

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **APR 24 2015**

COMMUNITY HIGHERED INSTITUTE  
C/O JENNIFER R PIERCE  
425 W CAPITOL AVE SUITE 1800  
LITTLE ROCK, AR 72201

Employer Identification Number:  
47-2654761  
DLN:  
17053016313005  
Contact Person:  
TYRONE THOMAS ID# 95046  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
170(b)(1)(A)(ii)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
October 31, 2014  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

COMMUNITY HIGHERED INSTITUTE

We have sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

*Tamera Ripperda*

Director, Exempt Organizations

# MITCHELL WILLIAMS

H. MAURICE MITCHELL  
(1925-2011)  
WILLIAM H.L. WOODYARD, III  
(1945-2014)

MICHELE ALLGOOD  
JOHN K. BAKER  
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TOD YESLOW<sup>7</sup>

425 WEST CAPITOL AVENUE, SUITE 1800  
LITTLE ROCK, ARKANSAS 72201-3525  
TELEPHONE 501-688-8800  
FAX 501-688-8807

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ANNE S. PARKER  
<sup>1</sup>LARRY PARKS  
JOHN S. SELIG  
MARCELLA J. TAYLOR  
RICHARD A. WILLIAMS

WRITER'S DIRECT DIAL  
501-688-8859

January 14, 2015

<sup>1</sup> ONLY ADMITTED IN TEXAS  
<sup>2</sup> ADMITTED IN DISTRICT OF COLUMBIA AND ARKANSAS  
<sup>3</sup> ADMITTED IN ARIZONA, TEXAS AND ARKANSAS  
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ALL OTHERS ADMITTED ONLY IN ARKANSAS

Internal Revenue Service  
201 West Rivercenter Blvd.  
Attn: Extracting Stop 312  
Covington, KY 41011

Re: Community HigherEd Institute  
EIN: 47-2654761  
**FORM 1023, EXPEDITE REQUEST**

Ladies and Gentlemen:

This firm represents the above-referenced entity. A copy of Form 2848 is enclosed. We are writing to request an expedited processing of our Form 1023, Application for Recognition of Exemption under Section 501(c)(3) of the Internal Revenue Code.

Community HigherEd Institute (the "College") was formed to acquire and operate three post-secondary educational institutions which are colleges (collectively, the "Schools") that are currently being operated as for-profit institutions by Dental Directions, Inc. ("DDI").

The enclosed Letter of Intent which describes the general terms of the purchase of the Schools by the College from DDI was signed on January 13, 2015.

The transaction is scheduled to close on March 31, 2015, or as soon as practicable thereafter. The transaction cannot close unless the College receives a favorable IRS Determination Letter indicating that the College is a qualified § 501(c)(3) tax-exempt organization. The necessity of obtaining an expedited determination is magnified by the fact that the College is required to make a change of control filing with the United States Department of

Education to obtain approval of the transaction *not less than 45 days* prior to the closing date in order for the students enrolled in the Schools to continue to be eligible to receive loans and grants under the Title IV federal financial aid programs. The College must submit with the change in control application the IRS Determination Letter on the College indicating that the College is a § 501(c)(3) tax-exempt organization. To close by March 31, 2015, would require that the change of control filing be made not later than February 13, 2015.

As a qualified § 501(c)(3) organization, the College will be better positioned to expand educational opportunities to its adult students with affordable tuition, increased scholarships, and potential grants. This financial assistance will thus lower student loan debt of the graduates, leaving more income for the families that benefit from graduates' new careers and the subsequent earnings. Since the College enrolls students continuously each month, the availability of these benefits to the students attending the College are lost each month the closing the transaction is delayed. Furthermore; the College's current culture fosters a social environment committed to the fulfillment of community needs, donating countless supplies, services, and hours to those in compromised life positions. Non-profit status will not only change public perception of the true purpose of the organization, but will make the mission more defined – not to increase the wealth of shareholders, but rather serve all stakeholders benefiting from the services of the College.

Based on the information discussed above, we respectfully request an expedited processing of our Form 1023 in order to obtain a determination letter **no later than February 13, 2015**. If there are any questions or if additional information is needed, please contact me at (501) 688-8859.

Very truly yours,

MITCHELL, WILLIAMS, SELIG,  
GATES & WOODYARD, P.L.L.C.

By

Jennifer R. Pierce

:jp

cc: Mr. Mark Lewanowski

3586630.1

# MITCHELL | WILLIAMS

Jennifer R. Pierce  
Direct Dial: 501-688-8859  
Fax: 501-918-7859  
E-mail: jpierce@mwlaw.com

425 West Capitol Avenue, Suite 1800  
Little Rock, Arkansas 72201-3525  
Telephone: 501-688-8800  
Fax: 501-688-8807

January 14, 2015

## VIA FEDERAL EXPRESS

Internal Revenue Service  
201 West Rivercenter Blvd.  
Attn: Extracting Stop 312  
Covington, KY 41011

Re: Community HigherEd Institute  
EIN: 47-2654761

Ladies and Gentlemen:

Enclosed for processing are the following documents:

1. Application for Recognition of Exemption (Form 1023);
2. Expedite request;
3. User fee in the amount of \$850.00; and
4. Power of Attorney and Declaration of Representative (Form 2848).

I have also enclosed a copy of the Application for Recognition of Exemption (Form 1023), with enclosures, for your convenience.

If you have any questions concerning this matter, please contact me.

Very truly yours,

MITCHELL, WILLIAMS, SELIG,  
GATES & WOODYARD, P.L.L.C.

By

Jennifer R. Pierce

:jp

Enclosures

cc: Mr. Mark Lewandowski (w/o encl.)

3586664.1

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Very truly yours,

MITCHELL, WILLIAMS, SELIG,  
GATES & WOODYARD, P.L.L.C.

By

Jennifer R. Pierce

:jp

cc: Mr. Mark Lewanowski

3586630.1

# Power of Attorney and Declaration of Representative

► Type or print. ► See the separate instructions.

OMB No. 1545-0150

For IRS Use Only

Received by:

Name \_\_\_\_\_

Telephone \_\_\_\_\_

Function \_\_\_\_\_

Date / /

## Part I Power of Attorney

**Caution:** A separate Form 2848 should be completed for each taxpayer. Form 2848 will not be honored for any purpose other than representation before the IRS.

### 1 Taxpayer information. Taxpayer must sign and date this form on page 2, line 7.

Taxpayer name and address  
Community HigherEd Institute  
4242 South Sheridan Road  
Tulsa, OK 74145

Taxpayer identification number(s)

47-2654761

Daytime telephone number

(918) 610-0027

Plan number (if applicable)

hereby appoints the following representative(s) as attorney(s)-in-fact:

### 2 Representative(s) must sign and date this form on page 2, Part II.

Name and address  
Jennifer R. Pierce  
425 W. Capitol Ave., Suite 1800  
Little Rock, AR 72201

CAF No. 0302-49637R

PTIN P00962611

Telephone No. (501) 688-8859

Fax No. (501) 918-7859

Check if to be sent notices and communications ☐

Check if new: Address ☐ Telephone No. ☐ Fax No. ☐

Name and address

CAF No. \_\_\_\_\_

PTIN \_\_\_\_\_

Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Check if to be sent notices and communications ☐

Check if new: Address ☐ Telephone No. ☐ Fax No. ☐

Name and address

CAF No. \_\_\_\_\_

PTIN \_\_\_\_\_

Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Check if new: Address ☐ Telephone No. ☐ Fax No. ☐

to represent the taxpayer before the Internal Revenue Service for the following matters:

### 3 Matters

Description of Matter (Income, Employment, Payroll, Excise, Estate, Gift, Whistleblower, Practitioner Discipline, PLR, FOIA, Civil Penalty, etc.) (see instructions for line 3)	Tax Form Number (1040, 941, 720, etc.) (if applicable)	Year(s) or Period(s) (if applicable) (see instructions for line 3)
Income	1023, 990	2014, 2015

### 4 Specific use not recorded on Centralized Authorization File (CAF). If the power of attorney is for a specific use not recorded on CAF, check this box. See the instructions for Line 4. Specific Uses Not Recorded on CAF ☐

**5 Acts authorized.** Unless otherwise provided below, the representatives generally are authorized to receive and inspect confidential tax information and to perform any and all acts that I can perform with respect to the tax matters described on line 3, for example, the authority to sign any agreements, consents, or other documents. The representative(s), however, is (are) not authorized to receive or negotiate any amounts paid to the client in connection with this representation (including refunds by either electronic means or paper checks). Additionally, unless the appropriate box(es) below are checked, the representative(s) is (are) not authorized to execute a request for disclosure of tax returns or return information to a third party, substitute another representative or add additional representatives, or sign certain tax returns.

☐ Disclosure to third parties; ☐ Substitute or add representative(s); ☐ Signing a return; \_\_\_\_\_

☐ Other acts authorized: \_\_\_\_\_ (see instructions for more information)

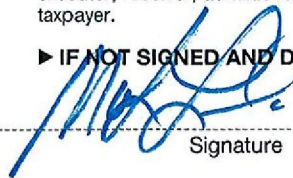
**Exceptions.** An unenrolled return preparer cannot sign any document for a taxpayer and may only represent taxpayers in limited situations. An enrolled actuary may only represent taxpayers to the extent provided in section 10.3(d) of Treasury Department Circular No. 230 (Circular 230). An enrolled retirement plan agent may only represent taxpayers to the extent provided in section 10.3(e) of Circular 230. A registered tax return preparer may only represent taxpayers to the extent provided in section 10.3(f) of Circular 230. See the line 5 Instructions for restrictions on tax matters partners. In most cases, the student practitioner's (level k) authority is limited (for example, they may only practice under the supervision of another practitioner).

List any specific deletions to the acts otherwise authorized in this power of attorney: \_\_\_\_\_

- 6 Retention/revocation of prior power(s) of attorney.** The filing of this power of attorney automatically revokes all earlier power(s) of attorney on file with the Internal Revenue Service for the same matters and years or periods covered by this document. If you **do not** want to revoke a prior power of attorney, check here ☐ **YOU MUST ATTACH A COPY OF ANY POWER OF ATTORNEY YOU WANT TO REMAIN IN EFFECT.**

- 7 Signature of taxpayer.** If a tax matter concerns a year in which a joint return was filed, the husband and wife must each file a separate power of attorney even if the same representative(s) is (are) being appointed. If signed by a corporate officer, partner, guardian, tax matters partner, executor, receiver, administrator, or trustee on behalf of the taxpayer, I certify that I have the authority to execute this form on behalf of the taxpayer.

► **IF NOT SIGNED AND DATED, THIS POWER OF ATTORNEY WILL BE RETURNED TO THE TAXPAYER.**



Signature

12/31/14

Date

President &amp; Director

Title (if applicable)

Mark Lewandowski

Print Name

☐ ☐ ☐ ☐ ☐  
PIN Number

Community HigherEd Institute

Print name of taxpayer from line 1 if other than individual

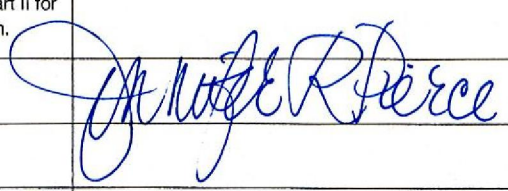
## Part II Declaration of Representative

Under penalties of perjury, I declare that:

- I am not currently under suspension or disbarment from practice before the Internal Revenue Service;
- I am aware of regulations contained in Circular 230 (31 CFR, Part 10), as amended, concerning practice before the Internal Revenue Service;
- I am authorized to represent the taxpayer identified in Part I for the matter(s) specified there; and
- I am one of the following:
  - a Attorney—a member in good standing of the bar of the highest court of the jurisdiction shown below.
  - b Certified Public Accountant—duly qualified to practice as a certified public accountant in the jurisdiction shown below.
  - c Enrolled Agent—enrolled as an agent under the requirements of Circular 230.
  - d Officer—a bona fide officer of the taxpayer's organization.
  - e Full-Time Employee—a full-time employee of the taxpayer.
  - f Family Member—a member of the taxpayer's immediate family (for example, spouse, parent, child, grandparent, grandchild, step-parent, step-child, brother, or sister).
  - g Enrolled Actuary—enrolled as an actuary by the Joint Board for the Enrollment of Actuaries under 29 U.S.C. 1242 (the authority to practice before the Internal Revenue Service is limited by section 10.3(d) of Circular 230).
  - h Unenrolled Return Preparer—Your authority to practice before the Internal Revenue Service is limited. You must have been eligible to sign the return under examination and have signed the return. See Notice 2011-6 and Special rules for registered tax return preparers and unenrolled return preparers in the instructions.
  - i Registered Tax Return Preparer—registered as a tax return preparer under the requirements of section 10.4 of Circular 230. Your authority to practice before the Internal Revenue Service is limited. You must have been eligible to sign the return under examination and have signed the return. See Notice 2011-6 and Special rules for registered tax return preparers and unenrolled return preparers in the instructions.
  - k Student Attorney or CPA—receives permission to practice before the IRS by virtue of his/her status as a law, business, or accounting student working in LITC or STCP under section 10.7(d) of Circular 230. See instructions for Part II for additional information and requirements.
  - r Enrolled Retirement Plan Agent—enrolled as a retirement plan agent under the requirements of Circular 230 (the authority to practice before the Internal Revenue Service is limited by section 10.3(e)).

