



Career Quest

LEARNING CENTERS



School Catalog

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A message to our Students...

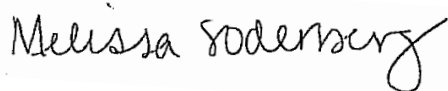
Welcome to Career Quest Learning Centers, Inc.! We are honored you have chosen to attend our career school. This catalog describes some of the policies, services, staff, and facilities of Career Quest Learning Centers, Inc. You should become familiar with them as soon as possible and use them throughout your course of study. We are certain you will be challenged yet rewarded for your investment in this education. What you put in to your education is exactly what you will get out of it! We personally challenge you to push yourself in an effort to exceed your own expectations. This short-term investment should produce long-term results. It is up to you to make it happen. The needed resources are provided to you, but it is up to you to attend each of your classes every day and earn the grades you are capable of earning.

The staff and faculty of Career Quest Learning Centers want to help make this educational experience a rewarding one. We expect all of our staff, faculty and students to act and conduct their behavior in a professional, business-like manner. This includes arriving to class and appointments on-time, dressed appropriately, and being courteous and respectful to everyone. By following these few simple rules, and using common sense, this educational experience should be successful and rewarding.

What you do within your new learning environment is up to you. Everyone at Career Quest Learning Centers want you to succeed. Please remember, in the event you need additional help, we have resources available for you. If we can keep all lines of communication open, everyone should succeed.

We look forward to meeting each of you during the coming months. Good luck with your studies. You are now one step closer to reaching your new career goals!

Sincerely,



Melissa Soderberg
President

I certify that this catalog is true and correct in content and policy.

This catalog is current as of the time of printing. Career Quest Learning Centers, Inc. reserves the right to make changes in course content, equipment, materials, organizations, available industry certifications, policy, and curriculum as circumstances dictate, subsequent to publication. The Institution expects its students to have knowledge of the information present in this catalog and in other official publications.

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Table of Contents

WELCOME TO CAREER QUEST LEARNING CENTERS, INC.....	7
OUR HISTORY.....	7
FACILITIES & EQUIPMENT.....	7
EDUCATIONAL OBJECTIVE.....	7
INSTITUTIONAL MISSION.....	8
INSTITUTIONAL PHILOSOPHY.....	8
HANDS-ON LEARNING.....	8
COMPREHENSIVE TRAINING PROGRAMS.....	8
CONTINUING EDUCATION COURSES.....	8
CORPORATE TRAINING.....	9
ADMISSION POLICIES & PROCEDURES.....	9
ADMISSIONS PROCEDURES.....	9
STUDENT RELEASE.....	9
ADMISSIONS REQUIREMENTS.....	9
ADMISSION TO CONTINUING EDUCATION COURSES.....	9
SCHEDULING POLICIES & PROCEDURES.....	9
DROP/ADD PERIOD.....	9
ENROLLMENT PERIODS.....	9
SEMESTER CREDIT HOURS.....	10
TRANSFER OF CREDIT BETWEEN CQLC PROGRAMS.....	10
TRANSFER BETWEEN DAY & EVENING SESSIONS.....	10
TRANSFER OF CREDIT FROM ANOTHER INSTITUTION.....	10
ADMISSION INTO ASSOCIATE DEGREE PROGRAMS.....	10
RE-ENTRY TO PREVIOUSLY WITHDRAWN FROM PROGRAM.....	11
ATTENDANCE, TARDINESS, & MAKE-UP SESSIONS.....	11
ATTENDANCE STANDARDS.....	11
VETERAN'S ATTENDANCE POLICY.....	12
TARDINESS.....	12
MAKE-UP SESSIONS.....	12
STUDENT SERVICES.....	12
PHYSICAL AND INTELLECTUAL DISABILITY / ACCOMMODATIONS.....	12
OUR "OPEN DOOR" POLICY.....	12
REQUESTING ACADEMIC TRANSCRIPTS.....	12
STUDENT RECORDS & ACADEMIC TRANSCRIPTS (FERPA).....	13
COURSE AUDIT POLICY.....	14
STUDENT PORTAL ACCESS.....	15
STUDENT COMPLAINT PROCEDURE.....	15
CAMPUS SECURITY, SAFETY AND CRIME AWARENESS POLICY.....	15
CRIME STATISTICS.....	16
CRIME REPORTING POLICY.....	16
TIMELY WARNING.....	16
PREPARATION OF ANNUAL CRIME STATISTICS.....	16
CONFIDENTIAL REPORTING PROCEDURES.....	16
REPORTING POLICY RELATIVE TO COUNSELORS.....	17
BUILDING SECURITY & ACCESS.....	17
CAMPUS SECURITY AUTHORITY.....	17
CAMPUS SECURITY INFORMATION PROGRAMS.....	18
PERSONAL SAFETY.....	18
VEHICLE SECURITY.....	18
PROPERTY SECURITY.....	18
CRIME PREVENTION PROGRAMS.....	18
OFF-CAMPUS LOCATIONS.....	18
CAMPUS COMMUNITY - EMERGENCY RESPONSE.....	18
PLAN FOR INITIATING A FACILITY "LOCKDOWN".....	18
EMERGENCY PROCEDURES FOR STUDENTS, STAFF AND FACULTY.....	19
MEDICAL EMERGENCIES.....	19
BUILDING EMERGENCIES.....	20
VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013 (VAWA).....	21
REPORTABLE OFFENSES UNDER THE CLERY ACT.....	21
CAMPUS SEXUAL VIOLENCE ELIMINATION ACT (SAVE).....	21
SEX OFFENSES.....	21
DISCLOSURES TO ALLEGED VICTIMS OF CRIMES OF VIOLENCE OR NON-FORCIBLE SEX OFFENSES.....	22
CAMPUS SEX CRIMES PREVENTION ACT - SEX OFFENDER INFORMATION.....	22

SEXUAL ASSAULT POLICY & PROCEDURES.....	22
ALCOHOL, DRUG & WEAPONS POLICY	29
DRUG AND ALCOHOL ABUSE EDUCATION PROGRAM	29
STANDARDS OF CONDUCT	29
HEALTH RISKS ASSOCIATED WITH ALCOHOL.....	30
SANCTIONS THE INSTITUTION WILL IMPOSE	30
MICHIGAN SUBSTANCE ABUSE AND DRIVING LAWS.....	32
COUNSELING, TREATMENT & REHABILITATION PROGRAMS.....	35
STUDENT CONDUCT REQUIREMENTS	35
ACADEMIC PROGRESS STANDARDS & GRADING POLICY	36
ACADEMIC PROGRESS.....	36
GRADING POLICY.....	37
CLASSROOM EXPECTATIONS	38
ACADEMIC HONESTY.....	39
TERMINATION & APPEAL.....	41
APPEAL - DISMISSAL.....	41
GRADUATION REQUIREMENTS.....	41
PROGRAMS WITH REQUIRED EXTERNSHIPS.....	41
CERTIFICATE OF COMPLETION.....	42
PLACEMENT ASSISTANCE SERVICES.....	42
FINANCIAL AID	42
PREVENTION OF FINANCIAL AID / SCHOLARSHIP FRAUD	48
CANCELLATION & REFUND POLICY.....	49
REFUND POLICY FOR CAREER TRAINING PROGRAMS.....	49
REFUND POLICY FOR VETERANS UNDER TITLE 38, U.S. CODE.....	49
REFUND POLICY FOR CONTINUING EDUCATION COURSES.....	49
GENERAL INFORMATION.....	50
NON-DISCRIMINATION POLICY.....	50
TEXTBOOK COSTS AND USAGE	50
PROGRAM / COURSE / SCHEDULE MODIFICATIONS	50
CONSTITUTION DAY	50
MICHIGAN VOTER REGISTRATION INFORMATION.....	50
INDUSTRY CERTIFICATION TESTING.....	51
DISTANCE EDUCATION.....	51
OFFICIAL WITHDRAWAL PROCEDURE	51
UNOFFICIAL WITHDRAWAL / DROPOUT	52
POLICIES AND SANCTIONS RELATED TO COPYRIGHT INFRINGEMENT	52
CERTIFICATE OF APPROVAL.....	52
OWNERSHIP.....	52
ADMINISTRATIVE ASSISTANT DIPLOMA PROGRAM	54
NETWORK ADMINISTRATION DIPLOMA PROGRAM	56
MEDICAL ASSISTANT DIPLOMA PROGRAM	58
MEDICAL BILLING & CODING DIPLOMA PROGRAM.....	60
CERTIFIED NURSE AIDE PROGRAM.....	62
ACUTE CARE PATIENT TECHNICIAN PROGRAM	66
PHLEBOTOMY TECHNICIAN PROGRAM.....	68
OPHTHALMIC ASSISTANT DIPLOMA PROGRAM.....	69
LEGAL SECRETARY DIPLOMA PROGRAM.....	71
MEDICAL OFFICE ADMINISTRATION (AAS Degree).....	73
BUSINESS ADMINISTRATION (AAS Degree).....	78
NETWORK ADMINISTRATION (AAS Degree).....	80
PARALEGAL STUDIES (AAS Degree).....	82
COURSE DESCRIPTIONS.....	84
CORPORATE ADMINISTRATION	96
LANSING CAMPUS ADMINISTRATION	96
JACKSON CAMPUS ADMINISTRATION.....	96
MT. PLEASANT CAMPUS ADMINISTRATION	96
BAY CITY CAMPUS ADMINISTRATION.....	96
Casandra Ferrer Campus Manager.....	96
LANSING CAMPUS FACULTY	97
JACKSON CAMPUS FACULTY	98
MT. PLEASANT CAMPUS FACULTY	99
BAY CITY CAMPUS FACULTY	100
ACADEMIC CALENDAR	101
TUITION LIST.....	102
CONTINUING EDUCATION COURSES, CERTIFICATION PREPARATION & CREDIT CHARGES	102
ANNUAL SECURITY REPORT & STUDENTS-RIGHT-TO-KNOW.....	103

WELCOME TO CAREER QUEST LEARNING CENTERS, INC.

Investing in education is a serious decision. When you explore training options, which may increase your salary level and employment potential, you are, in effect, investing in yourself. At Career Quest Learning Centers, Inc. we encourage a student population of responsible adults because we know that they are the best learners. When personal success is the end product of the training process, it virtually guarantees the success of any academic program.

We concentrate on job-specific training. Our well established, long-term relationships with area employers keep us alert to any new developments in the labor force. We are aware of employer needs in regard to employee skills as they happen. Our goal is to provide quality training in key skill areas in the most practical time frame. Always prominent in our training is the intention to make your learning experience meaningful and enjoyable.

This Institution offers both Comprehensive Training programs, which focus on skills within today's automated office, as well as Continuing Education courses. Whichever type of training you choose, we deliver quality instruction. If you are a motivated student who recognizes the need to keep ahead of your job market competition, then you are the type of individual we want to participate in our Institution. The staff and faculty of the Institution derive tremendous satisfaction from assisting students make their "dream jobs" a reality. We hope you will join us so that you, too, will experience career satisfaction and enjoy the economic and social rewards of a position ideally suited to your interests and abilities.

OUR HISTORY

Career Quest Learning Centers, Inc. was founded in 1995. The Institution's curriculum is designed to provide skills in the areas most demanded by local employers. The Institution offers career training in various industries and professions including business, information technology, and health care. Our partnership with local employers enables us to keep pace with the continually changing technology skills needed in the business marketplace. This connection to businesses throughout

Michigan allows our students to be front runners in the local job market.

FACILITIES & EQUIPMENT

Our facilities are designed from the ground up to help make learning a pleasure for every student. We are located at 3215 S. Pennsylvania Avenue, Lansing, Michigan. We offer a comfortable environment in which to work and learn and there is ample free parking. The classroom facilities contain lecture classrooms, laboratories, and individual student computer workstations.

In 2007, Career Quest Learning Centers, Inc. opened its first Branch Campus located at 209 E. Washington Avenue, Suite 241, Jackson, MI 49201. This Branch is located in the Commonwealth Commerce Center in the heart of downtown Jackson.

In 2016, Career Quest Learning Centers, Inc. opened a second Branch Campus, located at 2116 S. Mission Street, Mt. Pleasant, MI 48858.

In 2018, Career Quest Learning Centers, Inc. opened a third Branch Campus, located at 3900 State Street Road, Suite 200, in Bay City, MI 48706.

Career Quest Learning Centers provide an illegal drug, tobacco, and alcohol-free work and classroom environment. Smoking is only permitted in designated areas away from facility entrances. All facilities are accessible to the physically challenged.

The institution warrants all efforts are made to ensure the privacy, safety, and security of data contained within the technical infrastructure of all campus locations. Furthermore, the institution ensures computer systems and network reliability and emergency backup for technical services of all campus locations.

EDUCATIONAL OBJECTIVE

Our educational objective is to prepare students for new or better careers. Our Comprehensive Training programs are designed to help students develop skills in high demand careers. Because the skills taught are diverse, students will be qualified to participate in a number of positions within the workforce. These skills will provide students with the basis upon which they can work and steadily advance into more professionally and

financially rewarding careers. Continuing Education courses are designed to assist students in upgrading or improving their existing skills in order to achieve upward or lateral mobility in their current positions.

INSTITUTIONAL MISSION

Our mission is to change lives by putting people to work in their chosen field through technical and personal skills training.

INSTITUTIONAL PHILOSOPHY

We are dedicated to the belief that all students should have the opportunity to develop skills that will enable them to secure and retain productive and rewarding career positions. Career Quest Learning Centers, Inc. is committed to providing educational offerings which deliver the maximum amount of training in the minimum amount of time. The dedication to the overall success of our students forces the Institution to continually strive to maintain its reputation of delivering high quality training through a combination of a qualified, experienced staff and well-organized curricula which reflects current industry standards.

The focus of all instruction is on “hands-on” training with actual workplace procedures and equipment used in today’s offices. Career Quest Learning Centers, Inc. develops all curricula to relate directly to the needs of local business and industry and copyrights course guides and text materials. In addition, the software is also designed to facilitate the development of the technical skills that will help secure gainful employment in the areas of instruction. (For more information on gainful employment, please go to: <https://www.careerquest.edu/courses-programs/gainful-employment-program-disclosures>)

In keeping with its mission and purpose, Career Quest Learning Centers, Inc., strives to:

1. Educate and train students with equipment found in today’s automated offices;
2. Assist students in developing their technical skills to meet industry standards;
3. Provide students with skilled and experienced staff who are devoted to the

personal and career development of every student;

4. Offer job placement assistance services in the pursuit of securing appropriate employment.

While Career Quest Learning Centers, Inc. actively assists students in their job search, we cannot guarantee employment to any student.

HANDS-ON LEARNING

Career Quest Learning Centers, Inc. training is tailored to meet the individual needs of students by assessing their individual goals and skill levels. Instructors are always available to assist students as they work through “hands-on” projects and ensure that students master each goal and objective sequentially throughout the training. This methodology ensures that students develop the required knowledge and skills necessary before progressing to more advanced levels.

COMPREHENSIVE TRAINING PROGRAMS

Career Quest Learning Centers, Inc. offers several Comprehensive Training Programs. Students interested in developing job skills, which will enable them to enter the workforce, are encouraged to enroll in one of these programs which have specific vocational objectives. The use of textbooks, manuals, and lab supplies are included in the program tuition cost.

Certificates of Completion are awarded to students upon meeting the Program Graduation Requirements.

CONTINUING EDUCATION COURSES

Individuals whose objectives in pursuing training include personal enrichment or career enhancement are encouraged to enroll in one or more Continuing Education Course. The focus of this training is primarily for students who wish to learn specific skills or who already possess specific job skills and they want to expand or enhance those skills. All Continuing Education Courses are offered during the hours of operation. The use of textbooks, manuals, and lab supplies are included in the tuition cost of each course. Continuing Education courses are available only if classroom capacity permits

CORPORATE TRAINING

Career Quest Learning Centers, Inc. are not solely training sources for individuals. We are happy to offer specialized training to companies with new skills training or upgrading on a contractual basis. Please contact our Admissions Office for details regarding corporate training programs.

ADMISSION POLICIES & PROCEDURES

ADMISSIONS PROCEDURES

Individuals interested in learning more about the Institution and its training programs should contact the Institution to schedule an appointment to meet with an Admissions Representative. All applicants are required to complete a personal interview with an Admissions Representative in order to mutually determine what educational offering best meets the needs of the applicant.

STUDENT RELEASE

Upon enrollment at this institution each student hereby gives Career Quest Learning Centers, Inc. absolute and irrevocable right and permission, with respect to any testimonials/statements provided, or in which the student may be included with others, to be used for marketing and promotional purposes. Each admitted student also grants the institution absolute and irrevocable right and permission, with respect to any photographs/video taken of students, or in which the student may be included with others, to be used for marketing and promotional purposes. Students hereby release and discharge Career Quest Learning Centers from any claims and demands arising out of, or in connection with, the use of the testimonial/statements and/or photographs/video, including any and all claims for libel. This acknowledgement and release shall also ensure to the benefit of the legal representatives, licensees, and assigns of Career Quest Learning Centers as well as the persons or corporations for whom they took the testimonial/statements and/or photographs and video. This acknowledgement will be revoked if the student provides a written request statement to the Campus Manager.

ADMISSIONS REQUIREMENTS

Applicants enrolling in any Comprehensive Training Program or Associate Degree Programs must follow the requirements as defined on each Program Description found in this School Catalog. The Campus Manager may conduct an Admissions Exit Interview with applicants applying for admission.

ADMISSION TO CONTINUING EDUCATION COURSES

There are no prerequisite educational requirements for admission into Continuing Education Courses.

SCHEDULING POLICIES & PROCEDURES

For students enrolled in a Comprehensive Training Program, the minimum attendance schedule consists of 12 hours per week. For students taking Continuing Education courses, the minimum attendance schedule is 2 hours per week.

DROP/ADD PERIOD

The official registration drop period extends five (5) business days into a module. If you are dropping a course, please contact the Campus Manager to ensure that you receive the proper refund. Students are responsible for obtaining or forfeiting the work missed in class sessions not attended. Course instructors are not obligated to update students who add a course beyond the first meeting of the class. First module students who have posted attendance during their initial enrollment period may be administratively withdrawn from the institution for failure to post reasonable attendance or it is determined by the institution the probability of the student returning to classes is unlikely. In the event a first module student is administratively withdrawn from the institution during the Drop/Add Period, all financial obligations incurred by the student will be waived by the institution.

ENROLLMENT PERIODS

The institution defines Enrollment Periods in five (5) week modules. Students will be scheduled into the appropriate courses for their program of study each module.

SEMESTER CREDIT HOURS

The institution defines one semester credit hour as equivalent to a minimum of 15 clock hours of lecture, 30 clock hours of laboratory, or 45 clock hours of externship (work-based) instruction. Total program credits will be rounded down to the nearest whole number.

TRANSFER OF CREDIT BETWEEN CQLC PROGRAMS

Students may transfer to a different program within the Institution commencing at the start of a new module. Students must complete an Application for Program Transfer in advance of starting the new program courses. The Campus Manager, Registrar, and Financial Aid Officer must approve such transfers. Once approved, the Admissions Representative will complete a new Enrollment Agreement with the student. Students will receive full credit for any required course(s) in the new program that were previously completed successfully within three (3) years, assuming coursework is comparable in nature, content, and level of credit earned as determined by the institution. Tuition will be assessed proportionally based on previous credit earned and attempted. New tuition charges will be calculated on remaining program credits. In addition, a \$100 Registration Fee will be applied.

TRANSFER BETWEEN DAY & EVENING SESSIONS

Students may transfer between day and evening sessions in the same program if extenuating circumstances require the transfer. This may include changes in work hours, to resolve child care problems or similar issues. The student must submit a written request to the Campus Manager requesting the transfer. The request must explain the circumstances requiring the transfer. It is strongly suggested the transfer occur at the beginning of the subsequent module.

TRANSFER OF CREDIT FROM ANOTHER INSTITUTION

Previously earned academic credit is evaluated on a course by-course basis. Students may transfer credits from other accredited post-secondary public or private institutions which are recognized by a regional or national accreditor. Admission and transfer

of credit will be based upon an evaluation of the academic transcript by appropriate staff. Credit for courses with a final grade of "B" (3.0 GPA) or better may be accepted under the following conditions:

- A Request to Evaluate Prior Academic Credit must be completed by the student **prior** to commencing classes.
- Credit must have been awarded within the past three (3) years.
- There is comparability in the nature, content and level of credit earned to the appropriate and applicable course and program offered by the institution.
- An unofficial transcript and course descriptions documentation must be furnished by the student from the educational institution previously attended with this request for prior academic credit evaluation.
- An official transcript is required before credit will be accepted.
- The official transcript must be received within five (5) weeks of enrollment (start) date.
- Transfer students will be informed of the amount of credit which will transfer prior to their enrollment, if possible, but at the latest prior to the end of their first academic module in which they are enrolled.
- A course competency examination may be required.
- Students may transfer in up to 50% of the course requirements for the program.

The institution will recognize, in its entirety, a related diploma earned from a nationally or regionally accredited post-secondary public or private institution when enrolling into an associate degree program. Only the remaining degree level courses and credits will be required for successful associate degree completion.

ADMISSION INTO ASSOCIATE DEGREE PROGRAMS

Students who wish to continue their education and earn an associate of applied science degree from this institution may do so if prior academic achievement has been met. Applicants must have earned a High School Diploma or GED from a recognized school and applicants must provide documentation of successful completion from a regionally or nationally accredited diploma level program

related to the associate degree of interest. Remaining courses will be scheduled by the Office of the Registrar. Previously earned diploma program credits will be evaluated for similarity and relevance for transferability along with applicable work experience.

RE-ENTRY TO PREVIOUSLY WITHDRAWN FROM PROGRAM

A student who wishes to resume classes after having, voluntarily or involuntarily, withdrawn for any reason from his or her program of study may do so with Campus Manager approval. Tuition will be assessed proportionally based on previous credit earned and attempted. New tuition charges will be calculated on remaining program credits. In addition, a \$100 Registration Fee will be applied. Students who Re-Enter will be responsible for any additional tuition resulting from a tuition increase whether such increase was announced prior to or after the withdrawal date. Any prior balances or financial obligations to the Institution must be cleared before the student will be permitted to Re-Enter. Subsequent withdrawal and re-entry will only be permitted upon written appeal from the student and approval from the Campus Manager. A student will not be permitted to Re-Enter within 30 days of the student's Date of Determination from previous withdrawal.

ATTENDANCE, TARDINESS, & MAKE-UP SESSIONS

ATTENDANCE STANDARDS

As stated in the opening paragraph of this catalog, investing in education is a serious decision. At Career Quest Learning Centers, Inc., we believe our students are responsible adults, and as such are responsible for their own actions. It is difficult to successfully develop marketable skills without regular, consistent attendance. As students are expected to progress and complete according to their schedule of record, they are encouraged to attend their training sessions as scheduled. Students are expected to submit all assignments and take all tests according to the Course Schedule (or make other arrangements *in advance* of the scheduled due date.) Missing a scheduled activity, for any reason, including illness, in no way relieves the student of the responsibility for completing all work in the course to the

satisfaction of the instructor, according to the approved schedule. Each student is responsible for taking tests at the approved time and place, and for submitting assignments on time. Make-up time is available on request, depending upon instructor and classroom availability.

If students experience problems with their attendance schedules, they may request a revised schedule. If a student needs to lower the number of contact hours scheduled per week, that number cannot be less than the minimum number of hours required per week for their type of training. Though Career Quest Learning Centers, Inc. will try to accommodate schedule changes, students are discouraged to make changes once the initial schedule has been arranged.

The Institution regards students who miss a class session for which they are scheduled to be absent for that session. The Institution does not distinguish between types of absences. There are no "excused" absences. Any student who misses a scheduled training session should make-up the work from that session as soon as possible. Students that know in advance of an absence should make arrangements with the instructor to complete the required work ahead of time. When an unscheduled absence occurs, it is the **responsibility of the student** to contact the instructor to find out what was assigned and discussed on the day of the missed class. It is recommended students communicate with instructors via email when not on campus.

Students are expected to attend all scheduled class sessions and complete online course assignments by the scheduled due date for each course. For courses conducted on-ground, attendance means (a) physical participation in the class meetings and other activities of the course; and (b) other positive/meaningful academic participation by the student, as approved by the school, such as attending a class meeting in a different class session of the same course or completing and submitting coursework. For online courses, examples of acceptable evidence of academic attendance means logging into the course website and engaging in at least one of the following activities:

1. Submission of an academic assignment, quiz or exam;
2. Documented student participation in an interactive tutorial or computer-assisted instruction;

3. A posting by the student showing the student's participation in an online study group that is assigned by the institution;
4. A posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters;
5. An e-mail from the student or other documentation showing that the student-initiated contact with a faculty member to ask a question about the academic subject studied in the course.

In the final analysis, however, it is the students who must involve themselves in their education, be in attendance when scheduled, submit coursework by its due date, and make use of the many educational resources that are available.

VETERAN'S ATTENDANCE POLICY

Veterans enrolled in a diploma or degree level program, who receive Veterans' Educational Benefits, will abide by the institution's attendance policy as written. In addition, veteran's receiving benefits will have their daily academic attendance posted to the institution's student information system in effort to confirm the Veteran's certification requirements.

TARDINESS

Career Quest Learning Centers, Inc. expects students to be on time and remain involved during the entire duration of all scheduled activities, appointments and training sessions. Students are expected to be in class, seated, and prepared to begin their class session at the scheduled start time. A student that is not in class, seated and prepared to begin his or her class session at the scheduled start time, or if he or she leaves early, may not receive all daily points for that scheduled class period and may not be permitted to take the daily quiz.

MAKE-UP SESSIONS

Students with excessive absences may be required to make-up hours missed from training sessions in an effort to develop skill competencies according to their progress schedule. Make-up time is available to all students and will be scheduled in advance,

upon availability of instructors and classrooms during normal hours of operation.

STUDENT SERVICES

PHYSICAL AND INTELLECTUAL DISABILITY / ACCOMMODATIONS

Career Quest Learning Centers, Inc. is an Equal Opportunity Educational institution and does not discriminate in the recruitment and admission of students with respect to race, color, creed, sex, age, handicap, disability, national origin, or any other legally protected characteristic. Applicants, prospective, or enrolled students with disabilities who require academic adjustments and/or auxiliary aids in connection with the admissions process, the admissions test and/or their program of study, should contact the Campus Manager. The Campus Manager, in consultation with the Director of Compliance, will work with the applicant, prospective student, and/or student to identify reasonable accommodations/adjustments necessary to enable him/her to fully participate in the admissions and/or educational program of interest.

OUR "OPEN DOOR" POLICY

Any member of the faculty and administrative staff is available to a student for counseling. Career Quest Learning Centers, Inc. welcomes feedback from students regarding policy, instruction and curriculum. The Campus Manager's door is always open should a problem arise or if you would like to share your enthusiasm and excitement when you find suitable employment. Please let us know!

REQUESTING ACADEMIC TRANSCRIPTS

Student records, including Academic Transcripts, are confidential. Academic Transcripts may be provided directly to students and parents of dependent students. Academic Transcripts may not be provided to any other individual, employer, institution or any other party without the student's written request.

1. At the time of graduation, completion or withdrawal, the Registrar will print a final Academic Transcript from the Student

- Information System to be placed in the student's administrative file.
2. Student requests for copies of their academic transcript are fulfilled by the Office of the Registrar.
 3. Electronic Delivery is rapidly becoming the preferred method of delivery for Institutions of Higher Learning, employers and other agencies. Effective January 10, 2014, all requests for transcripts will be submitted to the Office of the Registrar electronically through the Career Quest Learning Centers website (www.careerquest.edu).
 4. The fee for processing academic transcripts is \$5.00 each, via electronic method of delivery. Students also have the option to request a paper copy of their academic transcripts delivered via US Mail or overnight delivery. The fee for this option is \$10.00, plus the price of postage and/or overnight fees.
 5. Upon graduation, all graduates of Career Quest Learning Centers programs will receive a copy of their academic transcript with their Diploma free of charge.
 6. Academic Transcripts will be withheld by the institution until the Student's Ledger Account is current or when other payment arrangements are approved.

STUDENT RECORDS & ACADEMIC TRANSCRIPTS (FERPA)

Academic transcripts are prepared and reviewed at the scheduled completion dates of each grading period. In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), student records at Career Quest Learning Centers, Inc. are only open for inspection to students and parents of dependent students to review and challenge any and all parts of said records. This inspection is welcomed by appointment during regular business hours. The following items are exempt from FERPA:

1. Parents' Confidential Statement, Financial Need Analysis Report, and Institutional Student Information Record (ISIR).
2. Letters of recommendations received after December 31, 1974, the Act permits students to waive their right to access if the letters are related to admissions, employment, or honors.

3. Records about students made by instructor or administrators, which are maintained by and accessible only to the instructors or administrators.
4. Security records.
5. Employment records for school employees who are not current students.
6. Records compiled or maintained by physicians, psychiatrists, psychologists, or other recognized professionals or paraprofessionals acting or assisting in such capacities for the treatment purposes and which are available only to persons providing the treatment.

Confidentiality of Education Records

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

1. FERPA affords the right to inspect and review the student's educational records within 45 days of the day the Institution receives a request for access. Students should submit to the Registrar or other appropriate official written requests that identify the records they wish to inspect. The school official makes arrangements for access and notifies the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request is submitted, the official advises the student of the correct official to whom the request should be addressed.
2. FERPA affords the right to request the amendment of the student's educational records that the student believes are inaccurate or misleading. A student may ask the school to amend a record that he or she believes is inaccurate or misleading. The student should write the Campus Manager, clearly identifying the part of the record he or she wants changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the student, the school notifies the student of the decision and advises the student of his or her right to a hearing regarding the request for amendment.
3. FERPA affords the right to consent to disclosures of personally

identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to School officials, or officials of institutions with which the school has consortial agreements, with legitimate educational interests. A school official is a person employed by Career Quest Learning Centers, Inc. in an administrative, supervisory, academic, or support staff position a person or company with whom the school has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a student serving on an official committee, such as the Committee on Student Conduct, or assisting another School official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

4. FERPA affords the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5901.

The Institution reserves the right to refuse to permit a student to inspect those records excluded from the FERPA definition of educational records and to deny transcripts or copies of records not required to be made available by FERPA if the student has an unpaid financial obligation to the school or if there is an unresolved disciplinary action against him or her. Fees are not assessed for search and retrieval of the records, but there may be a charge for copying and postage.

Directory Information

The Institution identifies the following as directory information: name; Career Quest Learning Center student identification (ID) number; class; address (home and e-mail); telephone listings; major and secondary-concentration fields of study; participation in officially recognized sports, extracurricular

activities, and off-campus study programs; dates of attendance; degrees, honors, certificates, and awards received from the school; and individually identifiable photographs and electronic images of the student solicited or maintained directly by Career Quest Learning Centers, Inc. as part of the educational record.

This institution maintains student records for all students enrolled. Student records include enrollment data, payment of fees, attendance, progress information, certificates earned and various placement information. These records will be maintained for at least five (5) years following a student's departure. Student's grade records and transcripts will be retained in perpetuity by the Institution. Should students desire an official copy of their academic transcript, a request may be submitted to the Office of the Registrar electronically through the Career Quest Learning Centers website (www.careerquest.edu). There will be a \$5.00 fee for each request.

COURSE AUDIT POLICY

Current students are permitted to "audit" a course(s) if the institution has updated the course content and version from an earlier course version previously completed. Program Graduates from the institution may choose to return to Career Quest Learning Centers, Inc. at any time and audit previously completed courses. This graduate benefit is made available to program graduates in an effort to maintain or refresh previously completed subject matter.

