Q & A 3 credits
Phoenix Theory writing principles will continue to be reinforced. Students will receive instruction in writing additional *Phoenix Theory/Speed Plus* brief forms and phrases. Vocabulary development will be emphasized. Students will continue to build speed on two-voice testimony material. Goal speed of 140 wpm two-voice testimony is required. Course may be repeated one time to meet program requirements. **Prerequisite: CCR 1121**

CCR 2120 Reporting Technology II – Literary 3 credits
Phoenix Theory writing principles will continue to be reinforced. Students will receive instruction in writing additional *Phoenix Theory/Speed Plus* brief forms and phrases. Vocabulary development will be emphasized. Students will continue to build speed on literary material. Goal speed of 120 wpm literary is required. Weekly discussion of current events will be part of the class. Course may be repeated one time to meet program requirements. **Prerequisite: CCR 1100**

CCR 2160 Reporting Technology II – Q & A 3 credits
Phoenix Theory writing principles will continue to be reinforced. Students will receive instruction in writing additional *Phoenix Theory/Speed Plus* brief forms and phrases. Vocabulary development will be emphasized. Students will continue to build speed on two-voice testimony material. Goal speed of 160 wpm two-voice testimony is required. Course may be repeated one time to meet program requirements. **Prerequisite: CCR 1140**

CCR 3140 Reporting Technology III – Literary 3 credits
Phoenix Theory writing principles will continue to be reinforced. Students will receive instruction in writing additional *Phoenix Theory/Speed Plus* brief forms and phrases. Vocabulary development will be emphasized. Students will continue to build speed on literary and will be introduced to jury charge and legal opinion material. Goal speed of 140 wpm literary is required. Weekly discussion of current events will be part of the class. Course may be repeated one time to meet program requirements. **Prerequisite: CCR 2120**

CCR 3180 Reporting Technology III – Q & A 3 credits
Phoenix Theory writing principles will continue to be reinforced. Students will receive instruction in writing additional *Phoenix Theory/Speed Plus* brief forms and phrases. Vocabulary development will be emphasized. Students will continue to build speed on two-voice testimony, and they will be introduced to multiple-voice and medical dictation material. Goal speed of 180 wpm two-voice testimony is required. Course may be repeated one time to meet program requirements. **Prerequisite: CCR 2160**

CCR 4180 Reporting Technology IV – Literary & Jury 3 credits
Phoenix Theory writing principles will continue to be reinforced. Students will receive instruction in writing additional *Phoenix Theory/Speed Plus* brief forms and phrases. Vocabulary development will be emphasized. Students will continue to build speed on literary and jury charge material. Goals speeds of 160 wpm literary and 180 wpm jury charge are required. Weekly discussion of current

events will be part of the class. Course may be repeated two times to meet program requirements.

Prerequisite: CCR 3140

CCR 4200 Reporting Technology IV – Q & A 3 credits

Phoenix Theory writing principles will continue to be reinforced. Students will receive instruction in writing additional *Phoenix Theory/Speed Plus* brief forms and phrases. Vocabulary development will be emphasized. Students will continue to build speed on two-voice testimony, multiple-voice, and medical dictation material. Goal speed of 200 wpm two-voice testimony is required. Course may be repeated two times to meet program requirements. **Prerequisite: CCR 3180**

CCR 5200 Reporting Technology V – Literary and Jury 3 credits

Phoenix Theory writing principles will continue to be reinforced. Students will receive instruction in writing additional *Phoenix Theory/Speed Plus* brief forms and phrases. Vocabulary development will be emphasized. Students will continue to build speed on literary and jury charge material. Three goal speed tests of 180 wpm literary and three goal speed tests of 200 wpm jury charge are required. This meets NCRA minimum standards. Weekly discussion of current events will be part of the class. Course may be repeated three times to meet program requirements. **Prerequisite: CCR 4180**

CCR 5225 Reporting Technology V – Q & A 3 credits

Phoenix Theory writing principles will continue to be reinforced. Students will receive instruction in writing additional *Phoenix Theory/Speed Plus* brief forms and phrases. Vocabulary development will be emphasized. Students will continue to build speed on two-voice testimony, multiple-voice, and medical dictation material. Three goal speed tests of 225 wpm two-voice testimony are required. This meets NCRA minimum standards. Course may be repeated three times to meet program requirements. **Prerequisite: CCR 4200**

CRT 204 Punctuation For Court Reporters 3 credits

This class covers advanced punctuation for verbatim dictation. **Prerequisite: ENG 102**

CRT 205 Written Knowledge Test Preparation 3 credits

This course reviews medical and legal vocabulary, spelling, grammar and punctuation to prepare for the CSR Written Knowledge Test. **Prerequisite: CRT 204, LSS 150, MDT 161, CCR3180, CCR4180, CCR5200**

CRT 251 Court Procedure I 3 credits

This course is a basic overview of the court reporting profession. It covers legal and court procedures faced by court reporters in their day-to-day operations, such as handling stipulations, exhibits, interpreters, witnesses, indexing and storing of notes. The course also will include thorough coverage of the NCRA Code of Professional Ethics.