► **IF THIS DECLARATION OF REPRESENTATIVE IS NOT SIGNED AND DATED, THE POWER OF ATTORNEY WILL BE RETURNED. REPRESENTATIVES MUST SIGN IN THE ORDER LISTED IN LINE 2 ABOVE.** See the instructions for Part II.

**Note:** For designations d-f, enter your title, position, or relationship to the taxpayer in the "Licensing jurisdiction" column. See the instructions for Part II for more information.

Designation— Insert above letter (a-r)	Licensing jurisdiction (state) or other licensing authority (if applicable)	Bar, license, certification, registration, or enrollment number (if applicable). See instructions for Part II for more information.	Signature	Date
a	AR	2001248		12/31/14

**Form 1023**  
(Rev. December 2013)  
Department of the Treasury  
Internal Revenue Service

**Application for Recognition of Exemption**  
**Under Section 501(c)(3) of the Internal Revenue Code**  
▶ (Use with the June 2006 revision of the Instructions for Form 1023 and the current Notice 1382)

(00) OMB No. 1545-0056  
**Note:** If exempt status is approved, this application will be open for public inspection.

Use the instructions to complete this application and for a definition of all **bold** items. For additional help, call IRS Exempt Organizations Customer Account Services toll-free at 1-877-829-5500. Visit our website at [www.irs.gov](http://www.irs.gov) for forms and publications. If the required information and documents are not submitted with payment of the appropriate user fee, the application may be returned to you.

Attach additional sheets to this application if you need more space to answer fully. Put your name and EIN on each sheet and identify each answer by Part and line number. Complete Parts I - XI of Form 1023 and submit only those Schedules (A through H) that apply to you.

**Part I Identification of Applicant**

<b>1</b> Full name of organization (exactly as it appears in your organizing document) <b>Community HigherEd Institute</b>		<b>2</b> c/o Name (if applicable)
<b>3</b> Mailing address (Number and street) (see instructions) <b>4242 South Sheridan Road</b>	Room/Suite	<b>4</b> Employer Identification Number (EIN) <b>47-2654761</b>
City or town, state or country, and ZIP + 4 <b>Tulsa, OK 74145</b>		<b>5</b> Month the annual accounting period ends (01 - 12) <b>12</b>
<b>6</b> Primary contact (officer, director, trustee, or authorized representative) <b>a Name: Mark Lewandowski, President</b>		<b>b</b> Phone: <b>(918) 610-0027</b> <b>c</b> Fax: (optional)
<b>7</b> Are you represented by an authorized representative, such as an attorney or accountant? If "Yes," provide the authorized representative's name, and the name and address of the authorized representative's firm. Include a completed Form 2848, <i>Power of Attorney and Declaration of Representative</i> , with your application if you would like us to communicate with your representative.		<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>8</b> Was a person who is not one of your officers, directors, trustees, employees, or an authorized representative listed in line 7, paid, or promised payment, to help plan, manage, or advise you about the structure or activities of your organization, or about your financial or tax matters? If "Yes," provide the person's name, the name and address of the person's firm, the amounts paid or promised to be paid, and describe that person's role.		<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>9a</b> Organization's website: <b>www.CommunityCareCollege.edu</b>		
<b>b</b> Organization's email: (optional)		
<b>10</b> Certain organizations are not required to file an information return (Form 990 or Form 990-EZ). If you are granted tax-exemption, are you claiming to be excused from filing Form 990 or Form 990-EZ? If "Yes," explain. See the instructions for a description of organizations not required to file Form 990 or Form 990-EZ.		<input type="checkbox"/> <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b>
<b>11</b> Date incorporated if a corporation, or formed, if other than a corporation. (MM/DD/YYYY)		<b>10 / 31 / 2014</b>
<b>12</b> Were you formed under the laws of a foreign country? If "Yes," state the country.		<input type="checkbox"/> <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b>

**Part II Organizational Structure**

You must be a corporation (including a limited liability company), an unincorporated association, or a trust to be tax exempt. (See instructions.) **DO NOT file this form unless you can check "Yes" on lines 1, 2, 3, or 4.**

- 1** Are you a **corporation**? If "Yes," attach a copy of your articles of incorporation showing **certification of filing** with the appropriate state agency. Include copies of any amendments to your articles and be sure they also show state filing certification. ☒ **Yes** ☐ **No**
- 2** Are you a **limited liability company (LLC)**? If "Yes," attach a copy of your articles of organization showing certification of filing with the appropriate state agency. Also, if you adopted an operating agreement, attach a copy. Include copies of any amendments to your articles and be sure they show state filing certification. Refer to the instructions for circumstances when an LLC should not file its own exemption application. ☐ **Yes** ☒ **No**
- 3** Are you an **unincorporated association**? If "Yes," attach a copy of your articles of association, constitution, or other similar organizing document that is dated and includes at least two signatures. Include signed and dated copies of any amendments. ☐ **Yes** ☒ **No**
- 4a** Are you a **trust**? If "Yes," attach a signed and dated copy of your trust agreement. Include signed and dated copies of any amendments. ☐ **Yes** ☒ **No**
- b** Have you been funded? If "No," explain how you are formed without anything of value placed in trust. ☐ **Yes** ☒ **No**
- 5** Have you adopted **bylaws**? If "Yes," attach a current copy showing date of adoption. If "No," explain how your officers, directors, or trustees are selected. ☒ **Yes** ☐ **No**

**Part III Required Provisions in Your Organizing Document**

The following questions are designed to ensure that when you file this application, your organizing document contains the required provisions to meet the organizational test under section 501(c)(3). Unless you can check the boxes in both lines 1 and 2, your organizing document does not meet the organizational test. **DO NOT file this application until you have amended your organizing document.** Submit your original and amended organizing documents (showing state filing certification if you are a corporation or an LLC) with your application.

- 1** Section 501(c)(3) requires that your organizing document state your exempt purpose(s), such as charitable, religious, educational, and/or scientific purposes. Check the box to confirm that your organizing document meets this requirement. Describe specifically where your organizing document meets this requirement, such as a reference to a particular article or section in your organizing document. Refer to the instructions for exempt purpose language. Location of Purpose Clause (Page, Article, and Paragraph): **Pages 1-2, Article FIFTH** ☒
- 2a** Section 501(c)(3) requires that upon dissolution of your organization, your remaining assets must be used exclusively for exempt purposes, such as charitable, religious, educational, and/or scientific purposes. Check the box on line 2a to confirm that your organizing document meets this requirement by express provision for the distribution of assets upon dissolution. If you rely on state law for your dissolution provision, do not check the box on line 2a and go to line 2c. ☒
- 2b** If you checked the box on line 2a, specify the location of your dissolution clause (Page, Article, and Paragraph). Do not complete line 2c if you checked box 2a. **Page 4, Article EIGHTH**
- 2c** See the instructions for information about the operation of state law in your particular state. Check this box if you rely on operation of state law for your dissolution provision and indicate the state: ☐

**Part IV Narrative Description of Your Activities**

Using an attachment, describe your *past*, *present*, and *planned* activities in a narrative. If you believe that you have already provided some of this information in response to other parts of this application, you may summarize that information here and refer to the specific parts of the application for supporting details. You may also attach representative copies of newsletters, brochures, or similar documents for supporting details to this narrative. Remember that if this application is approved, it will be open for public inspection. Therefore, your narrative description of activities should be thorough and accurate. Refer to the instructions for information that must be included in your description.

**Part V Compensation and Other Financial Arrangements With Your Officers, Directors, Trustees, Employees, and Independent Contractors**

- 1a** List the names, titles, and mailing addresses of all of your officers, directors, and trustees. For each person listed, state their total annual **compensation**, or proposed compensation, for all services to the organization, whether as an officer, employee, or other position. Use actual figures, if available. Enter "none" if no compensation is or will be paid. If additional space is needed, attach a separate sheet. Refer to the instructions for information on what to include as compensation.

Name	Title	Mailing address	Compensation amount (annual actual or estimated)
See attached			

**Part V Compensation and Other Financial Arrangements With Your Officers, Directors, Trustees, Employees, and Independent Contractors (Continued)**

- b** List the names, titles, and mailing addresses of each of your five highest compensated employees who receive or will receive compensation of more than \$50,000 per year. Use the actual figure, if available. Refer to the instructions for information on what to include as compensation. Do not include officers, directors, or trustees listed in line 1a.

Name	Title	Mailing address	Compensation amount (annual actual or estimated)
See attached			

- c** List the names, names of businesses, and mailing addresses of your five highest compensated **independent contractors** that receive or will receive compensation of more than \$50,000 per year. Use the actual figure, if available. Refer to the instructions for information on what to include as compensation.

Name	Title	Mailing address	Compensation amount (annual actual or estimated)
See attached			

The following "Yes" or "No" questions relate to *past, present, or planned* relationships, transactions, or agreements with your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed in lines 1a, 1b, and 1c.

- 2a** Are any of your officers, directors, or trustees **related** to each other through **family or business relationships**? If "Yes," identify the individuals and explain the relationship. ☐ Yes ☒ No

- b** Do you have a business relationship with any of your officers, directors, or trustees other than through their position as an officer, director, or trustee? If "Yes," identify the individuals and describe the business relationship with each of your officers, directors, or trustees. ☐ Yes ☒ No

- c** Are any of your officers, directors, or trustees related to your highest compensated employees or highest compensated independent contractors listed on lines 1b or 1c through family or business relationships? If "Yes," identify the individuals and explain the relationship. ☒ Yes ☐ No

- 3a** For each of your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed on lines 1a, 1b, or 1c, attach a list showing their name, qualifications, average hours worked, and duties.

- b** Do any of your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed on lines 1a, 1b, or 1c receive compensation from any other organizations, whether tax exempt or taxable, that are related to you through **common control**? If "Yes," identify the individuals, explain the relationship between you and the other organization, and describe the compensation arrangement. ☐ Yes ☒ No

- 4** In establishing the compensation for your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed on lines 1a, 1b, and 1c, the following practices are recommended, although they are not required to obtain exemption. Answer "Yes" to all the practices you use.

- a** Do you or will the individuals that approve compensation arrangements follow a conflict of interest policy? ☒ Yes ☐ No
- b** Do you or will you approve compensation arrangements in advance of paying compensation? ☒ Yes ☐ No
- c** Do you or will you document in writing the date and terms of approved compensation arrangements? ☒ Yes ☐ No

**Part V Compensation and Other Financial Arrangements With Your Officers, Directors, Trustees, Employees, and Independent Contractors (Continued)**

- d** Do you or will you record in writing the decision made by each individual who decided or voted on compensation arrangements? ☒ **Yes** ☐ **No**
- e** Do you or will you approve compensation arrangements based on information about compensation paid by **similarly situated** taxable or tax-exempt organizations for similar services, current compensation surveys compiled by independent firms, or actual written offers from similarly situated organizations? Refer to the instructions for Part V, lines 1a, 1b, and 1c, for information on what to include as compensation. ☒ **Yes** ☐ **No**
- f** Do you or will you record in writing both the information on which you relied to base your decision and its source? ☒ **Yes** ☐ **No**
- g** If you answered "No" to any item on lines 4a through 4f, describe how you set compensation that is **reasonable** for your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed in Part V, lines 1a, 1b, and 1c.

- 5a** Have you adopted a **conflict of interest policy** consistent with the sample conflict of interest policy in Appendix A to the instructions? If "Yes," provide a copy of the policy and explain how the policy has been adopted, such as by resolution of your governing board. If "No," answer lines 5b and 5c. ☒ **Yes** ☐ **No**
- b** What procedures will you follow to assure that persons who have a conflict of interest will not have influence over you for setting their own compensation?
- c** What procedures will you follow to assure that persons who have a conflict of interest will not have influence over you regarding business deals with themselves?

**Note:** A conflict of interest policy is recommended though it is not required to obtain exemption. Hospitals, see Schedule C, Section I, line 14.