The following conditions apply:

1. There will be a \$25 per course charge for auditing a class.
2. Courses will be made available to audit on a space-available basis.
3. Active students can audit a course as long as it does not interfere with the expected graduation date, i.e. take the course during a different session than current schedule.
4. Program Graduates can audit a course as long as the course was successfully completed during an earlier enrollment period.
5. Textbooks are not included.
6. Upon successful completion of an audited course a course grade of "AC" (audited course) will be posted to the student's academic transcript. An audited course grade will not count

towards the calculation of Satisfactory Academic Progress.

7. Students who audit a course will be expected to complete all of the same projects and course requirements as first-time students.
8. Students auditing a course are expected to follow all of the academic and student conduct requirements.
9. Students will have the financial responsibility to pay for Industry Certifications following the audited course.

STUDENT PORTAL ACCESS

The institution makes available the following information to all students through a secure online portal.

Academic Review – A list of courses taken and scheduled for, and a grade, if applicable.

Student Ledger – The students financial aid disbursements, payments, charges and current balance.

Program Course Progress – Here a student can see what they have completed, what is in progress and what is still required.

Schedule of Courses – A schedule of courses by module, including room and instructor.

Financial Aid Awards – Lists the student's financial aid award package, if applicable.

1098-T – The student can print their own 1098-T for tax time.

STUDENT COMPLAINT PROCEDURE

Most problems or complaints that students may have with the Institution or its administration can be resolved through a personal meeting with the school staff. If, however, this action does not bring the situation to a close to the satisfaction of students, they may submit a written complaint to the Campus Manager. The written complaint should contain (1) the nature of the problem(s), (2) approximate date(s) that the problem(s) occurred, (3) name(s) of the individual(s) involved in the problem(s) – staff and/or other students, (4) copies of important information regarding the problem(s), (5) evidence demonstrating that the Institution's complaint procedure was followed prior to this point in time, and (6) student signature. Students who file a written complaint can expect to receive a written response within ten (10) business days. Students may of course call the Campus Manager to schedule an appointment at any time if they prefer not to

follow the written complaint procedure. If a student's questions or concerns are not resolved to the student's satisfaction, then the student may bring the situation to the attention of the institution's., Licensing Board: the Michigan Department Licensing and Regulatory Affairs, P.O. Box 30714, Lansing, MI 48909, 1-866-MY-GOALS (694-6257). Complaints may be filed with the State of Michigan at www.michiganps.net and/or the Council on Occupational Education, 7840 Roswell Road, Bldg 300, Suite 325, Atlanta, GA 30350, (770) 396-3898.

Waiver of Jury Trial and Availability of AAA Rules

Students at this Institution understand that they and the School are irrevocably waiving rights to a trial by jury and are selecting instead to submit any and all claims to the decision of an arbitrator instead of a court. It is understood that the award of the arbitrator will be binding, and not merely advisory.

Students may at any time, before or after admission, obtain a copy of the Rules of the American Arbitration Association (AAA), at no cost, from the Campus Manager.

CAMPUS SECURITY, SAFETY AND CRIME AWARENESS POLICY

It is the policy of Career Quest Learning Centers, Inc. to provide a safe, secure and crime-free learning environment. As required by Public Law 101-542, as amended by Public Law 102-325, Title II, Crime Awareness and Campus Security Act of 1990, Section 294, Policy and Statistical Disclosures, Career Quest Learning Centers, Inc., has implemented these policies regarding campus security. Pursuant to the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), Career Quest Learning Center is required to annually compile and publish crime statistics. This annual report covers the previous calendar year and must include statistics of specified crimes reported to local police agencies that occurred on or near our campus. The criminal offenses that the campus is required to report are the following offenses as defined by the FBI Uniform Crime Report (sex offenses are defined using the UCR-National Incident-Based Reporting System).

CRIME STATISTICS

By October 1st of each year, Career Quest Learning Centers, Inc. will distribute a copy of its annual security report to all enrolled students via their student e-mail accounts. Additionally, a copy of the annual security report will be provided to all employees via their e-mail accounts. Hard copies will also be available upon request. This report will include statistics for crimes which occurred on or near the campus locations.

CRIME REPORTING POLICY

It is the policy of Career Quest Learning Centers, Inc. that all incidents of criminal actions and other emergencies that students, faculty or administrative staff become aware of will be reported immediately to the Campus Manager, or to his/her designee. This report can be verbal or written depending on the severity of the incident. The Campus Manager or his/her designee will investigate such reports and take legal or other action deemed necessary by the situation. The Campus Manager will contact the appropriate emergency personnel to deal with the incident and will maintain a record of all incidents that occur. In case of a medical emergency, life threatening situations, fire or natural disaster, or criminal action, 9-1-1 should be called to obtain immediate emergency assistance. The Campus Manager or his/her designee should be notified immediately if emergency assistance has been called.

TIMELY WARNING

Career Quest Learning Centers, Inc. will make timely warnings to the campus community of crimes reported or other incidents that pose the potential for danger to students or employees. Depending on the nature of the incident, the following procedures will be followed:

- a. An incident presenting eminent danger/ injury, such as a robbery, assault, fire or natural disaster: 9-1-1 will be called immediately and all affected students, faculty and administrative staff will be evacuated from the building or escorted to a safe location by the Campus Manager or his/her designee.
- b. An incident presenting the possibility of future danger: students, faculty, and administrative staff will be notified verbally or in writing of the incident and advised of the caution that

individuals should take in protecting themselves.

PREPARATION OF ANNUAL CRIME STATISTICS

In preparing annual crime statistics, Career Quest Learning Centers, Inc. will tabulate data on all reported incidents on campus. In addition, the institution will contact the appropriate law enforcement agencies to gather data on crimes that have occurred in close proximity to the campus. These statistics will be included with the statistics gathered through campus reporting. All cumulative data will be included in the annual security report and distributed to students, faculty, and administrative staff by October 1st of each calendar year.

REPORT CRIMES TO:

Students and employees should report criminal offenses to the Campus Manager and local authorities. Anonymous reporting is also available:

<p>Lansing Police Dept. 120 W. Michigan Ave., Lansing, MI 48933 (517) 483-4600 (Non-Emergency) 911 (Emergency)</p>	<p>Jackson Police Dept. 216 E. Washington Ave. Jackson, MI 49201 (517) 788-4100 (Non-Emergency) 911 (Emergency)</p>	<p>Mt. Pleasant Police Dept. 804 E. High Street, Mt. Pleasant, MI 48858 (989) 779-5100 (Non-Emergency) 911 (Emergency)</p>
<p>Bay City Police Dept. 503 Third Street Bay City, MI 48708 (989) 895-4050 (Non-Emergency) 911 (Emergency)</p>		

CONFIDENTIAL REPORTING PROCEDURES

If you are the victim of a crime and do not want to pursue action within the Institution or the criminal justice system, you may still want to consider making a confidential report. With your permission, the School Director can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the Institution can keep an accurate record of the number of incidents involving students, determine where

there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

REPORTING POLICY RELATIVE TO COUNSELORS

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f) clarification was given to those considered to be campus security authorities. Campus "Pastoral Counselors" and Campus "Professional Counselors", when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistic. Career Quest does not have an employee on staff who is a professional counselor, however, the institution contracts with a licensed counselor in the event counseling services are needed.

The rulemaking committee defines counselors as:

Pastoral Counselor

An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

Professional Counselor

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification. Career Quest Learning Centers does not have an employee on staff who is a professional counselor, however, the institution contracts with a licensed counselor in the event counseling services are needed.

BUILDING SECURITY & ACCESS

The Lansing Campus of Career Quest Learning Centers, Inc. is located on a major street. Due to its size, location and excellent safety record, the institution does not employ campus security personnel. Faculty and administrative staff are to take whatever measures are required to protect themselves

and students in the event of a safety or security emergency.

The Branch Campus in Jackson of Career Quest Learning Centers, Inc. is located in a large commercial office complex. This location has maintained an excellent safety record in part due to the fact full time security staff are employed by the property managers.

The Mount Pleasant and Bay City Branch Campuses are located in large commercial strip malls. Due to their size, location and excellent safety record, the institution does not employ campus security personnel. Faculty and administrative staff are to take whatever measures are required to protect themselves and students in the event of a safety or security emergency.

Students have access to instructional facilities during normal class hours. Students and employees should notify a campus administrator immediately if an unauthorized visitor is observed in the classrooms, labs, or administrative offices. Before and after business hours, the institution's administrative and educational facilities are locked. The Campus Manager will only issue keys to employees. Employees are to exercise reasonable care to secure keys issued to them. Replacement keys are to be requested from the Campus Manager. Members of the campus community should be aware that the building is not locked and secured, nor are there security personnel on-site. When leaving class and going to the parking lot, particularly at night, it is always a good practice to walk in pairs or for a student to ask an instructor to accompany him/her to their vehicle.

CAMPUS SECURITY AUTHORITY

Career Quest Learning Centers, Inc. does not employ any security personnel and no employees have any law enforcement authority. The Campus Manager is responsible for the campus security. A building security company is contracted by the Jackson Branch Campus property managers. Students and employees are encouraged to accurately and promptly report all crimes to the local authorities and to notify the Campus Manager of the incident being reported. Students are encouraged to discuss sensitive concerns they may have with the Campus Manager who may be able to assist students to report crimes on a voluntary and confidential basis.

CAMPUS SECURITY INFORMATION PROGRAMS

Crime prevention and personal safety are issues that concern all students, faculty, and administrative staff. It is the policy of Career Quest Learning Centers, Inc. that all students will have access to a copy of the School Catalog prior to beginning classes. That catalog will contain the Campus Security and Crime Awareness policies of the institution. These policies will be addressed during new student orientation. All employees will receive the Career Quest Learning Center Employee Handbook, which will also contain information on safety and security. These policies will be addressed during new employee orientation, which is conducted by the Campus Manager or his/her designee. Students and employees are responsible for their own security and safety both on campus and off campus and must be considerate of the security and safety of others. The institution has no responsibility or obligation for any personal belongings that are lost, stolen or damaged, whether on or off campus premises or during any school activities.

PERSONAL SAFETY

- Be aware of your surroundings and of those around you.
- Do not walk in dark, unlit areas or surroundings.
- Walk in pairs or groups when entering and exiting the Institution.
- Avoid working or studying alone at night, in remote areas or offices, and keep your door locked if you have to work late.
- Have your keys ready and in hand when approaching your vehicle or office.

VEHICLE SECURITY

- Park in well-lit areas and always lock your car.
- Secure your windows by rolling them up.
- Secure valuables such as CDs, radios, phones, books, and packages by placing them in the trunk or out of sight.
- Invest in a car alarm; kill switch, and/or steering wheel locking device.
- Park in authorized spaces and between the lines to reduce the chance of damage or vandalism to your vehicle.

PROPERTY SECURITY

- Lock and secure your desk and office when not in use.
- Lock up equipment when not in use.
- Do not leave books, bags, purses, wallets, keys or any other possessions unattended.
- Identify your valuables with tags, marker, etc.

CRIME PREVENTION PROGRAMS

Career Quest Learning Centers, Inc. will provide its students, staff and faculty with crime prevention information and safety each year through its Annual Security Report and prevention programs. Furthermore, the institution encourages students to utilize programs in the community that are designed for this purpose. The Crime Prevention Association of Michigan is located at 1407 S. Harrison, Suite 333 in East Lansing, Michigan. A calendar of the crime prevention trainings and events may be obtained at:

<http://www.crimepreventionassociationofmichigan.org/upcomingEvents.html>

OFF-CAMPUS LOCATIONS

All Career Quest Learning Centers, Inc. instructional programs occur at either the Main Campus or Branch Campuses.

CAMPUS COMMUNITY – EMERGENCY RESPONSE

This institution has set up an e-mail group that will reach all current students, faculty and administration to inform them of any emergency on campus. On specified days, this system will be checked each year. The evacuation plan is the same as the fire evacuation plan which is posted throughout the building.

PLAN FOR INITIATING A FACILITY “LOCKDOWN”

A "Lockdown" is the temporary sheltering technique, e.g. 30 minutes to several hours, utilized to limit civilian exposure to an "Active Shooter" or similar incident. When alerted, occupants of any building within the subject area (i.e. CQLC Offices/Campus) will lock all doors and windows, not allowing entry or exit to anyone until the "All Clear" has been sounded

by the Campus Manager or appropriate law enforcement. This procedure converts any building into a large "Safe Room".

Incident Notification

All emergencies, e.g. police emergencies, fires, or hazardous material spills, must be reported to the local Police Department; by dialing 9-1-1.

When reporting an emergency, provide the following:

- Your name;
- Location of the emergency;
- Telephone number from which you are calling; and
- Type of emergency you are reporting (e.g., police, fire, or hazardous material spill, etc.)

Initiation of "Lockdown" Procedure

If the risk assessment determines the need to secure a building to protect the campus community and to prevent an escalation of the emergency, the Campus Manager or designee will give the order to "Lockdown" the campus.

- Notice that a "Lockdown" has been issued will be broadcast over the Public Address (PA) system and/or the staff/faculty/classroom telephone system, or by staff/faculty communication.

"Lockdown" Procedure

- If preceding an order to "Lockdown" you hear gunshots in or around your building or once the notice to "Lockdown" has been issued, take the following action:
- **Follow instructions;**
- **Try to remain calm;**
- Place a sign (if possible) on the entrance indicating the **"Facility Is In Lockdown"**.
- Remain indoors, e.g. your office or classroom. Once in "Lockdown" you will not be allowed to move about the facility until an "All Clear" has been sounded by the Campus Manager or law enforcement;

- If not in your typical surroundings (classroom or office) proceed to a secured location
- Close and lock all doors;
- Turn off all lights;
- Occupants should be seated below window level, toward the middle of a room away from windows and doors;
- Remain silent;
- Turn off all radios, computer monitors, and other devices that emit sound and light;
- Silence cell phones;
- If gunshots are heard lay on the floor using heavy objects, e.g. tables, filing cabinets, etc. for shelter;
- Use phones only for emergency notification;
- Do not shelter in open areas such as hallways or corridors. Go to the nearest classroom or office that can be locked.
- If outdoors, seek nearby shelter, e.g. large trees, walls, mail boxes, and wait for additional instructions from the administration.
- Do not unlock doors or attempt to leave until instructed to do so by law enforcement. The "All Clear" will be announced over the Public Address (PA) system and/or the staff/faculty/classroom telephone system when it is considered safe.

EMERGENCY PROCEDURES FOR STUDENTS, STAFF AND FACULTY

MEDICAL EMERGENCIES

In the event of sickness or accident, these procedures are to be followed:

1. If you become ill or are injured in an accident on campus, notify your instructor immediately.
2. If the illness or accident requires emergency care, the school will obtain emergency assistance by calling 9-1-1.
3. The school will notify the individual you have designated as your Emergency Contact.

4. First-Aid Kits are located throughout the Institution for minor emergencies and injuries. All staff members are aware of the location of the First-Aid Kits. There is at least one in each classroom.
5. In the event of illness or injury, your instructor will complete an Incident Report and submit that report to the Campus Manager.

BUILDING EMERGENCIES

Fire Emergency

All students should familiarize themselves with the evacuation plans posted in the classrooms and throughout the building. In the event of a fire in the school building, students should:

- Immediately notify an instructor so that a fire evacuation may be initiated if the alarm has not already sounded.
- Remain calm; quickly secure personal belongings only; walk, do not run, to nearest exit in accordance with the diagram posted. Cooperate with the instructor or administration, and follow directions given.
- Before opening the classroom door, the instructor will feel the door quickly with the back of his/her hand.
- If the door is hot, the hallway on the other side is probably on fire. The instructor will advise students to use an alternate exit if possible.
- If the door is cool, the instructor will kneel down and check the air coming in under the door. If the air is cool, the hallway may be safe to enter.
- When opening the door to the hallway, the instructor will kneel behind the door while he/she opens it just a little with his/her face turned away from the opening. Listen and smell for fire and smoke.
- Assist the instructor in closing all windows and doors behind you as you leave.
- Crawl low under the smoke to escape.
- If escape through the doors is not possible, your instructor will assist you in exiting through the nearest unobstructed window.
- If your clothing catches fire, **STOP** right where you are. **DROP** to the ground. **ROLL** over and over to put out the flames.
- Upon exiting the building students

and instructors will gather in the far side of the student parking lot at a safe distance from the building.

- The instructor will determine if all students have safely exited the building and inform the Campus Manager.
- Fire extinguishers are located throughout the facility. The evacuation of students, employees and guests is the primary objective. Staff that is familiar with their use after evacuation procedures have been initiated may use a fire extinguisher.
- It is the responsibility of ALL students to follow these procedures. No student should leave his/her group as attendance will be taken when in a safe place outside the building. Students and instructors will gather in the far side of the parking lot at a safe distance from the building following evacuation.

Natural Disaster

In the event of natural disasters, the following procedures should be followed:

- Tornado
 - Stay away from windows.
 - Stay inside if you are not told to evacuate.
 - Proceed in an orderly fashion to the inside hallway away from windows.
- Floods and Flash Floods
 - Stay in the building.
 - Do not evacuate unless you are told to do so.
- Severe Thunderstorms and Lightning
 - Stay inside; move away from windows, water faucets, sinks and metal objects.
 - Proceed in an orderly fashion to the inside hallway away from windows.
 - Do not use telephones.
 - When instructed, turn off computers and other electrical equipment you may be using.

Emergency Evacuation for Students with Special Needs

If you need special help or assistance during an emergency evacuation, be sure to tell your instructor or an administrator.

VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013 (VAWA)

On March 7, 2013 President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA). Among other provisions, this law amended the Clery Act to require postsecondary institutions to include in the Annual Security Report all instances of domestic violence, dating violence and stalking; and instances of gender identity and national origin crimes which fall under the category of Hate Crimes.

REPORTABLE OFFENSES UNDER THE CLERY ACT

The Clery Act requires Career Quest Learning Centers to report of the following offenses:

- Manslaughter (non-negligent)
- Murder
- Sex offenses, forcible and non-forcible
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Arrests, or persons referred for campus disciplinary action for liquor law violations
- Arrests, or persons referred for campus disciplinary action for drug-related violations
- Arrests, or persons referred for campus disciplinary actions for weapons possession
- Hate Crimes: Where the victim is intentionally selected because of his/her actual or perceived race, gender, religion, sexual orientation, ethnicity, and or disability
- Larceny-Theft
- Simple Assault
- Intimidation
- Destruction, damage, or vandalism of property

CAMPUS SEXUAL VIOLENCE ELIMINATION ACT (SAVE)

The Campus Sexual Violence Elimination Act, or Campus SaVE Act (SaVE), is a 2013 amendment to the federal Jeanne Clery Act.

SaVE was designed by advocates along with victims/survivors and championed by a bipartisan coalition in Congress as a companion to Title IX that will help bolster the response to and prevention of sexual violence in higher education. President Obama signed the measure into law as part of the Violence Against Women Reauthorization Act of 2013 on March 7, 2013.

SaVE requires colleges and universities, both public and private, participating in federal student aid programs to increase transparency about the scope of sexual violence on campus, guarantee victims enhanced rights, provide for standards in institutional conduct proceedings, and provide campus community wide prevention educational programming. In addition, SaVE also requires schools to educate students, staff, and faculty on the prevention of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking.

SEX OFFENSES

Students and employees should immediately report all sex offenses to the Campus Manager or his/her designee. Physical evidence is crucial for the successful prosecution of sex offenders and therefore should be preserved for proof of a criminal offense should the student or employee determine he/she will report the offense to law enforcement personnel. The Campus Manager, or other personnel selected by the student, will assist the student in notifying authorities if the student requests such assistance.

The Institution will change the training schedule of a student after an alleged sex offense if requested by the student.

This Institution does not have professionally trained on-campus staff to provide educational programs to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sexual offenses. Nor does it have on-campus counseling to sexual assault victims. The following off-campus resources are available:

1. **EVE (End Violent Encounters)**
(517) 372-5572 (24-hour crisis line)
2. **Listening Ear Crisis Intervention**
(517) 337-1717
3. **Michigan Coalition to End Domestic & Sexual Violence**
(517) 347-7000

**4. National Sexual Assault Hotline
(800) 656-4673 (24-hour crisis line)**

Career Quest Learning Centers, Inc. will convene, as needed, a disciplinary committee for hearing accusations of on-campus sex offenses between members of the institution's staff and/or student body. The disciplinary committee will consist of the Campus Manager and one other staff member as approved by both the accuser and the accused. If parties involved in the proceedings are not able to agree on an independent staff member, the Campus Manager will select a staff member and conduct the proceedings. Career Quest Learning Centers, Inc. has established the following procedures for campus disciplinary proceedings: 1) both the accuser and accused are entitled to have others present during a disciplinary proceeding; 2) both parties shall be informed of the outcome of any institutional disciplinary proceeding brought alleging a sexual offense.

The following sanctions may be imposed:

1. Require the accused to provide proof that professional counseling is being received.
2. Administratively dismiss the accused.
3. Suspend the student, or suspend the disciplinary proceedings, pending the completion of legal proceedings.
4. Dismiss the accuser's accusations as unfounded if appropriate.

The Michigan State Police maintains the Michigan Public Sex Offender Registry. Students and employees may obtain information concerning registered sex offenders who might be present on campus or in the immediate area at www.mipsor.state.mi.us, or by calling the Sex Offender Hotline at (517) 322-5098.

**DISCLOSURES TO ALLEGED
VICTIMS OF CRIMES OF
VIOLENCE OR NON-
FORCIBLE SEX
OFFENSES**

This institution will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the institution against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, this institution

will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

**CAMPUS SEX CRIMES
PREVENTION ACT - SEX
OFFENDER INFORMATION**

In accordance with the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, Career Quest Learning Centers is providing a link to the State of Michigan Sex Offender Registry. This act requires Institutions of higher education to provide a method whereby the campus community can obtain law enforcement information provided by the State concerning registered sex offenders. The Michigan State Police is responsible for maintaining this registry. Follow the link to access the Michigan State Police Website at <http://www.mipsor.state.mi.us/>. Information is also available in the United States Department of Justice national sex offender registry at <http://www.nsopw.gov/core/portal.aspx>.

**SEXUAL ASSAULT POLICY &
PROCEDURES**

It is Career Quest Learning Centers' policy that any form of sexual assault is strictly prohibited. The institution will make all responsible efforts to maintain a campus environment free from sexual assault.

What is Sexual Assault?

The Campus SaVE Act defines Sexual Assault, as an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. The State of Michigan defines Sexual Assault (often known as rape) as forcing or coercing an individual to engage in any non-consensual sexual contact or sexual penetration. In Michigan, the law regarding sexual assault is called the Criminal Sexual Conduct Act. It is gender neutral and includes marital, stranger, date, acquaintance, and child sexual assault.

There are four degrees of criminal sexual conduct. First and third degrees involve forced or coerced penetration. This can involve vaginal, anal or oral intercourse, or putting a finger or object in another person's genital or anal opening. The second and fourth degrees involve forced or coerced

sexual contact. This includes touching the groin, genital area, inner thighs, buttocks, breasts or the clothing covering these parts.

How serious the crime is considered by the prosecutor depends on a number of factors such as: more than one assailant, a weapon, a physical injury other than sexual assault, extortion or the element of surprise. The charges of criminal sexual assault are viewed as more serious if the victim is under 13 years of age, from 13-15 years of the age and the assailant is a member of the family or in a position of authority over the victim, such as a teacher, counselor, clergy or doctor. Criminal sexual conduct does not require a witness other than the victim. It is also a crime if the assailant is your dating partner or spouse (www.michigan.gov/datingviolence).

Domestic Violence

Domestic Violence is defined by the State of Michigan as the occurrence of any of the following acts by a person that is not an act of self-defense: causing or attempting to cause physical or mental harm to a family or household member; placing a family or household member in fear of physical or mental harm; causing or attempting to cause a family or household member to engage in involuntary sexual activity by force, threat of force, or duress; and/or engaging in activity toward a family or household member that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested (http://www.michigan.gov/dhs/0,4562,7-124-7119_7261-15005--,00.html). Further, the act defines "family or household member" to include any of the following:

- A spouse or former spouse.
- An individual with whom the person has or has had a dating relationship.
- An individual with whom the person is or has engaged in a sexual relationship.
- An individual to whom the person is related or was formerly related by marriage.
- An individual with whom the person has a child in common.
- The minor child of an individual described in the above bullet points.

Dating Violence

Dating violence is a pattern of assaultive and controlling behaviors that one person uses against another in order to gain or maintain power and control in the relationship. The abuser intentionally behaves in ways that cause fear, degradation and humiliation to control the other person. Forms of abuse can be physical, sexual, emotional and psychological. Victims and abusers come from all social and economic backgrounds, faith communities, and racial and ethnic backgrounds. Abuse also occurs in same-sex relationships. Both females and males can be victims of dating violence, but numerous studies reveal the reality that the majority of victims are females (usually more than 95 percent). Victims are often referred to as females and abusers as male. That reference does not change the fact that every survivor -- male or female -- deserves support, options, resources and safety.

Abusers attempt to control their partners in a variety of ways. The following is a list of common controlling behaviors:

- **Isolation:** Trying to cut off the victim's relationship with family and friends; using jealousy to justify behavior.
- **Emotional:** Humiliating the victim in front of friends or making the victim feel guilty when she confronts the abuser about the abuse.
- **Intimidation:** Making the victim fearful by using threatening behavior, abuse of animals, verbal aggression or destruction of property.
- **Coercion:** Threatening to find someone else if the dating partner doesn't comply with the abuser's wishes or demands. Threats to harm self or others if the dating partner leaves.
- **Physical:** Using or threatening to use physically assaultive behaviors such as hitting, shoving, grabbing, slapping, beating, kicking, etc.
- **Sexual:** Touching or forcing the victim to engage in unwanted sexual activity.

At the beginning stages of the dating relationship, these behaviors may not be apparent or the use of them is so subtle that they may be mistaken for the abuser's caring and concern. For example, the abuser may

suggest that the couple spend all their time together because when they are apart, they will miss each other. If the victim spends time with other friends, the abuser may appear to be sad or disappointed. As the relationship becomes more involved, the abuser may gradually escalate the use of these behaviors to include severe jealousy, which is not a sign of love as many in our society believe (www.michigan.gov/datingviolence).

Stalking

Stalking is defined as a willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested and that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed, or molested (Michigan Penal Code MCLA750.411 h). In this definition, “willful course of conduct” refers to a pattern of behavior made up of a series of two or more separate non-continuous acts which share the same purpose. The term harassed is defined as repeated or continuing unconsented contact directed toward a victim resulting in emotional distress (https://www.michigan.gov/documents/mdch/talking_brochure_2_175588_7.pdf)

Consent for Sexual Activity

In Michigan, the age of consent is 16, and people who engage in sexual activity with children who are underage may be convicted of statutory rape (also called criminal sexual conduct). Michigan’s laws also prohibit teachers from engaging in sex with students aged 16 or 17 years old. In statutory rape cases, the determinative fact is the age of the child. Even if the underage person pursues or agrees to the sexual relationship, the defendant can still face criminal conviction. Of course, people who commit sex acts against others without their consent can also be convicted of sexual assault or assault and battery.

Statutory Rape

Under Michigan law, a person commits criminal sexual conduct in the third degree by engaging in sexual penetration (intercourse, oral or anal sex, or digital penetration) with:

- A child under the age of 16 but over the age of 13, or
- A child age 16 or 17 if the defendant is a teacher or school employee.

Any sexual activity (including, but not limited to sexual penetration) with a child under the age of 13 or with a child between the ages of 13 and 16 by an adult who is in the child’s family or household or in a position of authority over the child is punished more severely, as first or second degree criminal sexual conduct (Mich. Comp. Laws Ann. §§ 750.520b, 750.520c, 750.520d.).

Other Sexual Conduct

It is a lesser crime (criminal sexual conduct in the fourth degree) to engage in sexual activity short of sexual penetration with:

- A child under the age of 16 but over the age of 13, when the defendant is at least five years older, or
- A child age 16 or 17 if the defendant is a teacher or school employee. (Mich. Comp. Laws Ann. §§ 750.520e.)

Child Enticement

In Michigan, people who lure or encourage children under the age of 16 to engage in any sexual conduct commit the crime of child enticement, even if no sexual conduct ever results. A common scenario that results in enticement charges is a defendant who meets a child online and arranges to visit the child for sex.

Bystander Intervention Options

Bystander intervention programs teach potential witnesses safe and positive ways that they can act to prevent or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

What is a bystander?

A bystander is a person present but not directly involved in an event, who has the capacity for moral decisions and is therefore responsible for rational thought and action.

Why should bystanders be accountable?

In the past, people were comfortable in a passive role, only being responsible for themselves. The bystander approach acknowledges the fact that we are all

interdependent and can all have a positive impact on each other. If we keep our eyes open to potentially dangerous situations, we can step in before something bad happens. As people feel empowered to become “active” bystanders, it will, in turn empower others surrounding them. The goal of this program is engaging members of our campus community to realize its true potential to influence others, and potentially save lives.

5 Steps to Accountability:

- Notice the event.
- Recognize it as a risky situation.
- Take responsibility for helping in the situation.
- Have the skills necessary to intervene.
- Take Action!

Intervening in Any Situation

- Gather details about the situation.
- Ask for help from other bystanders or friends.
- Be sensitive and understanding.
- Intervene early and in a safe manner.
- Consider multiple options.
- Don't be afraid to call for help!

Non-emergency Intervention

- Don't make assumptions about the people involved or the situation.
- Keep your eyes open for red flags.
- Set a goal or a plan.
- In conversations, keep in mind that it is about mutual respect.

Ongoing prevention and awareness campaigns are programs sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.

Primary prevention programs are initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change

behavior and social norms in healthy and safe directions.

Risk Reduction to Recognize Warning Signs of Abusive Behavior

Risk reduction is defined as the options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

Career Quest Learning Centers has made available to its student body, staff, and faculty, reading material on recognizing the warning signs of abusive behavior as well as information on how to avoid potential attacks. This material is located in the Media Center.

Suggestions to Reduce Risk – On and Off Campus:

- Drink responsibly or not at all.
- Remain Drug-Free.
- Strength in numbers: Have a preplanned signal to let your friend know that you want to leave or if you need help.
- Know your limits. It's never too late to say "no". Never be embarrassed or ashamed to say "no" or ask someone to stop.
- Verbalize your expectations and be up front. A potentially embarrassing conversation could save you from a traumatic situation.
- Trust your gut instinct and guard your personal space. If someone makes you uncomfortable, remove yourself from the situation.
- Believe in yourself. Women do not ask to be raped any more than a man with money in his pocket is asking to be robbed. You are in charge of your body and you can say "NO".
- End the night early if your date becomes drunk or abusive. No

one deserves physical or emotional abuse.

Sexual Assault Prevention Programs/Reporting Procedures

Career Quest Learning Centers has established the following programs to prevent sexual assault as well as procedures to follow if a sexual assault has occurred.

Importance of Preserving Evidence after a Sexual Assault

Evidence of a sexual assault should be preserved as soon as possible after the incident, even if the reporting student is unsure about reporting a or filing criminal charges.

- A Sexual Assault Forensic Examination (SAFE) will preserve evidence and may be done up to 72 hours after an assault.
- A SAFE may be done regardless of whether or not the student receiving the examination wants to pursue criminal charges.
- The student does not need to provide his/her name to police to have the exam and for the evidence to be preserved.
- Preserving evidence, including from a SAFE, does not obligate the student to pursue criminal charges or appear in court.