CRT 252 Court Procedure II 3 credits

This course introduces the advanced functions of a court reporter's day-to-day operations, such as grand jury trials, motions, depositions, daily copy and specialty reporting. It also explores the future of court reporting and the role technology has played in expanding the traditional role of the court reporter. Tips on professional court reporting also will be offered. **Prerequisite: CRT 251**

THT 248 Dictionary Building for CAT 3 credits

This course consists of instruction in the use of computer-aided transcription software to prepare transcripts of legal proceedings. In addition, students learn dictionary management skills and the set-up and use of a real-time writing system. **Prerequisite: SSC 180, CCR1100**

General Education

English

ENG 101 English I 3 credits

This is a communications course to develop competency in grammar and punctuation through the use of practice exercises and composition.

ENG 102 English II 3 credits
Instruction covers a comprehensive study of communication. It incorporates a review of grammar, usage and various styles of composition through practice exercises and writing assignments.
Prerequisite: ENG 101

Ethics

ETH 101 Ethics 4 credits
This course introduces ethical theory and its application to individual moral issues faced in our day-to-day activities and interactions.

Internship

INT 382 Computer Technology Internship 4 credits
Students are placed in an on-the-job setting during their last term in residence. Interns will complete a minimum of 120 hours of participation under the supervision of a qualified computer technologist. Skills learned during course work will be applied in an external work setting. **Prerequisite: Must be in last quarter of enrollment**

INT 384 Legal Assistant Internship 4 credits
Students complete a minimum of 120 hours of participation under the supervision of a practicing Legal Assistant. Interns will be exposed to a variety of real life work experiences in an actual law office, government agency, corporate legal department, courthouse or legal setting with a focus on Legal Assistant duties. **Prerequisite: Must be in last quarter of enrollment**

INT 385 Paralegal Internship 4 credits
Students complete a minimum of 120 hours of participation under the supervision of a practicing Paralegal. Interns will be exposed to a variety of real life work experiences in an actual law office, government agency, corporate legal department, courthouse or legal setting with a focus on paralegal duties. **Prerequisite: Must be in last quarter of enrollment**

INT 386 Medical Transcription Internship 4 credits
Students are placed in an on-the-job setting during their last term in residence. Interns will complete a minimum of 120 hours of participation under the supervision of a practicing Medical Transcriptionist. Skills learned during course work will be applied in an external work setting. **Prerequisite: Must be in last quarter of enrollment**

INT 387 Court Reporting Internship 3 credits
Students complete a minimum of 90 hours of participation under the supervision of a practicing court reporter using machine shorthand technology, verified by the reporters under whom the internship is being completed. The instructor will grade a 40-page salable transcript from notes taken during those hours. **Prerequisite: Must be in last quarter of enrollment**

Legal Studies

LSS 138 Legal Document Generation 3 credits
This course requires preparation of legal documents using printed and computer-generated forms. Students will type contracts, deeds, wills, briefs, pleadings and other legal material using local jurisdiction format and legal terminology. **Prerequisite: CTS 141**

LSS 150 Legal Terminology 3 credits
This course presents the most commonly used legal words and phrases to enable greater understanding of the language of the law. The course will cover the origins of legal terminology (Latin terms and abbreviations) and give students the foundation for studying civil, criminal, real estate and corporate law. An overview of the judicial system and researching legal citations will be included.

LSS 250 Civil Law 3 credits
Students study various legal areas of civil law, real estate, will and probate, torts, domestic relations, and contracts. Research citations are covered.

LSS 255 Criminal Law 3 credits
The course consists of an overview of the Criminal Judicial System, Legislative Process, Stages of a Criminal Trial (Discovery, Trial, and Appeal) and Criminal Offenses.

Allied Health

MDT 160 Medical Terminology I 3 credits
This course presents a system for building medical terms from combining forms, word roots, prefixes and suffixes; It also covers the use, pronunciation, and spelling of medical terms discussed.