- 6a** Do you or will you compensate any of your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed in lines 1a, 1b, or 1c through **non-fixed payments**, such as discretionary bonuses or revenue-based payments? If "Yes," describe all non-fixed compensation arrangements, including how the amounts are determined, who is eligible for such arrangements, whether you place a limitation on total compensation, and how you determine or will determine that you pay no more than reasonable compensation for services. Refer to the instructions for Part V, lines 1a, 1b, and 1c, for information on what to include as compensation. ☒ **Yes** ☐ **No**
- b** Do you or will you compensate any of your employees, other than your officers, directors, trustees, or your five highest compensated employees who receive or will receive compensation of more than \$50,000 per year, through non-fixed payments, such as discretionary bonuses or revenue-based payments? If "Yes," describe all non-fixed compensation arrangements, including how the amounts are or will be determined, who is or will be eligible for such arrangements, whether you place or will place a limitation on total compensation, and how you determine or will determine that you pay no more than reasonable compensation for services. Refer to the instructions for Part V, lines 1a, 1b, and 1c, for information on what to include as compensation. ☒ **Yes** ☐ **No**

- 7a** Do you or will you purchase any goods, services, or assets from any of your officers, directors, trustees, highest compensated employees, or highest compensated independent contractors listed in lines 1a, 1b, or 1c? If "Yes," describe any such purchase that you made or intend to make, from whom you make or will make such purchases, how the terms are or will be negotiated at **arm's length**, and explain how you determine or will determine that you pay no more than **fair market value**. Attach copies of any written contracts or other agreements relating to such purchases. ☒ **Yes** ☐ **No**
- b** Do you or will you sell any goods, services, or assets to any of your officers, directors, trustees, highest compensated employees, or highest compensated independent contractors listed in lines 1a, 1b, or 1c? If "Yes," describe any such sales that you made or intend to make, to whom you make or will make such sales, how the terms are or will be negotiated at arm's length, and explain how you determine or will determine you are or will be paid at least fair market value. Attach copies of any written contracts or other agreements relating to such sales. ☐ **Yes** ☒ **No**

- 8a** Do you or will you have any leases, contracts, loans, or other agreements with your officers, directors, trustees, highest compensated employees, or highest compensated independent contractors listed in lines 1a, 1b, or 1c? If "Yes," provide the information requested in lines 8b through 8f. ☒ **Yes** ☐ **No**
- b** Describe any written or oral arrangements that you made or intend to make.
- c** Identify with whom you have or will have such arrangements.
- d** Explain how the terms are or will be negotiated at arm's length.
- e** Explain how you determine you pay no more than fair market value or you are paid at least fair market value.
- f** Attach copies of any signed leases, contracts, loans, or other agreements relating to such arrangements.

- 9a** Do you or will you have any leases, contracts, loans, or other agreements with any organization in which any of your officers, directors, or trustees are also officers, directors, or trustees, or in which any individual officer, director, or trustee owns more than a 35% interest? If "Yes," provide the information requested in lines 9b through 9f. ☒ **Yes** ☐ **No**

**Part V Compensation and Other Financial Arrangements With Your Officers, Directors, Trustees, Employees, and Independent Contractors (Continued)**

- b Describe any written or oral arrangements you made or intend to make.
- c Identify with whom you have or will have such arrangements.
- d Explain how the terms are or will be negotiated at arm's length.
- e Explain how you determine or will determine you pay no more than fair market value or that you are paid at least fair market value.
- f Attach a copy of any signed leases, contracts, loans, or other agreements relating to such arrangements.

**Part VI Your Members and Other Individuals and Organizations That Receive Benefits From You**

The following "Yes" or "No" questions relate to goods, services, and funds you provide to individuals and organizations as part of your activities. Your answers should pertain to *past*, *present*, and *planned* activities. (See instructions.)

- 1a In carrying out your exempt purposes, do you provide goods, services, or funds to individuals? If "Yes," describe each program that provides goods, services, or funds to individuals. ☒ Yes ☐ No
- b In carrying out your exempt purposes, do you provide goods, services, or funds to organizations? If "Yes," describe each program that provides goods, services, or funds to organizations. ☐ Yes ☒ No
- 2 Do any of your programs limit the provision of goods, services, or funds to a specific individual or group of specific individuals? For example, answer "Yes," if goods, services, or funds are provided only for a particular individual, your members, individuals who work for a particular employer, or graduates of a particular school. If "Yes," explain the limitation and how recipients are selected for each program. ☐ Yes ☒ No
- 3 Do any individuals who receive goods, services, or funds through your programs have a family or business relationship with any officer, director, trustee, or with any of your highest compensated employees or highest compensated independent contractors listed in Part V, lines 1a, 1b, and 1c? If "Yes," explain how these related individuals are eligible for goods, services, or funds. ☐ Yes ☒ No

**Part VII Your History**

The following "Yes" or "No" questions relate to your history. (See instructions.)

- 1 Are you a **successor** to another organization? Answer "Yes," if you have taken or will take over the activities of another organization; you took over 25% or more of the fair market value of the net assets of another organization; or you were established upon the conversion of an organization from for-profit to non-profit status. If "Yes," complete Schedule G. ☒ Yes ☐ No
- 2 Are you submitting this application more than 27 months after the end of the month in which you were legally formed? If "Yes," complete Schedule E. ☐ Yes ☒ No

**Part VIII Your Specific Activities**

The following "Yes" or "No" questions relate to specific activities that you may conduct. Check the appropriate box. Your answers should pertain to *past*, *present*, and *planned* activities. (See instructions.)

- 1 Do you support or oppose candidates in **political campaigns** in any way? If "Yes," explain. ☐ Yes ☒ No
- 2a Do you attempt to **influence legislation**? If "Yes," explain how you attempt to influence legislation and complete line 2b. If "No," go to line 3a. ☐ Yes ☒ No
- b Have you made or are you making an **election** to have your legislative activities measured by expenditures by filing Form 5768? If "Yes," attach a copy of the Form 5768 that was already filed or attach a completed Form 5768 that you are filing with this application. If "No," describe whether your attempts to influence legislation are a substantial part of your activities. Include the time and money spent on your attempts to influence legislation as compared to your total activities. ☐ Yes ☒ No
- 3a Do you or will you operate bingo or **gaming** activities? If "Yes," describe who conducts them, and list all revenue received or expected to be received and expenses paid or expected to be paid in operating these activities. **Revenue and expenses** should be provided for the time periods specified in Part IX, Financial Data. ☐ Yes ☒ No
- b Do you or will you enter into contracts or other agreements with individuals or organizations to conduct bingo or gaming for you? If "Yes," describe any written or oral arrangements that you made or intend to make, identify with whom you have or will have such arrangements, explain how the terms are or will be negotiated at arm's length, and explain how you determine or will determine you pay no more than fair market value or you will be paid at least fair market value. Attach copies or any written contracts or other agreements relating to such arrangements. ☐ Yes ☒ No
- c List the states and local jurisdictions, including Indian Reservations, in which you conduct or will conduct gaming or bingo.

**Part VIII Your Specific Activities (Continued)**

<b>4a</b>	Do you or will you undertake <b>fundraising</b> ? If "Yes," check all the fundraising programs you do or will conduct. (See instructions.)	<input checked="" type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
	<input checked="" type="checkbox"/> mail solicitations <input checked="" type="checkbox"/> email solicitations <input checked="" type="checkbox"/> personal solicitations <input type="checkbox"/> vehicle, boat, plane, or similar donations <input type="checkbox"/> foundation grant solicitations	<input type="checkbox"/> phone solicitations <input type="checkbox"/> accept donations on your website <input type="checkbox"/> receive donations from another organization's website <input type="checkbox"/> government grant solicitations <input type="checkbox"/> Other	
	Attach a description of each fundraising program.		
<b>b</b>	Do you or will you have written or oral contracts with any individuals or organizations to raise funds for you? If "Yes," describe these activities. Include all revenue and expenses from these activities and state who conducts them. Revenue and expenses should be provided for the time periods specified in Part IX, Financial Data. Also, attach a copy of any contracts or agreements.	<input type="checkbox"/> <b>Yes</b>	<input checked="" type="checkbox"/> <b>No</b>
<b>c</b>	Do you or will you engage in fundraising activities for other organizations? If "Yes," describe these arrangements. Include a description of the organizations for which you raise funds and attach copies of all contracts or agreements.	<input type="checkbox"/> <b>Yes</b>	<input checked="" type="checkbox"/> <b>No</b>
<b>d</b>	List all states and local jurisdictions in which you conduct fundraising. For each state or local jurisdiction listed, specify whether you fundraise for your own organization, you fundraise for another organization, or another organization fundraises for you.		
<b>e</b>	Do you or will you maintain separate accounts for any contributor under which the contributor has the right to advise on the use or distribution of funds? Answer "Yes" if the donor may provide advice on the types of investments, distributions from the types of investments, or the distribution from the donor's contribution account. If "Yes," describe this program, including the type of advice that may be provided and submit copies of any written materials provided to donors.	<input type="checkbox"/> <b>Yes</b>	<input checked="" type="checkbox"/> <b>No</b>
<b>5</b>	Are you <b>affiliated</b> with a governmental unit? If "Yes," explain.	<input type="checkbox"/> <b>Yes</b>	<input checked="" type="checkbox"/> <b>No</b>
<b>6a</b>	Do you or will you engage in <b>economic development</b> ? If "Yes," describe your program.	<input type="checkbox"/> <b>Yes</b>	<input checked="" type="checkbox"/> <b>No</b>
<b>b</b>	Describe in full who benefits from your economic development activities and how the activities promote exempt purposes.		
<b>7a</b>	Do or will persons other than your employees or volunteers <b>develop</b> your facilities? If "Yes," describe each facility, the role of the developer, and any business or family relationship(s) between the developer and your officers, directors, or trustees.	<input type="checkbox"/> <b>Yes</b>	<input checked="" type="checkbox"/> <b>No</b>
<b>b</b>	Do or will persons other than your employees or volunteers <b>manage</b> your activities or facilities? If "Yes," describe each activity and facility, the role of the manager, and any business or family relationship(s) between the manager and your officers, directors, or trustees.	<input type="checkbox"/> <b>Yes</b>	<input checked="" type="checkbox"/> <b>No</b>
<b>c</b>	If there is a business or family relationship between any manager or developer and your officers, directors, or trustees, identify the individuals, explain the relationship, describe how contracts are negotiated at arm's length so that you pay no more than fair market value, and submit a copy of any contracts or other agreements.		
<b>8</b>	Do you or will you enter into <b>joint ventures</b> , including partnerships or <b>limited liability companies</b> treated as partnerships, in which you share profits and losses with partners other than section 501(c)(3) organizations? If "Yes," describe the activities of these joint ventures in which you participate.	<input type="checkbox"/> <b>Yes</b>	<input checked="" type="checkbox"/> <b>No</b>
<b>9a</b>	Are you applying for exemption as a childcare organization under section 501(k)? If "Yes," answer lines 9b through 9d. If "No," go to line 10.	<input type="checkbox"/> <b>Yes</b>	<input checked="" type="checkbox"/> <b>No</b>
<b>b</b>	Do you provide child care so that parents or caretakers of children you care for can be <b>gainfully employed</b> (see instructions)? If "No," explain how you qualify as a childcare organization described in section 501(k).	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
<b>c</b>	Of the children for whom you provide child care, are 85% or more of them cared for by you to enable their parents or caretakers to be gainfully employed (see instructions)? If "No," explain how you qualify as a childcare organization described in section 501(k).	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
<b>d</b>	Are your services available to the general public? If "No," describe the specific group of people for whom your activities are available. Also, see the instructions and explain how you qualify as a childcare organization described in section 501(k).	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
<b>10</b>	Do you or will you publish, own, or have rights in music, literature, tapes, artworks, choreography, scientific discoveries, or other <b>intellectual property</b> ? If "Yes," explain. Describe who owns or will own any copyrights, patents, or trademarks, whether fees are or will be charged, how the fees are determined, and how any items are or will be produced, distributed, and marketed.	<input checked="" type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>

**Part VIII Your Specific Activities (Continued)**

- 11** Do you or will you accept contributions of: real property; conservation easements; closely held securities; intellectual property such as patents, trademarks, and copyrights; works of music or art; licenses; royalties; automobiles, boats, planes, or other vehicles; or collectibles of any type? If "Yes," describe each type of contribution, any conditions imposed by the donor on the contribution, and any agreements with the donor regarding the contribution. ☐ Yes ☒ No
- 12a** Do you or will you operate in a **foreign country or countries**? If "Yes," answer lines 12b through 12d. If "No," go to line 13a. ☐ Yes ☒ No
- b** Name the foreign countries and regions within the countries in which you operate.
- c** Describe your operations in each country and region in which you operate.
- d** Describe how your operations in each country and region further your exempt purposes.
- 13a** Do you or will you make grants, loans, or other distributions to organization(s)? If "Yes," answer lines 13b through 13g. If "No," go to line 14a. ☐ Yes ☒ No
- b** Describe how your grants, loans, or other distributions to organizations further your exempt purposes.
- c** Do you have written contracts with each of these organizations? If "Yes," attach a copy of each contract. ☐ Yes ☐ No
- d** Identify each recipient organization and any **relationship** between you and the recipient organization.
- e** Describe the records you keep with respect to the grants, loans, or other distributions you make.
- f** Describe your selection process, including whether you do any of the following:
- (i)** Do you require an application form? If "Yes," attach a copy of the form. ☐ Yes ☐ No
- (ii)** Do you require a grant proposal? If "Yes," describe whether the grant proposal specifies your responsibilities and those of the grantee, obligates the grantee to use the grant funds only for the purposes for which the grant was made, provides for periodic written reports concerning the use of grant funds, requires a final written report and an accounting of how grant funds were used, and acknowledges your authority to withhold and/or recover grant funds in case such funds are, or appear to be, misused. ☐ Yes ☐ No
- g** Describe your procedures for oversight of distributions that assure you the resources are used to further your exempt purposes, including whether you require periodic and final reports on the use of resources.
- 14a** Do you or will you make grants, loans, or other distributions to foreign organizations? If "Yes," answer lines 14b through 14f. If "No," go to line 15. ☐ Yes ☒ No
- b** Provide the name of each foreign organization, the country and regions within a country in which each foreign organization operates, and describe any relationship you have with each foreign organization.
- c** Does any foreign organization listed in line 14b accept contributions earmarked for a specific country or specific organization? If "Yes," list all earmarked organizations or countries. ☐ Yes ☐ No
- d** Do your contributors know that you have ultimate authority to use contributions made to you at your discretion for purposes consistent with your exempt purposes? If "Yes," describe how you relay this information to contributors. ☐ Yes ☐ No
- e** Do you or will you make pre-grant inquiries about the recipient organization? If "Yes," describe these inquiries, including whether you inquire about the recipient's financial status, its tax-exempt status under the Internal Revenue Code, its ability to accomplish the purpose for which the resources are provided, and other relevant information. ☐ Yes ☐ No
- f** Do you or will you use any additional procedures to ensure that your distributions to foreign organizations are used in furtherance of your exempt purposes? If "Yes," describe these procedures, including site visits by your employees or compliance checks by impartial experts, to verify that grant funds are being used appropriately. ☐ Yes ☐ No