Steps to preserve evidence:

- Do not shower or douche
- Try not to urinate. Urinating may reduce the ability to detect “date rape” drugs
- If there was oral contact, do not smoke, eat, or brush teeth
- Do not change clothes. If you have already changed your clothes, place them in a paper bag (plastic may destroy evidence) If you haven’t changed, keep the original clothes on and

bring an extra set to wear home from the hospital

- Go to a hospital with the ability of providing a SAFE exam. The cost of a SAFE examination is paid for from a state fund

Discussion

If a student is sexually assaulted, preserving any available evidence, including the results of a SAFE, blood tests for “date rape” drugs, and/or testing urine, allows the student to leave open the option of criminal prosecution in the future without obligating the student to take that step. Moreover, because some kinds of evidence may only be collected within a short period of time after an assault, delaying action to preserve evidence immediately after an assault may reduce the chances for a successful criminal prosecution in the future. After a sexual assault, you may not feel like having a rape kit done or reporting the sexual assault to law enforcement. However, you may still wish to seek medical attention. A Rape Response Services advocate can accompany you to any medical appointment and will not pressure you to file a report to law enforcement or have a Sexual Assault Forensic Examination. What you want to do is always your choice.

Medical Examination without a Police Report

Hospitals will provide a SAFE, including appropriate blood and urine tests, even if the student does not want to make a police report. These examinations are referred to as “Non-Reporting” SAFEs, or “Jane Doe” examinations. This option allows the student to have potential evidence collected and preserved without giving his/her name to the police or being obligated to pursue criminal charges. Hospital staff will conduct the non-reporting SAFE in the same manner as if a police report where being made so that the evidence is usable by police detectives and potentially admissible in court. Hospital staff will contact police once the examination is completed. A police officer will respond to collect the evidence and assign a police

report number (without the student's name) and will enter any evidence collected into police evidence. However, the evidence will not be processed or examined by detectives unless the student subsequently makes a report to police.

Costs of a SAFE and Medical Care

The cost of the Sexual Assault Forensic Examination is covered by a state fund. However, if the student requires additional medical care for injuries suffered during the assault or follow up care, those costs may be billed to the student's health insurance. If criminal charges are filed, a state victim's compensation fund may cover some or all of the costs for medical care.

A. Educational Programs

In compliance with the SaVE act requirements for primary prevention and awareness of these offenses, Career Quest Learning Centers has implemented an educational program for students, staff, and faculty to prevent and promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking which shall include primary prevention and awareness programs for incoming students and new employees, as well as ongoing prevention awareness programs for students and faculty, that includes, but is not limited to the following:

- Sexual Violence Prevention and Awareness Training
- Widespread distribution and publication of campus security information.
- Nationally recognized handouts available on awareness and prevention of Sexual Violence.
- Trauma Training for School Officials on Campus Sexual Violence.
- Distribution of Campus Sexual Misconduct Policy.

Career Quest Learning Centers strictly prohibits the offenses of sexual assault, domestic violence, dating violence, and stalking and attempts to protect members of the school community, including visitors, from such offenses. Career Quest Learning

Centers offers any student, faculty or staff member who survives a sexual assault that occurs within the context of the school community the support necessary to enable them to continue to pursue their academic or career goals. In addition, Career Quest Learning Centers has support staff available to assist victims in notifying appropriate law enforcement authorities regarding such crimes, if so requested by the victim.

In effort to provide a safe environment for our students, staff, and faculty, Career Quest Learning Centers provides prevention and awareness programs (referenced above) to enhance awareness of sexual assault and the condition that fosters this offense on school campuses. Career Quest Learning Centers undertakes efforts to safeguard the rights and interests of the survivor and pursues sanctions against the perpetrator(s) of sexual assault. Any individual who has been sexually assaulted, including date or acquaintance rape, is strongly encouraged to report the incident to the local police (if off-campus), the Campus Manager as well as any civil authorities that an individual deems appropriate. Furthermore, Career Quest Learning Centers prohibits any and all retaliation by its faculty and staff against a person who exercises his or her rights or responsibilities under any provision of the Campus SaVE Act.

Sex crimes, including but not limited to sexual assault, domestic violence, dating violence, and stalking, represent violations of criminal and civil law, and constitute a serious breach of student or employee conduct. All parties engaging in sexual activity must be based upon explicit consent among the parties. Verbal communications of non-consent, non-verbal acts of resistance or rejection, or mental impairment of the victim due to any cause including the victim's use of alcohol or drugs may constitute lack of consent. The use of alcohol or drugs will not be accepted as an explanation for the actions of any individual charged with a violation of this policy.

B. Procedures to Follow if a Sexual Offense, Domestic Violence, Dating Violence, Sexual Assault, or Stalking has Occurred

- If you are a victim of a sexual offense, domestic violence,

dating violence, sexual assault, or stalking at Career Quest Learning Centers, your first priority should be to get to a place of safety. Medical attention and/or treatment should then be obtained as quickly as possible following the incident. Assaults should be reported directly to a school official (i.e. Campus Manager, Director, etc.) and/or local law enforcement authorities at 9-1-1. If a student chooses, campus authorities will assist the student in notifying the proper law enforcement authorities. Because of the importance of preserving evidence in order to provide proof of criminal domestic violence, dating violence, sexual assault, or stalking, or for obtaining a protection order, students should contact either a school official or the proper law enforcement as soon as possible after the incident (Please see Preserving Evidence after a Sexual Assault above).

- If the assailant is identified as a Career Quest Learning Centers student, a school official will report the incident to the Campus Manager, who will assist with the appropriate course of action in accordance with the Student Conduct Policy and procedures. Potential school sanctions include permanent termination from the program.
- If the assailant is a Career Quest Learning Centers employee, a school official will report the incident to the Campus Manager for appropriate action. Potential school sanctions include termination of employment.

C. Procedures for Institute Disciplinary Action in Cases of Alleged Domestic Violence, Dating Violence, Sexual Assault and Stalking (The Federal Campus Sexual Assault Victims' Bill of Rights)

- Career Quest Learning Centers will do its best to provide a prompt, fair, and impartial investigation

and resolution on all cases of alleged domestic violence, dating violence, sexual assault, and stalking.

- The proceedings shall be conducted by a school official who has received training on an annual basis on issues related to domestic violence, dating violence, sexual assault, and stalking, and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
- The accuser and the accused are entitled to the same opportunities to have others present during an Institutional Disciplinary Proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice.
- Both the accuser and the accused shall be simultaneously informed, in writing, of:
 - The outcome of the Institutional Disciplinary Proceeding
 - The Institution's procedures for the accused and the victim to appeal the results
 - Any change in the results that occurs prior to the time the results become final
 - When the results become final
- Career Quest Learning Centers will provide information on how to obtain orders of protection, no contact orders, restraining orders, or similar orders issued by a criminal, civil, or tribal court. In addition, the institution will illustrate how it will protect the confidentiality of victims, including how publicly-available recordkeeping will be accomplished without the inclusion of identifying information about the victim, to the extent permissible by law.
- All parties involved will be provided, in writing, of existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for

victims on campus and in and around the community.

- Career Quest Learning Centers will provide assistance, if reasonably available, in changing a victim's academic, living, or transportation situation, regardless of whether the victim chooses to report the crime to the institution or local law enforcement.
- Following the final determination of an Institutional Disciplinary Proceeding, Career Quest Learning Centers will impose sanctions regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses such as termination from the program in the case of a student, and termination of employment in the case of an employee.
- Any student or employee who reports to Career Quest Learning Centers that they have been a victim of one of the aforementioned crimes shall be provided with a written explanation of their rights and options, regardless of whether the crime took place on or off campus.
- All current students and employees will be made aware of incidents of sexual assault and other crimes via this Campus Crime Report publication, which is distributed to all employees in their employment packet and to students in the school catalog. This report is updated annually and is distributed to both new and current students and employees.

ALCOHOL, DRUG & WEAPONS POLICY

The possession, use and/or sale of alcoholic beverages, and/or any illegal drugs is strictly forbidden on the campus (including the parking lot and adjacent areas) of Career Quest Learning Centers, Inc., or at any activity sanctioned by the institution. To assist in the enforcement of Michigan underage drinking laws and the enforcement of Federal and State drug laws, Career Quest Learning Centers, Inc. will notify Local and State policing agencies when any such activity occurs on or near the campus. All students and employees receive the Career Quest Learning

Centers, Inc. alcohol, drug, and weapons policies and prevention information during new student or new employee orientation. Any student or employee in violation of this policy may be terminated from school or employment immediately. The possession and/or use of any weapons, including but not limited to knives and firearms, is strictly prohibited on campus and are cause for immediate termination. Additional information is available in the institution's Drug and Alcohol Abuse Prevention. This program contains information regarding health risks, legal sanctions, assistance organizations, etc.

DRUG AND ALCOHOL ABUSE EDUCATION PROGRAM

Federal regulations require institutions participating in Federal Student Aid programs to provide its students, staff and faculty information pertaining to the prevention of drug and alcohol abuse. Students and employees are expected to dress and act in a businesslike manner while attending classes and while 'on-the-job'. At the discretion of the school administration, a student or employee may be dismissed from school or employment for serious incident or repeated incident of an intoxicated or drugged state of behavior, possession of drugs or alcohol upon school premises, possession of weapons upon school premises, behavior creating a safety hazard to other persons at school, disobedient or disrespectful behavior to other students, an administrator, or faculty member, failure to conform to building or administrative policies; including failure to uphold financial obligations, or any other stated or determined infractions of conduct. Any student or employee convicted of a drug or alcohol crime may be dismissed from school or employment immediately. Possession, distribution, or use of alcohol or illicit substances on school premises may bring immediate expulsion or employment termination. Furthermore, the institution may report the incident to local law enforcement.

STANDARDS OF CONDUCT

- 1) Consumption of alcohol is prohibited on all campuses and externship/clinical sites.
- 2) Drug usage, other than over-the-counter drugs and prescription medications used in accordance with a doctor's prescription, is prohibited while serving as an employee or student representative of the Institution, whether on- or off-campus.

- 3) The unlawful use, possession, manufacture, or distribution of controlled substances on any campus or externship/clinical site is strictly prohibited.
- 4) The operation of any vehicle or machinery for Institution business while under the influence of alcohol or drugs is strictly prohibited.
- 5) The sale of drugs or alcohol on any campus or externship/clinical site is prohibited.

(Note: The term "Campus" also encompasses at any school sanctioned activity or function.)

HEALTH RISKS ASSOCIATED WITH ALCOHOL

Alcohol consumption, particularly heavier drinking, is an important risk factor for many health problems and, thus, is a major contributor to the global burden of disease. In fact, alcohol is a necessary underlying cause for more than 30 conditions and a contributing factor to many more. The most common disease categories that are entirely or partly caused by alcohol consumption include infectious diseases, cancer, diabetes, neuropsychiatric diseases (including alcohol use disorders), cardiovascular disease, liver and pancreas disease, and unintentional and intentional injury. Knowledge of these disease risks has helped in the development of low-risk drinking guidelines. In addition to these disease risks that affect the drinker, alcohol consumption also can affect the health of others and cause social harm both to the drinker and to others, adding to the overall cost associated with alcohol consumption. These findings underscore the need to develop effective prevention efforts to reduce the pain and suffering, and the associated costs, resulting from excessive alcohol use. (www.niaaa.nih.gov)

Federal regulations require institutions participating in Federal Student Aid programs to provide its students, staff and faculty information pertaining to the prevention of drug and alcohol abuse.

SANCTIONS THE INSTITUTION WILL IMPOSE

- 1) Any employee or student found consuming alcohol or drugs on any campus or externship/clinical site shall be subject to disciplinary action.
- 2) Any employee or student found using; possessing, manufacturing, or distributing

illegal drugs or transferring alcohol or drugs during normal working/school hours on any campus or externship/clinical site shall be subject to disciplinary action.

- 3) Any employee or student who reports to work or class under the influence of alcohol or drugs shall not be permitted to remain on campus or the externship/clinical site and will be escorted home. The employee or student shall also be subject to disciplinary action.
- 4) Consistent with the Drug-Free Workplace Law, as a condition of employment, all employees are required to abide by the terms of this policy and notify Human Resources of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Compliance with this policy is considered a condition of employment and/or acceptance for study; therefore, if an employee or student violates this policy, discipline will be assessed accordingly, and the individual may be subject to termination or expulsion or referral for prosecution.
- 6) In all cases, the Institution abides by local, state and federal sanctions regarding unlawful possession of drugs in prohibited areas and/or the use of alcohol by individuals who have not attained the legal drinking age. Any drug identified by the law as illegal is included in this program, as are legal prescription drugs that are used in a manner contrary to a doctor's prescription.

(Note: The term "Campus" includes any school sanctioned activity or function.)

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance 21 U.S.C. 844(a)

1st conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:

(a) 1st conviction and the amount of crack possessed exceeds 5 grams.

(b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams.

(c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853(a)(2) and 881(a)(7)

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack.)

21 U.S.C. 881(a)(4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a

Civil fine of up to \$10,000 (pending adoption of final regulations).

21 U.S.C. 853a

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

18 U.S.C. 922(g)

Ineligible to receive or purchase a firearm.

Miscellaneous

Revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

Note: These are only Federal penalties and sanctions. Additional State penalties and sanctions may apply.

State of Michigan Drug Laws

Schedule I Substances

Schedule I drugs include those that have a high potential for abuse and serve no legitimate medical purpose. The following substances are *some* examples of those drugs included under the Schedule I heading:

- Ecstasy (MDMA)
- LSD
- Heroin
- Peyote
- Hallucinogenic Mushrooms
- GHB (date rape drug)
- Marijuana

(List of schedule 1 Controlled Substances under MCL 333.7211, 7212)

Schedule II Substances

These drugs are substances that have a high potential for abuse and addiction but have an approved medical use in the United States. These drugs, when used for medical reasons, are extremely regulated due to their addictive natures. A few common examples are:

- Cocaine
- Opium
- Morphine
- Hydrocodone
- Oxycodone
- Methadone
- Methamphetamines

(List of Schedule 2 Substances under MCL 333.7213, 7214)

Schedule III Substances

Scheduled III drugs have a lower risk of dependency than those included in schedules I and II. However, the risk is still considered moderate. These drugs also have accepted medical uses. Some common examples in drug possession cases are:

- Ketamine (anabolic steroids)
- Morphine (lower potency)
- Hydrocodone with aspirin or acetaminophen
- *(Schedule 3 substances under MCL 333.7215, 7216)*

Schedule IV Substances

- These drugs have a low risk of abuse and limited addictive tendencies. Some of the most common drug possession charges in this category are:
- Valium
- Rohypnol
- Xanax

(List of Schedule 4 Substances under MCL 333.7217, 7218)

Schedule V Substances

Substances in this category have a very low risk of abuse, but the potential still exists. Many of these substances can be obtained over the counter, including:

- Cold medicine with ephedrine
- Cough syrups with Codeine

(List of Schedule 5 Substances under MCL 333.7219, 7220)

Michigan Penalties – Possession of a Controlled Substance

If you are found in possession of Schedule I or II controlled substances, you could face the following penalties:

- More than 1,000 grams (felony) - Life in prison and fines up to one million dollars.
- Between 450- 1,000 grams (felony) - Up to 30 years in prison and \$500,000 in fines.
- Between 50- 450 grams (felony) - Up to 20 years in prison and \$250,000 in fines.
- Between 25-50 grams (felony) - Up to 4 years in prison and \$25,000 in fines
- Possession of Ecstasy or Methamphetamines
- Under Michigan drug laws, Possession of Ecstasy (MDMA) or Meth in any amount has a penalty of up to 10 years in prison and \$15,000 in fines.

Possession of Marijuana

Under Michigan drug laws, Possession of Marijuana in any amount has a maximum penalty of up to 1 year in prison and \$2,000 in fines.

(References: Michigan Criminal Laws – MCL 333.7403)

Additional Penalties – Park Zone

If you are caught in a public park possessing any amount of any controlled substance you can face up to 2 years in prison.

Michigan Possession Penalties – First Offense

If you have never been convicted of similar drug charges before, a judge will likely suspend your sentence for a term of probation. However, if you violate the terms of probation your sentence will be immediately activated.

Mandatory Life Sentence for Repeat Drug Possession Offenders

If you are convicted for a second or subsequent offense of possessing or distributing a Schedule I or II drug where the amount is greater than 50 grams you will be sentenced to life in prison.

(Ref: MCL 333.7413)

This sentence is mandatory. If you are sentenced under this law you will not be eligible for probation, parole, or any other sentence reduction or early release.

MICHIGAN SUBSTANCE ABUSE AND DRIVING LAWS

When you drink alcohol, or use other drugs, and drive, you endanger your life, and the lives of your passengers and others on the road. Each year, thousands of people are killed or permanently disabled because someone drove while intoxicated or impaired after consuming alcohol or other chemical substances. Michigan takes a strong stand against intoxicated and impaired drivers.

Driving While Intoxicated or Impaired is Illegal

Drink or use drugs and drive, and the results can be deadly. In addition to thousands of injuries, several hundred people die every year in Michigan from alcohol and drug-related crashes.

The courts, law enforcement, state and local governments, as well as a number of private agencies, are working together to reduce and prevent the thousands of injuries and deaths that result from drunk driving and drugged driving in Michigan. Under Michigan law, it is illegal to drive: While intoxicated, or impaired, by alcohol, illegal drugs, and some prescribed medications. With a bodily alcohol content of 0.08 or more. (This crime is one of the driving while intoxicated offenses.) With a bodily alcohol content of 0.17 or more. (This "High BAC" crime is one of the driving while intoxicated offenses.)

With any amount of cocaine or a Schedule 1 controlled substance in your body. (For more information about Schedule 1 drugs, see section 7212 of the Michigan Public Health Code; MCL 333.7212.)

Additionally, if you are under age 21, it is also against the law to:

Drive with a bodily alcohol content of 0.02 or more, or with any presence of alcohol in your body except for that consumed at a generally recognized religious ceremony. Buy, possess, or consume alcoholic beverages. You may transport alcohol in a vehicle **only** when accompanied by someone age 21 or older. If you are stopped by

the police, with alcohol in your vehicle, and there is no adult with you, you can be charged with a misdemeanor, whether you are on the road or in a parking lot. It is best to never drink or use drugs and drive. Select a designated driver ahead of time, who will stay sober. You can also ask someone else to give you a ride, call a taxi, or use public transportation. Never ride with anyone who has been drinking or using drugs. If necessary, take away the person's vehicle keys, and offer him or her a place to sleep. Be sure drivers are completely sober before they get behind the wheel.

Types of Charges

Operating While Visibly Impaired (OWVI) means that because of alcohol or other drugs, your ability to operate a motor vehicle was visibly impaired.

Operating While Intoxicated (OWI) includes 3 types of violations:

Alcohol or drugs in your body substantially affected your ability to operate a motor vehicle safely.

A bodily alcohol content (BAC) at or above 0.08. This level can be determined through a chemical test.

High BAC means the alcohol level in your body was at or above 0.17. This level can be determined through a chemical test.

Operating With Any Presence of a Schedule 1 Drug or Cocaine (OWPD) means having even a small trace of these drugs in your body, even if you do not appear to be intoxicated or impaired. This can be determined through a chemical test.

Under Age 21 Operating With Any Bodily Alcohol Content

(Zero Tolerance) means having a BAC of 0.02 to 0.07, or any presence of alcohol in your body other than alcohol that is consumed at a generally recognized religious ceremony.

Effects of Alcohol

Driving requires concentration, motor skills, common sense, and a concern for the safety of everyone on the road. Alcohol affects people differently. Mixing drugs or medications with alcohol and then driving can be especially dangerous, and even deadly. The effects of alcohol are the same whether you drink beer, wine, or whiskey. A 12-ounce can of beer, a 5-ounce glass of wine, and a 1.5-ounce shot of whiskey all contain the same amount of alcohol. Drink a standard serving of any of these, and the effects will be the same. Your judgment and self-control will be affected. Even one drink can impair your

ability to drive, slow your reaction time, dull your concentration, and cause vision problems. Many people mistakenly believe that coffee, a cold shower, exercise, or fresh air can sober them up. Time is the only thing that sobers you up.

Teen Drivers and Alcohol

Drivers who are between the ages of 16 and 20 are typically the least experienced ones on the road. When alcohol is added to that inexperience, the results can be deadly. Male teenage drivers with a BAC of 0.05 or more are 18 times more likely than a sober male teen driver to be killed in a single vehicle crash. Female teen drivers are 54 times more likely to be killed in a crash than their sober counterparts. Any involvement with alcohol by teens can result in the loss of their drivers' licenses. Simply purchasing or possessing any alcoholic beverage, whether in a motor vehicle or not, can result in a driver's license suspension for a teen. For more information about license actions for drivers under the age of 21, please see the Zero Tolerance section under Driver's License Actions, below.

Illegal or Street Drugs and Medications

Because everyone's metabolism is different, it's difficult to predict the effect of drugs and medications. Those substances can be as dangerous as alcohol when mixed with driving. Illegal or "street" drugs are sold without a prescription and are particularly dangerous. Users do not always know the contents, purity, or possible effects of these drugs. Prescription and non-prescription medications may also contain things that can have an adverse effect on your ability to drive safely. Some drugs such as antihistamines, which are found in many cold and allergy preparations, tranquilizers, sleeping pills, and pain relievers may cause drowsiness. Diet pills, "stay awake" drugs, and other medications with stimulants, such as caffeine, ephedrine, or pseudoephedrine, may cause excitability or drowsiness. The effects may also vary depending on the combination of drugs. Know the contents and possible side effects of any drugs you take and be sure it is safe to drive when you use them. For more information, consult your physician or pharmacist.

Recognizing Drivers Who Have Been Drinking Alcohol or Using Other Drugs

It is possible to recognize drivers who may have been drinking alcohol or using other drugs. They may:

Weave within their lane. Wander from one lane to another. Run off the paved part of the road. Stop too quickly or slowly. Drive too fast or too slowly. Fail to obey stop signs or other signals. Drive on the wrong side of the road. These things do not always mean that the driver has been drinking or using drugs, but they do require your full attention. If you observe a dangerous situation, do not become personally involved. Get an accurate description of the vehicle and its license plate number. Call 911, the local Michigan State Police post, or a telephone operator for police help.

You are most likely to encounter drivers who have been drinking or using drugs:

At night or early in the morning, particularly from 8 p.m. to 4 a.m. On the weekends, especially late Friday and Saturday nights. On holidays. Near bars and other businesses that sell alcohol. If you see a suspected drunk or drugged driver, put as much distance as possible between yourself and him or her. Think twice about passing a suspected drunk or drugged driver. Let the driver pass you, especially when his or her vehicle is approaching rapidly. Avoid the driver's uncertain actions. Stay alert. You might meet the same driver further down the road.

Anti-Drunk and Drugged Driving Laws

Michigan's anti-drunk and drugged driving laws require swift and sure action and stiff penalties for drivers who violated them. The laws require: Courts to decide drunk driving and drugged driving cases within 77 days after the arrest. A mandatory 6-month driver license suspension, even for a first conviction. The driver may be eligible for a restricted license after serving 30 days of the suspension. A mandatory 1-year driver license suspension for a first conviction of operating with a BAC of .17 or higher. This "High BAC" crime is one of the operating while intoxicated offenses. A High BAC driver may be eligible for a restricted license after serving 45 days of the license suspension, but only if an ignition interlock device is installed on any vehicle the offender owns or intends to operate. Court to order participation in, and successful completion of, 1 or more rehabilitation programs, including alcohol treatment or a self-help program, or another program the court decides is appropriate. The court must order this rehabilitation if the defendant has 1 or more prior convictions or is convicted of High BAC. Five days to 1 year of consecutive jail time, or 30 to 90 days of community service, or both for a second conviction of drunk or drugged driving. Harsher license sanctions of revocation and denial for persons with multiple drunk or drugged driving convictions. A reinstatement fee of \$125 if your

driver's license was suspended, revoked, or restricted. A Driver Responsibility Fee of \$1,000 for 2 consecutive years for a driving while intoxicated conviction, including a High BAC conviction. A Driver Responsibility Fee of \$500 for 2 consecutive years for convictions for driving while impaired, with any presence of a Schedule 1 drug or cocaine, or child endangerment.

Additionally, the laws make the following drunk and drugged driving offenses felonies:

A third conviction in the driver's lifetime. A conviction for drunk or drugged driving that causes death. A conviction for drunk or drugged driving that causes serious injury to another person.

Preliminary Breath Test

If you are stopped by a law enforcement officer who believes you may be driving while intoxicated or impaired, you may be asked to take a Preliminary Breath Test (PBT) to determine whether alcohol was involved. If you refuse to take the PBT, you may be charged with a civil infraction, which carries a fine up to \$150 plus court costs. A person under age 21 who refuses to take the PBT will have 2 points added to his or her driving record. Whether you take the PBT or not, you still must take the evidentiary test required by the implied consent law.

Michigan's Implied Consent Law

If you are arrested for drunk or drugged driving, you are required to take a chemical test to determine your bodily alcohol content (BAC) or the presence of drugs in your body. Under Michigan's Implied Consent law, all drivers are considered to have given their consent to this test. Refusing to take this test has driver's license consequences that are separate from those that result from any conviction that flows from the traffic stop. You may request an administrative hearing regarding the alleged refusal. At the hearing, the law enforcement officer would have to prove certain things before the statutory consequences would apply. If you do not request the hearing, or if the officer proves his or her case at the hearing, the following will happen: Six points will be added to your driving record. Your license will be suspended for 1 year if it is the first time you refused to take the test under the Implied Consent law. Your license will be suspended for 2 years if you refused to take the test one or more times within the preceding 7 years. There are no hardship appeals in circuit court for a restricted license in this situation. If you refuse to take the test, or if the test shows that your BAC is 0.08 or higher, the law enforcement officer will destroy your driver license, and will issue a paper permit to

you. You may drive on the paper permit until your criminal case is resolved in court.

Anti-Drug Laws

Michigan law requires driver's license suspensions for drug convictions, even if you were not driving at the time of the offense. If there are no prior drug convictions, your license will be suspended for 6 months. No restricted license is allowed for the first 30 days of that suspension.

If you have one or more prior drug convictions within 7 years, your driver's license will be suspended for 1 year. No restricted license is allowed for the first 60 days of the suspension.

The reinstatement fee for a drug crime driver's license suspension is \$125. This fee is in addition to a reinstatement fee required for any other driver's license sanction.

Driver's License Sanctions and Other Consequences

As indicated above, if there are multiple drunk or drugged driving convictions, or a single High BAC conviction, the court must order the defendant to participate in, and successfully complete, a rehabilitation program.

COUNSELING, TREATMENT & REHABILITATION PROGRAMS

The institution supports programs that aid in the prevention of substance abuse. Students and employees are encouraged to seek assistance for substance abuse problems. Many health insurance plans include drug, alcohol and mental health services. If you need help in finding a treatment center, the Federal Substance Abuse & Mental Health Services Administration (SAMHSA) offers a free service to help you locate a facility near you. The toll-free Treatment Referral Hotline can be reached 24 hours a day, 7 days a week; 1-800-622-HELP (4357). You can also access their treatment facility location online at <http://www.samhsa.gov/treatment/index.aspx>

Additional resources for counseling, treatment and rehabilitation include:

- ❖ Alcoholics Anonymous – <http://www.aa.org>
- ❖ Al-Anon – <http://www.al-anon.alateen.org>
- ❖ Narcotics Anonymous – <http://www.na.org>
- ❖ Michigan Department of Community Health – 517-373-3740
- ❖ National Suicide Prevention Lifeline – 800-SUICIDE (784-2433)

- ❖ National Alliance for the Mentally Ill – 800-950-6264
- ❖ Veterans – Locate the closest VAMC or VA Regional Office: 877-222-8387

The Student Success Coordinators will have pamphlets and documentation of local community resources available to students, staff and faculty.

Review & Distribution

This Drug and Alcohol Abuse Prevention Program Policy will be reviewed biennially (in even-numbered years) to determine its effectiveness. During the review an analysis of the effectiveness of the methodology will be reviewed in addition to the sanctions imposed therein. The Drug and Alcohol Abuse Prevention Program Policy will be distributed to employees and students on an annual basis by October 1st.

From employees, a sign-off acknowledging receipt will be kept in the personnel file. Students will receive notification annually through an electronic announcement.

STUDENT CONDUCT REQUIREMENTS

Students are expected to dress and act in a businesslike manner while attending classes. At the discretion of the school administration, a student may be dismissed from school for serious incident or repeated incident of an intoxicated or drugged state of behavior, possession of drugs or alcohol upon school premises, possession of weapons upon school premises, behavior creating a safety hazard to other persons at school, disobedient or disrespectful behavior to other students, an administrator, or faculty member, failure to conform to building or administrative policies; including failure to uphold financial obligations, or any other stated or determined infractions of conduct. Any student convicted of a drug or alcohol crime may be dismissed from school immediately. Possession, distribution, or use of alcohol or illicit substances on school premises may bring immediate expulsion.

If a student is suspended from school, for any reason, they may not make-up and coursework missed during the time of the suspension and will receive a grade of "0".

Refunds for students terminated because of not maintaining the Institution's Conduct Requirements will be made according to the

guidelines in the Cancellation and Refund Policy.

ACADEMIC PROGRESS STANDARDS & GRADING POLICY

ACADEMIC PROGRESS

Students are expected to satisfactorily complete their program of study in a timely manner. This Satisfactory Academic Progress (SAP) policy will be applied consistently to all students. Each student has a prescribed Enrollment Period, which specifies his or her Start date and expected Graduation date. Students are expected to complete training by their Graduation date. However, students have a **Maximum Allowable Timeframe** of no more than 150% times the normal length of the program as measured in credit hours attempted. For example, if a program requires successful completion of 40 semester credit hours, the student may not attempt more than 60 semester credit hours (150% x 40). Students must maintain satisfactory academic progress (SAP) in order to remain eligible to continue as regular students at the institution and to retain eligibility for Federal Student Aid (FSA). A regular student is one who is enrolled for the purpose of receiving a degree or diploma. All periods of a student's enrollment at the institution are used in determining SAP (only courses that count or would count toward the new program are used when a student changes programs). All undergraduate students must have a minimum cumulative GPA (CGPA) of 70% in order to graduate from any program. Students who are not achieving satisfactory academic progress will receive written notification. Notifications may consist of a warning, academic probation, or dismissal, and the notification will also include requirements and instructions to appeal (see Student Appeal Process below).

All students are expected to maintain progress through coursework toward successful completion of their program of enrollment. The following standards will govern satisfactory progress:

The cumulative grade point average (CGPA) will be calculated at the end of each payment period (15 weeks). The calculation will be based on all Program courses attempted. In all calculations, a grade of "I" (Incomplete) will

be treated as zero (0) credits earned. When the incomplete work is submitted, and a final grade assigned, the CGPA will be recalculated and the academic status adjusted as appropriate. Transfer Credits (TC) are counted as credits attempted and earned and will count toward the maximum allowable timeframe but are not counted in the CGPA. SAP is determined by calculating the student's grade point average and the student's rate of progress towards completion of the academic program.

Evaluation periods and required SAP minimums are detailed in the table below.

Evaluation Step	Percent of Program Attempted	Minimum CGPA	Minimum Pace of Completion
1	0 – 24.9%	60%	50%
2	25 – 49.9%	65%	60%
3	50 – 150%	70%	67%

If at any time it is determined it is impossible for a student to successfully complete the program within the maximum allowable timeframe, pace of completion or CGPA, the student will be dismissed and will not be permitted to reapply in the same program.

Financial Aid Warning

This is the status assigned to a student who fails to make SAP at the end of any given payment period. The student will be notified of warning status in writing. The institution encourages the student to seek academic advisement to regain regular status prior to the end of the next payment period. A student on warning status may receive FSA for one payment period despite the determination the student is not maintaining SAP. No appeal is necessary. A student who does not achieve SAP requirements by the end of the warning period will be dismissed unless he or she files an appeal and the appeal is granted (see Student Appeal Process below). Students whose appeals are granted are placed in financial aid probation status.