MDT 161 Medical Terminology II 3 credits
This is a continuation of course MDT 161. Instruction presents a system for building medical terms from combining forms, word roots, prefixes and suffixes; It also will cover the use, pronunciation, and spelling of medical terms discussed. ***Prerequisite: MDT 160***

MDT 165 Pharmacology 3 credits
This course is an introduction to the principles of pharmacology and a comprehensive study of drug action and routes of administration. It also discusses antibiotics, antiviral drugs, IV fluids, blood products, anesthetics, emergency drugs, vaccines and immunizations, and chemotherapy agents. The course will include a study of the classes of drugs, as well as particular drugs, both generic and trade name by body systems.

MDT 166 Laboratory Medicine 3 credits
This course includes a comprehensive study of laboratory and pathology tests and procedures, indications for procedures and interpretation of results by body system.

MDT 260 Medical Science 3 credits
This course offers in-depth coverage of the content and terminology used under each section of the main headings within a history and physical examination report. ***Prerequisite: MDT 161***

MDT 261 Anatomy and Physiology I 3 credits
This course involves the study of human anatomy and physiology beginning with the basic structural levels of organization and function. It then proceeds to a systematic study of structure and function, including skeletal, muscular, circulatory, reproductive, and various organ systems, including the endocrine and immune system; their relation to each other in the life process; diseases of these systems; and treatment of those diseases. ***Prerequisite: MDT 161 or concurrent enrollment***

MDT 262 Anatomy and Physiology II 3 credits
This course is a continuation of MDT 261. It involves the study of human anatomy and physiology beginning with the basic structural levels of organization and function. It then proceeds to a systematic study of structure and function, as well as skeletal, muscular, circulatory, reproductive, and various organ systems, including the endocrine and immune system; their relation to each other in the life process; diseases of these systems; and treatment of those diseases. ***Prerequisite: MDT 261***

MDT 268 Surgical Procedures 3 credits
This course presents a study of surgical techniques, instruments and operative procedures by body system. ***Prerequisite: MDT 262***

TRN 124 Medical Transcription II

3 credits

This course is a continuation of Medical Transcription I. Students will learn transcription of authentic physician-dictated medical reports organized by body system or medical specialty. Emphasis is on the development of accuracy, speed, and medical knowledge for the transcription of letters, chart notes, history, physical examination reports, consultations, emergency room reports and simple discharge summaries. The course will encourage students' efficient use of reference materials and other resources. Editing, proofreading techniques, grammar and punctuation review will be covered.

Prerequisite: TRN 123

TRN 223 Medical Transcription III

3 credits

This course involves transcription of authentic physician-dictated medical reports organized by body system or medical specialty. Emphasis is on the development of accuracy, speed and medical knowledge for the transcription of more complex H&Ps, consultations, discharge summaries, operative reports, diagnostic procedures, radiology reports and pathology reports. Instruction will encourage student's efficient use of reference materials and other resources. Editing and proofreading techniques will be covered. ***Prerequisite TRN 124***

TRN 224 Medical Transcription IV

3 credits

This course is a continuation of Medical Transcription III. Students will learn transcription of authentic physician-dictated medical reports organized by body system or medical specialty. Emphasis is on the development of accuracy, speed and medical knowledge for the transcription of more complex H&Ps, consultations, discharge summaries, operative reports, diagnostic procedures, radiology reports and pathology reports. Students will be encouraged toward efficient use of reference materials and other resources. Editing and proofreading techniques will be covered. ***Prerequisite TRN 223***

Full Time Faculty and Department Chairs

Ms. Margaret Sokalski, A.A.S., B.S., M.Ed., CRI, CM

M.Ed., Cleveland State University

B.S., The University of Akron

A.A.S., Cuyahoga Community College

ILCRA (*Illinois Court Reporting Instructor of the Year 2004*)

Chair of the Court and Convention Reporting Department and Full-time Professor of Court Reporting

Mr. Robert Fields, B.S., M.A., CRI

M.A., University of Virginia

B.A., University of Virginia

ILCRA (*Illinois Court Reporting Instructor of the Year 2003*)

Full-time Professor of Court Reporting

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B.A., Michigan State University

Lead Instructor, BIS, General Education

Ms. Rhonda Steakley, B.A., C.M.T.

B.A., Ohio State University

Lead Instructor, Medical Transcription Department

Ms. Barbara J. Wright, A.A.S., B.S., R.N., C.R.N.A.

B.S., Ravenswood School of Anesthesia

A.A.S., Harper College

Lead Instructor, Medical Assistance Department

(Vacant)

Lead Instructor, Legal Education