**Part VIII Your Specific Activities** (Continued)

- |           |  |   |  |
|-----------|--|---|--|
| <b>15</b> | Do you have a <b>close connection</b> with any organizations? If "Yes," explain.   | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| <b>16</b> | Are you applying for exemption as a <b>cooperative hospital service organization</b> under section 501(e)? If "Yes," explain.  | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| <b>17</b> | Are you applying for exemption as a <b>cooperative service organization of operating educational organizations</b> under section 501(f)? If "Yes," explain.  | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| <b>18</b> | Are you applying for exemption as a <b>charitable risk pool</b> under section 501(n)? If "Yes," explain.   | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| <b>19</b> | Do you or will you operate a <b>school</b> ? If "Yes," complete Schedule B. Answer "Yes," whether you operate a school as your main function or as a secondary activity.   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| <b>20</b> | Is your main function to provide <b>hospital or medical care</b> ? If "Yes," complete Schedule C.  | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| <b>21</b> | Do you or will you provide <b>low-income housing</b> or housing for the <b>elderly</b> or <b>handicapped</b> ? If "Yes," complete Schedule F.  | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| <b>22</b> | Do you or will you provide scholarships, fellowships, educational loans, or other educational grants to individuals, including grants for travel, study, or other similar purposes? If "Yes," complete Schedule H. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |

**Note:** Private foundations may use Schedule H to request advance approval of individual grant procedures.

**Part IX Financial Data**

For purposes of this schedule, years in existence refer to completed tax years. If in existence 4 or more years, complete the schedule for the most recent 4 tax years. If in existence more than 1 year but less than 4 years, complete the statements for each year in existence and provide projections of your likely revenues and expenses based on a reasonable and good faith estimate of your future finances for a total of 3 years of financial information. If in existence less than 1 year, provide projections of your likely revenues and expenses for the current year and the 2 following years, based on a reasonable and good faith estimate of your future finances for a total of 3 years of financial information. (See instructions.)

**A. Statement of Revenues and Expenses**

Part 1 Statement of Revenues and Expenses						
	Type of revenue or expense	Current tax year	3 prior tax years or 2 succeeding tax years			(e) Provide Total for (a) through (d)
	(a) From To 2014	(b) From To 2015	(c) From To 2016	(d) From To 2017		
Revenues	1 Gifts, grants, and contributions received (do not include unusual grants)	0	0	0	0	0
	2 Membership fees received	0	0	0	0	0
	3 Gross investment income	0	0	0	0	0
	4 Net unrelated business income	0	0	0	0	0
	5 Taxes levied for your benefit	0	0	0	0	0
	6 Value of services or facilities furnished by a governmental unit without charge (not including the value of services generally furnished to the public without charge)	0	0	0	0	0
	7 Any revenue not otherwise listed above or in lines 9–12 below (attach an itemized list)	0	138,589	144,132	149,898	432,619
	8 Total of lines 1 through 7	0	138,589	144,132	149,898	432,619
	9 Gross receipts from admissions, merchandise sold or services performed, or furnishing of facilities in any activity that is related to your exempt purposes (attach itemized list)	0	22,379,621	26,058,575	29,805,172	78,243,368
	10 Total of lines 8 and 9	0	22,518,210	26,202,707	29,955,070	78,675,987
Expenses	11 Net gain or loss on sale of capital assets (attach schedule and see instructions)	0	0	0	0	0
	12 Unusual grants	0	0	0	0	0
	13 Total Revenue Add lines 10 through 12	0	22,518,210	26,202,707	29,955,070	78,675,987
	14 Fundraising expenses	0	0	0	0	
	15 Contributions, gifts, grants, and similar amounts paid out (attach an itemized list)	0	0	0	0	
	16 Disbursements to or for the benefit of members (attach an itemized list)	0	0	0	0	
	17 Compensation of officers, directors, and trustees	0	843,058	876,780	911,852	
	18 Other salaries and wages	0	7,287,864	8,555,090	10,029,117	
	19 Interest expense	0	1,869,642	1,820,038	1,767,187	
	20 Occupancy (rent, utilities, etc.)	0	3,829,942	4,416,394	5,123,017	
	21 Depreciation and depletion	0	816,133	946,714	1,098,189	
	22 Professional fees	0	252,407	292,792	351,350	
	23 Any expense not otherwise classified, such as program services (attach itemized list)	0	5,322,186	6,181,078	7,130,444	
	24 Total Expenses Add lines 14 through 23	0	20,221,231	23,088,886	26,411,156	

**Part IX Financial Data (Continued)****B. Balance Sheet (for your most recently completed tax year)**Year End: **2015**

Assets		(Whole dollars)
1	Cash . . . . .	1 1,000,000
2	Accounts receivable, net . . . . .	2 2,000,000
3	Inventories . . . . .	3
4	Bonds and notes receivable (attach an itemized list) . . . . .	4
5	Corporate stocks (attach an itemized list) . . . . .	5
6	Loans receivable (attach an itemized list) . . . . .	6
7	Other investments (attach an itemized list) . . . . .	7
8	Depreciable and depletable assets (attach an itemized list) . . . . .	8 2,000,000
9	Land . . . . .	9
10	Other assets (attach an itemized list) . . . . .	10 24,000,000
11	Total Assets (add lines 1 through 10) . . . . .	11 29,000,000
Liabilities		
12	Accounts payable . . . . .	12
13	Contributions, gifts, grants, etc. payable . . . . .	13
14	Mortgages and notes payable (attach an itemized list) . . . . .	14 29,000,000
15	Other liabilities (attach an itemized list) . . . . .	15
16	Total Liabilities (add lines 12 through 15) . . . . .	16 29,000,000
Fund Balances or Net Assets		
17	Total fund balances or net assets . . . . .	17 0
18	Total Liabilities and Fund Balances or Net Assets (add lines 16 and 17) . . . . .	18 29,000,000
19	Have there been any substantial changes in your assets or liabilities since the end of the period shown above? If "Yes," explain. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

**Part X Public Charity Status**

Part X is designed to classify you as an organization that is either a **private foundation** or a **public charity**. Public charity status is a more favorable tax status than private foundation status. If you are a private foundation, Part X is designed to further determine whether you are a **private operating foundation**. (See instructions.)

- 1a** Are you a private foundation? If "Yes," go to line 1b. If "No," go to line 5 and proceed as instructed. ☐ Yes ☒ No  
If you are unsure, see the instructions.
- b** As a private foundation, section 508(e) requires special provisions in your organizing document in addition to those that apply to all organizations described in section 501(c)(3). Check the box to confirm that your organizing document meets this requirement, whether by express provision or by reliance on operation of state law. Attach a statement that describes specifically where your organizing document meets this requirement, such as a reference to a particular article or section in your organizing document or by operation of state law. See the instructions, including Appendix B, for information about the special provisions that need to be contained in your organizing document. Go to line 2. ☐
- 2** Are you a private operating foundation? To be a private operating foundation you must engage directly in the active conduct of charitable, religious, educational, and similar activities, as opposed to indirectly carrying out these activities by providing grants to individuals or other organizations. If "Yes," go to line 3. If "No," go to the signature section of Part XI. ☐ Yes ☐ No
- 3** Have you existed for one or more years? If "Yes," attach financial information showing that you are a private operating foundation; go to the signature section of Part XI. If "No," continue to line 4. ☐ Yes ☐ No
- 4** Have you attached either (1) an affidavit or opinion of counsel, (including a written affidavit or opinion from a certified public accountant or accounting firm with expertise regarding this tax law matter), that sets forth facts concerning your operations and support to demonstrate that you are likely to satisfy the requirements to be classified as a private operating foundation; or (2) a statement describing your proposed operations as a private operating foundation? ☐ Yes ☐ No
- 5** If you answered "No" to line 1a, indicate the type of public charity status you are requesting by checking one of the choices below. You may check only one box.
- The organization is not a private foundation because it is:
- a** 509(a)(1) and 170(b)(1)(A)(i)—a church or a convention or association of churches. Complete and attach Schedule A. ☐
- b** 509(a)(1) and 170(b)(1)(A)(ii)—a **school**. Complete and attach Schedule B. ☒
- c** 509(a)(1) and 170(b)(1)(A)(iii)—a **hospital**, a cooperative hospital service organization, or a medical research organization operated in conjunction with a hospital. Complete and attach Schedule C. ☐
- d** 509(a)(3)—an organization supporting either one or more organizations described in line 5a through c, f, g, or h or a publicly supported section 501(c)(4), (5), or (6) organization. Complete and attach Schedule D. ☐

**Part X Public Charity Status (Continued)**

- e** 509(a)(4)—an organization organized and operated exclusively for testing for public safety. ☐
- f** 509(a)(1) and 170(b)(1)(A)(iv)—an organization operated for the benefit of a college or university that is owned or operated by a governmental unit. ☐
- g** 509(a)(1) and 170(b)(1)(A)(vi)—an organization that receives a substantial part of its financial support in the form of contributions from publicly supported organizations, from a governmental unit, or from the general public. ☐
- h** 509(a)(2)—an organization that normally receives not more than one-third of its financial support from gross **investment income** and receives more than one-third of its financial support from contributions, membership fees, and gross receipts from activities related to its exempt functions (subject to certain exceptions). ☐
- i** A publicly supported organization, but unsure if it is described in 5g or 5h. The organization would like the IRS to decide the correct status. ☐

**6** If you checked box g, h, or i in question 5 above, you must request either an **advance** or a **definitive ruling** by selecting one of the boxes below. Refer to the instructions to determine which type of ruling you are eligible to receive.

- a Request for Advance Ruling:** By checking this box and signing the consent, pursuant to section 6501(c)(4) of the Code you request an advance ruling and agree to extend the statute of limitations on the assessment of excise tax under section 4940 of the Code. The tax will apply only if you do not establish public support status at the end of the 5-year advance ruling period. The assessment period will be extended for the 5 advance ruling years to 8 years, 4 months, and 15 days beyond the end of the first year. You have the right to refuse or limit the extension to a mutually agreed-upon period of time or issue(s). Publication 1035, *Extending the Tax Assessment Period*, provides a more detailed explanation of your rights and the consequences of the choices you make. You may obtain Publication 1035 free of charge from the IRS web site at [www.irs.gov](http://www.irs.gov) or by calling toll-free 1-800-829-3676. Signing this consent will not deprive you of any appeal rights to which you would otherwise be entitled. If you decide not to extend the statute of limitations, you are not eligible for an advance ruling.

**Consent Fixing Period of Limitations Upon Assessment of Tax Under Section 4940 of the Internal Revenue Code**

For Organization

(Signature of Officer, Director, Trustee, or other authorized official)

(Type or print name of signer)

(Date)

(Type or print title or authority of signer)

For IRS Use Only

IRS Director, Exempt Organizations

(Date)

- b Request for Definitive Ruling:** Check this box if you have completed one tax year of at least 8 full months and you are requesting a definitive ruling. To confirm your public support status, answer line 6b(i) if you checked box g in line 5 above. Answer line 6b(ii) if you checked box h in line 5 above. If you checked box i in line 5 above, answer both lines 6b(i) and (ii). ☐

(i) **(a)** Enter 2% of line 8, column (e) on Part IX-A. Statement of Revenues and Expenses. \_\_\_\_\_ ☐

**(b)** Attach a list showing the name and amount contributed by each person, company, or organization whose gifts totaled more than the 2% amount. If the answer is "None," check this box. ☐

(ii) **(a)** For each year amounts are included on lines 1, 2, and 9 of Part IX-A. Statement of Revenues and Expenses, attach a list showing the name of and amount received from each **disqualified person**. If the answer is "None," check this box. ☐

**(b)** For each year amounts are included on line 9 of Part IX-A. Statement of Revenues and Expenses, attach a list showing the name of and amount received from each payer, other than a disqualified person, whose payments were more than the larger of (1) 1% of line 10, Part IX-A. Statement of Revenues and Expenses, or (2) \$5,000. If the answer is "None," check this box. ☐

- 7** Did you receive any unusual grants during any of the years shown on Part IX-A. Statement of Revenues and Expenses? If "Yes," attach a list including the name of the contributor, the date and amount of the grant, a brief description of the grant, and explain why it is unusual. ☐ Yes ☒ No

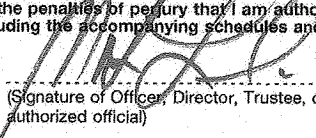
**Part XI User Fee Information**

You must include a user fee payment with this application. It will not be processed without your paid user fee. If your average annual gross receipts have exceeded or will exceed \$10,000 annually over a 4-year period, you must submit payment of \$850. If your gross receipts have not exceeded or will not exceed \$10,000 annually over a 4-year period, the required user fee payment is \$400. See instructions for Part XI, for a definition of **gross receipts** over a 4-year period. Your check or money order must be made payable to the United States Treasury. *User fees are subject to change. Check our website at [www.irs.gov](http://www.irs.gov) and type "User Fee" in the keyword box, or call Customer Account Services at 1-877-829-5500 for current information.*

- 1 Have your annual gross receipts averaged or are they expected to average not more than \$10,000? ☐ Yes ☒ No  
If "Yes," check the box on line 2 and enclose a user fee payment of \$400 (Subject to change—see above).  
If "No," check the box on line 3 and enclose a user fee payment of \$850 (Subject to change—see above).
- 2 Check the box if you have enclosed the reduced user fee payment of \$400 (Subject to change). ☐
- 3 Check the box if you have enclosed the user fee payment of \$850 (Subject to change). ☒

I declare under the penalties of perjury that I am authorized to sign this application on behalf of the above organization and that I have examined this application, including the accompanying schedules and attachments, and to the best of my knowledge it is true, correct, and complete.