Financial Aid Probation

This is the status assigned to a student who fails to make SAP in the payment period following the payment period in which the student was placed on financial aid warning status and who has successfully requested an appeal. If a student is granted an appeal, the student will be placed on financial aid probation status for one additional payment period or until a student is able to meet SAP

standards by a specific point as outlined in the student's academic plan. A student on probation status is eligible to receive FSA. Failure to make SAP by the next payment period or to comply with the academic plan designed by the institution will result in the student's dismissal from the institution as a regular student and they will no longer be eligible for Federal Student Aid.

Academic Plan

Once placed on probation, an Academic Plan will be created. The Academic Plan will serve as a roadmap to guide a student toward meeting his/her SAP goal within a specified time and method. The plan will be designed in conjunction with the faculty, student success coordinators, and campus management. This will be communicated to the student in writing. The plan that is implemented will be regularly evaluated and refined as internal and external developments warrant. While on an Academic Plan, the student is required to attend academic advising sessions.

Student Appeal Process

A student who wished to appeal a disciplinary action and/or decision made in reference to the Satisfactory Academic Progress policy must submit a typed letter to the Campus Manager. This letter must contain information about the student's reason regarding the action and/or decision and reasons why the student is wishing to appeal. Students must provide supportive documentation along with their letter in order to support their position and any mitigating circumstances that may have existed. Mitigating circumstances include, include, but are not limited to, death in the family, illness, or other serious reasons. The letter should also include how the circumstances have changed that will now allow him/her to attain satisfactory academic progress once the probationary period is over. The student will be notified of the Campus Manager's decision within ten (10) business days following the receipt of the student's appeal letter. Additional time may be required to thoroughly review the student's appeal. A student who wishes to appeal any SAP decision made by the Campus Manager must submit a typed letter with supportive documentation explaining the reason why the student is wishing to appeal the earlier decision. The Campus Manager will notify the student within ten (10) business days of the receipt of the letter. Additional time may be required to thoroughly review the student's

appeal. The Campus Manager's decision shall be final.

GRADING POLICY

Academic performance for students enrolled in a Comprehensive Training Program is measured through the assignment of grades and grade points. The Institution measures progress using a 0% - 100% scale as follows:

90% - 100%	A	4.0
80%-89%	B	3.0
70%-79%	C	2.0
69%-60%	D	1.0
59%-0%	E	0.0
Pass	P	---
Fail	F	---
Incomplete	I	---
Withdrawal	W	---
Transfer Credit	TC	---
Audited Course	Audit	---

A 60% or greater GPA is required to pass each course. Students have the duration of the subsequent module to dispute any final grades points earned from the prior module. In the event a course is attempted but a failing grade is earned, that course must be repeated and successfully completed within the *Maximum Allowable Timeframe*. The cost to repeat a failed course is determined on a per credit basis and will automatically be added to the student's ledger card.

Incomplete Grades

Any active student may apply for an "Incomplete" grade if the student is/was unable to complete the course requirements (grade points or proficiencies) during the module due to unanticipated circumstances or events. Students must complete and submit the "Incomplete Course Grade Request" form to his or her instructor prior to the end of the module. Upon successful completion of the *Plan of Action*, the student's grade cannot exceed 65%. An "Incomplete" grade will be changed to a final grade as determined by earned course points if the developed *Plan of Action* for coursework is not satisfactorily completed and submitted within 10 calendar days of the commencement of the subsequent module.

Treatment of Transfer Credits

Students may request to transfer in credits from another accredited institution in accordance with the Credit Transfer Policy.

Any such courses which are accepted in transfer will be included in the credits attempted and the credits earned. Transfer credits are not included when calculating the CGPA.

Treatment of Repeat Courses

Courses may be repeated for the purpose of establishing a GPA or CGPA and improving academic standing. Each attempt counts in the computation of successful completion percentages, but only the highest grade earned will be included in the computation of the GPA and CGPA. A course repeat charge may apply.

Treatment of Incomplete Courses

Incomplete grades are assigned to those students who fail to complete any required course work by the end of the module. This grade is not included in the calculation of the CGPA but will count as credit hours attempted for the purpose of calculating the successful course completion percentage.

Treatment of Withdrawals

Students who withdrawal from a course and receive a "W" grade will have that course counted as credit hours attempted for the purpose of calculating the successful course completion percentage. This grade is not included in the calculation of the CGPA.

CLASSROOM EXPECTATIONS

Homework, Assignments, Quizzes and Exams –

- Students should expect to study and/or complete assignments/projects outside of scheduled class time at a rate of two hours for every one hour of scheduled class time.
- In the event of an absence you are responsible for contacting your Instructor regarding any required assignments. All assignments will be due on the scheduled due dates.
- Students must be present to take the *Daily Quiz*. *Daily Quizzes* cannot be made-up outside of class.
- Students are required to take assessments (exams, test, and quizzes) during the week they are scheduled. If a student is absent from school on the day of an assessment, he/she **must** complete the assessment on their **first** day back on campus. If the assessment is not taken on the first

day back on campus the score earned will be "0" for the missed assessment.

- Assignments submitted within 24 hours past the due date will have a 10% late penalty of the final assignment grade. Assignments submitted within 48 hours past the due date will have a 20% late penalty of the final assignment grade. Assignments submitted between three to six days late will receive a 50% late penalty of the final assignment grade. Assignments submitted beyond six days past the due date are not accepted.
 - Example: You have an exam scheduled for Thursday. You are absent on Thursday and the following Monday. You return on Tuesday and take the exam during the scheduled makeup time. A deduction of 20% of the total points possible for the exam would be subtracted from your exam grade.
- Students who are on campus, and skip class on a scheduled assessment day will receive a "0" score on the scheduled assessment
- All work (assignment or assessment) must be completed by the last day of the module or you will receive a "0" on missing work.
- Makeup assessments will be administered outside of the students regularly scheduled class time.
- If you arrive late to class while an assessment is in progress, as a courtesy to your classmates please enter the classroom quietly and begin your assessment. Due to your tardiness you will receive 10% off your assessment.
- Any student caught with a cell phone on their person (at desk, in hand, or on lap), during an assessment, will automatically receive a "0" grade for that assessment, no questions asked. As a result, students are encouraged to keep their cell phones in their bag or leave them with their instructor.
- Please remember to always look over your work before you hand it in. It is very important that you follow all directions. If directions are not followed your grade may be affected.

- All Medical Proficiencies must be successfully completed by the last day of the module. If proficiencies are not completed by the last day of the module the student will receive a failing grade for the course.

ACADEMIC HONESTY

Academic honesty is expected of all Career Quest Learning Center students. Academic dishonesty includes, but is not limited to cheating, plagiarism, and theft. Any student found guilty of academic dishonesty is subject to disciplinary action. Disciplinary action against a student found guilty of academic dishonesty may include but is not limited to: (1) a failing grade for the test or assignment in question; (2) a failing grade for the course; and/or (3) a recommendation for dismissal from the school. Students may appeal the Academic Dishonesty determination by submitting a written notice of appeal to the Campus Manager within seven (7) days of the date they were notified of determination. The written notice of appeal submitted by the student must document any mitigating circumstances that might lead to the removal of the academic dishonesty determination. The Campus Manager will notify the student in writing of the outcome of their appeal within seven (7) days of receipt of the appeal. The appeal and its outcome will be documented in the student's file.

Plagiarism – Plagiarism is the use of ideas or material taken from another for either written or oral presentation without giving credit to the originator. The offering of materials assembled or collected by others in the form of projects or collections without acknowledgment is also considered plagiarism. The faculty and students consider plagiarism as a serious offense for which the student will be subject to disciplinary action and failure of the course. All non-original material used must contain citations as to origin and follow fair usage policies for academic work.

Dress Code – Appropriate dress standards have been established in order to present and maintain, at all times, a professional appearance to employees and visitors. Students must strictly adhere to the dress code requirements of their specific program. Electronic devices, such as cell phones, pagers, blue tooth headsets, ear buds, MP3 and iPods, are not permitted and must be turned off when entering the classroom. They

should be stored out of sight in a backpack or pocket. Additionally, students are not permitted to bring food or drinks into classrooms.

Students in Medical Programs

These standards allow for comfortable performance duties, promotion of safety and prevention of the spread of infectious organisms. All medical students are expected to keep themselves, neat, clean and well-groomed at all times. The health profession maintains high standards for personal appearance and grooming. Anyone not conforming to this policy will be appropriately counseled, receive a written notice, and may lose professionalism points. The Instructor will dismiss the student from the classroom for continued failure to comply with these regulations.

ID Badge: Student identification badge is to be worn at all times above the waist.

Hair: Natural hair color with a clean and neat appearance; hair that is shoulder length or longer must be pulled back neatly. Facial hair must be clean, neat and well groomed.

Headwear: Religious or medically related head covers may be worn. All other types of headwear are not acceptable, such as hats, baseball caps, doo-rags, scarves, visors, sports head bands, ear buds, blue tooth headset, sunglasses, etc.

Jewelry and Accessories: One ring is allowed without a raised setting, no bracelets, hair ornaments or necklaces (with the exception of medic alert tags). Pierced earrings should be gold/silver tone or pearl, studded only, one earring per ear (no rods or cartilage piercings). Facial, eyebrow, tongue, and nose piercings will be removed during school or replaced with a clear flat retainer. No other visible body piercing is allowed. Visible tattoos must be covered.

Clothing: Medical students are expected to wear clean, pressed, appropriately sized **SCRUBS DAILY**. Proper undergarments must be worn at all times, but not be visible. Low necklines, low riding hip hugger pants, bare

midribs (when arms are raised above head and skin is exposed), Capri pants, non-scrub apparel or excessively tight clothing should not be worn. No sweatshirts, hoodies or jackets can be worn in the classroom. On "cold" days an undershirt or mock turtle neck may be worn under scrubs. Solid color scrub jackets may be worn. If the scrub top exposes cleavage, a shirt must be worn under the scrub top.

Footwear: Clean, closed-toe shoes must be worn with socks or stockings. Clean, neat, athletic shoes or slip on style shoes with a back strap are acceptable. Boots, slippers, or moccasins are not acceptable footwear. In winter months, boots must be placed in a plastic bag or backpack.

Grooming: Students are to be clean, well groomed, and free of offensive body odors and smell of smoke. Perfumes, colognes or fragrant lotions are not permitted. Nails should be no more than ¼ inch in length. No glitter, chipped, or nail jewelry is allowed. Clear or natural nail polish and white French tip is allowed.

Immunization Documentation

Immunizations are extremely important to students during their tenure at Career Quest Learning Centers and as a future profession working in the medical field. During your program, and in the future, much of what you do in the health care setting will come under Federal Occupational Safety and Health Act (OSHA) guidelines. Under these, and other guidelines, there are certain sets of immunizations that are required of all healthcare workers. Each student in the Medical Assistant (MA) and Medical Billing & Coding (BC) program must meet the Centers for Disease Control and Prevention recommendations for immunization of healthcare workers. All Career Quest MA and BC students are required to provide documentation of vaccination, or immunity to: Measles/Mumps/Rubella (MMR), Diphtheria/Tetanus (Td, Tdap) (within the last 10 years) and Hepatitis B series (3 doses over 6 months). It is also required to provide documentation of a current

Tuberculosis (TB) skin test given within the last 12 months making it current during your externship course. Some externship sites require Varicella and Influenza vaccinations. If you are accepted at a site that requires these vaccinations, you will be expected to provide this documentation, otherwise it is not required. This institution must have complete and accurate immunization documentation to ensure that you, and your externship site, are protected during your medical training. Please use the recommended schedule to plan the proper timing of your immunizations. When gathering past immunization documents, it may be beneficial to contact the primary or secondary school you attended or the county health department in which you received your immunizations. Students are expected to make copies of all immunization records and hand-in the copies to the front desk (mailbox located at receptionist desk). ***Please keep the originals for your permanent records.*** Once the form is received, it will be evaluated. Any areas needing additional documentation will be discussed with the student as soon as possible.

Students in Business and IT Programs

These standards allow for comfortable performance duties and promotion of safety. All students are expected to keep themselves, neat, clean and well-groomed at all times. Anyone not conforming to this policy will be appropriately counseled, receive a written notice, and may lose Professionalism points. The Instructor will dismiss the student from the classroom for continued failure to comply with these regulations.

ID Badge: Student identification badge is to be worn at all times above the waist.

Hair: Natural hair color with a clean and neat appearance. Facial hair must be clean, neat and well groomed.

Headwear: Religious or medically related head covers may be worn. All other types of headwear are not acceptable, such as hats, baseball caps, doo-rags, scarves, visors, sports head bands, ear buds, blue tooth headset, sunglasses, etc.

Jewelry and Accessories: All jewelry must be professional. No large earrings. Facial, eyebrow, tongue, and nose piercing will be

removed during school or replaced with clear flat retainer. No other visible body piercing is allowed. Visible tattoos must be covered.

Clothing: Students will be required to wear CQLC polo shirts. Students will be required to wear dress slacks, khaki pants, or jeans without holes to school. Pants are required to be appropriately sized for optimal performance in a professional setting. No sweatshirts, hoodies or jackets can be worn in the classroom. For additional warmth, students can wear solid-colored shirts beneath their polo shirt.

Items that should not be worn:

- Cutoffs, shorts, capri pants or jeans with holes
- Leggings

Footwear: Clean tennis shoes, sandals, or boots are acceptable. Flip flops are not acceptable footwear.

Grooming: Nails should be at a length that does not interfere with class work.

TERMINATION & APPEAL

Students will be dismissed the earlier of (1) receipt of notification by the student of a desire to withdraw, (2) date on which a progress review for a probationary student indicates that the student did not meet minimum criteria for being released from probation, (3) date on which a student is dismissed from school for failure to uphold school conduct codes, or (4) failure to attempt credits in the current module or grading period. Students may also be terminated for failure to uphold financial obligations as agreed upon with the school. Whether termination of enrollment is voluntary or involuntary, students should realize that they will remain obligated for the amount of tuition and fees due the school based on the Cancellation and Refund Policy.

APPEAL - DISMISSAL

Students have the right to appeal dismissal decisions made by the school administration by submitting a written request to the Campus Manager describing any mitigating

circumstances or conditions which warrant special consideration. If the appeal is accepted, the student may be Re-Enter according to special terms and conditions stipulated by the Campus Manager.

GRADUATION REQUIREMENTS

Graduation requirements are specific to the program. Please review the Program Description within this catalog for detailed program information. In the event a required course is not passed successfully, that course must be completed with a passing grade within the maximum allowable timeframe of the program. Courses with required proficiencies must be completed satisfactorily to successfully earn a passing grade for that course. A course repeat charge may be applied. In addition, students must remain current on their CQ Loans throughout their entire enrollment period. Failure to remain current on any financial obligation to the Institution may result in disciplinary actions up to, and including, permanent dismissal. Students not current on tuition payments by the date they graduate their program will not be recognized as an honor student. In addition, students not current on tuition payments will be prohibited from participating at the official campus commencement graduation ceremony.

PROGRAMS WITH REQUIRED EXTERNSHIPS

All externships are required courses. The Institution will establish a suitable externship site for its students. However, it is ultimately the student's responsibility to successfully complete the externship course. Externships can be either paid or unpaid. This decision is decided by the externship site. Externships are evaluated weekly by means of a completed time slip detailing the activities and procedures performed that week. A final evaluation is submitted to the school by the on-site supervisor. This final evaluation is used to help determine the student's final course grade. A school representative will supervise the externship experience and be the liaison between all parties. Students may be subject to a Criminal Background Investigation prior to starting the Externship course.

Continuing Education Courses

Students must meet the following criteria before being considered a successful completer from Continuing Education courses.

1. Successful completion of all academic requirements of the course(s) with a final grade of 60% or greater within the *Maximum Allowable Timeframe*;
2. Meet all financial obligations to the institution.

CERTIFICATE OF COMPLETION

A Certificate of Completion will be awarded to all students who meet the program's Graduation Requirements.

PLACEMENT ASSISTANCE SERVICES

TRAINING PROGRAMS

Students will receive placement assistance services throughout the program of study. Placement services include, but are not limited to, (a) assistance with the development of a functional resume, cover letter and thank you notes, (b) access to job leads, (c) participation in mock interviews, and (d) invitations to on-campus and community networking events. Assistance will also be provided in developing interviewing techniques and other skills that help in securing employment. The institution's placement department will continue to work with students as they approach graduation to obtain employment in their field of study.

A criminal background history may adversely affect a student's ability to secure training related employment. If applicable, students are strongly encouraged to discuss any criminal convictions with an Admissions Representative prior to enrollment.

While Placement Assistance Services are available, Career Quest Learning Centers, Inc. cannot guarantee employment to any student.

CONTINUING EDUCATION COURSES

There are no Placement Assistance Services offered to students enrolled in any of the Continuing Education courses.

FINANCIAL AID

Career Quest Learning Centers, Inc. believes that students and their families have primary responsibility for a student's educational costs. However, many families are unable to immediately fund the entire cost of education. To that end, the Institution makes available several financial assistance programs to

students who qualify. The following sections describe the policies and procedures that govern financial aid at Career Quest Learning Centers, Inc. Students must remain current on their financial obligations throughout their entire enrollment period. Failure to remain current on any financial obligation to the Institution may result in disciplinary actions up to and including permanent dismissal. In addition, students must remain current on their CQ Loans throughout their entire enrollment period. Failure to remain current on any financial obligation to the Institution may result in disciplinary actions up to and including permanent dismissal. Students not current on tuition payments by the date they graduate their program will not be recognized as an honor student. In addition, students not current on tuition payments will be prohibited from participating at the official campus commencement graduation ceremony.

WHAT IS FINANCIAL AID?

Financial aid encompasses all funding that students receive because of their enrollment in a postsecondary institution. Such financial aid includes, but is not limited to, loans, grants, scholarships, workforce agency funds, Veterans Benefits, and employer tuition assistance. Specific questions regarding these various Financial Aid options can be answered by a representative of the Institution's Financial Aid Office. All required paperwork and applications must be submitted to the Financial Aid Office upon completion.

*For information about educational debt, earnings, and completion rates, please go to: <https://www.careerquest.edu/courses-programs/gainful-employment-program-disclosures>

STATE, LOCAL, AND OTHER PRIVATE AID SOURCES

Information on additional forms of state, local and other private aid is generally available in the institution's catalog. Sources (where applicable) include state grants, scholarships, and workforce development agency funding such as WIA/WIOA, PATH and TAA. Please consult the financial aid office for more information. Note that these sources are separate from federal student financial aid sources. Students interested in scholarships are encouraged to search using FinAid!, a leading scholarship search provider for students. Their FREE service matches scholarships to the student's specific

qualifications and can be accessed online at www.FinAid.org. Not all schools offer these funding options and may not be an eligible institution based on the grantors rules. For those schools that do, your financial aid officer will also present you with information regarding how to apply and applicable qualifications.

Loans

The Institution makes available its own Loan Program to all students. Specific terms apply. Federal Loans are also available to those students who qualify.

Grants

The Institution makes available the Federal Pell Grant to those students who qualify.

Tuition Discounts

In an effort to help support the mission of local workforce development agencies and the educational goals of our students and their families, the Institution will make available tuition discounts for those students who qualify. Certain restrictions apply. Multiple discount programs may not be combined.

- The institution's *Michigan Works! Tuition Discount* is made available to all students who are receiving Financial Aid towards their tuition at this Institution from the Michigan Works! WIOA programs or JET/PATH Programs. The Institution's Michigan Works! Tuition Discount goes towards direct tuition charges for each recipient who enrolls in a Comprehensive Training Program. The following eligibility requirements must be met:
 - The recipient must have an Active case with a Michigan Works! case manager prior to enrollment.
 - Written approval for Tuition Assistance at this Institution from the student's case manager prior to commencing classes.
 - The tuition discount applies to direct tuition charges only. Discount will be applied to the student's account and will be prorated over the remaining payment periods for his/her program.
 - Students participating in the Michigan Works! Tuition

Discount program are eligible for Title IV funds but are advised against accepting funding that exceeds direct program charges.

- Students participating in the Michigan Works! Tuition Discount program are not eligible for additional tuition discount programs. Immediate family members, however, are eligible for the Graduate Together Tuition Discount (10% tuition discount).
- If the recipient petitions for a change in Program, the tuition discount will adjust to percent of new total tuition charges remaining for their Program.
- The institution's *Armed Forces Tuition Discount* is made available to all students and spouses who are considered a Veteran or on Active Duty status. The Institution's Armed Forces Tuition Discount is in the amount of a 25% reduction in tuition for each recipient within an eligible Program. The following eligibility requirements must be met:
 - Proof of eligibility is required as follows:
 - Veterans: Valid DD214 (discharge papers)
 - Active military members: Valid military identification card or Certificate of Eligibility
 - Spouses: Valid military identification card
 - The tuition discount applies to program tuition only. The discount will be applied to the student's account and will be prorated over the remaining payment periods for his/her Program.
 - If any recipient petitions for a change in Program, the tuition discount will adjust to a percentage of the new total tuition charges remaining for their Program.

- If a military member and his/her spouse are both enrolled at Career Quest Learning Centers, Inc., they are both eligible for the tuition discount provided proper documentation is submitted.
 - Students participating in the Armed Forces Tuition Discount program are eligible for Title IV funds but are advised against accepting funding that exceeds direct program charges.
 - Students participating in the Armed Forces Tuition Discount program are not eligible for additional tuition discount programs. Immediate family members and friends, however, are eligible for the Graduate Together Tuition Discount (10% tuition discount).
 - The 25% Armed Forces Tuition Discount is effective starting February 2, 2015.
- The institution's *Graduate Together Discount* is made available to any student and his/her immediate family or friends who are attending Career Quest Learning Centers, Inc. at the same time. The amount of the Graduate Together Tuition Discount is 10% of total tuition cost for each student and their friend or family member that attends this Institution. The discount will be applied to any remaining tuition balance. The following eligibility requirements must be met:
 - Applicable to friends and family of current or enrolling student
 - If one student is currently attending, he/she must have a cumulative GPA of 2.5 or greater at the time of application for Graduate Together Tuition Discount.
 - The tuition discount applies to Program tuition only and will not result in any cash payments to the student. The discount will be applied to student's account prorated over the remaining payment periods for his/her Program.
- Recipients may attend different Career Quest Learning Centers, Inc. campuses.
 - To apply, enrolling, and/or current students must complete a Tuition Discount Application. This form is available through the Admissions Office. The application can be completed at any time prior to the recipient's graduation.
 - The 10% Graduate Together Discount is effective starting April 16, 2018.
 - If all but one friend or family member withdraws or drops from Career Quest Learning Centers, Inc. the earned discount completed will be applied, any balance remaining will be forfeited by the remaining student.
 - Students receiving the Graduate Together Discount must be current on monthly payment plans for balances owed towards tuition. A student will not receive a tuition discount until all monthly payments are current.
 - If the recipient petitions for a change in Program, the tuition discount will adjust to percent of new total tuition charges remaining for their Program.
- The institution's *AAS Early Enrollment Tuition Discount* is available to all currently active students enrolled in a diploma level program. This tuition discount will provide a 10% discount on tuition fees associated with the Re-Entry into one of the institution's AAS degree programs prior to diploma program completion.
 - The tuition discount applies to program tuition only. The discount will be applied to the student's account and will be prorated over the remaining payment periods for his/her Program.
 - If any recipient petitions for a change in AAS Degree Program, the tuition discount will adjust to a percentage of

- the new total tuition charges remaining for their Program.
- o Students participating in the AAS Early Enrollment Tuition Discount program are eligible for Title IV funds but are advised against accepting funding that exceeds direct program charges.
- o Students participating in the AAS Early Enrollment Tuition Discount program are not eligible for additional tuition discount programs. Immediate family members, however, are eligible for the Graduate Together Tuition Discount (10% tuition discount).

Workforce Development Agency Funds

This Institution is a proud partner of the local workforce development agencies. This Institution has several approved Programs which have met the stringent requirements of local Workforce Development Boards and are deemed “in high demand”. Occasionally, the local workforce development agencies have tuition funding available to those participants who qualify.

Veteran’s Benefits

The Workforce Development Agency, State of Michigan, Veterans’ Services Division, State Approving Agency has approved the Lansing Campus and Jackson Campus of Career Quest Learning Centers, Inc. to train veterans and other eligible persons. Appropriate applications and paperwork must be completed by the student and approved by the U.S. Department of Veterans Affairs Regional Office.

Employer Tuition Assistance

The Institution may accept Tuition Assistance payments from participating employers. Approvals must be accepted by all parties prior to the commencement of classes unless other arrangements are made with the Campus Manager.

TITLE IV PROGRAMS IN WHICH THE INSTITUTION PARTICIPATES

Career Quest Learning Centers, Inc. participates in the Federal Pell Grant program, the Stafford Loan Program and the Federal PLUS Loan Program.

Pell Grant

The Pell Grant is an award that does not have to be repaid. Pell Grants are awarded only to undergraduates who have not earned a bachelor’s or professional degree. Applying for the Federal Pell Grant is the first step of the financial aid process. Prospective students must complete a Free Application for Federal Student Aid (FAFSA) to determine eligibility for the Pell Grant. Financial amounts of the Pell Grant awards are based on student eligibility, need, cost and length of the program. The FAFSA may be filled out online at www.fafsa.ed.gov or may be returned to the Financial Aid Office for electronic filing.

Direct Loan Program (Subsidized)

This loan program provides a maximum of \$3,500 for programs one year in length. An additional \$4,500 is available for programs in which there are subsequent award years. These loans are interest free while a student is in school and for six months after graduation or withdrawal. Eligibility for this loan program is determined by the successful completion of the FAFSA.

Direct Loan Program (Unsubsidized)

This loan program provides a maximum of \$6,000 for programs one year in length. Interest accrues from the point the student receives the loan money, but repayment can be deferred for up to six months after graduation or withdrawal. Loan payments can also be deferred up to six months after graduation or withdrawal.

Federal Parent PLUS Loan Program

This loan program is for parents of Dependent students (as defined by the Federal Government) who wish to take out a loan for their child’s education. The amount a parent can borrow is determined on an individual basis utilizing the cost of attendance and the amount of other financial aid received. Interest accrues from the point the loan money is received. Payments must begin within 60 days of the second disbursement of the loan (but can be deferred while the student is in school).

APPLYING FOR FINANCIAL AID

Anyone wishing to apply for Federal Title IV financial assistance must complete a Free Application for Federal Student Aid (FAFSA). The Institution’s school code is **039153**. These applications are available in the Financial Aid Office or online at www.fafsa.ed.gov. In order to ensure that applicants have a complete aid package no

later than the date classes begin, paperwork should be completed as soon as possible. Once the paperwork is completed an appointment is scheduled with a Financial Aid Administrator. The Financial Aid Office will assist students with form completion and answer any questions.

ELIGIBILITY REQUIREMENTS FOR FEDERAL TITLE IV AID

In general, an applicant is eligible for Federal Title IV financial assistance if the requirements listed below are met. The applicant must:

- Be enrolled as a regular student in an eligible program
- Be a U.S. citizen or eligible non-citizen
- Not be in default on any Federally Guaranteed Student Loan
- Not owe a repayment on any federal grant
- Not be enrolled at another institution receiving Title IV funds at the same time

STUDENT COST OF ATTENDANCE

An average cost of attendance for a student attending Career Quest Learning Centers, Inc. consists of allowances for room and board, transportation expense, plus one academic year's tuition, fees, books, and supplies.

REQUIREMENTS FOR FINANCIAL AID TRANSCRIPTS

It is a requirement of federal regulations that institutions determine all previous federal Title IV aid received by a student prior to disbursement of funds. Career Quest Learning Centers, Inc. uses the National Student Loan Data System (NSLDS) to obtain financial aid information from each school at which a student was previously enrolled. Financial Aid disbursements are withheld until this verification of previous aid has been completed.

REQUIREMENTS FOR CITIZENSHIP VERIFICATION

If a student applies for federal Title IV financial assistance, a database match will be conducted to determine the student's eligibility status with the Social Security Administration (SSA) and the Immigration and Naturalization Service (INS). If the SSA or the INS is unable to complete the match, the student will be asked to submit additional documentation. The Financial Aid Office will assist the student in completing and submitting the necessary federal forms for additional SSA or INS verification. Financial aid disbursements will

not be made until citizenship status has been verified.

REQUIREMENTS FOR FINANCIAL VERIFICATION

Federal regulations require that some student aid applications be subject to a process called verification. This process involves gathering proof of the information submitted on the student's FAFSA and verifying the information is correct. The procedures covering verification are:

TIME PERIOD WITHIN WHICH REQUIRED DOCUMENTATION MUST BE PROVIDED

Unless extenuating circumstances intervene, the required documentation must be provided within 30 days of the date the applicant is notified that he/she has been selected for Verification. All financial aid disbursements are withheld until this process has been completed.

CONSEQUENCES OF FAILURE TO PROVIDE THE INFORMATION WITHIN THE 30-DAY PERIOD

Students will receive no disbursement of funds if they fail to provide the information required for verification. In addition, they will be expected to make cash payments to the Institution to cover their cost of education. If the results of the verification satisfy the requirements, the funds for which the student is eligible will be released. If the verification results are inconsistent with previously provided information, the student will be called into the Financial Aid Office and the items that were not valid will be discussed. If the Institution has reason to believe that any application has been intentionally submitted under false or fraudulent circumstances, such application will be referred to the Office of the Inspector General.

REQUIRED DOCUMENTATION

Copies of the student's and spouse's prior year federal income tax returns must be submitted. If the applicant is a dependent student, parents' tax returns must also be submitted. The applicant must complete a Verification Worksheet. The Financial Aid Office will give the worksheet to the applicant. Each applicant has the following rights and responsibilities with regard to verification:

- The right to be informed that he/she has been selected for verification and what the responsibilities of such selection are.

- The consequences for not meeting those responsibilities, explained in detail orally and, when necessary, in writing.
- The applicant will be informed of his/her right to appeal aid decisions. Such appeals must be made in writing to the Campus Manager within 10 calendar days of the date of the decision. The Institution will inform the applicant of the results of the appeal within 30 calendar days of the receipt of the applicant's appeal.
- Information must be correct as of the date of verification or as of the date the first Institutional Student Information Record (ISIR) is received by the Institution.

ELECTRONIC APPLICATION PROCESSING

Career Quest Learning Centers, Inc. participates in a program known as Electronic Data Exchange, which provides an Institutional Student Information Record (ISIR) that is used by the Financial Aid Office to establish eligibility for Title IV financial assistance programs.

FEDERAL AID APPLICATIONS

The Free Application for Federal Student Aid (FAFSA) must be completed by the applicant and submitted to the Financial Aid Office. The Financial Aid Office will transmit the information electronically to the central processor and an ISIR will be received by Career Quest Learning Centers, Inc. electronically. The applicant will receive a Student Aid Record (SAR) from the Department of Education.

Correction of Information

If, as the result of verification or another documentation process, it becomes necessary to correct any of the information on an ISIR, the Financial Aid Officer will note the corrections on the current ISIR and submit the corrections electronically. A new ISIR containing the correct information will then be generated. If the corrections result in a change in eligibility, the applicant will be so informed by the Financial Aid Office and the Financial Aid Administrator will complete an updated Estimated Student Counseling Worksheet with the student.

DISBURSEMENT PROCEDURES

For Programs that are measured in credits, an academic year is defined as 24 semester credits and a minimum of 30 weeks of

instruction. Using this definition, Title IV aid is disbursed at the beginning of each payment period. Programs less than one academic year are divided into two equal payment periods. First disbursements of loans are not made until the student has been in school for 30 calendar days and has completed a loan entrance interview with a Financial Aid Administrator. Federal Pell Grants are posted directly to the student's account at the beginning of each period (or when received and processed). Each student will receive a receipt indicating that the grant has been posted to his/her account. If a credit balance occurs in a student's account, funds may be held for budgeting purposes or against future charges, returned to the student within 14-days for living expenses, or refunded to the lender to reduce loan balances.