Please  
Sign  
Here

  
(Signature of Officer, Director, Trustee, or other  
authorized official)

**Mark Lewandowski**

(Type or print name of signer)

**President**

(Type or print title or authority of signer)

**12/31/14**  
(Date)

**Reminder:** Send the completed Form 1023 Checklist with your filled-in-application.

Form **1023** (Rev. 12-2013)

**Schedule B. Schools, Colleges, and Universities**

If you operate a school as an activity, complete Schedule B

**Section I Operational Information**

- 1a** Do you normally have a regularly scheduled curriculum, a regular faculty of qualified teachers, a regularly enrolled student body, and facilities where your educational activities are regularly carried on? If "No," do not complete the remainder of Schedule B. ☒ **Yes** ☐ **No**
- b** Is the primary function of your school the presentation of formal instruction? If "Yes," describe your school in terms of whether it is an elementary, secondary, college, technical, or other type of school. If "No," do not complete the remainder of Schedule B. ☒ **Yes** ☐ **No**
- 2a** Are you a public school because you are operated by a state or subdivision of a state? If "Yes," explain how you are operated by a state or subdivision of a state. Do not complete the remainder of Schedule B. ☐ **Yes** ☒ **No**
- b** Are you a public school because you are operated wholly or predominantly from government funds or property? If "Yes," explain how you are operated wholly or predominantly from government funds or property. Submit a copy of your funding agreement regarding government funding. Do not complete the remainder of Schedule B. ☐ **Yes** ☒ **No**
- 3** In what public school district, county, and state are you located?  
**See attached**
- 4** Were you formed or substantially expanded at the time of public school desegregation in the above school district or county? ☐ **Yes** ☒ **No**
- 5** Has a state or federal administrative agency or judicial body ever determined that you are racially discriminatory? If "Yes," explain. ☐ **Yes** ☒ **No**
- 6** Has your right to receive financial aid or assistance from a governmental agency ever been revoked or suspended? If "Yes," explain. ☐ **Yes** ☒ **No**
- 7** Do you or will you contract with another organization to develop, build, market, or finance your facilities? If "Yes," explain how that entity is selected, explain how the terms of any contracts or other agreements are negotiated at arm's length, and explain how you determine that you will pay no more than fair market value for services. ☐ **Yes** ☒ **No**

**Note.** Make sure your answer is consistent with the information provided in Part VIII, line 7a.

- 8** Do you or will you manage your activities or facilities through your own employees or volunteers? If "No," attach a statement describing the activities that will be managed by others, the names of the persons or organizations that manage or will manage your activities or facilities, and how these managers were or will be selected. Also, submit copies of any contracts, proposed contracts, or other agreements regarding the provision of management services for your activities or facilities. Explain how the terms of any contracts or other agreements were or will be negotiated, and explain how you determine you will pay no more than fair market value for services. ☒ **Yes** ☐ **No**

**Note.** Answer "Yes" if you manage or intend to manage your programs through your own employees or by using volunteers. Answer "No" if you engage or intend to engage a separate organization or independent contractor. Make sure your answer is consistent with the information provided in Part VIII, line 7b.

**Section II Establishment of Racially Nondiscriminatory Policy**Information required by **Revenue Procedure 75-50.**

- 1** Have you adopted a racially nondiscriminatory policy as to students in your organizing document, bylaws, or by resolution of your governing body? If "Yes," state where the policy can be found or supply a copy of the policy. If "No," you must adopt a nondiscriminatory policy as to students before submitting this application. See Publication 557. ☒ **Yes** ☐ **No**
- 2** Do your brochures, application forms, advertisements, and catalogues dealing with student admissions, programs, and scholarships contain a statement of your racially nondiscriminatory policy? ☒ **Yes** ☐ **No**
- a** If "Yes," attach a representative sample of each document.
- b** If "No," by checking the box to the right you agree that all future printed materials, including website content, will contain the required nondiscriminatory policy statement. ☐
- 3** Have you published a notice of your nondiscriminatory policy in a newspaper of general circulation that serves all racial segments of the community? (See the instructions for specific requirements.) If "No," explain. ☒ **Yes** ☐ **No**
- 4** Does or will the organization (or any department or division within it) discriminate in any way on the basis of race with respect to admissions; use of facilities or exercise of student privileges; faculty or administrative staff; or scholarship or loan programs? If "Yes," for any of the above, explain fully. ☐ **Yes** ☒ **No**

**Schedule B. Schools, Colleges, and Universities (Continued)**

- 5** Complete the table below to show the racial composition for the current academic year and projected for the next academic year, of: (a) the student body, (b) the faculty, and (c) the administrative staff. Provide actual numbers rather than percentages for each racial category.

If you are not operational, submit an estimate based on the best information available (such as the racial composition of the community served).

Racial Category	(a) Student Body		(b) Faculty		(c) Administrative Staff	
	Current Year	Next Year	Current Year	Next Year	Current Year	Next Year
White	666	739	56	58	68	71
Black	239	265	5	5	1	1
Hispanic	74	82	3	3	5	5
Asian	18	20	2	2	4	4
Other	250	278	7	7	15	15
<b>Total</b>	<b>1,247</b>	<b>1,384</b>	<b>73</b>	<b>76</b>	<b>93</b>	<b>97</b>

- 6** In the table below, provide the number and amount of loans and scholarships awarded to students enrolled by racial categories.

Racial Category	Number of Loans		Amount of Loans		Number of Scholarships		Amount of Scholarships	
	Current Year	Next Year	Current Year	Next Year	Current Year	Next Year	Current Year	Next Year
White	712	790	\$1,500,165	\$1,665,183	101	112	\$77,111	\$85,593
Black	294	326	\$553,194	\$614,045	22	24	\$11,539	\$12,809
Hispanic	71	79	\$135,129	\$149,993	10	11	\$10,000	\$11,100
Asian	22	24	\$40,716	\$45,195	4	4	\$4,000	\$4,440
Other	279	310	\$583,423	\$647,600	20	22	\$15,430	\$17,127
<b>Total</b>	<b>1,378</b>	<b>1,530</b>	<b>\$2,812,627</b>	<b>\$3,122,016</b>	<b>157</b>	<b>174</b>	<b>\$118,080</b>	<b>\$131,069</b>

- 7a** Attach a list of your incorporators, founders, board members, and donors of land or buildings, whether individuals or organizations.

- b** Do any of these individuals or organizations have an objective to maintain segregated public or private school education? If "Yes," explain.

☐ Yes ☒ No

- 8** Will you maintain records according to the non-discrimination provisions contained in Revenue Procedure 75-50? If "No," explain. (See instructions.)

☒ Yes ☐ No

**Schedule G. Successors to Other Organizations**

**1a** Are you a **successor** to a **for-profit organization**? If "Yes," explain the relationship with the predecessor organization that resulted in your creation and complete line 1b. ☒ **Yes** ☐ **No**

**b** Explain why you took over the activities or assets of a for-profit organization or converted from for-profit to nonprofit status.

**2a** Are you a successor to an organization other than a for-profit organization? Answer "Yes" if you have taken or will take over the activities of another organization; or you have taken or will take over 25% or more of the fair market value of the net assets of another organization. If "Yes," explain the relationship with the other organization that resulted in your creation. ☐ **Yes** ☒ **No**

**b** Provide the tax status of the predecessor organization.

**c** Did you or did an organization to which you are a successor previously apply for tax exemption under section 501(c)(3) or any other section of the Code? If "Yes," explain how the application was resolved. ☐ **Yes** ☒ **No**

**d** Was your prior tax exemption or the tax exemption of an organization to which you are a successor revoked or suspended? If "Yes," explain. Include a description of the corrections you made to re-establish tax exemption. ☐ **Yes** ☒ **No**

**e** Explain why you took over the activities or assets of another organization.

**3** Provide the name, last address, and EIN of the predecessor organization and describe its activities.

**Name:** Dental Directions, Inc.

**EIN:** 73 - 1480285

**Address:** 4242 S. Sheridan Road, Tulsa, OK 74145

**4** List the owners, partners, principal stockholders, officers, and governing board members of the predecessor organization. Attach a separate sheet if additional space is needed.

Name	Address	Share/Interest (If a for-profit)
Teresa L. Knox		100%

**5** Do or will any of the persons listed in line 4, maintain a working relationship with you? If "Yes," describe the relationship in detail and include copies of any agreements with any of these persons or with any for-profit organizations in which these persons own more than a 35% interest. ☒ **Yes** ☐ **No**

**6a** Were any assets transferred, whether by gift or sale, from the predecessor organization to you? If "Yes," provide a list of assets, indicate the value of each asset, explain how the value was determined, and attach an appraisal, if available. For each asset listed, also explain if the transfer was by gift, sale, or combination thereof. ☒ **Yes** ☐ **No**

**b** Were any restrictions placed on the use or sale of the assets? If "Yes," explain the restrictions. ☐ **Yes** ☒ **No**

**c** Provide a copy of the agreement(s) of sale or transfer.

**7** Were any debts or liabilities transferred from the predecessor for-profit organization to you? If "Yes," provide a list of the debts or liabilities that were transferred to you, indicating the amount of each, how the amount was determined, and the name of the person to whom the debt or liability is owed. ☒ **Yes** ☐ **No**

**8** Will you lease or rent any property or equipment previously owned or used by the predecessor for-profit organization, or from persons listed in line 4, or from for-profit organizations in which these persons own more than a 35% interest? If "Yes," submit a copy of the lease or rental agreement(s). Indicate how the lease or rental value of the property or equipment was determined. ☒ **Yes** ☐ **No**

**9** Will you lease or rent property or equipment to persons listed in line 4, or to for-profit organizations in which these persons own more than a 35% interest? If "Yes," attach a list of the property or equipment, provide a copy of the lease or rental agreement(s), and indicate how the lease or rental value of the property or equipment was determined. ☐ **Yes** ☒ **No**

**Schedule H. Organizations Providing Scholarships, Fellowships, Educational Loans, or Other Educational Grants to Individuals and Private Foundations Requesting Advance Approval of Individual Grant Procedures****Section I** *Names of individual recipients are not required to be listed in Schedule H.*

**Public charities and private foundations complete lines 1a through 7 of this section. See the instructions to Part X if you are not sure whether you are a public charity or a private foundation.**

- 1a** Describe the types of educational grants you provide to individuals, such as scholarships, fellowships, loans, etc.
- b** Describe the purpose and amount of your scholarships, fellowships, and other educational grants and loans that you award.
- c** If you award educational loans, explain the terms of the loans (interest rate, length, forgiveness, etc.).
- d** Specify how your program is publicized.
- e** Provide copies of any solicitation or announcement materials.
- f** Provide a sample copy of the application used.
- 2** Do you maintain case histories showing recipients of your scholarships, fellowships, educational loans, or other educational grants, including names, addresses, purposes of awards, amount of each grant, manner of selection, and relationship (if any) to officers, trustees, or donors of funds to you? If "No," refer to the instructions. ☐ Yes ☒ No
- 3** Describe the specific criteria you use to determine who is eligible for your program. (For example, eligibility selection criteria could consist of graduating high school students from a particular high school who will attend college, writers of scholarly works about American history, etc.)
- 4a** Describe the specific criteria you use to select recipients. (For example, specific selection criteria could consist of prior academic performance, financial need, etc.)
- b** Describe how you determine the number of grants that will be made annually.
- c** Describe how you determine the amount of each of your grants.
- d** Describe any requirement or condition that you impose on recipients to obtain, maintain, or qualify for renewal of a grant. (For example, specific requirements or conditions could consist of attendance at a four-year college, maintaining a certain grade point average, teaching in public school after graduation from college, etc.)
- 5** Describe your procedures for supervising the scholarships, fellowships, educational loans, or other educational grants. Describe whether you obtain reports and grade transcripts from recipients, or you pay grants directly to a school under an arrangement whereby the school will apply the grant funds only for enrolled students who are in good standing. Also, describe your procedures for taking action if the terms of the award are violated.
- 6** Who is on the selection committee for the awards made under your program, including names of current committee members, criteria for committee membership, and the method of replacing committee members?
- 7** Are relatives of members of the selection committee, or of your officers, directors, or **substantial contributors** eligible for awards made under your program? If "Yes," what measures are taken to ensure unbiased selections? ☒ Yes ☐ No

**Note.** If you are a private foundation, you are not permitted to provide educational grants to **disqualified persons**. Disqualified persons include your substantial contributors and foundation managers and certain family members of disqualified persons.

**Section II** **Private foundations complete lines 1a through 4f of this section. Public charities do not complete this section.**

- 1a** If we determine that you are a private foundation, do you want this application to be considered as a request for advance approval of grant making procedures? ☐ Yes ☐ No ☐ N/A
- b** For which section(s) do you wish to be considered?
- 4945(g)(1)—Scholarship or fellowship grant to an individual for study at an educational institution ☐
  - 4945(g)(3)—Other grants, including loans, to an individual for travel, study, or other similar purposes, to enhance a particular skill of the grantee or to produce a specific product ☐
- 2** Do you represent that you will (1) arrange to receive and review grantee reports annually and upon completion of the purpose for which the grant was awarded, (2) investigate diversions of funds from their intended purposes, and (3) take all reasonable and appropriate steps to recover diverted funds, ensure other grant funds held by a grantee are used for their intended purposes, and withhold further payments to grantees until you obtain grantees' assurances that future diversions will not occur and that grantees will take extraordinary precautions to prevent future diversions from occurring? ☐ Yes ☐ No
- 3** Do you represent that you will maintain all records relating to individual grants, including information obtained to evaluate grantees, identify whether a grantee is a disqualified person, establish the amount and purpose of each grant, and establish that you undertook the supervision and investigation of grants described in line 2? ☐ Yes ☐ No

**Schedule H. Organizations Providing Scholarships, Fellowships, Educational Loans, or Other Educational Grants to Individuals and Private Foundations Requesting Advance Approval of Individual Grant Procedures**  
(Continued)**Section II Private foundations complete lines 1a through 4f of this section. Public charities do not complete this section. (Continued)**

- 4a** Do you or will you award scholarships, fellowships, and educational loans to attend an educational institution based on the status of an individual being an *employee of a particular employer*? If "Yes," complete lines 4b through 4f. ☐ Yes ☐ No
- b** Will you comply with the seven conditions and either the percentage tests or facts and circumstances test for scholarships, fellowships, and educational loans to attend an educational institution as set forth in Revenue Procedures 76-47, 1976-2 C.B. 670, and 80-39, 1980-2 C.B. 772, which apply to inducement, selection committee, eligibility requirements, objective basis of selection, employment, course of study, and other objectives? (See lines 4c, 4d, and 4e, regarding the percentage tests.) ☐ Yes ☐ No
- c** Do you or will you provide scholarships, fellowships, or educational loans to attend an educational institution to employees of a particular employer? ☐ Yes ☐ No ☐ N/A
- If "Yes," will you award grants to 10% or fewer of the eligible applicants who were actually considered by the selection committee in selecting recipients of grants in that year as provided by Revenue Procedures 76-47 and 80-39? ☐ Yes ☐ No
- d** Do you provide scholarships, fellowships, or educational loans to attend an educational institution to children of employees of a particular employer? ☐ Yes ☐ No ☐ N/A
- If "Yes," will you award grants to 25% or fewer of the eligible applicants who were actually considered by the selection committee in selecting recipients of grants in that year as provided by Revenue Procedures 76-47 and 80-39? If "No," go to line 4e. ☐ Yes ☐ No
- e** If you provide scholarships, fellowships, or educational loans to attend an educational institution to children of employees of a particular employer, will you award grants to 10% or fewer of the number of employees' children who can be shown to be eligible for grants (whether or not they submitted an application) in that year, as provided by Revenue Procedures 76-47 and 80-39? ☐ Yes ☐ No ☐ N/A

If "Yes," describe how you will determine who can be shown to be eligible for grants without submitting an application, such as by obtaining written statements or other information about the expectations of employees' children to attend an educational institution. If "No," go to line 4f.

**Note.** Statistical or sampling techniques are not acceptable. See Revenue Procedure 85-51, 1985-2 C.B. 717, for additional information.

- f** If you provide scholarships, fellowships, or educational loans to attend an educational institution to *children of employees of a particular employer* without regard to either the 25% limitation described in line 4d, or the 10% limitation described in line 4e, will you award grants based on facts and circumstances that demonstrate that the grants will not be considered compensation for past, present, or future services or otherwise provide a significant benefit to the particular employer? If "Yes," describe the facts and circumstances that you believe will demonstrate that the grants are neither compensatory nor a significant benefit to the particular employer. In your explanation, describe why you cannot satisfy either the 25% test described in line 4d or the 10% test described in line 4e. ☐ Yes ☐ No

**CERTIFICATE OF INCORPORATION  
DOMESTIC NOT FOR PROFIT CORPORATION**

Document Number: 25853740002 Submit Date: 10/31/2014

**CORPORATION NAME**

The name of the corporation is:  
COMMUNITY HIGHERED INSTITUTE

**PURPOSE**

See Article Fifth of attached Certificate of Incorporation.

This corporation does not have authority to issue capital stock.

This corporation is not for profit, and as such the corporation does not afford pecuniary gain, incidentally or otherwise, to its members.

**EFFECTIVE DATE**

**Effective Date:**  
Same as filing date.

**DURATION**

Perpetual

**REGISTERED AGENT AND REGISTERED OFFICE ADDRESS**

**Agent Name**  
THE CORPORATION COMPANY  
**Address**  
1833 SOUTH MORGAN ROAD  
OKLAHOMA CITY, OK 73128 USA

**INCORPORATOR INFORMATION**

<b>Name</b> ROSE WASHINGTON <b>Address</b> 2813 W. LANSING STREET BROKEN ARROW, OK 74012 USA	<b>Title</b> Incorporator
--	------------------------------

<b>Name</b> JACK H. ALLEN Jr <b>Address</b> 5314 S. YALE AVE., SUITE 900 TULSA, OK 74135 USA	<b>Title</b> Incorporator
--	------------------------------

<b>Name</b> MARK LEWANDOWSKI <b>Address</b> 8408 S. CANTON AVE. TULSA, OK 74137 USA	<b>Title</b> Incorporator
---	------------------------------

**DIRECTOR INFORMATION**

<b>Name</b> ROSE WASHINGTON	<b>Title</b> Director
--------------------------------	--------------------------

**Address**

2813 W. LANSING STREET  
BROKEN ARROW, OK 74012 USA

**Name**

JACK H. ALLEN Jr

**Title**

Director

**Address**

5314 S. YALE AVE., SUITE 900  
TULSA, OK 74135 USA

**Name**

MARK LEWANDOWSKI

**Title**

Director

**Address**

8408 S. CANTON AVE.  
TULSA, OK 74137 USA

The Number of Directors to be Elected at the First Meeting: 3

**ATTACHMENTS****File Label**

Certificate of Incorporation of Community Highered

**File Name and Path**

Certificate of Incorporation of Community Highered

**SIGNATURE**

I hereby certify that the information provided on this form is true and correct to the best of my knowledge and by attaching the signature I agree and understand that the typed electronic signature shall have the same legal effect as an original signature and is being accepted as my original signature pursuant to the Oklahoma Uniform Electronic Transactions Act, Title 12A Okla. Statutes Section 15-101, et seq.

Dated - 10/31/2014

**Corporation Name****Signature Name**

ROSE WASHINGTON

**Title**

JACK H. ALLEN, JR.

MARK LEWANDOWSKI

[End Of Image]

**CERTIFICATE OF INCORPORATION**  
**OF**  
**COMMUNITY HIGHERED INSTITUTE**

We hereby execute the following articles for the purposes of forming an Oklahoma not for profit corporation pursuant to the provisions of Title 18, Section 1006.

FIRST: The name of the corporation shall be Community HigherEd Institute.

SECOND: This Certificate of Incorporation establishes Community HigherEd Institute by name as an educational institution authorized to operate educational programs beyond secondary education including degree and non-degree educational programs.

THIRD: The name and address of the registered agent for service of process are as follows: The Corporation Company, 1833 South Morgan Road, Oklahoma City, OK, 73128.

FOURTH: The duration of this corporation is perpetual.

FIFTH: The corporation is organized:

(a) To establish or acquire and maintain one or more colleges or post-secondary educational institutions for study and education and to award degrees and diplomas; to regularly enroll students; to provide and maintain courses of instruction in each and all of degree and diploma programs offered by the educational institutions; to prescribe the courses of study, employ and maintain a regular faculty of professors, instructors or teachers; to obtain all accreditations and licenses required to participate in any United States Department of Education student loan and grant programs; and the corporation and all its agencies shall be open to both sexes and to those of any race or religion;

(b) To operate, as an established educational institution under the names Community Care College, Clary Sage College and Oklahoma Technical College in the city of

Tulsa Oklahoma as post-secondary educational institutions for study and education which shall award degrees and diplomas; to regularly enroll students; to provide and maintain courses of instruction in each and all of degree and diploma programs offered by these educational institutions; to prescribe the courses of study, employ and maintain a regular faculty of professors, instructors or teachers; to obtain all accreditations and licenses required to participate in any United States Department of Education student loan and grant programs; and the corporation shall be open to both sexes and to those of any race or religion;

(c) Exclusively for charitable, scientific and educational purposes within the meaning of § 501(c)(3) of the Internal Revenue Code of 1986 (the "Code") (or the corresponding provision of any future United States Revenue law), including the making of distributions to organizations that qualify as exempt organizations under § 501(c)(3) of the Code;

(d) To purchase, take, receive, lease, take by gift, devise or bequest, or otherwise acquire, own, hold, improve, use and otherwise deal in and with real or personal property, or any interest therein, wherever situated; to sell, convey, mortgage, pledge, lease, exchange, transfer and otherwise dispose of all or any part of its property and assets; to make contracts and incur liabilities; to borrow money; to issue its notes, bonds and other obligations; to secure any of its obligations by mortgage or pledge of all or any of its property, franchises and income; to dedicate its property to the repayment of indebtedness, whether with or without recourse or otherwise encumber any or all of its proper whether or not in usual and regular course of its activities; to manage its internal affairs in any desired manner so long as the provisions of the Oklahoma General Corporation Act or other law are not violated; and to do any and all things necessary, convenient, useful or incidental to the attainment of its purposes as fully and to the same extent as natural persons lawfully might or could do as long as consistent with

the provisions of the Oklahoma General Corporation Act and the restrictions set forth in paragraph (c) of this Article FIFTH.

SIXTH: This corporation does not have the authority to issue capital stock.

SEVENTH: This corporation is not for profit, and as such the corporation does not afford pecuniary gain incidentally or otherwise, to its members. Notwithstanding any other provision in these articles:

(a) No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to, its directors, officers, or other private individuals, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payment and distribution in furtherance of the purposes set forth in Article FIFTH hereof.

(b) No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office; and

(c) The corporation shall not carry on any other activities not permitted to be carried on (i) by a corporation exempt from federal income tax under § 501(c)(3) of the Internal Revenue Code (the "Code") (or the corresponding provision of any future United States Internal Revenue Law) or (ii) by a corporation, contributions to which are deductible under § 170(c)(2) of the Code (or the corresponding provision of any future United States Internal Revenue Law).

(d) In the event the corporation is in any one (1) year a "Private Foundation" as defined in § 509(a) of the Code (or the corresponding provisions of any future United States Internal Revenue Law):

(i) The corporation shall make distributions at such time and in such manner as not to become subject to the tax on undistributed income imposed by § 4942 of the Code; and the corporation shall not engage in any act of self-dealing (as defined in § 4941(d) of the Code) which would subject it to tax under § 4941 of the Code;

(ii) The corporation shall not retain any excess business holdings (as defined in § 4943(c) of the Code) which would subject it to tax under § 4943 of the Code;

(iii) The corporation shall not make any investments in such manner as to subject it to tax under § 4944 of the Code; and

(iv) The corporation shall not make any taxable expenditures (as defined in § 4945(d) of the Code) which would subject it to tax under § 4945 of the Code.

EIGHTH: Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provisions for the payment of all the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such charitable, educational, religious, literary, or scientific organization as shall at the time qualify as an exempt organization or organizations under § 501(c)(3) of the Code (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the Circuit Court of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

NINTH: The number of directors to be elected at the first meeting shall be three (3).