RETURN OF TITLE IV FUNDS POLICY

There are two types of refunds: the institutional refund and the return of Title IV funds. The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, or are dismissed, prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations. If a student leaves the Institution prior to completing 60% of a payment period or term, the Financial Aid Office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of federal aid earned using the following Federal Return of Title IV funds formula:

- Percentage of aid earned equals the number of days completed up to the withdrawal date, divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.)

Funds are returned to the appropriate federal program based on the percent of unearned aid using the following formula:

- Aid to be returned equals (100% minus the percent earned) multiplied by the amount of aid disbursed toward institutional charges.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. In some cases when Title IV funds are returned, the student borrower may owe a debit balance to the Institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 30 days of the student's withdrawal.

Refunds are allocated in the following order:

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal Perkins Loan
- Federal Parent (PLUS) Loan
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- other Title IV assistance
- other state aid
- private and institutional aid
- the student

Example of Return of Title IV Policy

The student attends 20 days in a 125-day payment period. Twenty (20) divided by 125 = 16.0%.

Amount to Be Returned

The amount of Title IV funds to be returned is then determined by subtracting the amount earned from the amount disbursed. For the above example, if the amount of Title IV funds disbursed for the payment period is \$2000 in Federal Pell Grant funds, with no loans, then $\$2000 \times 16.0\% = \320.00 earned and the amount to be returned would be the amount disbursed minus the amount earned ($\$2000 - \$320 = \$1680$)

NOTE: If the amount of Title IV funds earned is greater than the amount that could have been disbursed for the payment period, the difference must be treated as a post-withdrawal disbursement in accordance with the late disbursement regulations.

Amount of Unearned Institutional Charges

The school must also determine the amount of unearned institutional charges by subtracting the percentage earned (16.0%) from 100% = 84% and multiplying this percentage by the charges for the payment period. Institutional charges for the payment period are determined by:

Total Tuition and Fees

Total Credit Hours in Program x Credit Hours in payment period.

Example:

\$17,000

24 credit hours x 12 credit hours = \$8500

$$\$8500 \times 84\% = \$7140$$

After both the amount to be returned and the amount on unearned institutional charges are calculated, the school must return the lesser of the two amounts. In this example, the school would return \$1680.00 in Title IV Pell Grant funds.

PREVENTION OF FINANCIAL AID / SCHOLARSHIP FRAUD

Every year, millions of high school graduates seek creative ways to finance the markedly rising costs of a college education. In the process, they sometimes fall prey to scholarship and financial aid scams. On November 5, 2000, Congress passed the College Scholarship Fraud Prevention Act of 2000 (CSFPA). The CSFPA enhances protection against fraud in student financial assistance by establishing stricter sentencing guidelines for criminal financial aid fraud. It also charged the Department, working in conjunction with the Federal Trade Commission (FTC), with implementing national awareness activities, including a scholarship fraud awareness site on the ED web site. According to the FTC, perpetrators of financial aid fraud often use these telltale lines:

- The scholarship is guaranteed or your money back.
- You can't get this information anywhere else.
- I just need your credit card or bank account number to hold this scholarship.
- We'll do all the work.
- The scholarship will cost some money.
- You've been selected by a 'national foundation' to receive a scholarship' or 'You're a finalist,' in a contest you never entered.

To file a complaint, or for free information, students or parents should call 1.877.FTC.HELP (1.877.382.4357) or visit: www.ftc.gov/scholarshipscams

The FSA Student Loan Ombudsman Group may be contacted by any of the following:

Via on-line assistance:

<https://studentaid.ed.gov/sa/repay-loans/disputes/prepare>

Via Telephone:

(877) 557-2575

Via Fax:

(606) 396-4821

Via Mail:

U. S. Department of Education
FSA Ombudsman Group
PO Box 1843
Monticello, KY 42633

CANCELLATION & REFUND POLICY

All refunds due will be made within 45 days (1) of the last day of attendance if written notification of withdrawal has been provided to the Institution by the student, or (2) from the date the Institution terminates the student or determines withdrawal by the student.

Students are not required to request a refund.

REFUND POLICY FOR CAREER TRAINING PROGRAMS

FULL REFUND OF TUITION FEES

The student will receive a full refund of tuition and fees if:

1. The applicant gives the school written notice of cancellation within three business days after signing the Enrollment Agreement; or
2. The applicant is not accepted for admission; or
3. The course is canceled by the school.

Retention of tuition and fees collected in advance for a student who does not commence class will not exceed the \$100 Registration Fee.

Students who have not visited the institution prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

Refunds shall be made within 45 days of the planned start date.

PARTIAL REFUND

Tuition charges are applied based on the scheduled credits within a payment period of the training program. If termination or withdrawal occurs after beginning classes, the percentage of tuition earned equals the number of days completed up to the withdrawal date, divided by the total days in the payment period, plus the Registration Fee. Any break of five days or more is not counted

as part of the days in the term. Once the student has attended 60% or more of the payment period, the school has earned 100% of the tuition charges for that payment period. Some of the training programs are longer than 12 months. In these instances, if a student withdraws during the first 12 months of training, they will be released from any financial obligation to pay for tuition beyond the first 12 months.

NO REFUND

If termination or withdrawal occurs after the student has attended 60% of the payment period, the Learning Center will retain 100% of the tuition charges, plus the Registration Fee.

REFUND POLICY FOR VETERANS UNDER TITLE 38, U.S. CODE

If a student fails to enter a course or withdraws or is discontinued there from at any time prior to completion, the amount charged will be an approximate pro-rata portion of the total charges for the tuition, registration fee less \$10, and other charges that the length of the completed portion of the course bears to its total length.

REFUND POLICY FOR CONTINUING EDUCATION COURSES

PARTIAL REFUND

If termination or withdrawal occurs after beginning classes, but;

1. within the first 10% of the Enrollment Period, the Institution will retain 10% of the tuition charge, plus the Registration Fee;
2. after the first 10% of the Enrollment Period and until the end of the first 25% of the Enrollment Period, the Institution will retain 50% of the tuition charge, plus the Registration Fee;
3. after the first 25% of the Enrollment Period and until the end of the first 50% of the Enrollment Period, the Institution will retain 75% of the tuition charge, plus the Registration Fee.

NO REFUND

If termination or withdrawal occurs after the first 50% of the enrollment period, the Institution will retain 100% of the tuition, plus the Registration Fee.

GENERAL INFORMATION

NON-DISCRIMINATION POLICY

Career Quest Learning Centers, Inc., admits students of any sex, religion, race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, religion, race, color, disability, nationality, or ethnic origin in administration of its educational policies, admissions policies, and other school administered programs. The Institution provides reasonable accommodations to students with special needs.

TEXTBOOK COSTS AND USAGE

The cost of textbooks uses and manuals is included in the tuition cost of the Program. Textbooks may be used but must be returned to the institution at the end of each module. Students will be charged a replacement and administration fee of \$500 for cost of textbooks not returned to the institution and \$20 for each replacement CQLC Manual. It is the student's responsibility to return the textbooks in similar condition to the Institution at the end of each module. Each student has the option to purchase new textbooks for personal use directly from applicable websites. Most websites require that all purchases be completed with a credit card and are paid in full prior to processing and shipping. Career Quest will provide a Master Book List to students wanting to purchase their textbooks. The Master Book List provides the required books by program, ISBN number and list price.

PROGRAM / COURSE / SCHEDULE MODIFICATIONS

Career Quest Learning Centers, Inc. reserves the right to modify Program content, classroom schedules, available industry certifications, and course content at its discretion in an effort to better prepare its graduates for local area employment requirements and industry demands.

CONSTITUTION DAY

The United States Department of Education has announced that educational institutions receiving Federal funding are statutorily required to hold an educational program pertaining to the United States Constitution on

September 17 of each year, which is now designated nationally as Constitution Day and Citizenship Day. Constitution Day commemorates the September 17, 1787, signing of the United States Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day education activities should be held during the preceding or the following week.

MICHIGAN VOTER REGISTRATION INFORMATION

To register to vote you must be...

- a U.S. citizen;
- at least 18 years of age by election day;
- a resident of Michigan and the city or township where you are applying to register to vote.

You can register to vote for federal, state, and local elections by mail; at your county, city, or township clerk's office; or by visiting any Secretary of State branch office. In addition, the following State agencies offer voter registration services to their clients: Department of Human Services, the Department of Community Health and the Department of Career Development. Military recruitment centers also provide voter registration services.

You must register at least 30 days before the election. This gives the clerk time to process the forms and send you a Voter Identification Card. You must also re-register to vote whenever you move to a new city or township. If you move within a city or township, you must update your address. This can be handled through your local clerk, at a Secretary of State branch office, by mail, or at any other location where voter registrations are accepted. Michigan voters must use the same residential address for voter registration and driver's license purposes. Consequently, if you submit a driver's license address change, it will be applied to your voter registration. Similarly, if you submit a voter registration address change, it will be applied to your driver's license.

If you have never voted in Michigan and register by mail, you must appear in person to vote in the first election in which you wish to participate. This requirement does not apply if (1) you personally hand-deliver the mail registration form to your county, city, or township clerk's office instead of mailing the

form, (2) you are 60 years of age or more, (3) you are disabled, or (4) you are eligible to vote under the Uniformed and Overseas Citizens Absentee Voting Act. If you have never voted in Michigan and register by mail, you may also be subject to a new identification requirement provided under federal law. The identification requirement is explained on the mail-in registration form.

For more information about Michigan voter registration visit:

State of Michigan

Secretary of State

<http://www.michigan.gov/sos>

State of Michigan Voter Registration Application

<http://www.michigan.gov/documents/MIVoter>

[Registration 97046 7.pdf](#)

United States Election Assistance Commission:

The U.S. Election Assistance Commission (EAC) was established by the Help America Vote Act of 2002 (HAVA). EAC is an independent, bipartisan commission charged with developing guidance to meet HAVA requirements, adopting voluntary voting system guidelines, and serving as a national clearinghouse of information on election administration. EAC also accredits testing laboratories and certifies voting systems, as well as audits the use of HAVA funds.

http://www.eac.gov/voter_resources/register_to_vote.aspx

State of Michigan Voter Information Center

Frequently Asked Questions

http://www.michigan.gov/sos/0,1607,7-127-1633_11619-123989--,00.html#5

State of Michigan.gov/vote

Election Information

<http://www.michigan.gov/sos/0,1607,7-127-1633---,00.html>

INDUSTRY CERTIFICATION TESTING

Industry certifications are an integral part of demonstrating mastered proficiencies to an employer. All Training Programs are designed to help students prepare for such exams. As part of our commitment to each student's success, both in the classroom and the workforce, our students will have the opportunity to sit for the certification exams which map to their Program at no additional charge (some restrictions apply; i.e. course

GPA). Certification exams are expected to be completed prior to the last scheduled day of the module for the course leading to certification. Students must be current on their financial obligations to the institution before industry certifications will be paid on behalf of the student. Students must have met minimum requirements prior to the institution paying for certification examinations. In the event a certification exam is not successfully passed, it is the student's responsibility to make payment arrangements with the Institution for additional attempts of the exam. This institution does not guarantee or promise the availability of all certification exams, as certification exam requirements may change from time to time.

DISTANCE EDUCATION

This Institution may make available its courses online via distance education at no additional cost to the student. It is understood the student has access outside of Career Quest Learning Centers to the internet through a high-speed connection and the student has basic computer and internet skills which are required Technical Competencies of the program. In the event a student does not have access to the internet outside of the institution, the Media Center is available to all students during regular business hours. All students will have access to the Institution's high-speed internet connection as space permits. Introduction workshops are available to help students navigate the internet and distance education requirements.

OFFICIAL WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from the institution must provide the Office of the Registrar with notification of their intent to withdraw. Initial notification can be made in person, in writing, by fax, by email, or by telephone. This notification must include the date of withdrawal, reason for withdrawal, and the date of expected return, if applicable. Prior to the withdrawal the student must also have an exit interview with a member of the Student Success Department and the Finance Department. The notification will be recorded and used for documentation purposes for the Federal Government. Repayment of any federal funds will be based on the date of notification.

In the event a student expects to return to school within 45 days, that student must

provide the institution with written confirmation of such near the time of expected withdrawal. This student will not be withdrawn, but instead placed in a status of "Period of Non-Enrollment". This student must resume classes in a future module within 45 days. If the student does not return to class as scheduled, the student will be administratively withdrawn immediately. The student's withdrawal date will be the last date of the previously completed module.

UNOFFICIAL WITHDRAWAL / DROPOUT

Students will be administratively withdrawn from school if the following conditions are met.

1. The student failed all courses from the prior module and ceased attendance, and/or;
2. The student failed to post academic activity during the first week of the subsequent module for all scheduled courses.

The withdrawal date is the midpoint of the payment period or period of enrollment, or the last day of the previous module in the event the student did not continue his or her enrollment.

POLICIES AND SANCTIONS RELATED TO COPYRIGHT INFRINGEMENT

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000

per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

It is against policy for any student, faculty, staff member, consultant, contractor or other worker at the institution to copy, reproduce, share, or distribute any software, music, games, or movies on institution computing equipment except as expressly permitted by a software license or with the written consent of the copyright holder or as otherwise permitted under federal law. Willful infringement may subject a student or employee to discipline and can impact the privilege to use information technology resources at the institution. Uploading or downloading works protected by copyright without the authority of the copyright owner is an infringement of the copyright owner's exclusive rights of reproduction and/or distribution. Even an innocent, unintentional infringement violates the law.

CERTIFICATE OF APPROVAL

Career Quest Learning Centers, Inc. is licensed to operate by the Michigan Department of Licensing and Regulatory Affairs, P.O. Box 30714, Lansing, MI 48909, and is accredited by the Commission of the Council on Occupational Education, 7840 Roswell Road, Bldg 300, Suite 325, Atlanta, GA 30350.

All licenses and approvals are displayed in the Administrative Offices of each campus.

OWNERSHIP

Career Quest Learning Centers, Inc. is a Michigan corporation under the ownership of Quest Education Corporation, a Delaware corporation.

ADMINISTRATIVE ASSISTANT DIPLOMA PROGRAM

720 Contact Hours or 31 Semester Credit Hours
Approximate Completion Time: 35 weeks / CIP Code: 52.0401
Tuition: \$17,627 + Registration Fee: \$100 = \$17,727

Program Objectives and Description

The objective of the Administrative Assistant Program is to prepare students for employment in today's modern office setting. The program is designed to provide a wide array of office and computer skills so that graduates are prepared for entry-level through advanced-level employment. Examples of entry-level occupations for which students are qualified include Receptionist, Typist, General Office Clerk, Data Entry Operator, or Word Processor. More advanced and experienced graduates will be prepared for employment such as Administrative Assistant, Executive Assistant, Secretary, Advanced Word Processor, Customer Service Representative, and Office Manager. Students will participate in an Externship.

Program Content

The Administrative Assistant Program offers training in three major areas of study:

- I. **Core Requirements** – Students will learn the basic skills of operating a personal computer (PC), comprehensive keyboarding, and the skills required to establish and achieve educational and career goals.
- II. **Foundation Skills** – Students will learn a variety of computer software programs including word processing, spreadsheet applications, desktop publishing, and computerized accounting. Students will also learn the techniques and skills necessary to effectively practice the skills learned while still in the classroom setting.
- III. **Employment Preparation** – Students will learn fundamentals of the English language, how to take in information effectively, deal with conflict, how to exceed their customer's expectations and time management. Students also learn the critical job search skills of networking, applications and resume completion, interviewing, and follow-up. Students will also complete a required externship to apply the skills learned in a real-world, on-the-job business environment.

Certifications

Various in-house and/or industry recognized credentials are available to help improve student employment marketability. Consult the admissions office for a list of current program credentials.

Admissions Requirements

Applicants must have earned a High School Diploma or GED from a recognized school.

Instructional Methods and Equipment

Training is delivered in Lab, Lecture, and Work-Based environments. Tests, instructional materials, and methods of evaluation are based on applications used in the labor market.

Graduation Requirements

1. Students must successfully complete all courses in the program of study. Transfer of credit from another institution or proficiency credit may be used to qualify as successful completion of a course.
2. Students must earn a cumulative grade point average of 2.0 (grade of "C" or better) for all course work completed at Career Quest Learning Centers, Inc.
3. Students must be in good financial standing.

ADMINISTRATIVE ASSISTANT DIPLOMA PROGRAM
Curriculum Outline

Course Code	Course Title	Contact Hours			Credit Hours
		Lecture	Lab	Work-Based	
BUS100	College Concepts	22.5	22.5	0	2.25
CMP101	Intro To Computers	22.5	22.5	0	2.25
CMP126	MS Word	45	45	0	4.5
BUS192	Business Fundamentals	22.5	22.5	0	2.25
BUS193	Business Communication	22.5	22.5	0	2.25
CMP135	MS Excel	22.5	22.5	0	2.25
BUS180	Business Office Skills	22.5	22.5	0	2.25
CMP165	MS Access	22.5	22.5	0	2.25
BUS175	Project Management	22.5	22.5	0	2.25
CMP155	Desktop Presentations	22.5	22.5	0	2.25
ACC110	QuickBooks	22.5	22.5	0	2.25
EXT180	Externship – Admin Office	0	0	180	4.0
Program Totals		270	270	180	31

NETWORK ADMINISTRATION DIPLOMA PROGRAM

630 Contact Hours or 31 Semester Credit Hours

Approximate Completion Time: 35 weeks / CIP Code: 11.1001

Tuition: \$19,687.50 + Registration Fee: \$100 = \$19,787.50*

**All applicants are eligible for a one-time \$2060.50 tuition discount effective 10/5/15 and thereafter.*

Program Objectives and Description

The objective of the Network Administration Program prepares students for exciting careers in the field of information technology by providing the skills necessary to build, maintain, troubleshoot, and secure computer systems. Students will become proficient in basic networking, network hardware, and the skills needed to support and implement Small Office and Home Office (SOHO) networks. Additionally, operating system skills and application support are integrated to ensure students are capable of maintaining not only the hardware, but also the software involved in keeping computer networks performing optimally. Successful completion of the Network Administration Program will prepare students for several I.T. certifications that will demonstrate knowledge and proficiencies to potential employers. The Network Administration program prepares students for a wide variety of entry level I.T. positions including: Desktop Support Technician, Bench Technician, Field Support Technician, Network Administrator, and I.T. Help Desk.

Program Content

The Network Administration Program offers training in three major areas of study:

- I. Core Requirements** – Students will learn the basic skills of operating a personal computer (PC) and the skills required to establish and achieve educational and career goals.
- II. Foundation Skills** – Students will learn a variety of computer software programs including word processing, database management, and project management. Students will also learn the skills necessary to effectively troubleshoot and repair computers, as well as administer computerized networks and support users and clients.
- III. Employment Preparation** – Students learn fundamentals of the English language, how to take in information effectively, deal with conflict, how to exceed their customer's expectations, and time management. Students also learn the critical job search skills of networking, applications and resume completion, interviewing and follow-up.

Certifications

Various in-house and/or industry recognized credentials are available to help improve student employment marketability. Consult the admissions office for a list of current program credentials.

Admissions Requirements

Applicants must have earned a High School Diploma or GED from a recognized school.

Instructional Methods and Equipment

Training is delivered in both Lab and Lecture, environments. Tests, instructional materials, and methods of evaluation are based on applications used in the labor market.

Graduation Requirements

1. Students must successfully complete all courses in the program of study. Transfer of credit from another institution or proficiency credit may be used to qualify as successful completion of a course.
2. Students must earn a cumulative grade point average of 2.0 (grade of "C" or better) for all course work completed at Career Quest Learning Centers, Inc.
3. Students must be in good financial standing.

**NETWORK ADMINISTRATION DIPLOMA PROGRAM
Curriculum Outline**

Course Code	Course Title	Contact Hours			Credit Hours
		Lecture	Lab	Work-Based	
BUS100	College Concepts	22.5	22.5	0	2.25
CMP101	Intro To Computers	22.5	22.5	0	2.25
ITP131	Operating Systems	45	45	0	4.5
ITP142	A+ Essentials	45	45	0	4.5
ITP175	A+ Core	45	45	0	4.5
ITP152	Network+	45	45	0	4.5
ITP162	Security+	45	45	0	4.5
ITP170	Help Desk Simulations	22.5	22.5	0	2.25
ITP172	Windows Server Install & Configuration	22.5	22.5	0	2.25
Program Totals		315	315	0	31

MEDICAL ASSISTANT DIPLOMA PROGRAM

720 Contact Hours or 31 Semester Credit Hours
Approximate Completion Time: 35 weeks / CIP Code: 51.0801
Tuition: \$17,627 + Registration Fee: \$100 = \$17,727

Program Objectives and Description

The objective of the Medical Assistant Program is to prepare students for employment in today's modern medical office setting. Medical Assistants are valued members of the medical team and are increasingly relied upon to perform routine administrative and clinical procedures. Students will learn to assist physicians during examination and treatment and perform a variety of laboratory and clinical procedures. Students will also learn medical insurance billing/coding and medical office procedures. Students will participate in an Externship.

Program Content

The Medical Assistant Program offers training in three major areas of study:

- I. Core Requirements** – Students will learn the basic skills required to establish and achieve educational and career goals.
- II. Foundation Skills** – Students will develop a strong foundation in medical terminology, anatomy and physiology pertaining to all body systems. Students will also learn the necessary clinical and laboratory skills to effectively perform the typical job duties of a Medical Assistant.
- III. Employment Preparation** – Students will learn the critical job search skills of networking, applications and resume completion, interviewing and follow-up. Students will also complete a required externship to apply the skills learned in a real-world, on-the-job environment.

Certifications

Various in-house and/or industry recognized credentials are available to help improve student employment marketability. Consult the admissions office for a list of current program credentials.

Admissions Requirements

Applicants must have earned a High School Diploma or GED from a recognized school.

Instructional Methods and Equipment

Training is delivered in Lab, Lecture and Work-Based environments. Tests, instructional materials and methods of evaluation are based on applications used in the labor market.

Graduation Requirements

1. Students must successfully complete all courses in the program of study. Transfer of credit from another institution or proficiency credit may be used to qualify as successful completion of a course.
2. Students must earn a cumulative grade point average of 2.0 (grade of "C" or better) for all course work completed at Career Quest Learning Centers, Inc.
3. Students must be in good financial standing.

MEDICAL ASSISTANT DIPLOMA PROGRAM
Curriculum Outline

Course Code	Course Title	Contact Hours			Credit Hours
		Lecture	Lab	Work-Based	
BUS100	College Concepts	22.5	22.5	0	2.25
MED143	Allied Healthcare Procedures - Red	22.5	22.5	0	2.25
MED160	Medical Assisting Procedures - Blue	22.5	22.5	0	2.25
MED165	Anatomy & Physiology – Blue	22.5	22.5	0	2.25
MED181	Administrative Compliance	22.5	22.5	0	2.25
MED185	Medical Assisting Procedures – Green	22.5	22.5	0	2.25
MED190	Anatomy & Physiology – Yellow	22.5	22.5	0	2.25
MED196	Allied Healthcare Applications - Yellow	22.5	22.5	0	2.25
MED172	Anatomy & Physiology – Orange	22.5	22.5	0	2.25
MED197	Medical Assisting Procedures – Orange	22.5	22.5	0	2.25
MED163	Allied Healthcare Procedures – Purple	22.5	22.5	0	2.25
MED188	Anatomy & Physiology – Purple	22.5	22.5	0	2.25
EXT182	Externship - MA	0	0	180	4.0
Program Totals		270	270	180	31

MEDICAL BILLING & CODING DIPLOMA PROGRAM

720 Contact Hours or 31 Semester Credit Hours
Approximate Completion Time: 35 weeks / CIP Code: 51.0713
Tuition: \$17,627 + Registration Fee: \$100 = \$17,727

Program Objectives and Description

The objective of the Medical Billing & Coding Program is to prepare students for employment in today's modern medical office setting. Medical Billing and Coding professionals are valued members of the medical team and are increasingly relied upon to perform routine administrative tasks including Records Management, Front Office Operations, Insurance Processing, Coding and proficient working within an Electronic Health Records system. Students will learn the fundamentals of anatomy and physiology, medical terminology, diseases and disorders. Furthermore, students will be exposed to various regulations including OSHA and HIPAA. Additionally, students will gain a working knowledge of government and commercial insurance health plans which includes Point-of-Service (POS), Medicare, Medicaid, Blue Cross/Blue Shield (BCBS), and Preferred Provider Arrangement (PPA) plans. Students will obtain hands-on experience using PDR, ICD-9, ICD-10 (explained), CPT, and HCPCS reference materials. Students will participate in an Externship.

Program Content

The Medical Billing & Coding Program offers training in three major areas of study:

- I. Core Requirements** – Students will learn the basic skills required to establish and achieve educational and career goals.
- II. Foundation Skills** – Students will develop a strong foundation in medical terminology, anatomy and physiology, and required insurance billing and coding responsibilities.
- III. Employment Preparation** – Students will learn the critical job search skills of networking, applications and resume completion, interviewing and follow-up. Students will also complete a required externship to apply the skills learned in a real-world, on-the-job environment.

Certifications

Various in-house and/or industry recognized credentials are available to help improve student employment marketability. Consult the admissions office for a list of current program credentials.

Admissions Requirements

Applicants must have earned a High School Diploma or GED from a recognized school.

Instructional Methods and Equipment

Training is delivered in Lab, Lecture and Work-Based environments. Tests, instructional materials and methods of evaluation are based on applications used in the labor market.

Graduation Requirements

1. Students must successfully complete all courses in the program of study. Transfer of credit from another institution or proficiency credit may be used to qualify as successful completion of a course.
2. Students must earn a cumulative grade point average of 2.0 (grade of "C" or better) for all course work completed at Career Quest Learning Centers, Inc.
3. Students must be in good financial standing.

MEDICAL BILLING & CODING DIPLOMA PROGRAM
Curriculum Outline

Course Code	Course Title	Contact Hours			Credit Hours
		Lecture	Lab	Work-Based	
BUS100	College Concepts	22.5	22.5	0	2.25
MED143	Allied Healthcare Procedures - Red	22.5	22.5	0	2.25
MED165	Anatomy & Physiology – Blue	22.5	22.5	0	2.25
MED195	Allied Healthcare Applications - Blue	22.5	22.5	0	2.25
MED181	Administrative Compliance	22.5	22.5	0	2.25
MED184	Billing & Coding Procedures – Green	22.5	22.5	0	2.25
MED191	Billing & Coding Procedures – Yellow	22.5	22.5	0	2.25
MED190	Anatomy & Physiology – Yellow	22.5	22.5	0	2.25
MED179	Billing & Coding Procedures – Orange	22.5	22.5	0	2.25
MED172	Anatomy & Physiology - Orange	22.5	22.5	0	2.25
MED187	Billing & Coding Procedures – Purple	22.5	22.5	0	2.25
MED188	Anatomy & Physiology – Purple	22.5	22.5	0	2.25
EXT181	Externship – BC	0	0	180	4.0
Program Totals		270	270	180	31

CERTIFIED NURSE AIDE PROGRAM

84 Contact Hours or 3 Semester Credit Hours (rounded down)
Approximate Completion Time: 3 weeks / CIP Code: 51.3902
Tuition: \$1250 + Registration Fee: \$100 = \$1350

Important Note: The policies contained in this section of the Catalog apply only to the Certified Nurse Aide Program. These policies supersede any contradictory policies contained elsewhere in this Catalog.

Program Description

The objective of the Certified Nurse Aide Program is to introduce and prepare the student for the fundamental skills required to perform the job duties of a Certified Nurse Aide. This Program is designed to prepare the student for the Michigan Nurse Aide Competency Evaluation. This Program follows the requirements of the State of Michigan Curriculum Model for Nurse Aide Training (2006). Thus, providing the mandatory skills, knowledge base, and theory required for proficiency within the nurse aide scope of practice. This Program is an intensive, full-time training Program. Students must successfully complete all hours of the training Program. Standard precautions, safety, professionalism, and confidentiality will be strictly adhered to and enforced throughout this training program.

Program Objectives

As a result of successfully completing this Program, students will be able to:

- Form a relationship, communicate, and interact competently on a one-to-one basis with the residents;
- Demonstrate sensitivity to residents' emotional, social and mental health needs through skillfully directed interactions;
- Assist residents in attaining and maintaining functional independence;
- Exhibit behavior in support and promotion of residents rights ; and
- Demonstrate observational and documentation skills needed in the assessment of resident's health, physical condition, and well-being.

In addition, students will demonstrate competency in the following areas:

- Core Curriculum Consisting of 5 Units
 1. Communication and Interpersonal Skills
 2. Infection Control
 3. Safety/Emergency Procedures (Heimlich)
 4. Promoting Resident's Independence
 5. Respecting Residents' Rights
- Basic Nursing Skills
- Personal Care Skills
- Mental Health and Social Services Needs
- Care of Cognitively Impaired Residents
- Basic Restorative Services
- Resident's Rights

Program Content

This Program follows the requirements of the State of Michigan Curriculum Model for Nurse Aide Training (2006). It contains classroom lecture, laboratory instruction, and clinical training. Classroom lecture and Laboratory training is provided on the campus Career Quest Learning Centers, Inc. Clinical training is provided at a Long Term Care Facility under the direct supervision of an instructor who is a Registered Nurse with Train-The-Trainer Certification.

Certifications

Program graduates will be qualified to sit for the Certified Nurse Aide Competency Evaluation

Admissions Requirements

All applicants are required to complete a personal interview with an Admissions Representative in order to mutually determine if this program best meets the needs of the applicant. Applicants must have a High School Diploma or

GED from a recognized school, or a signed high school completion Attestation. Applicants must also be in good physical health and be able to lift up to 100 lbs. Also as a condition of enrollment, applicants must have a clear "Background Check" as explained below.

Background: Federal law currently requires that a nursing home must not employ individuals found guilty by a court of law of abusing, neglecting or mistreating residents or who have had a finding of abuse, neglect or mistreatment entered into the State Nurse Aide Registry (CFR 483.13©(1)(ii) and (iii)).

Bill Content: The bill amends Section 20173 of the Public Health Code to require that nursing home, county medical care facilities, or homes for the aged conduct criminal background checks on prospective employees. These health care facilities would be prohibited from employing, independently contracting with or granting clinical privileges to an individual who regularly provides direct services to patients and residents if the individual has been convicted of certain offenses. These offenses include a felony committed within the 15 years immediately preceding the date of application and a misdemeanor involving abuse, neglect, assault, battery, or criminal sexual conduct or involving fraud or theft against a vulnerable adult within the 10 years immediately preceding the date of application.

Instructional Methods and Equipment

Instruction will be provided through a combination of lectures, role playing, text readings, handouts, assignments, demonstrations, return demonstrations, videos, and clinical practicum. Thus, daily attendance is an intricate and mandatory part of successful Program completion. Students are required to be active participants in the learning process. Equipment used in the laboratory portions of this program is similar to that which is found in Long Term Care Facilities.

Graduation Requirements

1. Students must attend all hours of instruction.
2. Students must earn a cumulative grade average of 75% or better.
3. Students must satisfactorily demonstrate all required skills during laboratory and clinical training. Individual tasks must be demonstrated in proper order and sequence with documentation of the date and instructor sign-off. The Student Achievement Record must be successfully completed and documented.
4. Student must be in good financial standing.

Student Policies

1. Attendance Requirements

Your training in this Program will include accountability and responsibility - essential parts of a desirable work ethic. Students are required to attend all hours of training in accordance with the State of Michigan hours of attendance for this Certified Nurse Aide Program. At Career Quest Learning Centers, Inc. we believe our students are responsible adults, and as such are responsible for their own actions. It is difficult to successfully develop marketable skills without regular, consistent attendance. As students are expected to progress and complete training according to their attendance schedule of record, they are required to attend all classes.