TENTH: The names and mailing address of each person who will serve as a director are as follows:

- (a) Rose Washington      2813 W Lansing Street, Broken Arrow, Oklahoma 74012
- (b) Jack H. Allen Jr      5314 S. Yale Ave., Ste. 900   Tulsa, Oklahoma 74135
- (c) Mark Lewandowski   8408 S. Canton Ave., Tulsa, Oklahoma 74137

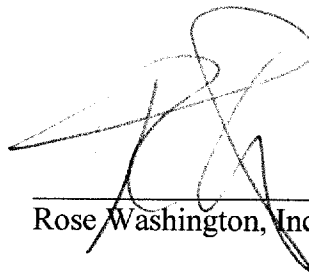
ELEVENTH: The names and mailing addresses of the undersigned incorporators are:

- (a) Rose Washington      2813 W Lansing Street, Broken Arrow, Oklahoma 74012
- (b) Jack H. Allen Jr.      5314 S Yale Ave., Ste. 900   Tulsa, Oklahoma 74135
- (c) Mark Lewandowski   8408 S. Canton Ave., Tulsa, Oklahoma 74137

TWELFTH: E-MAIL address of the primary contact for the registered business:

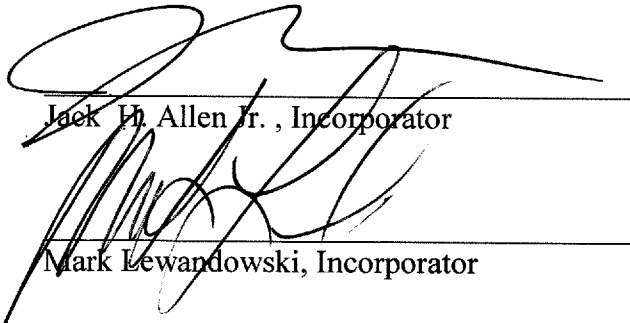
mark@pdcrx.com

Signed this 28<sup>th</sup> day of October, 2014.



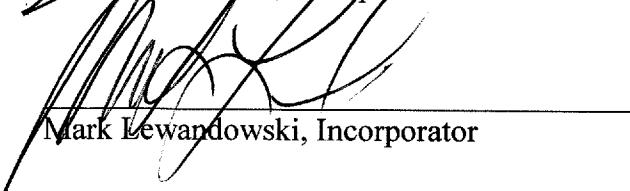
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Rose Washington, Incorporator



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Jack H. Allen Jr. , Incorporator



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Mark Lewandowski, Incorporator

**BYLAWS**  
**OF**  
**COMMUNITY HIGHERED INSTITUTE**

**ARTICLE 1.**  
**PURPOSE AND POWERS**

**1.1. Purpose.** The Corporation shall have such purposes as are now or may hereafter be set forth in its Certificate of Incorporation. The Corporation shall be a not for profit corporation which will own and operate post-secondary educational institutions.

**1.2. Powers.** The Corporation shall have such powers as are now or may hereafter be granted by the Oklahoma General Corporation Act, except as such powers may be otherwise modified hereby or by the Certificate of Incorporation of this Corporation.

**ARTICLE 2.**  
**BOARD OF DIRECTORS**

**2.1. General Powers.** All of the business and affairs of the Corporation shall be managed and controlled by the Board of Directors.

**2.2. Number.** The number of members of the Board of Directors ("Directors") shall be three (3).

**2.3. Election and Tenure.** The initial Directors shall be the individuals named in the Certificate of Incorporation of this Corporation who shall serve until the first annual meeting of the Board of Directors. Directors shall be elected by a majority vote of the existing Directors at the annual meeting of the Board of Directors or at a special meeting called for that purpose.

## **BYLAWS OF COMMUNITY HIGHERED INSTITUTE**

A director shall serve a one (1) year term or until a successor has been qualified, or until death, resignation or removal. In the event of a vacancy of a director the membership shall elect the replacement director at the next regular meeting of the Board of Directors or at a special membership meeting called for that purpose. The Board of Directors by majority vote shall elect a Director to serve as the Chairman of the Board of Directors who shall serve in such capacity until a new chairman is elect by the Board of Directors at an annual or special meeting.

**2.4. Regular Meeting.** A regular annual meeting of the Board of Directors shall be held each year on such date, time and place as shall be designated by the Chairman of the Board of Directors in the notice of the meeting for the purpose of electing officers and for the transaction of such other business as may come before the meeting. The Board of Directors may provide by resolution for the holding of additional regular meetings.

**2.5. Special Meetings.** Special meetings of the Board of Directors may be called by, or at the direction of the Chairman, President or a majority of the voting Directors then in office, to be held at such time and place, either within or without the State of Oklahoma, as shall be designated in the notice of the meeting.

**2.6. Notice.** Notice of the time and place of any meeting of the Board of Directors shall be given at least two (2) days prior thereto by written notice delivered per-sonally or sent by mail, facsimile or other electronic transmission to each Director at his or her address as shown on the records of the Corporation. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with postage thereon prepaid. If notice be given by facsimile or other electronic transmission, such notice shall be deemed to be delivered when the facsimile or other electronic transmission is transmitted by the

## **BYLAWS OF COMMUNITY HIGHERED INSTITUTE**

sender to the Director's facsimile number or electronic address. Any Director may waive notice of any meeting. The attendance of a Director at any meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Board needs be specified in the notice or waiver of notice of such meeting, unless otherwise required by law.

**2.7. Quorum.** A majority of Directors, present in person shall constitute a quorum for the transaction of business at any meeting of the Board.

### **2.8. Manner of Acting.**

(a) Formal Action By Directors. Except for the removal of a Director pursuant to Article 2.10 hereof, the act of a majority of Directors in person or by proxy present at a meeting at which a quorum is present shall be the act of the Board of Directors. A Director who participates in a meeting via a telephone conference call, or other electronic means of communication by which all directors participating may simultaneously hear each other during the meeting, shall be deemed to be present in person.

(b) Informal Action by Directors. The Board of Directors shall have the right to take any action in the absence of a meeting which they could take at a meeting by obtaining the written approval, including electronic written approval (such as facsimile transmission or email communication), of all the Directors setting forth the action so taken. Any action so approved shall have the same effect as though taken at a meeting of the Directors.

## **BYLAWS OF COMMUNITY HIGHERED INSTITUTE**

**2.9. Resignations and Removal.** Any Director may resign from the Board at any time by giving written notice to the president or the secretary of the Corporation and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. A Director may be removed without cause by the vote of majority of the Directors.

**2.10. Vacancies.** Any vacancy occurring in the Board of Directors and any directorship to be filled by reason of an increase in the number of Directors shall be filled by election in accordance with the provisions of Article 2.3 of these Bylaws.

**2.11. Compensation.** Directors as such shall not receive any stated salaries for their services, but may be compensated for their services as determined from time to time by the Board of Directors and nothing herein contained shall be construed to preclude any Director from serving the Corporation in any other capacity and receiving compensation therefor.

**2.12. Procedure.** The Chairman shall preside at meetings of the Board of Directors. The Board of Directors may adopt its own rules of procedure which shall not be inconsistent with these Bylaws.

### **ARTICLE 3. OFFICERS**

**3.1. Officers.** The officers of the Corporation shall be a President, Vice President, Secretary and Treasurer. The same individual may simultaneously hold more than one (1) office of the Corporation. The Corporation may, at the discretion of the Board of Directors, have additional officers.

**3.2. Election and Term of Office.** The officers of the Corporation shall be elected by the Board of Directors at its initial organizational meeting and thereafter at its annual meeting

## **BYLAWS OF COMMUNITY HIGHERED INSTITUTE**

or a special meeting called for that purpose. Vacancies may be filled or new offices created and filled at any meeting of the Board of Directors. Each officer shall hold office for a term of one (1) year and until his successor shall have been duly elected and qualified unless he shall sooner resign or be removed.

**3.3. Removal and Resignations.** Any officer elected by the Board of Directors may be removed by the Board of Directors whenever, in its judgment, the best interests of the Corporation would be served thereby. Any officer may resign at any time by giving written notice to the President, Secretary or Treasurer of the Corporation, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

**3.4. Vacancies.** Vacancy in any office may be filled by the Board of Directors for the unexpired portion of the term.

**3.5. President.** The President may sign any deeds, mortgages, bonds, contracts, or other instruments which have been authorized to be executed except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these Bylaws or by statute to some other officer or agent of the Corporation.

**3.6. Secretary.** The Secretary shall give notice and record the proceedings of all meetings, and have custody of the seal of the Corporation.

**3.7. Treasurer.** The Treasurer shall have custody of the corporate funds, keep records of receipts, disbursements and other transactions, and deposit all monies to the credit of the Corporation. The Treasurer shall have the authority to authorize ordinary expenses of operation of the Corporation which shall be reported to the Board of Directors at each regular meeting. The Treasurer shall render to the President and the board of Directors, when required, an account

## **BYLAWS OF COMMUNITY HIGHERED INSTITUTE**

of all transactions and the financial condition of the Corporation. The Treasurer shall give the Corporation a bond, as the Board of Directors may require.

### **ARTICLE 4. CONTRACTS, LOANS, CHECKS, DEPOSITS AND GIFTS**

**4.1. Contracts.** The Board of Directors may authorize any officer or agent of the Corporation, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances.

**4.2. Borrowing.** No loan shall be contracted on behalf of the Corporation and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors. Such authority may be general or confined to specific instances.

**4.3. Checks.** All disbursements shall be by check. All checks for the payment of money, notes, or other evidences of indebtedness issued in the name of the Corporation in excess of \$5000 shall be signed by at least two (2) of the officers of the Corporation or as otherwise provided in a resolution of the Board of Directors.

**4.4. Deposits.** All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies or other depositories as the Board of Directors may select.

**4.5. Gifts.** The Board of Directors may accept or reject on behalf of the Corporation any contribution, gift, bequest or devise for the general purposes or for any specific purpose of the Corporation.

### **ARTICLE 5. GENERAL PROVISIONS**

## **BYLAWS OF COMMUNITY HIGHERED INSTITUTE**

**5.1. Books and Records.** The Corporation shall keep correct books and records of account and shall also keep records of the minutes of the proceedings of the Board of Directors. Copies of the minutes of the meetings of the Board of Directors shall be regularly distributed to each member of the Board of Directors. Records of account shall be reviewed by a qualified accountant to be selected by the Board annually at the close of each fiscal year. The results of this review shall be reported directly to the Board.

**5.2. Fiscal Year.** The fiscal year of the Corporation shall begin on the first day of January and end on the last day of December in each year unless otherwise determined by resolution of the Board of Directors.

**5.3. Waiver of Notice.** Whenever any notice is required to be given under the provisions of the Oklahoma General Corporation Act or under the provisions of the Certificate of Incorporation of the Corporation or these Bylaws, a waiver thereof in writing signed by the persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

**5.4. Loans to Officers and Directors Prohibited.** No loans shall be made by the Corporation to its officers or Directors. The Directors of the Corporation who vote for or assent to the making of a loan to an officer or Director of the Corporation, and any officer or officers participating in the making of such loan, shall be jointly and severally liable to the Corporation for the amount of such loan until the repayment thereof. Nothing herein shall prohibit or restrict the making of any loan from a member, officer or Director to the Corporation under terms which are fair and reasonable to the Corporation and otherwise as permitted by applicable state and federal law.

## **BYLAWS OF COMMUNITY HIGHERED INSTITUTE**

**5.5. Additional Organizations.** The Board of Directors may authorize the formation of such auxiliary organi-zations as would in the opinion of the Board assist in the fulfillment of the purposes of the Corporation.

**5.6. Rules.** The Board of Directors may adopt, amend or repeal rules (not inconsistent with these Bylaws) for the management of the internal affairs of the Corporation and the governance of its officers, agents, committees and employees.

### **ARTICLE 6. COMMITTEES**

**6.1. Standing Committees.** Standing Committees of the Corporation shall be designated by action of the Board of Directors. Committee members shall be appointed by the Chairman. The Chairman shall appoint Committee chairmen. Responsibilities of each Committee will be assigned at the discretion of the Board of Directors. Committees may put together proposals for approval by the Board prior to implementation.

**6.2. Special Committees.** The Chairman may, at any time, appoint additional Committees to address issues and policies of the corporation.

### **ARTICLE 7. INDEMNIFICATION**

**7.1. Generally.** Except as prohibited under Chapter 42 of the Internal Revenue Code and the regulations thereunder, the Corporation shall indemnify every person who is or has been a Director or officer of the Corporation and such persons' heirs and legal representatives where such person is a party or is threatened with being made a party to any threatened, pending or completed action, suit or proceed-ing, whether civil, criminal, administrative or investigative,

## **BYLAWS OF COMMUNITY HIGHERED INSTITUTE**

including all appeals, by reason of the fact that such person is or was a Director or officer of the Corporation, or is or was serving at the request of the Corporation in any capacity for any other business organization, against expenses (including attorney's fees), judgment, decrees, fines, penalties and amounts paid in settlement actually and reasonably incurred by such person in connection with such action, suit or proceeding, if such person acted in good faith and in a manner he reasonably believed to be in or not opposed to the best interests of the Corporation, and, with respect to any criminal action or proceeding, had no reasonable cause to believe his conduct was unlawful. The termination of any action, suit or proceeding shall not of itself create a presumption that the person did not act in good faith or in a manner which he reasonably believed to be in or not opposed to the best interests of the Corporation or, with respect to any criminal action, suit or proceeding, that he had reasonable cause to believe that his conduct was unlawful. The foregoing right of indemnification shall be in addition to all rights to which any such Director or officer may be entitled as a matter of law.

**7.2. Liability Insurance.** The Corporation may purchase and maintain insurance on its own behalf and on behalf of any person who is or was a Director or officer of the Corporation or is or was serving at the request of the Corporation in any capacity for any other business organization, insuring the Corporation and such person against any liability asserted against such person and incurred by him in any such capacity, or arising out of his status as such, whether or not the Corporation would have the power to indemnify such person against such liability under the provisions of this Bylaw or applicable law.