- a. Classroom, Lab, and Clinical Attendance is required. Absences may require the student to drop the current class. Students are required to attend all scheduled sessions. Career Quest Learning Centers, Inc. is required to take attendance for all classes. Students who miss a class session, for any reason, are absent. The institution does not distinguish between types of absences. There are no "excused" absences. Any student who misses a scheduled training session **will be required to make-up that time.** As a result of the short duration of this Program, these students will need to re-start their training at a later date to make up the absence. Re-starting students may attend based upon space availability.
- b. **Tardiness** – Career Quest Learning Centers, Inc. expects students to be **on time** for all activities, appointments and training sessions. Students are expected to be in class and seated at the scheduled start time. Tardiness is also not a professional behavior and is defined as more than one minute late for the start of the class or returning from a break. The time "tardy" will be recorded and must be made up after scheduled class hours. Students will be given a written warning if tardiness is habitual. If the behavior is not corrected, a student may be dropped from the class.

2. Grading

A variety of examinations and quizzes are included in this Program. A final cumulative grade average of 75% or better is required to successfully complete the lecture portion of the Program. Laboratory and clinical skills must be demonstrated in proper order and sequence. Successful achievement will be documented in the Student Achievement Record.

- All homework is due at the beginning of class.
- Students are required to take quizzes and exams on the day and time they are scheduled.
- Students are encouraged to always look over their quizzes, exams or assignments before handing them in. It is very important to follow all directions. If directions are not followed the grade may be affected.

3. Failure and Probation

Students will fail this Program if:

- They do not attend all hours of instruction.
- They do not earn a cumulative grade average of 75% or better.
- They do not satisfactorily demonstrate all required skills during laboratory and clinical training.

The Certified Nurse Aide Program is an intensive training program. Students who fail the Program may apply for Re-Entry. The circumstances contributing to their failure will be considered in the approval of any Re-Entry. There is no Academic Probation for this Program due to its short duration. Written warnings will be issued as warranted.

4. Cheating and Academic Honesty

Academic honesty is expected of all Career Quest Learning Center students. Academic dishonesty includes, but is not limited to cheating, plagiarism, and theft. Any student found guilty of academic dishonesty is subject to immediate termination from the Program. Any student caught with a cell phone on their person (at desk, in hand, or on lap), during a test will automatically receive a grade of 0% for that test. As a result, students are encouraged to keep their cell phone in their bags or leave them with the instructor.

5. Missed Examinations and Assignments

Late assignments, projects, quizzes, and exams will result in a deduction of 10% per day, excluding Saturdays, Sundays and scheduled holidays. All late assignments, projects, quizzes, and exams must be completed within two business days of the original due date or will result in a grade of 0%.

6. Uniform/Dress Code

- a. All students are required to wear clean, pressed, and appropriately sized scrubs daily. Proper undergarments must be worn at all times, but not be visible. Low necklines, low riding hip hugger pants, bare midriffs (when arms are raised above head and skin is exposed), capri pants, non-scrub apparel, or excessively tight clothing should not be worn. No sweatshirts or hoodies are allowed in the classroom/clinical areas. On "cold" days an undershirt or mock turtle neck may be worn under scrubs. Scrub jackets may also be worn. If the scrub top exposes cleavage, a white shirt should be worn under the scrub top.
- b. Shoes: Clean, closed-toe, rubber soled shoes are required. Slip on styles must have a back strap.
- c. Student Identification: Student ID badges are worn at all times above the waist.
- d. Hosiery: Hose/socks are required.
- e. Jewelry: One ring is allowed without a raised setting, no bracelets or necklaces (with the exception of medic alert tags), pierced earrings should be gold/silver tone or pearl, studded only, one earring per ear. Facial, eyebrow, tongue, and nose piercing will be removed during school or replaced with clear retainer. No other visible body piercing is allowed. Visible tattoos must be covered. A watch should be worn.
- f. Grooming: Students are to be clean, well groomed, and free of offensive body odors and smell of smoke. Perfumes, colognes or fragrant lotions are not permitted. Nails should be ¼ inch in length. No artificial (acrylic) nails or overlays, glitter, chipped, missing or nail jewelry is allowed. Clear polish is acceptable. Make-up, if worn, must be subtle. Hair must be clean and neat in appearance. Hair that is shoulder length or longer must be pulled back neatly off shoulders. Facial hair must be clean, neat, and well-groomed. Religious or medically related head covers may be worn. All other types of headwear are not acceptable, such as hats, baseball caps, do-rags, scarves, visors, sports head bands, ear buds, blue tooth headset, sunglasses, etc.
- g. Cell phones must be placed on silence during classroom time. Cell phones will not be allowed in the clinical setting.
- h. Gum chewing will not be allowed in class or at the clinical site.
- i. Smoking at the clinical site is strictly prohibited.
- j. Food and/or drink is not permitted in the classroom.

7. Due Process/Grievance Procedure

Students may appeal an Academic or Procedural determination by submitting a written notice of appeal to the Campus Manager within seven (7) days of the date they were notified of the determination. The written notice of appeal submitted by the student must document any mitigating circumstances that might lead to the removal of the Academic or Procedural determination. The Campus Manager will notify the student in writing of the outcome of their appeal within seven (7) days of receipt of the appeal. This decision is the Institution’s final and binding decision.

8. Student with Special Learning Needs

Career Quest Learning Centers does not discriminate on the basis of sex, religion, race, color, disability, nationality or ethnic origin in administration of its educational policies, admissions policies, and other school administered programs. The Institution provides reasonable accommodations to students with special needs. The need for, and nature of, reasonable accommodations is determined during the admissions process. Students with special learning needs will meet with the Campus Manager who will facilitate the provision of reasonable accommodations.

9. Program Charges and Refunds

Fifty percent of the Program charges must be paid at time of enrollment. The balance of charges must be paid by the end of the first week unless prior arrangements have been made in advance. The Certificate of Completion will not be issued to students until all fees have been paid in full.

10. Full Refund of Tuition and Fees

The student will receive a full refund of tuition and fees if:

1. the applicant gives the school written notice of cancellation within three business days after signing the Enrollment Agreement; or
2. the applicant is rejected by the school prior to enrollment; or
3. the applicant is not accepted for admission; or
4. the course is canceled by the school.

11. Partial Refund – specific to program

If termination or withdrawal occurs after beginning classes, but within the first 20% of the Enrollment Period, the school will retain 50% of the tuition charge, plus the Registration Fee.

12. No Refund – specific to program

If termination or withdrawal occurs after the first 20% of the Enrollment Period, the school will retain 100% of the tuition charge, plus the Registration Fee.

13. Tuition Payment Plans - will be reviewed during the admissions process

- a. Certificates of Completion will not be issued unless the student is in good financial standing.

14. Student Files

Student files will be maintained on campus for at least three (3) years as directed by the Michigan Department of Licensing and Regulatory Affairs.

**CERTIFIED NURSE AIDE
Curriculum Outline**

Course Code	Course Title	Contact Hours			Credit Hours
		Lecture	Lab	Work-Based	
DCW110	Nurse Aide Training	36	24	0	3
DCW112	Nurse Aide Clinical Practicum	0	0	24	0.5
Program Totals		36	24	24	3

ACUTE CARE PATIENT TECHNICIAN PROGRAM

183 Contact Hours or 7 Semester Credit Hours

Approximate Completion Time: 6 weeks / CIP Code: 51.3902

Tuition: \$2600 + Registration Fee: \$100 = \$2700

Program Objectives and Description

The objective of the Acute Care Patient Technician (PCT) Program is to prepare Certified Nursing Assistants in advanced concepts and skills to deliver patient care in the acute care setting. Students learn basic medical terminology, anatomy and physiology, legal and ethical issues, HIPAA, OSHA, Blood Borne Pathogens, and the understanding of common medications. Students learn many clinical skills such as wound care, phlebotomy, EKG, sterile technique, and advanced respiratory care skills relating to the care and comfort of patients and the smooth operation of a health care facility. Students will learn good communication skills and the ability to perform basic technical skills and procedures which are required of PCTs.

Program Content

I. Core Requirements:

Certified Nurse Aide Training and Nurse Aide Clinical Practicum – students will be proficient in technical skills such as taking vital signs, tracking patient progress through charts and performing certain emergency procedures. Complex social, legal, and ethical issues will be discussed. Good bedside manner is developed through interpersonal communication practice and knowledge of patients' rights, resident care procedures, and rehabilitation. This course is designed to prepare the student for the Michigan Nurse Aide Certification exam. Providing the mandatory skills, knowledge base, and theory required for proficiency within the nurse aide scope of practice.

Acute Care & Phlebotomy – is designed for the CNA to demonstrate advanced concepts and skills of nursing assistant practice through lecture, lab and clinical. The student will be exposed to more advanced care options in the acute care setting. Some of these skills include EKG, sterile technique, wound care, respiratory and cardiovascular monitoring and care of the surgical, pediatric, obstetric and psychiatric patients. Students will be taught the fundamentals of hematology and phlebotomy procedures along with adherence to Clinical Laboratory Safety Institute (CLSI) order of the draw. Students learn the skills necessary to promote laboratory safety. They will also learn how to participate and assist with invasive procedures. Standard precautions will be strictly adhered to and enforced.

Certifications

Various in-house and/or industry recognized credentials are available to help improve student employment marketability. Consult the admissions office for a list of current program credentials.

Admissions Requirements

See Certified Nurse Aide Program if applicant DOES NOT currently hold a valid Michigan Certified Nurse Aide License.

Applicants must have a High School Diploma or GED from a recognized school, or a signed high school completion Attestation.

Instructional Methods and Equipment

Training is delivered in Lab and Lecture environments. Tests, instructional materials, and methods of evaluation are based on applications used in the labor market.

Graduation Requirements

1. Students must successfully complete all courses in the program of study. Transfer of credit from another institution or proficiency credit may be used to qualify as successful completion of the Certified Nurse Aide Training and Nurse Aide Clinical Practicum course. Transfer of credit is demonstrated by providing proof of a valid Certified Nurse Aide license issued by the State of Michigan within the past two years.
2. Students must earn a cumulative grade point average of 75% or better.
3. Students must be in good financial standing.
4. Students must satisfactorily demonstrate all required skills during lab training.

Program Charges and Refunds

Fifty percent of the Program charges must be paid at time of enrollment. The balance of charges must be paid by the end of the first week unless prior arrangements have been made in advance. The Certificate of Completion will not be issued to students until all fees have been paid in full.

Full Refund of Tuition and Fees

The student will receive a full refund of tuition and fees if:

1. the applicant gives the school written notice of cancellation within three business days after signing the Enrollment Agreement; or
2. the applicant is rejected by the school prior to enrollment; or
3. the applicant is not accepted for admission; or
4. the course is canceled by the school.

Partial Refund – specific to program

If termination or withdrawal occurs after beginning classes, but within the first 20% of the Enrollment Period, the school will retain 50% of the tuition charge, plus the Registration Fee.

No Refund – specific to program

If termination or withdrawal occurs after the first 20% of the Enrollment Period, the school will retain 100% of the tuition charge, plus the Registration Fee.

Tuition Payment Plans - will be reviewed during the admissions process

- a. Certificates of Completion will not be issued unless the student is in good financial standing.

Student Files

Student files will be maintained on campus for at least three (3) years as directed by the Michigan Department of Licensing and Regulatory Affairs

ACUTE CARE PATIENT TECHNICIAN PROGRAM Curriculum Outline

Course Code	Course Title	Contact Hours			Credit Hours
		Lecture	Lab	Work-Based	
DCW110	Nurse Aide Training	36	24	0	3
DCW112	Nurse Aide Clinical Practicum	0	0	24	0.5
DCW120	Acute Care & Phlebotomy	49.5	49.5	0	4
Program Totals		85.5	73.5	24	7

PHLEBOTOMY TECHNICIAN PROGRAM

84 Contact Hours or 4 Semester Credit Hours
Approximate Completion Time: 3 weeks / CIP Code: 51.1009
Tuition: \$1250 + Registration Fee: \$100 = \$1350

Program Objectives and Description

Students will be trained to perform a variety of blood collection methods using proper techniques and safety precautions including: vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture specimen collection on adults with education of blood collection on children and infants. Students will also be proficient in urinalysis, vital signs and anatomy and physiology of the circulatory system. Through lecture and lab experiences, students will receive training in infection control, proper patient identification, proper labeling of specimens and quality assurance. Students will be taught specimen handling and processing.

Certifications

Various in-house and/or industry recognized credentials are available to help improve student employment marketability. Consult the admissions office for a list of current program credentials.

Admissions Requirements

Applicants must have a High School Diploma or GED from a recognized school, or a signed high school completion Attestation.

Instructional Methods and Equipment

Training is delivered in Lab and Lecture environments. Tests, instructional materials, and methods of evaluation are based on applications used in the labor market.

Graduation Requirements

1. Students must earn a cumulative grade point average of 75% or better.
2. Students must be in good financial standing.
3. Students must satisfactorily demonstrate all required skills during lab training.

Program Charges and Refunds

Fifty percent of the Program charges must be paid at time of enrollment. The balance of charges must be paid by the end of the first week unless prior arrangements have been made in advance. The Certificate of Completion will not be issued to students until all fees have been paid in full.

Full Refund of Tuition and Fees

The student will receive a full refund of tuition and fees if:

1. the applicant gives the school written notice of cancellation within three business days after signing the Enrollment Agreement; or
2. the applicant is rejected by the school prior to enrollment; or
3. the applicant is not accepted for admission; or
4. the course is canceled by the school.

Partial Refund – specific to program

If termination or withdrawal occurs after beginning classes, but within the first 20% of the Enrollment Period, the school will retain 50% of the tuition charge, plus the Registration Fee.

No Refund – specific to program

If termination or withdrawal occurs after the first 20% of the Enrollment Period, the school will retain 100% of the tuition charge, plus the Registration Fee.

Curriculum Outline

Course Code	Course Title	Contact Hours			Credit Hours
		Lecture	Lab	Work-Based	
DCW115	Phlebotomy Technician	42	42	0	4
Program Totals		42	42	0	4

OPHTHALMIC ASSISTANT DIPLOMA PROGRAM

720 Contact Hours or 31 Semester Credit Hours
Approximate Completion Time: 35 weeks / CIP Code: 51.1803
Tuition: \$17,627 + Registration Fee: \$100 = \$17,727

Program Objectives and Description

The Ophthalmic Assistant program's objective is to develop in students the personal traits and professional skills needed to perform as competent entry-level Ophthalmic Assistants. It is also designed to be the first step towards being qualified to sit for the COA certification (extensive clinical hours will need to be completed before students will be eligible to sit for the certification). The program includes the ability to measure visual acuity, ocular medications, obtain ocular, medical and family history, perform refractometer, measures intraocular pressure, measure, compare and test pupils, Tonometry, and be skilled in basic eye exams. Medical ethics, terminology, legal and regulatory issues, patient services, Microsoft Office and billing and coding basics are also included in the program.

Program Content

The Ophthalmic Assistant program offers training in three major areas of study:

- I. **Core Requirements** – Students will learn the basic skills of being an Ophthalmic assistant and the skills required to establish and achieve educational and career goals.
- II. **Foundation Skills** – Students will learn a variety of skill that will be used in an ophthalmologist office for basic eye exams and minor surgeries. Students will also learn the techniques and skills necessary to effectively practice the skills learned while still in the classroom setting.
- III. **Employment Preparation** – Students will learn fundamentals of the English language, how to take in information effectively from patients, deal with conflict, how to exceed their customer's expectations and time management. Students also learn the critical job search skills of networking, applications and resume completion, interviewing, and follow-up. Students will also complete a required externship to apply the skills learned in a real-world, on-the-job business environment.

Certifications

Various in-house and/or industry recognized credentials are available to help improve student employment marketability. Consult the admissions office for a list of current program credentials.

Admissions Requirements

Applicants must have earned a High School Diploma or GED from a recognized school.

Instructional Methods and Equipment

Training is delivered in Lab, Lecture, and Work-Based environments. Tests, instructional materials, and methods of evaluation are based on applications used in the labor market.

Graduation Requirements

1. Students must successfully complete all courses in the program of study. Transfer of credit from another institution or proficiency credit may be used to qualify as successful completion of a course.
2. Students must earn a cumulative grade point average of 2.0 (grade of "C" or better) for all course work completed at Career Quest Learning Centers, Inc.
3. Students must be in good financial standing.

OPHTHALMIC ASSISTANT DIPLOMA PROGRAM
Curriculum Outline

Course Code	Course Title	Contact Hours			Credit Hours
		Lecture	Lab	Work-Based	
BUS100	College Concepts	22.5	22.5	0	2.25
OPH100	Ophthalmic Assisting	22.5	22.5	0	2.25
OPH105	Optical Office Administration	22.5	22.5	0	2.25
OPH110	Basic Eye Exam	22.5	22.5	0	2.25
OPH115	Ocular Anatomy & Pathology of Eyes	22.5	22.5	0	2.25
OPH120	Pharmacology	22.5	22.5	0	2.25
OPH130	Lensometry, Keratometry, Tonometry, & Ophthalmic Imaging	22.5	22.5	0	2.25
OPH135	Ophthalmic Surgical Procedures & Microbiology	22.5	22.5	0	2.25
OPH140	Ophthalmic Patient Services & Education	22.5	22.5	0	2.25
OPH145	Refractometry & Spectacle skills	22.5	22.5	0	2.25
OPH150	Medical Ethics, Legal & Regulatory Issues and Basic Education	22.5	22.5	0	2.25
OPH155	Imaging, Repair & Fitting	22.5	22.5	0	2.25
EXT186	Externship – OPHTH	0	0	180	4.0
Program Totals		270	270	180	31

LEGAL SECRETARY DIPLOMA PROGRAM

720 Contact Hours or 31 Semester Credit Hours
Approximate Completion Time: 35 weeks / CIP Code: 22.0301
Tuition: \$17,627 + Registration Fee: \$100 = \$17,727

Program Objectives and Description

This program is designed to help prepare students for entry-level employment as legal assistants or paralegals who assist attorneys in settings that include law offices, firms, agencies and governmental entities. The program provides training in basic legal principles and legal research and writing. Topics include family law, contracts, business law, and criminal law.

Program Content

The Legal Secretary program offers training in three major areas of study:

- I. **Core Requirements** – Students will learn the basic skills of legal secretary duties in a law or government office and the skills required to establish and achieve educational and career goals.
- II. **Foundation Skills** – Students will learn a variety of topics include family law, contracts, business law, and criminal law.
Students will also learn the techniques and skills necessary to effectively practice the skills learned while still in the classroom setting.
- III. **Employment Preparation** – Students will learn fundamentals of a law firm, how to take in information effectively, deal with conflict, and time management. Students also learn the critical job search skills of networking, applications and resume completion, interviewing, and follow-up. Students will also complete a required externship to apply the skills learned in a real-world, on-the-job business environment.

Admissions Requirements

Applicants must have earned a High School Diploma or GED from a recognized school.

Instructional Methods and Equipment

Training is delivered in Lab, Lecture, and Work-Based environments. Tests, instructional materials, and methods of evaluation are based on applications used in the labor market.

Graduation Requirements

1. Students must successfully complete all courses in the program of study. Transfer of credit from another institution or proficiency credit may be used to qualify as successful completion of a course.
2. Students must earn a cumulative grade point average of 2.0 (grade of "C" or better) for all course work completed at Career Quest Learning Centers, Inc.
3. Students must be in good financial standing.

LEGAL SECRETARY DIPLOMA PROGRAM
Curriculum Outline

Course Code	Course Title	Contact Hours			Credit Hours
		Lecture	Lab	Work-Based	
BUS100	College Concepts	22.5	22.5	0	2.25
CMP101	Intro to Computers	22.5	22.5	0	2.25
CMP126	MS Word	45	45	0	4.5
BUS180	Business Office Skills	22.5	22.5	0	2.25
BUS193	Business Communication	22.5	22.5	0	2.25
CMP135	MS Excel	22.5	22.5	0	2.25
LAW125	Law Office Technology	22.5	22.5	0	2.25
LAW130	Legal Research	22.5	22.5	0	2.25
LAW155	Legal Terminology	22.5	22.5	0	2.25
LAW105	American Legal System & Constitutional Law	22.5	22.5	0	2.25
ACC110	QuickBooks	22.5	22.5	0	2.25
EXT185	Externship - Legal	0	0	180	4.0
Program Totals		270	270	180	31

MEDICAL OFFICE ADMINISTRATION (AAS Degree)

1170 Contact Hours or 61 Semester Credit Hours
Approximate Completion Time: 60 weeks / CIP Code: 51.0705
Tuition: \$34,977 + Registration Fee: \$100 = \$35,077

Program Objectives and Description

The objective of this program is to prepare students for employment in today's modern medical office setting. Medical Administrators oversee all aspects of the medical office including financial, personnel, and patient care functions. Along with developing managerial skills, students will learn to assist physicians during examination and treatment and perform a variety of laboratory and clinical procedures. Students will also learn medical insurance billing/coding and medical office procedures.

Program Content

The Associate of Applied Science in Medical Office Administration degree offers training in three major areas of emphasis:

- I. **Core Requirements** – students will learn the basic skills required to establish and achieve educational and career goals.
- II. **Foundation Skills** – students will develop a strong foundation in medical terminology, anatomy and physiology pertaining to all body systems, along with necessary clinical and laboratory skills. Students will also learn managerial concepts including: office accounting, management, and patient care.
- III. **Employment Preparation** – students will learn the critical job search skills of networking, applications and resume completion, and interviewing and follow-up. Students also will complete a required externship to apply the skills learned in a real-world, on-the-job environment.

This Program offers specialization in three concentrations:

- I. **Medical Assistant**- This concentration prepares students to assist physicians during examination and treatment and perform a variety of laboratory and clinical procedures.
- II. **Pharmacy Technician**- This concentration equips students with a wide array of pharmacy skills such as dose calculation, drug distribution, and pharmacy software use to prepare graduates for entry-level through advanced-level employment.
- III. **Medical Billing & Coding** - This concentration prepares students to help assemble patients' health information including medical history, symptoms, examination results, diagnostic tests, treatment methods, and other healthcare provider services including "front office" tasks such as patient scheduling, billing, coding, reception, office accounting, and filing. Technicians organize and manage health information data by ensuring its quality, accuracy, accessibility, and security.

Admissions Requirements

1. Applicants must have earned a High School Diploma or GED from a recognized school.
2. Applicants must provide documentation of successful completion from a regionally or nationally accredited diploma level program related to this associate degree.
3. The institution's transfer of credit policy will be applied.

Instructional Methods and Equipment

Training is delivered in Lab, Lecture and Work-Based environments. Tests, instructional materials and methods of evaluation are based on applications used in the labor market.

Graduation Requirements

1. Students must successfully complete all courses in the program of study. Transfer of credit from this or another institution or proficiency credit may be used to qualify as successful completion of a course.
2. At a minimum, 50% of the program's credit must be earned at Career Quest Learning Centers, Inc.
3. Students must earn a cumulative grade point average of 2.0 (grade of "C" or better) for all course work completed at Career Quest Learning Centers, Inc.
4. Students must be in good financial standing.

**ASSOCIATE OF APPLIED SCIENCE IN
MEDICAL OFFICE ADMINISTRATION (AAS Degree)
Curriculum Outline**

Course Code	Course Title	Contact Hours			Credit Hours
		Lecture	Lab	Work-Based	
MED200	Understanding Patient Behavior	45	0	0	3.0
MED222	Medical Office Management	45	0	0	3.0
BUS200	Project Management	45	0	0	3.0
MED235	Medical Law & Ethics	45	0	0	3.0
BUS242	Customer Service	45	0	0	3.0
Core Content Totals		225	0	0	15
GENERAL EDUCATION COURSES					
HIS200	U.S. History: The 20 th Century	45	0	0	3.0
HUM202	Introduction to Logic & Reasoning	45	0	0	3.0
MTH202	Basic College Mathematics	45	0	0	3.0
PSY202	Introduction to Psychology	45	0	0	3.0
SCI200	Human Biology	45	0	0	3.0
General Education Totals		225	0	0	15
Concentration Totals		270	270	180	31
Program Grand Totals		720	270	180	61

Concentrations continued on next page.

MEDICAL BILLING & CODING CONCENTRATION
Curriculum Outline

Course Code	Course Title	Contact Hours			Credit Hours
		Lecture	Lab	Work-Based	
BUS100	College Concepts	22.5	22.5	0	2.25
MED143	Allied Healthcare Procedures - Red	22.5	22.5	0	2.25
MED142	Billing & Coding Procedures - Blue	22.5	22.5	0	2.25
MED165	Anatomy & Physiology – Blue	22.5	22.5	0	2.25
MED181	Administrative Compliance	22.5	22.5	0	2.25
MED184	Billing & Coding Procedures – Green	22.5	22.5	0	2.25
MED191	Billing & Coding Procedures – Yellow	22.5	22.5	0	2.25
MED190	Anatomy & Physiology – Yellow	22.5	22.5	0	2.25
MED179	Billing & Coding Procedures – Orange	22.5	22.5	0	2.25
MED172	Anatomy & Physiology - Orange	22.5	22.5	0	2.25
MED187	Billing & Coding Procedures – Purple	22.5	22.5	0	2.25
MED188	Anatomy & Physiology – Purple	22.5	22.5	0	2.25
EXT181	Externship – BC	0	0	180	4.0
Concentration Totals		270	270	180	31

Concentrations continued on next page.

PHARMACY TECHNICIAN CONCENTRATION
Curriculum Outline

Course Code	Course Title	Contact Hours			Credit Hours
		Lecture	Lab	Work-Based	
BUS100	College Concepts	22.5	22.5	0	2.25
MED143	Allied Healthcare Procedures - Red	22.5	22.5	0	2.25
MED165	Anatomy & Physiology – Blue	22.5	22.5	0	2.25
PHT132	Clinical & Health System Pharmacies - Blue	22.5	22.5	0	2.25
MED181	Administrative Compliance	22.5	22.5	0	2.25
PHT153	Oncology, Nuclear & Research Pharmacy - Green	22.5	22.5	0	2.25
MED190	Anatomy & Physiology – Yellow	22.5	22.5	0	2.25
PHT149	Long-Term Care, Hospice, & Durable Medical Equipment – Yellow	22.5	22.5	0	2.25
MED172	Anatomy & Physiology - Orange	22.5	22.5	0	2.25
PHT135	Retail, Outpatient & Compounding – Orange	22.5	22.5	0	2.25
MED188	Anatomy & Physiology – Purple	22.5	22.5	0	2.25
PHT129	Pharmacy Technologies - Purple	22.5	22.5	0	2.25
EXT183	Externship - PhT	0	0	180	4.0
Program Totals		270	270	180	31

Concentrations continued on next page.

**MEDICAL ASSISTANT CONCENTRATION
Curriculum Outline**

Course Code	Course Title	Contact Hours			Credit Hours
		Lecture	Lab	Work-Based	
BUS100	College Concepts	22.5	22.5	0	2.25
MED143	Allied Healthcare Procedures - Red	22.5	22.5	0	2.25
MED160	Medical Assisting Procedures - Blue	22.5	22.5	0	2.25
MED163	Allied Healthcare Procedures – Purple	22.5	22.5	0	2.25
MED165	Anatomy & Physiology – Blue	22.5	22.5	0	2.25
MED172	Anatomy & Physiology – Orange	22.5	22.5	0	2.25
MED188	Anatomy & Physiology – Purple	22.5	22.5	0	2.25
MED181	Administrative Compliance	22.5	22.5	0	2.25
MED185	Medical Assisting Procedures – Green	22.5	22.5	0	2.25
MED190	Anatomy & Physiology – Yellow	22.5	22.5	0	2.25
MED196	Allied Healthcare Applications - Yellow	22.5	22.5	0	2.25
MED197	Medical Assisting Procedures – Orange	22.5	22.5	0	2.25
EXT182	Externship - MA	0	0	180	4.0
Program Totals		270	270	180	31

BUSINESS ADMINISTRATION (AAS Degree)

1170 Contact Hours or 61 Semester Credit Hours

Approximate Completion Time: 60 weeks / CIP Code: 52.0299

Tuition: \$34,977 + Registration Fee: \$100 = \$35,077

Program Objectives and Description

The objective of this program is to prepare students for employment in today's modern office setting. The program is designed to provide a wide array of office and computer skill so that graduates are prepared for entry-level through advanced-level employment. Examples of entry-level occupations for which students will be qualified include: Receptionist, Administrative Assistant, Data Entry Clerk, Secretary and Customer Service Representative. Graduates will be prepared for employment in such positions as: Accounts Receivable Clerk, Accounts Payable Specialist, Bookkeeper and Accounting Assistant, Executive Assistant, Assistant Manager, and Office Manager.

Program Content

The Associate of Applied Science in Business Administration degree offers training in three major areas of emphasis:

- I. **Core Requirements** – Students learn the basic skills of operating a personal computer (PC), comprehensive keyboarding and the skills required to establish and achieve educational and career goals.
- II. **Foundation Skills** – Students will learn a variety of computer software programs including word processing, spreadsheet applications, presentation graphics, database management, contact management, and desktop publishing. Students will also learn the techniques and skills necessary to effectively practice the skills learned while still in the classroom setting.
- III. **Employment Preparation** – Students learn fundamentals of the English language, how to process information effectively, deal with conflict, how to exceed their customer's expectations and manage time effectively. Students also learn the critical job search skills of networking, applications and resume completion, interviewing and follow-up. Students will also complete a required externship to apply the skills learned in a real-world, on-the-job business environment.

Certifications

Various in-house and/or industry recognized credentials are available to help improve student employment marketability. Consult the admissions office for a list of current program credentials.

Admissions Requirements

1. Applicants must have earned a High School Diploma or GED from a recognized school.
2. Applicants must provide documentation of successful completion from a regionally or nationally accredited diploma level program related to this associate degree.
3. The institution's transfer of credit policy will be applied.

Instructional Methods and Equipment

Training is delivered in Lab, Lecture and Work-Based environments. Tests, instructional materials and methods of evaluation are based on applications used in the labor market.

Graduation Requirements

1. Students must successfully complete all courses in the program of study. Transfer of credit from this or another institution or proficiency credit may be used to qualify as successful completion of a course.
2. At a minimum, 50% of the program's credit must be earned at Career Quest Learning Centers, Inc.
3. Students must earn a cumulative grade point average of 2.0 (grade of "C" or better) for all course work completed at Career Quest Learning Centers, Inc.
4. Students must be in good financial standing.

**ASSOCIATE OF APPLIED SCIENCE IN
BUSINESS ADMINISTRATION (AAS Degree)
Curriculum Outline**

Course Code	Course Title	Contact Hours			Credit Hours
		Lecture	Lab	Work-Based	
ACC110	QuickBooks	22.5	22.5	0	2.25
BUS100	College Concepts	22.5	22.5	0	2.25
BUS180	Business Office Skills	22.5	22.5	0	2.25
BUS175	Project Management	22.5	22.5	0	2.25
BUS192	Business Fundamentals	22.5	22.5	0	2.25
BUS193	Business Communication	22.5	22.5	0	2.25
CMP101	Intro To Computers	22.5	22.5	0	2.25
CMP126	MS Word	45	45	0	4.5
CMP135	MS Excel	22.5	22.5	0	2.25
CMP155	Desktop Presentations	22.5	22.5	0	2.25
CMP165	MS Access	22.5	22.5	0	2.25
EXT180	Externship – Admin Office	0	0	180	4.0
BUS250	Human Resource Management	45	0	0	3.0
BUS260	Principles of Marketing	45	0	0	3.0
BUS270	Managerial Strategies	45	0	0	3.0
ACC221	Payroll Accounting	45	0	0	3.0
ACC230	Income Tax Accounting	45	0	0	3.0
Core Content Totals		495	270	180	46
GENERAL EDUCATION COURSES					
HIS200	U.S. History: The 20 th Century	45	0	0	3.0
HUM202	Introduction to Logic & Reasoning	45	0	0	3.0
MTH202	Basic College Mathematics	45	0	0	3.0
PSY202	Introduction to Psychology	45	0	0	3.0
SCI200	Human Biology	45	0	0	3.0
General Education Totals		225	0	0	15
Program Grand Totals		720	270	180	61

NETWORK ADMINISTRATION (AAS Degree)

1080 Contact Hours or 61 Semester Credit Hours

Approximate Completion Time: 60 weeks / CIP Code: 11.1001

Tuition: \$37,037.50 + Registration Fee: \$100 = \$37,137.50*

**All applicants are eligible for a one-time \$2060.50 tuition discount effective 10/5/15 and thereafter.*

Program Objectives and Description

The Associate of Applied Science in Network Administration degree program is designed to prepare students for careers as Network Administrators. Students will gain the skills needed to design, maintain, deploy, and secure Windows and Linux based computer networks. Students will learn the Server Operating Systems necessary to manage these complex software environments. Concepts of virtualization and the tools needed to run virtual machines and applications on computer hardware will be demonstrated. Completion of this degree program will help prepare students for successful careers in a variety of entry level I.T. support positions as well as more advanced employment opportunities as Network Administrators, Linux Administrators, or Virtual Desktop Support Technicians.

Program Content

The Associate of Applied Science in Network Administration degree offers training in three major areas of emphasis:

- I. **Core Requirements** – Students learn the basics skills of operating a personal computer (PC), and the skills required to establish and achieve educational and career goals.
- II. **Foundation Skills** – Students will learn a variety of computer software programs including word processing, database management and project management. Students will also learn the skills necessary to effectively troubleshoot and repair computers as well as administer computerized networks and support users and clients.
- III. **Employment Preparation** – Students learn fundamentals of the English language, how to take in information effectively, deal with conflict, how to exceed their customer's expectations and time management. Students also learn the critical job search skills of networking, applications and resume completion, interviewing and follow-up.

Certifications

Various in-house and/or industry recognized credentials are available to help improve student employment marketability. Consult the admissions office for a list of current program credentials.

Admissions Requirements

1. Applicants must have earned a High School Diploma or GED from a recognized school.
2. Applicants must provide documentation of successful completion from a regionally or nationally accredited diploma level program related to this associate degree.
3. The institution's transfer of credit policy will be applied.

Instructional Methods and Equipment

Training is delivered in Lab, Lecture and Work-Based environments. Tests, instructional materials and methods of evaluation are based on applications used in the labor market.

Graduation Requirements

1. Students must successfully complete all courses in the program of study. Transfer of credit from this or another institution or proficiency credit may be used to qualify as successful completion of a course.
2. At a minimum, 50% of the program's credit must be earned at Career Quest Learning Centers, Inc.
3. Students must earn a cumulative grade point average of 2.0 (grade of "C" or better) for all course work completed at Career Quest Learning Centers, Inc.
4. Students must be in good financial standing.

**ASSOCIATE OF APPLIED SCIENCE IN
NETWORK ADMINISTRATION (AAS Degree)
Curriculum Outline**

Course Code	Course Title	Contact Hours			Credit Hours
		Lecture	Lab	Work-Based	
BUS100	College Concepts	22.5	22.5	0	2.25
CMP101	Intro To Computers	22.5	22.5	0	2.25
ITP131	Operating Systems	45	45	0	4.5
ITP142	A+ Essentials	45	45	0	4.5
ITP152	Network+	45	45	0	4.5
ITP162	Security+	45	45	0	4.5
ITP170	Help Desk Simulations	22.5	22.5	0	2.25
ITP172	Windows Server Install & Configuration	22.5	22.5	0	2.25
ITP175	A+ Core	45	45	0	4.5
ITP225	Administration of Windows	45	0	0	3.0
ITP230	Supporting Linux	45	0	0	3.0
ITP240	Virtualization	45	0	0	3.0
ITP250	Cloud Support	45	0	0	3.0
ITP275	Cisco Certified Entry Networking Technician	45	0	0	3.0
Core Content Totals		540	315	0	46
GENERAL EDUCATION COURSES					
HIS200	U.S. History: The 20 th Century	45	0	0	3.0
HUM202	Introduction to Logic & Reasoning	45	0	0	3.0
MTH202	Basic College Mathematics	45	0	0	3.0
PSY202	Introduction to Psychology	45	0	0	3.0
SCI200	Human Biology	45	0	0	3.0
General Education Totals		225	0	0	15
Program Grand Totals		765	315	0	61

PARALEGAL STUDIES (AAS Degree)

1170 Contact Hours or 61 Semester Credit Hours
Approximate Completion Time: 60 weeks / CIP Code: 22.0302
Tuition: \$34,977 + Registration Fee: \$100 = \$35,077

Program Objectives and Description

The Associate of Applied Science Degree in Paralegal Studies program prepares students to seek employment as paralegals in law offices and government agencies. The program includes family law, business law, dispute resolution, contracts, evidence, and torts. The program has coursework in office computer programs, mathematical and orderly reasoning, and written and oral communication.

Program Content

The Associate of Applied Science in Paralegal Studies degree program offers training in three major areas of emphasis:

- I. **Core Requirements** – Students learn the skills of paralegal in a law office and the skills required to establish and achieve educational and career goals.
- II. **Foundation Skills** – Students will learn a variety of law office procedures that include family law, dispute resolution, contract and torts. Students will also learn the techniques and skills necessary to effectively practice the skills learned while still in the classroom setting.
- III. **Employment Preparation** – Students learn fundamentals of a law office and how to process information effectively, deal with conflict, how to exceed their customer's expectations and manage time effectively. Students also learn the critical job search skills of networking, applications and resume completion, interviewing and follow-up. Students will also complete a required externship to apply the skills learned in a real-world, on-the-job business environment.

Admissions Requirements

1. Applicants must have earned a High School Diploma or GED from a recognized school.
2. Applicants must provide documentation of successful completion from a regionally or nationally accredited diploma level program related to this associate degree.
3. The institution's transfer of credit policy will be applied.

Instructional Methods and Equipment

Training is delivered in Lab, Lecture and Work-Based environments. Tests, instructional materials and methods of evaluation are based on applications used in the labor market.

Graduation Requirements

1. Students must successfully complete all courses in the program of study. Transfer of credit from this or another institution or proficiency credit may be used to qualify as successful completion of a course.
2. At a minimum, 50% of the program's credit must be earned at Career Quest Learning Centers, Inc.
3. Students must earn a cumulative grade point average of 2.0 (grade of "C" or better) for all course work completed at Career Quest Learning Centers, Inc.
4. Students must be in good financial standing.

**ASSOCIATE OF APPLIED SCIENCE IN
PARALEGAL STUDIES (AAS)
Curriculum Outline**

Course Code	Course Title	Contact Hours			Credit Hours
		Lecture	Lab	Work-Based	
BUS100	College Concepts	22.5	22.5	0	2.25
CMP101	Intro to Computers	22.5	22.5	0	2.25
CMP126	MS Word	45	45	0	4.5
BUS180	Business Office Skills	22.5	22.5	0	2.25
BUS193	Business Communication	22.5	22.5	0	2.25
CMP135	MS Excel	22.5	22.5	0	2.25
LAW125	Law Office Technology	22.5	22.5	0	2.25
LAW130	Legal Research	22.5	22.5	0	2.25
LAW155	Legal Terminology	22.5	22.5	0	2.25
LAW105	American Legal System & Constitutional Law	22.5	22.5	0	2.25
ACC110	QuickBooks	22.5	22.5	0	2.25
EXT185	Externship - Legal	0	0	180	4.0
LAW200	Bankruptcy	45	0	0	3.0
LAW235	Civil Administrative Law	45	0	0	3.0
LAW210	Lex Law and Researching	45	0	0	3.0
LAW203	Torts	45	0	0	3.0
LAW220	Legal Writing Communication	45	0	0	3.0
Core Content Totals		495	270	180	46
GENERAL EDUCATION COURSES					
PSY202	Introduction to Psychology	45	0	0	3.0
HUM202	Introduction to Logic & Reasoning	45	0	0	3.0
MTH202	Basic College Mathematics	45	0	0	3.0
SCI200	Human Biology	45	0	0	3.0
HIS200	U.S. History: The 20 th Century	45	0	0	3.0
General Education Totals		225	0	0	15
Program Grand Totals		720	270	180	61

COURSE DESCRIPTIONS

The teacher to student ratio is never more than 1 to 32 in lecture classes and never more than 1 to 24 in clinical laboratory classes.

GENERAL EDUCATION COURSES

HIS200	U.S. History: The 20th Century / 45 Hours or 3.0 Credits
	This course will take a chronological look at American history throughout the 20th century. The material will examine the significance of major events of the 1900's, and how the leaders of that time brought on social and political change. Students will be able to critically think about U.S. History and be able to explain the importance of major historical events.
HIS202	Recent U.S. History: 1945 - Present / 45 Hours or 3.0 Credit Hours Prerequisite: None
	This course will explore the social, cultural, and political history of America since World War II. Topics include: the dawn of the nuclear age, the Cold War, the Korean and Vietnam wars, the civil rights movement, the women's movement, the counter culture, the energy crisis of the 1970s, post 9/11 cultural changes, Middle Eastern conflicts and environmental responsibilities.
HUM202	Introduction to Logic & Reasoning / 45 Hours or 3.0 Credit Hours Prerequisite: None
	This course introduces students to the formal study of logic and reasoning as tools vital for the successful development of critical thinking, reading, and writing. The course will teach students the rules of argumentation; the importance of specificity in diction and language; deduction and induction; analogies; causal claims; and proving hypotheses, among other topics. This fundamental philosophical line of inquiry will be pursued through detailed and rigorous explorations of readings and discussions that will allow students to utilize these tools in their own daily personal and professional lives. Students will submit six exercise sets drawn from their daily homework; write two tests; and write one short paper proving a hypothesis according to the formal rules of logic.
MTH202	Basic College Mathematics / 45 Hours or 3.0 Credit Hours Prerequisite: None
	This course begins with an overview of the fundamental components of mathematics—whole numbers, fractions, decimals, and mixed numbers—and leads students through mathematical applications to re-familiarize them with using math in the classroom. The second and third sections of the course teach students algebra and solving equations (first without and then with scientific notation). Throughout the course the material emphasizes practical, real-world examples to ensure that students are able to relate the calculations, functions, and equations they are working with to their own everyday lives. Students will complete daily lessons, with interactive practice, unit reviews, and unit exams.
PSY202	Introduction to Psychology / 45 Hours or 3.0 Credit Hours Prerequisite: None
	In this course, students will explore foundational concepts in the science of psychology. Students will begin with a study in the biological behavior, sensation and perception, and consciousness. Students will then explore concepts in human motivation and emotion, development and personality. This course also highlights psychological disorders and methods of therapy. Students will apply the theoretical concepts in this course to a series of case studies, exploratory exercises, and formal assessments.
SCI200	Human Biology / 45 Hours or 3.0 Credit Hours Prerequisite: None
	In this course, students will learn about how the immune system functions to combat against infection and to keep the body free of pathogens. They will gain a better understanding of the human body's response to the invasion of possible infection and how a healthy immune system compares to a compromised one. They will begin to understand epidemiology and what it means to understanding the course of a disease and public health. Students will then gain an understanding of infectious diseases, their origins, their effects and signs and symptoms. Finally, students will further their knowledge of antibiotic resistance and superbugs including the dangers of it and possible contributing factors.
SCI202	Trending Topics in Human Biology / 45 Hours or 3.0 Credit Hours Prerequisite: None
	In this course, students will learn and understand current issues and advancing technologies in human biology. They will learn how these issues and technologies affect the health of the overall population and individuals. Students will learn the technology available in computers, smart phones, and devices to collect health information.

TECHNICAL COURSES

BUSINESS COURSES

ACC110	QuickBooks / 45 Hours or 2.25 Credit Hours Prerequisite: None
	This course is designed to give the hands-on experience of setting up a company and tracking the orders, vendors, invoices, payments and employees using the QuickBooks application.
ACC221	Payroll Accounting / 45 hours or 3.0 Credit Hours Prerequisite: None
	In this course, students will explore the components and practices of payroll accounting, such as: calculating payroll, competing payroll taxes, and payroll records and reports. Students will understand current payroll laws and regulations governing payroll practices. Students will apply their knowledge to case scenarios, payroll calculations and online activities.
ACC230	Income Tax Accounting / 45 hours or 3.0 Credit Hours Prerequisite: None
	This course introduces students to important laws and regulations governing income tax accounting. Students will understand concepts regarding capital gains and losses, withholding, partnership taxation and corporate income tax. Students will also explore common tax return problems.
BUS100	College Concepts / 45 Hours or 2.25 Credit Hours Prerequisite: None
	In this course students will learn time and stress management, study skills, prioritizing and multi-tasking. They will become familiar with the LMS and begin learning soft skills which will enhance their careers.
BUS175	Project Management / 45 Hours or 2.25 Credit Hours Prerequisite: None
	This course provides an overview of the project management process. Students will learn about the stages involved, the main considerations that must be taken as a project manager and the importance of organization to the successful completion of a project. Students will also discuss how personality types can affect the success of a project, as well as negotiating with clients and conflict resolution. Additionally, students will learn techniques that will assist them when working in teams in the professional environment. Using these skills and knowledge of project management, students will work as teams to complete and present a final project.
BUS180	Business Office Skills / 45 Hours or 2.25 Credit Hours
	This course covers basic and advanced features of Outlook. Topics include: Outlook messaging, using the calendar, creating contacts and tasks. More advanced functions include: formatting messages, creating and working with the rules wizard, and setting outlook options. Students will experience various business and office tasks, such as basic filing skills, taking meeting minutes, improving customer service skills, taking phone messages, and creating/sending/editing professional letters and emails.
BUS192	Business Fundamentals / 45 Hours or 2.25 Credit Hours Prerequisite: None
	Students will be introduced to the environment of business, management and organizational practices, and human resource concepts. Students will understand the impact of economic and ethics on the business environment. They will explore the management process and techniques for creating a flexible environment. Students will also become familiar with methods for identifying and retaining valued employees and fostering satisfaction and motivation among teams.
BUS193	Business Communication / 45 Hours or 2.25 Credit Hours Prerequisite: None
	This course is designed to give students a comprehensive view of communication, its scope and importance in business, and the role of communication in establishing a favorable outside environment. This course also develops an awareness of the importance of succinct written expression to modern business communication. Students will also be introduced to presentations (informative and persuasive), constructive criticism, evaluations in the business environment, mock interview, and resumé basics.
BUS200	Project Management / 45 hours or 3.0 Credit Hours Prerequisite: None
	This course will provide the student with a basic understanding of the project management life cycle and techniques for organizing a project. Students will be able to define a "project," and identify potential projects in their field. Students will identify key participants in the project management process and discover how different personality types can affect the ability of the team. Students will be required to complete basic project management activities that include a work breakdown structure, network diagram, responsibility matrix and risk mitigation. Students will work effectively within their team to create and present their selected project.
BUS242	Customer Service / 45 hours or 3.0 Credit Hours

	Prerequisite: None
	This course focuses on the core components of effective customer services. Students will understand how problem solving, time and stress management, and listening influence effective customer service. Through the use of case scenarios and group projects, students will apply the theoretical concepts to real-world scenarios.
BUS250	Human Resource Management / 45 hours or 3.0 Credit Hours Prerequisite: None
	In this course students will identify key human resource practices and regulations. Students will understand the role of HR in an organization's effectiveness, the flexible application of HR concepts to various situations, the implications of ethics, diversity, and competitive advantage.
BUS260	Principles of Marketing / 45 hours or 3.0 Credit Hours Prerequisite: None
	This course introduces students to the principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Also, the student will learn the functions and processes of a marketing mix. In addition, students will learn identification of consumer and organizational needs and explanation of environmental issues. Upon completion, students should be able to apply marketing principles in organizational decision-making.
BUS270	Managerial Strategies / 45 hours or 3.0 Credit Hours Prerequisite: None
	This course engages students in meaningful managerial activities, with concepts in decision making, organization structure and design, individual behavior, promoting motivation and performance, and effective communication and leadership. Through a balance of theory and practice, students will apply the key concepts they learn to scenario-based activities.

INFORMATION TECHNOLOGY COURSES

CMP101	Intro to Computers / 45 Hours or 2.25 Credit Hours Prerequisite: None
	This course is designed to introduce students to computer hardware and software. The course covers identifying computing device, storage, operating systems, basic networking principles, using the internet safely as well as anti-virus protection. Additionally, students will become familiar with Microsoft Office and will work with MS Word, PowerPoint, Outlook and Excel to learn basic functionalities.
CMP125	MS Word / 45 Hours or 2.25 Credit Hours Prerequisite: None
	Students learn how to create, edit, save and print a document, what character and paragraph formatting is, how to use tabs, tables and proofing tools. Going beyond the basics, topics include customization, what tables are and how to use them, AutoText, an introduction to styles, templates, merging and macros and how to manage documents and format text.
CMP126	MS Word / 90 hours or 4.5 Credit hours Prerequisite: None
	Students will learn how to create, edit, save and print documents in Microsoft Word as well as learn how to format text and pictures, alter page layout options, and how to change indents and tabs. Other topics include: line and paragraph spacing, inserting lists and hyperlinks, utilizing page breaks and section breaks, inserting columns and page numbers, inserting headers and footers, inserting tables, charts and shapes. Advanced features include picture and text wrapping, tracking changes in a document, inserting comments, protecting documents, utilizing the mail merge feature, and customizing the ribbon.
CMP131	Office Professional / 45 Hours or 2.25 Credit Hours Prerequisite: None
	With the applications featured in Microsoft's Office Suite being some of the most commonly used in today's workplace, students interested in careers in Desktop Support positions must have the skills necessary to use and support these applications. This course will introduce students to Word, Excel, Access, and PowerPoint giving them the necessary skills needed to not only use the applications, but also support other users in the workplace with them as well.
CMP135	MS Excel / 45 Hours or 2.25 Credit Hours Prerequisite: None
	Students receive an overview of the application, how to create a worksheet, working with ranges and functions, moving and copying data, formatting and printing. Going beyond the basic functions, students learn how to create, modify and format charts, how to use graphic objects, AutoFormat and AutoFilter and how to sort data, conditional formatting, etc.
CMP145	MS Outlook / 45Hours or 2.25 Credit Hours Prerequisite: None
	This process-oriented course is designed to provide students with an introduction to the practical application of basic language usage skills to enhance business communication. These basic skills include the correct usage of grammar, spelling, punctuation, for the development of clear and cohesive sentences and paragraphs. The course emphasizes effective communication skills that will allow students to express ideas with clarity of purpose,

	organization, and language. Additional topics include: Outlook messaging, using the calendar, creating contacts and creating tasks. Other topics include using Notes and Organizing Items. More advanced functions include: formatting messages, creating working with the rules wizard, and setting outlook options.
CMP155	Desktop Presentations / 45Hours or 2.25 Credit Hours Prerequisite: None
	The course introduces you to Microsoft Publisher and PowerPoint, demonstrating the functionality of combining text and graphics into integrated publications and presentations, such as newsletters, flyers, books and slide-shows. Publisher also helps you design creative projects, such as labels and greeting cards. Furthermore, this course introduces students to presentations capabilities – the basics in slide creation, using the drawing tool and clip art files, organizing charts and graphs, using templates and the Slide Master and how to operate a slide presentation.
CMP165	MS Access / 45 Hours or 2.25 Credit Hours Prerequisite: None
	This course is designed to provide training in the Microsoft Access application. Students will learn how to create and use a database; create a table, define the field in tables and add records to a table. In addition, they will learn to create and run queries and reports. More advanced training includes creating forms, reports, input masks and table relationships.
ITP130	Windows Desktop Fundamentals / 45 Hours or 2.25 Credit Hours Prerequisite: None
	This course is designed to create a foundation with Microsoft Windows desktop operating system by learning solid skills that prepare students to use Windows in Small Office, Home Office environments. The course prepares students to sit for the Microsoft Technical Associate (98-349) "Windows Desktop Fundamentals Exam".
ITP131	Operating Systems / 90 Hours or 4.5 Credit Hours Prerequisite: None
	This course introduces the basic functionality of several operating systems that exist both on the desktop and mobile devices. Students will be exposed to various versions of Linux, Mac OS X, and Windows on the desktop, as well as iOS and Android on mobile devices. Students will also get an introduction to the power of the command line interfaces of the desktop operating systems using the Bash shell on Linux and Mac, as well as CMD and PowerShell on Windows.
ITP142	A+ Essentials / 90 Hours or 4.5 Credit Hours Prerequisite: None
	This course is designed for learns to understand the tasks generally performed by entry-level service technicians. These tasks include installing, configuring, repairing and securing the devices on a basic computer network. This course also includes some soft skills as an additional element that helps prepare students to work in a technical field with the ability to interact with clients professionally. The course prepares students to take 220-901 A+ Exam from CompTIA.
ITP152	Network+ / 90 Hours or 4.5 Credit Hours Prerequisite: None
	Supporting Networks is a complete training course in networking concepts. Students will learn how to install networking hardware, configure a small office/home office (SOHO) network, apply security to wired and wireless networks, and connect mobile and desktop devices to a network. This course prepares students to sit for CompTIA's Network+ certification and Test Out's Network Pro certification.
ITP162	Security+ / 90 Hours or 4.5 Credit Hours Prerequisite: None
	This course explores the components of the network security field. Students will gain an understanding of the history of the field, essential terminology, and practical techniques to implement and maintain effective network security solutions. Students will apply the concepts learned to such topics as: network perimeter defense technologies and methods and intrusion detection systems, along with cryptography wireless security, and web commerce. This course prepares students for CompTIA's Security+ exam, and Test out's Security Pro exam.
ITP170	Help Desk Simulations / 90 Hours or 4.5 Credit Hours Prerequisite: None
	This course is a study of the computer user support field and the knowledge, skills, and abilities needed to work in the support industry. The student will tie together knowledge from other courses for the diagnosis and solution of hardware- and software-related problems. The student will learn to establish rapport with users in problem solving situations, analyze user problems and lead the user through solutions; maintain problem logs and formulate problem-solving methodologies. This course includes a hands-on lab with real time problem scenarios.
ITP172	Windows Server Install & Configuration / 45 Hours or 2.25 Credit Hours Prerequisite: None
	This course helps students prepare to install, configure, operate, and troubleshoot Windows Servers as well as its core features and functions on a network.
ITP175	A+ Core / 90 Hours or 4.5 Credit Hours Prerequisite: None
	This course prepares the student for the CompTIA A+ Core (hardware) 220-901 exam providing necessary competencies required to assemble components based on customer requirements, install, configure and maintain devices, PCs and software for end users, understand the basics of networking and security/forensics, properly

	and safely diagnose, resolve and document common hardware and software issues while applying troubleshooting skills. Students will also learn to provide appropriate customer support; understand the basics of virtualization, desktop imaging, and deployment.
ITP225	Administration of Windows Server / 45 Hours or 3.0 Credit Hours Prerequisite: None
	This course will prepare students for careers in Network Administration by teaching them the knowledge and skills required to plan, implement, maintain, and monitor Windows Server Deployments.
ITP230	Supporting Linux / 45 Hours or 3.0 Credit Hours Prerequisite: None
	This course will prepare students for employment and/or career advancement in the IT field as a Linux administrator. Students will be proficient in tasks performed by a Linux administrator including installing, configuring and management of the Linux operating system. The program focuses on imparting knowledge of diagnosing and troubleshooting Linux desktop problems and includes soft skills as an additional element that helps students to work in a technical field with an ability to interact with the client professionally. Graduates will be qualified for employment as Linux Administrators and will be qualified to sit for the CompTIA Linux+ Exam.
ITP240	Virtualization / 45 Hours or 3.0 Credit Hours Prerequisite: None
	This course is designed to familiarize students with the concepts of virtualization, included hardware considerations, planning, creation, installation, configuration and management of virtual environments. Some of the skills demonstrated include deploying, administering, maintaining, and backing up virtual machines. The course also prepares students to sit for the VMware Certified Associate Certification Exam.
ITP250	Cloud Support / 45 Hours or 2.25 Credit Hours Prerequisite: None
	This course will give students a fundamental understanding and basic set of skills that will help prepare them for interaction with Cloud solutions. Students will become familiar with the characteristics of cloud computing, related technologies and how adopting Cloud-based solutions can provide value to a wide range of businesses. Students will also setup free accounts with several Cloud applications such as LinkedIn, Dice, and Spiceworks. This course covers the objectives for the CompTIA Cloud Essentials certification exam CLO-001.
ITP275	Cisco Certified Entry Networking Technician / 45 Hours or 3.0 Credit Hours Prerequisite: None
	This course gives students the ability to install, operate and troubleshoot a small enterprise branch network, including basic network security. Students will gain understanding of wide-area network technologies, and get familiar with device management as well as Cisco licensing This course covers networking fundamentals, WAN technologies, basic security and wireless concepts, routing and switching fundamentals and configuring simple networks. This course will help prepare learners for Cisco CCENT certification.

ALLIED HEALTH COURSES

DCW110	Nurse Aide Training / 60 Hours or 3.0 Credit Hours Prerequisite: None
	This course prepares students to work as a Nurse Aide. It follows the requirements of the State of Michigan Curriculum Model for Nurse Aide Training (2006). It involves lecture and laboratory instruction. Students learn about Long Term Care Facilities, Long Term Care Residents and care of the resident environment. They learn about being a member of a health care team, Resident Rights and human interaction. Students will also learn about proper body mechanics, taking vital signs, height, weight and measurements. Infection control, safety and emergency procedures are also taught. Students will learn how to care for residents with a variety of impairments and disabilities. Students will also learn how to provide personal care to residents in long term care facilities.
DCW112	Nurse Aide Clinical Practicum / 24 Hours or .5 Credit Hour Prerequisite: Concurrent with Nurse Aide Training
	Skills learned in lecture and laboratory setting are put to use in a Long Term Care Facility under the direction and supervision of the instructor. Students will demonstrate all required skills which will be documented in the proper sequence in the Student Achievement Record.
DCW114	Phlebotomy & EKG / 99 Hours or 4.0 Credit Hours Prerequisite: Nurse Aide Training
	This course introduces and prepares the student for the fundamentals of performing phlebotomy and electrocardiogram techniques. Students will be provided with the skills necessary to promote laboratory safety. In addition they will learn how to collect specimens for proper analysis. This course requires student participation in invasive procedures. Universal precautions will be strictly adhered to and enforced. At the completion of this course students will be eligible to take the National Center for Competency Testing examination for EKG Technician and Phlebotomy Technician.
DCW115	Phlebotomy Technician / 84 hours or 4.0 Credit Hours Prerequisite: None
	Students will be trained to perform a variety of blood collection methods using proper techniques and safety

	precautions including: vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture specimen collection on adults with education of blood collection on children and infants. Students will also be proficient in urinalysis, vital signs and anatomy and physiology of the circulatory system. Through lecture and lab experiences, students will receive training in infection control, proper patient identification, proper labeling of specimens and quality assurance. Students will be taught specimen handling and processing.
DCW120	Acute Care & Phlebotomy / 99 Hours or 4.0 Credit Hours Prerequisite: Nurse Aide Training
	This course introduces and prepares nursing assistants in advanced concepts and skills to deliver patient care in the acute care setting. Students learn basic medical terminology, anatomy and physiology, ethical and legal issues, and infection control. Students will learn many clinical skills such as phlebotomy, EKG, sterile technique, wound care and other tasks relating to the care and comfort of patients and the smooth operation of a health care facility. Students will learn good communication skills, ability to follow instructions, and ability to perform basic technical skills and procedures which are required of Patient Care Technicians (PCTs).
MED142	Billing & Coding Procedures – Blue / 45 Hours or 2.25 Credit Hours Prerequisite: None
	This course focuses on Filing and Records Management principles and procedures. Numeric, alphabetic and subject organizing methods will be practiced. Various formats for record storage and controlling automated and manual records will be discussed. Concepts regarding databases and the storage, modification, retrieving, sorting, designing, printing, searching and destruction of records will be reviewed. This is a simulation class designed to give the student the practical skills necessary for employment in an office environment Pharmacology, prescriptions, patient education, basic bookkeeping, coding and electronic health record entry will be performed.
MED143	Allied Healthcare Procedures – Red / 45 Hours or 2.25 Credit Hours Prerequisite: None
	This is an introduction to the Allied Healthcare Procedures career field. Fundamentals of laboratory safety, infection control, basic paper and digit patient charting and patient education skills will be practiced. Students will learn how to perform complete vital signs. They will also learn how to take basic patient intake information and the proper way to document this information. Exposure to reference materials that will be utilized throughout the length of the program will be introduced. These include the Physician's Desk Reference (PDR), Current Procedural Terminology (CPT), International Classification of Diseases (ICD), and Healthcare Common Procedure Coding System (HCPCS). Certificates for the Health Insurance Portability and Accountability Act (HIPAA), Occupational Safety & Health Administration (OSHA), Michigan Care Improvement Registry (MICR), and Michigan Automated Prescription System (MAPS) will be earned during this course.
MED160	Medical Assisting Procedures – Blue / 45 Hours or 2.25 Credit Hours Prerequisite: None
	This Medical Assisting Procedures course will review basics from the Allied Healthcare Procedures class such as hand washing technique, taking complete vital signs, and the patients' seven rights. It will introduce several new skills including intramuscular injections and venipuncture blood draws using a single-draw Vacutainer. Procedures, treatments, therapies, diagnostic tools will be both discussed and performed as they relate to the muscular, skeletal and respiratory systems. Basic Life Support, Cardiopulmonary Resuscitation certification will be acquired during this course.
MED163	Allied Healthcare Procedures – Purple / 45 Hours or 2.25 Credit Hours Prerequisite: None
	In this course, students will do coursework coordinating with the integumentary system, special senses, nervous system and mental/behavioral science. Pharmacology, prescriptions, patient education, basic bookkeeping, coding and electronic health record entry will be performed. It will introduce several new skills including venipuncture blood draws using a multi-draw Vacutainer. Procedures, treatments, therapies, diagnostic tools will be both discussed and performed as they relate to the integumentary system, special senses, nervous system and mental/behavioral science. This course does involve discussion, simulation, and practice in a laboratory setting with specimen collection/handling and documentation.
MED165	Anatomy & Physiology – Blue / 45 Hours or 2.25 Credit Hours Prerequisite: None
	This Anatomy and Physiology course is an introduction to the human biology, structure and function of the muscular system, skeletal system, and the respiratory system, it also enhances the biology aspect by introducing medical terminology, diseases and disorders, therapies and related professions and occupations related to the muscular, skeletal and respiratory systems.
MED172	Anatomy & Physiology – Orange / 45 Hours or 2.25 Credit Hours Prerequisite: None
	This Anatomy and Physiology course is a basic introduction to the human biology, structure and function of the endocrine system, reproductive system, pregnancy, and growth and development. It will also introduce medical terminology, diseases and disorders, therapies and related professions and occupations related to the endocrine system, reproductive system, pregnancy, and growth and development.
MED179	Billing & Coding Procedures – Orange / 45 Hours or 2.25 Credit Hours Prerequisite: None

	This course is a more in depth look at how billing and coding is effectively used in the medical field. This course offers students entering in this field a better understanding of how to use diagnostic codes in conjunction with procedural codes in order to bill insurance companies properly. During the length of this course you will learn to efficiently and effectively code and bill for the following functional areas: endocrine system, reproductive system, pregnancy, and growth and development.
MED180	Anatomy & Physiology – Green / 45 Hours or 2.25 Credit Hours Prerequisite: None
	This Anatomy and Physiology course is an introduction to the human biology, structure and function of genetics, geriatrics and the manifestation of cancer. The complexity of the aging process, death and the dying and carcinogenetic principles will be discussed along with the biology aspect by introducing medical terminology, diseases and disorders, therapies, related professions and occupations related to genetics, geriatrics, and cancer.
MED181	Administrative Compliance / 45 Hours or 2.25 Credit Hours Prerequisite: None
	In this course students will learn a basic introduction to medical law and ethics, electronic health records, billing, coding, and general insurance basics. Other topics discussed will be first aid training, mock interviewing, and resume building.
MED183	Allied Healthcare Procedures – Green / 45 Hours or 2.25 Credit Hours Prerequisite: None
	In this course students will use the information they are learning in the Anatomy and Physiology coursework coordinating with genetics, geriatrics and the manifestation of cancer, to augment their Allied Healthcare Applications skills. Pharmacology, prescriptions, patient education, basic bookkeeping, coding and electronic health record entry will be performed.
MED184	Billing & Coding Procedures – Green / 45 Hours or 2.25 Credit Hours Prerequisite: None
	This course is a more in depth look at how billing and coding is effectively used in the medical field. This course offers students entering in this field a better understanding of how to use diagnostic codes in conjunction with procedural codes in order to bill insurance companies properly. During the length of this course you will learn to efficiently and effectively code and bill for the following functional areas: Radiology, Genetics, Lymphatics, Immunology and Oncology.
MED185	Medical Assisting Procedures – Green / 45 Hours or 2.25 Credit Hours Prerequisite: None
	This course will introduce several new skills including subcutaneous injections and venipuncture blood draws using a Butterfly Needle. Procedures, treatments, therapies, diagnostic tools will be both discussed and performed as they relate to genetics, geriatrics and the manifestation of cancer. This course does involve discussion, simulation, and practice in a laboratory setting with specimen collection/handling and documentation.
MED187	Billing & Coding Procedures – Purple / 45 Hours or 2.25 Credit Hours Prerequisite: None
	This course is a more in depth look at how billing and coding is effectively used in the medical field. This course offers students entering in this field a better understanding of how to use diagnostic codes in conjunction with procedural codes in order to bill insurance companies properly. During the length of this course you will learn to efficiently and effectively code and bill for the following functional areas: male reproductive, female reproductive, endocrine and urinary.
MED188	Anatomy & Physiology – Purple / 45 Hours or 2.25 Credit Hours Prerequisite: None
	This Anatomy and Physiology course is a basic introduction to the human biology, structure and function of the integumentary system, special senses, nervous system and mental/behavioral science.
MED190	Anatomy & Physiology – Yellow / 45 Hours or 2.25 Credit Hours Prerequisite: None
	This course will provide an introduction to the human biology, structure and function of the cardiovascular/blood system, lymph/immune system, urinary system, and digestive system, introducing medical terminology, diseases and disorders, therapies and related professions and occupations related to the cardiovascular/blood system, lymph/immune system, urinary system, and digestive system.
MED191	Billing & Coding Procedures – Yellow / 45 Hours or 2.25 Credit Hours Prerequisite: None
	This course introduces practices and principles supporting Law and Ethics in Healthcare. Laws, regulations, and ethical issues that health care professionals may face in their career will be discussed. Medical law and ethics not only affects the healthcare professional, but also, and most importantly – the patient. In addition, this course emphasizes legal principles, procedures, and regulations which affect the control, use, and release of health information, including HIPAA.
MED196	Allied Healthcare Applications – Yellow / 45 Hours or 2.25 Credit Hours Prerequisite: None
	In this course, students will coordinate with the skeletal system/muscular system/respiratory system, and geriatrics. Pharmacology, prescriptions, patient education, basic bookkeeping, coding and electronic health record entry will be performed. It will introduce several new skills including intradermal injections and

	venipuncture blood draws using a syringe, spirometry, PFT, casting broken bones, splinting, . Procedures, treatments, therapies, diagnostic tools will be both discussed and performed as they relate to the skeletal system/muscular system/respiratory system, and geriatrics. This course does involve discussion, simulation, and practice in a laboratory setting with specimen collection/handling and documentation
MED197	Medical Assisting Procedures – Orange / 45 Hours or 2.25 Credit Hours Prerequisite: None
	This Medical Assisting Procedures course will introduce several new skills including venipuncture blood draws using a syringe. Procedures, treatments, therapies, diagnostic tools will be both discussed and performed as they relate to the endocrine system, reproductive system, pregnancy and growth and development. This course does involve discussion, simulation, and practice in a laboratory setting with specimen collection/handling and documentation.
MED200	Understanding Patient Behavior / 45 Hours or 3.0 Credit Hours Prerequisite: None
	In this course, students will gain perspective on the patient experience and develop skills to address common patient needs. Students will gain an understanding of human behavior traits associated with physical and emotional needs, effects of trauma, and defense mechanisms. Student will develop skills to address common patient concerns and behaviors, through the development of communication, coping, empathy, and support skills. Effective patient care concepts will be applied to a myriad of case scenarios.
MED209	Patient Communication / 45 Hours or 3.0 Credit Hours Prerequisite: None
	In this course, students will gain perspective on the patient experience and develop skills to address common patient needs. Students will gain an understanding of human behavior traits associated with physical and emotional needs, effects of trauma, and defense mechanisms. Student will develop skills to address common patient concerns and behaviors, through the development of communication, coping, empathy, and support skills. Effective patient care concepts will be applied to a myriad of case scenarios.
MED222	Medical Office Management / 45 Hours or 3.0 Credit Hours Prerequisite: None
	This course establishes a foundation for effective medical office management. Students will gain an understanding of the function of the medical office manager from human resource practices and requirements, the proper response to legal and ethical issues, regulatory compliance issues, policies and procedures in the medical office, payroll management and the important of risk management. Students will begin with fundamental concepts and then move into the managerial application through case studies and research exercises.
MED232	Confidentiality & Compliance / 45 Hours or 3.0 Credit Hours Prerequisite: None
	This course provides students with an understanding of ethical and legal issues associated with the health information management profession. Students will develop a knowledge base of industry standards, practices and regulations for confidential and compliant handling of health information records. Students will apply standards and regulations to series of chapter exercises and real-world scenarios.
MED235	Medical Law & Ethics / 45 Hours or 3.0 Credit Hours Prerequisite: None
	This course introduces different types of laws, regulations, and ethical issues that health care professionals may face in their career. Medical law and ethics not only affects the health care professional, but also and most importantly – the patient. In addition, this course emphasizes legal principles, procedures, and regulations which affect the control, use, and release of health information, including HIPAA.
OPH100	Ophthalmic Assisting / 45 Hours or 2.25 Credit Hours Prerequisite: None
	Introduces the roles and responsibilities of health care professionals directly involved in vision care, it also provides an overview of the comprehensive medical eye examination, including documentation protocol, units on ophthalmic terminology, and abbreviations. Also discusses career options and key elements of medical ethics for ophthalmic medical personnel.
OPH105	Optical Office Administration / 45 Hours or 2.25 Credit Hours Prerequisite: None
	Students will be introduced to the environment of business, management and organizational practices, and human resource concepts. Students will understand the impact of economic and ethics on the business environment. They will explore the management process and techniques for creating a flexible environment. Students will also become familiar with methods for identifying and retaining valued employees and fostering satisfaction and motivation among teams.
OPH110	Basic Eye Exam / 45 Hours or 2.25 Credit Hours Prerequisite: None
	In this course, students will learn the principles behind basic eye exam testing. They will learn how to measure visual acuity, pupillary size and reflex, motility, peripheral vision, muscular imbalance, color vision, stereopsis, depth perception, eye dominance and patient medical history. In addition, students will learn how to acquire a chief complaint and history of present illness, which is the most important element of an exam.
OPH115	Ocular Anatomy & Pathology of Eyes / 45 Hours or 2.25 Credit Hours Prerequisite: None

	Visual impairments present with a variety of ocular pathologies that can have serious implications on their ability to learn. Thus the emphasis of this class is on the medical aspects of the visual system. This course is designed as an introduction to anatomy and physiology of the visual system and the educational implications of visual pathology. Specific topics include anatomy of the human eye, normal visual development, pathology of the eye, examination procedures for the identification of visual pathology, and the effects of pathology on visual learning and development. Your ability to understand the medical and functional implications of these pathologies will be a foundation for future courses on educational assessment and intervention with the visually impaired student.
OPH120	Pharmacology / 45 Hours or 2.25 Credit Hours Prerequisite: None
	This course introduces the student to the human eye's anatomy and physiology. It will include the diseases, disorders, pharmacology, and treatments related to the eye. In addition, students will learn medical terminology, definitions, abbreviations, acronyms, and medical symbols, as well as dosage calculations relating to the pharmacology and treatments of each system.
OPH130	Lensometry, Keratometry, Tonometry & Ophthalmic Imaging / 45 Hours or 2.25 Credit Hours Prerequisite: None
	In this course, students will learn the principles behind Lensometry (measuring eyeglass prescriptions), Keratometry (measuring the curvature of the cornea), and Tonometry (measuring the intraocular pressure). Students will also learn why this testing is done, and how to perform each test. They will have the opportunity to visit a doctor's office to use different types of equipment to perform tonometry.
OPH135	Ophthalmic Surgical Procedures & Microbiology / 45 Hours or 2.25 Credit Hours Prerequisite: None
	In this course, students will learn the protocol and procedures that are related to assisting an ophthalmologist during in-office surgery. Types of surgical procedures, protocol and advanced technology that are presented as part of the course include instrument preparation, refractive, sterile fields, aseptic technique, non-refractive laser therapy, intraocular injections, Yag laser, site identification and laser safety
OPH140	Ophthalmic Patient Services & Education / 45 Hours or 2.25 Credit Hours Prerequisite: None
	In this course, students will learn about the disorders of the eyelids, lacrimal apparatus, conjunctiva, cornea, lens and the retina and how they are treated. Glaucoma is explained along with the medical and surgical treatments. In addition, this course will illustrate how systemic disease can affect the eyes. Upon completion, students will know how to educate their patients on these subjects.
OPH145	Refractometry & Spectacle Skills / 45 Hours or 2.25 Credit Hours Prerequisite: None
	This course presents the different refractive errors, their causes, treatments, and the basic optics of the human eye. Students will learn how to perform retinoscopy and refractometry to determine the best prescription for spectacles for a patient, and how to troubleshoot refraction problems to increase success in filling spectacle prescriptions.
OPH150	Medical Ethics, Legal & Regulatory Issues and Education / 45 Hours or 2.25 Credit Hours Prerequisite: None
	This course provides an introduction to the different types of laws, regulations, and ethical issues that health care professionals may face in their career. In addition, this course provides an overview of legal principles, procedures, and regulations which affect the control, use, and release of health information, including HIPAA.
OPH155	Imaging, Repair & Fitting / 45 Hours or 2.25 Credit Hours Prerequisite: None In this course, students will learn about frames, lenses, and how to help a patient choose the best glasses to complement their face shape and meet their daily activity needs. Additionally, this course provides training in adjustment of frames, minor repair of glasses, and the tools needed to accomplish this. Students will also learn how to change and adjust nose pads.

LEGAL PROFESSIONS COURSES

LAW101	Law Office Administration / 45 Hours or 2.25 Credit Hours Prerequisite: None
	This course provides students an introduction into the administration side of a law office. Topics that will be cover include, MS Word, Outlook, Track calls and appointments, MS Excel, customer service, leger cards, payments, and more.
LAW102	Technology in Law / 45 Hours or 2.25 Credit Hours Prerequisite: None
	This course provides an introduction to computer technology and its application within law firms and other entities engaged in the practice of law. It covers the use of computers in paralegal functions including litigation support, case management, and law office management applications.
LAW105	American Legal System & Constitutional Law / 45 Hours or 2.25 Credit Hours Prerequisite: None
	This course is a comprehensive survey of the role and function of the courts and the law in the United States,

	from the appellate level to the Supreme Court. Civil and criminal procedures and the sources of law including the constitution, federal codes, state statutes, and case law shall be examined. Operations of trial-level courts hearing criminal cases will be a focus. The roles and duties of courtroom participants, the structure of the judiciary, and the relationship between the formal rule of law and daily activities of courts, decision-making, and perspectives from which to view the courts shall be presented.
LAW110	Criminal Law & Evidence / 45 Hours or 2.25 Credit Hours Prerequisite: None
	This course provides an overview to criminal law and evidence. Crimes against person, property, and the state are examined, and types and rules of evidence are presented. The complexities of criminal law for the criminal justice professional are discussed, including criminal states of mind, potential harm, acts of omission, and purposes of punishment. Students are introduced to preparing and filing documents involved in criminal litigation from initial client contact through sentencing and appeal.
LAW115	Civil & Federal Litigation / 45 Hours or 2.25 Credit Hours Prerequisite: None
	This course explores civil and federal litigation. Students will examine the role of the paralegal in the civil law practice, as well as, the litigation process through the phases of planning, document study, discoveries, trial preparation, and post-trial procedures.
LAW120	Legal Research & Writing / 45 Hours or 2.25 Credit Hours Prerequisite: None
	This course provides an introduction to legal research and writing using primary and secondary sources. Emphasis is placed on the analysis of case law, the purpose and use of memorandum of law, the identification of various types of laws, and effective legal writing techniques and methods.
LAW125	Law Office Technology / 45 Hours or 2.25 Credit Hours Prerequisite: None
	This course is an introduction to programs used for law office management including case management and software designated to assist team members working in a law firm. These programs that will be examined include GLIP and Amicus Attorney and much more.
LAW130	Legal Research / 45 Hours or 2.25 Credit Hours Prerequisite: None
	This course provides an introduction to legal research using primary and secondary sources. Emphasis is placed on the analysis of case law, the purpose and use of memorandum of law, the identification of various types of laws.
LAW135	Estate Planning & Probate Law / 45 Hours or 2.25 Credit Hours Prerequisite: None
	Students are introduced to the process of estate planning, from initial client contact to asset identification and appraisal through drafting of estate planning documents, including wills, trusts, powers of attorney and medical advanced directives. Students also learn about estate administration, guardianships and conservatorship through the drafting of petitions and other court documents.
LAW140	Real Estate Law / 45 Hours or 2.25 Credit Hours Prerequisite: None
	This course introduces students to the terms, concepts, principles, and laws of real estate. Different property ownership laws will be emphasized. An overview of how land ownership is recorded, the rights and limitations of landowners, and the laws regarding the financing of the purchase of land will be discussed.
LAW145	Family Law / 45 Hours or 2.25 Credit Hours Prerequisite: None
	This course provides an introduction to the practical and procedural aspects of family law practice. Topics explored include the role of the paralegal in family law, premarital agreements, marriage, separation and divorce, domestic partnerships, child custody and support, and family violence.
LAW150	Dispute Resolutions & Torts / 45 Hours or 2.25 Credit Hours Prerequisite: None
	This course offers students an overview of Alternative Dispute Resolution by presenting the theories defining negotiation, arbitration, and mediation. Topics include the types of conflict and the roles of participants. Students will learn the distinguishing characteristics of each of the alternative approaches to disputes and will consider the ethical and legal considerations that may arise with each. Negotiations, mediation, arbitration, barriers to conflict resolution, and ethical and legal considerations are covered. Students are also introduced to areas of legal liability commonly encountered by individuals and business as well as to the methods of liability avoidance. Topics covered include intentional torts, negligence, strict liability, product liability, malpractice, premises liability, consumer protection, and other areas of tort liability.
LAW155	Legal Terminology / 45 Hours or 2.25 Credit Hours Prerequisite: None
	This course is an introduction to legal terminology including terminology associated with trial procedure, office management, and various areas of the law including Domestic Relations, Wills and Trusts, Criminal matters, and Civil Procedure and Tort.
LAW200	Bankruptcy / 45 Hours or 3.0 Credit Hours Prerequisite: None

	This course familiarizes students with the common forms of bankruptcy under Chapters 7, 11, and 13 of the United States Bankruptcy Code. The course explores the evolution of bankruptcy law, multiple participants in bankruptcy, voluntary and involuntary bankruptcy, and the federal and local procedures associated with bankruptcy filings.
LAW201	Contracts & Remedies / 45 Hours or 3.0 Credit Hours Prerequisite: None
	This course explores the concepts of the law of contracts from the formation termination. Topics include contractual doctrines, the Uniform Commercial Code, performance and non-performance, warranties, breach, and remedies.
LAW202	Business Law & Ethics / 45 Hours or 3.0 Credit Hours Prerequisite: None
	This course provides an introduction to business law and ethics. Students will explore the role of business law from both the business and consumer point of view. Topics include civil, criminal, and tort law, as well as, legal and ethical concepts pertaining to the valid formation of contracts, consumer law, international jurisdiction and conflict resolution.
LAW203	Torts / 45 Hours or 3.0 Credit Hours Prerequisite: None
	This course introduces students to creation of documents necessary for the filing a personal injury case, time limits and the statute of limitations. Students will learn how to draft legal documents including a complaint, answer and motion for summary disposition.
LAW205	Legal Writing and Communication / 45 Hours or 3.0 Credit Hours Prerequisites: None
	Students apply their legal research skills to draft pleadings, discovery documents, memoranda, briefs, correspondence and other documents commonly utilized in legal settings.
LAW210	Lex Law and Researching / 45 Hours or 3.0 Credit Hours Prerequisite: None
	This course is a continuation of Legal Research. Students will learn how to prepare complex legal memoranda and how to locate binding and secondary precedent. Students will learn how to prepare documents for court. Students will prepare briefs involving Michigan law. In addition, students will be introduced to some of the advanced features of LexisNexis.
LAW215	Legal Terminology / 45 Hours or 3.0 Credit Hours Prerequisite: None
	This course is an introduction to legal terminology including terminology associated with trial procedure, office management, and various areas of the law including Domestic Relations, Wills and Trusts, Criminal matters, and Civil Procedure and Tort.
LAW220	Writing Skills / 45 Hours or 3.0 Credit Hours Prerequisite: None
	Students apply their legal research skills to draft pleadings, discovery documents, memoranda, briefs, correspondence and other documents commonly utilized in legal settings.
LAW225	Civil and Federal Litigation / 45 Hours or 3.0 Credit Hours Prerequisite: None
	This course explores civil and federal litigation. Students will examine the role of the paralegal in the civil law practice, as well as, the litigation process through the phases of planning, document study, discoveries, trial preparation, and post-trial procedures.
LAW230	Criminal Law and Evidence / 45 Hours or 3.0 Credit Hours Prerequisite: None
	This course provides an overview to criminal law and evidence. Crimes against person, property, and the state are examined, and types and rules of evidence are presented. The complexities of criminal law for the criminal justice professional are discussed, including criminal states of mind, potential harm, acts of omission, and purposes of punishment. Students are introduced to preparing and filing documents involved in criminal litigation from initial client contact through sentencing and appeal.
LAW235	Civil Administrative Law / 45 Hours or 3.0 Credit Hours Prerequisite: None
	This course will provide an overview of Social Security Disability Law. This includes information on qualifications, filing, and the role of the Paralegal in an office that files such cases on behalf of SSD clients.

EXTERNSHIP / WORK-BASED COURSES

These externship and work-based courses will provide students with the opportunity to further develop their administrative, clinical, and practical skills in a supervised, “hands-on” setting. All other program courses must be successfully completed prior to starting the externship or work-based courses.

EXT180	Externship – Admin Office / 180 Hours or 4.0 Credit Hours
EXT181	Externship – BC / 180 Hours or 4.0 Credit Hours
EXT182	Externship – MA / 180 Hours or 4.0 Credit Hours
EXT183	Externship – PhT / 180 Hours or 4.0 Credit Hours
EXT184	Work-Based IT / 180 Hours or 4.0 Credit Hours
EXT185	Externship – Legal / 180 Hours or 4.0 Credit Hours
EXT186	Externship – OPHTH / 180 Hours or 4.0 Credit Hours

CORPORATE ADMINISTRATION

Dr. Jim Hutton
Melissa Soderberg
Mollie Woodworth
Melanie Pascu
Jessica Mendez-Dunn
Kate Cole
Shunkea Brown
Tim Mastie
Marcie Brewer

CEO
President and COO
Vice President of Student Experience
Vice President and Controller
Director of HR
Director of Compliance
Financial Aid Manager
IT Manager
Director of Talent Acquisition

LANSING CAMPUS ADMINISTRATION

Mollie Woodworth
Alex Watkins
Chris Young

VP/Campus Manager
Director of Career Services
Director of Admissions

JACKSON CAMPUS ADMINISTRATION

Todd Ashworth
Elizabeth Kirchmeier
Chris Young

Campus Manager
Director of Career Services
Director of Admissions

MT. PLEASANT CAMPUS ADMINISTRATION

Shelby Stockwell
Brooke Allen
Chris Young

Campus Manager
Director of Career Services
Director of Admissions

BAY CITY CAMPUS ADMINISTRATION

Cassandra Ferrer
Chris Young

Campus Manager
Director of Admissions

LANSING CAMPUS FACULTY

Instructor Name	Degree(s)	Certification(s)	Institution	Emphasis / Major	Status
Blanchard, Charlene	None	None	Lansing Community College	Acute Nursing	F
Brewer, Michael	MBA, BSBA	None	Central Michigan University Wayne State University	Finance	A
Dunn, Phillip	BA	MS PowerPoint, Word, Excel, Outlook	Siena Heights University	Business Education	A
Hands, Caroline	AAS	CCMA, CPT, CET	Ross Medical Education Center Career Quest Learning Centers	Medical Assistant Medical Office Administration	F
Henry, Jane	None	COA	Lansing Community College	Healthcare	F
Herson, Beverly	JD, BS, AA	None	Thomas Cooley Law School Frostburg State University Garrett College University of Maryland	Law & Society General Studies	A
Homminga, Patrick	BA, AAS	None	Essex Community College Michigan State University	Telecomm, Info Studies & Media with IT Specialization	A
Kretzschmer, Nate	AAS	A+, Net+	Career Quest Learning Centers	Network Administration	F
McDowell, Laura	AAS	CPCT, CET, CPT, CCMA	American Medical Careers Career Quest Learning Centers	Patient Care Technician Medical Office Administration Medical Assistant	F
Moyer, Robert	BA, MS, MS	Secondary 6-12 General Science	University of Rochester United State Sports Academy	Healthcare & Society Sports Medicine Coaching	A
Mruzek, Lydia	None	None	Ross Medical Education Center	Medical Insurance Billing & Office Administration	A
Nye, Stephanie	MBA, BBA	None	University of Phoenix, Grand Valley State University	Business Administration Marketing General Management	F
Scabbo, Margaret	BSN	CNA Train-the-Trainer RN License	Spring Arbor University	Nursing	F
Shumaker, Jennifer	BA	Elementary Teaching	Michigan State University	Elementary Education	F
Soelberg, Jesse	BA, AAS	Paramedic, CPT, CET, CBCS	Michigan State University Lansing Community College	Bachelor of Arts in History	F
Steiner, Gerry	BA	None	Siena Heights University	Communication	F
Wilson, Diane	AAS	COT, OSA	Lansing Community College	Business Administration	F

JACKSON CAMPUS FACULTY

Instructor Name	Degree(s)	Certification(s)	Institution	Emphasis / Major	Status
Avis, Mallory	MBA, BA, AAS	None	Baker College	Business	A
Gerry, Chandra	None	RMA, CEHRS, CBCS, CPT, CET	Career Quest Learning Centers	Medical Assistant	F
Grow, Jody	AAS	RN, BLS, Train the Trainer	Jackson College	Nursing	F
Leik, Jeremy	MSIT, BSIT	A+	Central Michigan University	Information Assurance & Security / Networking	F
Lutz, Terri	AAS	Paramedic, ACLS	Jackson College	Applied Science	F
Meek, Scott	AAS	None	Career Quest Learning Centers	Business Administration	A
Roe, Nona	None	CNA, PCT, EKG, Phlebotomy	Baker College	Nursing	F
Whaley, Heather	None	RMA	Career Quest Learning Centers	Medical Assistant	A
White-Thomas, Shelley	BA, MBA, JD	None	Albion College, Wayne State University, University of Phoenix	Political Science, Global Management, Law	F
Wilson, Diane	AAS	COT, OSA	Lansing Community College	Business Administration	F

MT. PLEASANT CAMPUS FACULTY

Instructor Name	Degree(s)	Certification(s)	Institution	Emphasis / Major	Status
Button, Rebecca	AAS	CCMA, CAN, CET	Davenport University	Medical Assistant	F
Gillis, Hope	None	CPT, CET	Mid-Michigan Community College	Phlebotomy	F
Gottleber, Sarah	None	RMA, BLS, CPR	Ross Medical Education Center	Medical Assistant	F
Lampman, Kathryn	None	RMA, CET	Ross Medical Education Center	Medical Assistant	F
McNeal, Theresa	MS, BS	None	Walden University University of Phoenix	Information Technology	A
Moore, Spencer	None	EMT, CPT	Avera McKennan School of EMS Career Quest Learning Centers	EMT	F
Rydman, Shelly	BSN	Certified Hospice, RN, CHPN, CPR/First Aid, CET	Spring Arbor University Excelsior College	Nursing	F
Status: F = Full Time, P = Part Time, A = Adjunct					

BAY CITY CAMPUS FACULTY

Instructor Name	Degree(s)	Certification(s)	Institution	Emphasis / Major	Status
Gower, Valaree	AAS	ExCPT, CPT	University of Phoenix	Health Administration	F
Status: F = Full Time, P = Part Time, A = Adjunct					

ACADEMIC CALENDAR

Hours of Operation:

Lansing Campus		Jackson Campus	
Administrative Office		Administrative Office	
Monday – Friday	8:00 a.m. to 10:00 p.m.	Monday – Friday	8:00 a.m. to 10:00 p.m.
Classroom Hours		Classroom Hours	
Monday – Thursday	9:00 a.m. to 1:30 p.m.	Monday – Thursday	9:00 a.m. to 1:30 p.m.
Monday – Thursday	5:30 p.m. to 10:00 p.m.	Monday – Thursday	5:30 p.m. to 10:00 p.m.

Mt. Pleasant Campus		Bay City Campus	
Administrative Office		Administrative Office	
Monday – Friday	8:00 a.m. to 10:00 p.m.	Monday – Friday	8:00 a.m. to 10:00 p.m.
Classroom Hours		Classroom Hours	
Monday – Thursday	9:00 a.m. to 1:30 p.m.	Monday – Thursday	9:00 a.m. to 1:30 p.m.
Monday – Thursday	5:30 p.m. to 10:00 p.m.		

Start Dates 2017/2018 – All Sessions (short-programs may start more frequently)		Holiday & Break Schedule 2017/2018	
Module Start Date	Module End Date	January 1	New Year's Day
October 2	November 2		
November 6	December 7	November 23	Thanksgiving Day
December 11	January 25, 2018	December 18 – Jan 1, 2018	Winter Break
		January 15	MLK Day
January 29	March 1		
March 5	April 12	April 2 – April 8	Spring Break
April 16	May 17		
May 21	June 21	May 28	Memorial Day
June 25	July 26	July 4	Independence Day

In the event the schedule should change students will be notified in advance.

TUITION LIST

CONTINUING EDUCATION COURSES, CERTIFICATION PREPARATION & CREDIT CHARGES

45 Hour - Individual Component

Tuition	\$810.00
Registration Fee	<u>\$100.00</u>
Total	\$910.00

60 Hour - Individual Component

Tuition	\$1140.00
Registration Fee	<u>\$100.00</u>
Total	\$1240.00

90 Hour - Individual Component

Tuition	\$1620.00
Registration Fee	<u>\$100.00</u>
Total	\$1720.00

120 Hour - Individual Component

Tuition	\$2040.00
Registration Fee	<u>\$100.00</u>
Total	\$2140.00

CPR Class	\$60.00
Replacement Name Badge	\$5.00
Replacement CQLC Course Workbook	\$20.00
Certification Exams	<i>varies by certification</i>
Technical Courses	\$625/credit
General Education Courses	\$525/credit
Work-Based Courses (externship)	\$188/credit

- **A 60% GPA or greater is required to pass each course within a Comprehensive Training Program. In the event a course is attempted but a failing grade is earned, that course must be repeated and successfully completed within the maximum allowable timeframe.**
- **45 (work-based) contact hours is equal to 1.0 Semester Credit Hour.**
- **30 (lab) contact hours is equal to 1.0 Semester Credit Hour.**
- **15 (lecture) contact hours is equal to 1.0 Semester Credit Hour**

ANNUAL SECURITY REPORT & STUDENTS-RIGHT-TO-KNOW

for

Career Quest Learning Centers, Inc. – Lansing

Pursuant to the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”), Career Quest Learning Center is required to annually compile and publish crime statistics. This annual report covers the previous three calendar years and must include statistics of specified crimes reported to local police agencies that occurred on or near our campus. The criminal offenses that the campus is required to report are the following offenses as defined by the FBI Uniform Crime Report (sex offenses are defined using the *UCR*-National Incident-Based Reporting System):

Criminal Offense	Main Campus			Public Property		
	2014	2015	2016	2014	2015	2016
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0
Sex offenses – Forcible	0	0	0	0	0	0
Sex offenses – Non-forcible (include only incest & statutory rape)	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Hate Offenses	Main Campus			Public Property		
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0
Sex offenses – Forcible	0	0	0	0	0	0
Sex offenses – Non-forcible (include only incest & statutory rape)	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0
Larceny - theft	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction / damage / vandalism of property	0	0	0	0	0	0
Arrests	Main Campus			Public Property		
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0
Drug abuse violations	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0
Disciplinary Actions	Main Campus			Public Property		
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0
Drug abuse violations	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0

Career Quest Learning Center is required to report these crimes separately for our main campus as well as public property immediately adjacent to our main campus. For purposes of this report, our main campus is defined as 3215 S. Pennsylvania Avenue, Lansing, MI 48910. Our public property is defined as the parking lots in front of and to the north and south of 3215 S. Pennsylvania Avenue, Lansing, MI 48910.

For our complete Campus Security, Safety, and Crime Awareness Policy, you may request a copy from our campus.

The institution’s Completion Rate and Placement Rate for the most currently reported cohort group as calculated in accordance to the Gainful Employment standards of the U.S. Department of Education can be found at the Program’s webpage at www.careerquest.edu.

ANNUAL SECURITY REPORT & STUDENTS-RIGHT-TO-KNOW for Career Quest Learning Centers, Inc. – Jackson

Pursuant to the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”), Career Quest Learning Center is required to annually compile and publish crime statistics. This annual report covers the previous three calendar years and must include statistics of specified crimes reported to local police agencies that occurred on or near our campus. The criminal offenses that the campus is required to report are the following offenses as defined by the FBI Uniform Crime Report (sex offenses are defined using the *UCR*-National Incident-Based Reporting System):

Criminal Offense	Branch Campus			Public Property		
	2014	2015	2016	2014	2015	2016
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0
Sex offenses – Forcible	0	0	0	0	0	0
Sex offenses – Non-forcible (include only incest & statutory rape)	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Hate Offenses	Branch Campus			Public Property		
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0
Sex offenses – Forcible	0	0	0	0	0	0
Sex offenses – Non-forcible (include only incest & statutory rape)	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0
Larceny - theft	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction / damage / vandalism of property	0	0	0	0	0	0
Arrests	Branch Campus			Public Property		
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0
Drug abuse violations	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0
Disciplinary Actions	Branch Campus			Public Property		
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0
Drug abuse violations	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0

Career Quest Learning Center is required to report these crimes separately for our Branch campus as well as public property immediately adjacent to our Branch campus. For purposes of this report, our Branch campus is defined as 209 E. Washington Avenue, Jackson, Michigan 49201. Our public property is defined as the sidewalks around the building and adjacent parking lots to 209 E. Washington Avenue, Jackson, Michigan 49201.

For our complete Campus Security, Safety, and Crime Awareness Policy, you may request a copy from our campus.

The institution’s Completion Rate and Placement Rate for the most currently reported cohort group as calculated in accordance to the Gainful Employment standards of the U.S. Department of Education can be found at the Program’s webpage at www.careerquest.edu.