## **ARTICLE 8. AMENDMENTS TO BYLAWS**

## **BYLAWS OF COMMUNITY HIGHERED INSTITUTE**

These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by a majority of the Board of Directors at any regular or special meeting of the Board.

**BYLAWS OF COMMUNITY HIGHERED INSTITUTE**

**CERTIFICATE**

I, Rose Washington, Secretary of Community HigherEd Institute certify that the attached Bylaws were adopted at a meeting of the Board of Directors as of the 21st day of November, 2014.

  
Secretary

# COMMUNITY HIGHERED INSTITUTE

EIN: 47-2654761

## Attachment to Form 1023

### Part I – Identification of Applicant

#### **Item 7 – Power of Attorney**

The College's authorized representative is:

Jennifer R. Pierce  
Mitchell, Williams, Selig,  
Gates & Woodyard, P.L.L.C.  
425 West Capitol Avenue, Suite 1800  
Little Rock, AR 72201

See Form 2848, Power of Attorney and Declaration of Representative is enclosed as **Exhibit 1**.

#### **Item 8 – Additional Persons**

Ritzert & Layton, P.C. ("Ritzert") has been retained by Community HigherEd Institute (the "College") to assist in the preparation of the College's Application for Recognition of Tax Exemption on Form 1023. Ritzert will also represent the College with respect to the Acquisition, as described on Schedule G attached hereto, and will represent the College after the close of the Acquisition with respect to general corporate and tax matters. In addition, Ritzert will provide counsel with respect to regulatory matters before the U.S. Department of Education, state educational licensing agencies and other accrediting agencies. Ritzert will be paid hourly rates which are consistent with rates customarily charged in connection with providing the legal services described above. The name and address of the attorney from Ritzert who will provide legal services to the College is as follows:

Charles R. Camp, Esq.  
Ritzert & Leyton, P.C.  
11350 Random Hills Road, Suite 400  
Fairfax, Virginia 22030

## Part IV – Narrative Description of Your Activities

The College was incorporated as an Oklahoma non-profit corporation on October 31, 2014. A copy of the College's Certificate of Incorporation is attached hereto as **Exhibit 4**. Since the College's incorporation, it has not conducted any activities nor received any contributions, earned any income or incurred any expenses.

On November 21, 2014, the incorporators of the College appointed Rose Washington, Mark Lewandowski and Jack Allen to serve as the members of the board of directors of the College (the "Board"). On January 13, 2015, acting by unanimous written consent, the Board, among other things, approved the Acquisition (as described below) and authorized the officers of the College to take all action necessary in order for the College to operate as a non-profit, post-secondary educational institution. In accordance therewith, the Board approved the College's bylaws, a copy of which is attached hereto as **Exhibit 5**, which provides that the College will be operated exclusively as a non-profit, post-secondary educational institution which will instruct and train individuals for the purpose of improving and developing their capabilities. In order to fulfill this purpose, the College will prescribe courses of study, employ and maintain a regular faculty of professors, instructors and teachers. The College will not discriminate in providing such educational instruction based on sex, race or religion.

As more particularly described on Schedule G, the College plans to acquire substantially all of the operating assets, other than real property and certain other excluded assets not used in the operation of the School (as defined herein), of Dental Directions, Inc. ("DDI") and Clary Sage Franchising System, LLC ("CSFS", who, together with DDI, are collectively referred to herein as the "Selling College"), a for-profit, accredited post-secondary educational institution which was formed in 1995 (the "Acquisition"). The Selling School provides career-focused educational programs on three different campuses in Tulsa, Oklahoma (collectively, the "School") – Community Care College, Oklahoma Technical College and Clary Sage College. The School offers both degree and non-degree (diploma) programs of study intended to provide students with the education and training needed for entry-level positions in a variety of career fields. The School also offer online degree programs in a variety of career fields. The combined enrollment of the School as of October 30, 2014 was approximately 902.

The College plans to complete the Acquisition by the end of the first quarter in 2015 and will takeover operating the School immediately thereafter.

**Part V – Compensation and Other Financial Arrangements with Your Officers, Directors, Trustees, Employees and Independent Contractors**

**Item 1a – Compensation and Other Financial Arrangements With Directors and Officers**

The current officers and directors of the College are:

Name	Title	Mailing Address	Compensation
Rose Washington	Director, Secretary/Treasurer	,	NONE
Jack Allen	Director & Vice President		NONE
Mark Lewandowski	Director & President	.	NONE

It is anticipated that the officers and directors of the College after the closing of the Acquisition described on Schedule G will be:

Name	Title	Mailing Address	Compensation
Rose Washington	Director		\$4,000
Jack Allen	Director		\$4,000
Mark Lewandowski	Director		\$20,000
Teresa L. Knox	Director and Chief Executive Officer/Secretary		\$400,000
Kevin Kirk	Director and President		\$202,125

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**Item 1b – Five Highest Compensated Employees**

After the closing of the Acquisition described on Schedule G, the five highest compensated employees of the College will be:

Teresa L. Knox	Director and Chief Executive Officer/Secretary	\$400,000
Kevin Kirk	Director and President	\$202,125
Brenda Knox	Human Resources Manager	\$111,101
Linda DeWitt	Director of Career Services	\$79,001
John Sullivan	Facilities Manager	\$79,431
Celia Stall-Meadows	Director of Education	\$71,400

**Item 1c – Five Highest Compensated Independent Contractors**

After the closing of the Acquisition described on Schedule G, the five highest independent contractors of the College will be the following:

Name of Business	Title	Mailing Address	Compensation
Hickory House Properties, LLC	Landlord of College's campuses		\$1,818,369
Apple Inc.	Technology		\$463,166
Tulsa County Treasurer	Property Taxes		\$273,428
CommunityCare of Oklahoma	Health Insurance		\$250,459
Plattform Advertising Inc.	Google Ads		\$244,768

**Item 2a – Business Relationships between Officers, Directors or Trustees**

Teresa L. Knox, who will serve on the Board after the Acquisition, is the sole shareholder of DDI and the sole member of CSFS. Ms. Knox also serves as the Chief Executive Officer of DDI.

After the Acquisition, the officers of the College will be the individuals who currently serve as the officers of, and hold various employment positions with, the Selling College.

**Item 2c – Relationships Between Officers, Directors or Trustees and Independent Contractors**

Teresa Knox and Brenda Knox are sisters.

**Item 3a – List of Qualifications, Hours Worked and Duties of Directors and Employees**

**Rose Washington, Director**

*Qualifications:* Rose Washington was appointed to the Federal Reserve Bank of Kansas City's Board of Directors in 2013. She previously served on the Oklahoma City Branch Board of Directors since 2010. She is executive director of the Tulsa Economic Development Corporation (TEDC). TEDC was founded in 1979 to promote and sustain small business growth in the Tulsa region. As a certified community development financial institution, TEDC has provided or located more than \$150 million to help nearly 300 small businesses start or expand over the last five years. In 2006, TEDC began doing business as TEDC Creative Capital, and today, makes or facilitates loans ranging from \$5,000 to \$10 million, using public and private funds. The organization recently expanded its portfolio with plans to develop and construct a 17,000 square foot retail center in one of Tulsa's underserved areas.

Before joining TEDC as executive director in 2001, Ms. Washington was assistant vice president and director of the University of Southern California's Division of External Relations. She was previously special assistant to the dean and director of placement at Jackson State University School of Business, and was an officer at Trustmark National Bank in Jackson, Mississippi.

Ms. Washington serves on several committees and is actively involved with the following boards: BOKF Community Development Corporation, Tulsa Metro Chamber, The Forge (business incubator), Leadership Oklahoma, and X Out Exclusion! Inc. She is also an original board member of Urban Innovative Development Corporation, a newly organized not-for-profit designed to empower disadvantaged youth through entrepreneurship training, financial literacy and professional development programming. Ms. Washington has been named an SBA Oklahoma Minority Small Business Champion of the Year.

She holds a bachelor's degree from Mississippi State University and an MBA from Mississippi College.

*Average hours:* 10 volunteer hours per month.

*Duties:* The duties and responsibilities of a Director as outlined in the attached Articles and Bylaws of the College.

**Jack Allen, Director**

*Qualifications:* Jack Allen is both a dedicated insurance and risk management professional and a creative manager who embraces change and business evolution. He is a staunch advocate of both individual attainment and corporate team building. He is the author of *The Little Red Hen in Corporate America* (new lessons from an old fable).

*The National Alliance for Insurance Education and Research and Rough Notes* magazine have voted Mr. Allen one of the 25 Most Innovative Agents in the Country. This award is based on technological leadership, superior relationship-building ability, leadership in education and in the community, and creativity in solving problems for clients.

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A passionate belief that education can be transformed by both individual and corporate involvement is central to many of Mr. Allen's personal and financial commitments. This has led him to be recognized as a Hero of Education by Great Expectations, an organization that trains educators to inspire and motivate students.

Further, Mr. Allen is a regular guest speaker at university classes on the topics of diversity, vision, and management methodology. He has taught in the OSU-Tulsa MBA program on Contemporary Management, and has been a guest lecturer for the Meinders School of Business Brown Bag Luncheon Series. Mr. Allen also serves on the Board of Advisors for the Riata Center of Entrepreneurship.

Mr. Allen is a graduate of Oklahoma State University School of Business, and serves on the Board of Governors for the OSU Foundation. He was elected to the OSU School of Business Hall of Fame and the OCU Business School Hall of Fame, and is a member of Sigma Chi Fraternity.

Mr. Allen began his career in 1970 at The Hartford Insurance Company. He joined CFR in 1976 and purchased the firm in 1986. While he has assumed many leadership responsibilities, he continues to work directly with clients to analyze needs and create effective programs.

Under Mr. Allen's leadership, the firm's accomplishments include being chosen one of the Best Places to Work in Oklahoma, and winning a national award from *Rough Notes* magazine for Marketing Agency of the Year. In 2013, CFR joined HUB International to broaden the firm's capabilities and increase opportunities to serve a broader range of customers.

In 2002, Mr. Allen established the CFR Education Foundation in order to further support his goal of improving public education. This foundation has made significant contributions to many education related needs including endowed chairs, scholarships, teacher excellence awards, building projects, and special educational programs.

Mr. Allen holds the accreditation of Certified Insurance Counselor (CIC). He belongs to the Independent Insurance Agents Association, has served on the board of the Institute for Producer Studies and several other insurance company advisory boards.

He was a founding director in Summit Bank of Oklahoma, and currently holds or has held positions on the boards of Philbrook Museum, The Thoreau Foundation, The Mayo Science and Technology Foundation, The Tulsa Metro Chamber Joint Committee on Educational Excellence, Chairperson of The William Booth Society of the Salvation Army, The American Lung Association and Green Country Boy Scouts. He also serves on the board of the Tulsa Sports Commission and has served on the editorial advisory board of *Rough Notes* magazine.

*Average hours:* 10 volunteer hours per month.

*Duties:* The duties and responsibilities of a Director as outlined in the attached Articles and Bylaws of the College.

**Mark Lewandowski, Director**

*Qualifications:* Mark Lewandowski is the former CEO of CCK Capital Strategies, the RSM McGladrey affiliate tax and accounting firm. Prior to CCK, he served as President of Provider Medical Pharmaceutical, a highly successful boutique PBM. After selling PMP in 2000, Dr. Lewandowski took on the role as Senior Vice President of Business Development for the

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New York based NMHC. While at NMHC he led the buy side acquisition team and managed the US sales force. NMHC was honored in 2004 with the distinction of the 6th fastest growing company on Fortune Magazine's Fastest Growing list.

Dr. Lewandowski is a consummate entrepreneur, who has founded and sold companies in the healthcare and service sectors. His unique experience as a buy-side representative and a selling entrepreneur makes him a balanced and seasoned intermediary.

Dr. Lewandowski holds an MBA in Finance as well as a PhD in Management. His expertise in Idea Generation and Innovation in modern organizations has led to scholarly publications, books, and a busy public speaking schedule. In 2008, Dr. Lewandowski became a Certified Mergers and Acquisitions Advisor (CM&AA) and is active in the Alliance of Mergers and Acquisitions Advisors.

Dr. Lewandowski was Provost and Dean of Business at Oral Roberts University from 2000-2007.

*Average hours:* 10 volunteer hours per month.

*Duties:* The duties and responsibilities of a Director as outlined in the attached Articles and Bylaws of the College.

The following individuals will also serve as officers and directors of the College after the Acquisition described on Schedule G:

**Teresa L. Knox, Director and Chief Executive Officer/Secretary**

*Qualifications:* Teresa Knox is the CEO of Community Care College, Clary Sage College, and Oklahoma Technical College which she founded in 1995. She is also the President of Hickory House Properties, LLC and Clary Sage Franchise System. As a 4th generation Oklahoma, she has three children and is married. Ms. Knox worked for nearly 10 years before coming up with the idea of opening a dental assisting school. She believes in the incredible power of career focused education and wanted to share with others that you don't have to settle...that you can get out of your situation, no matter how bad it may seem. "If I was able to make a change in my life, anyone can do it!"

Because Ms. Knox absolutely deplors drug abuse and how it destroys families, she founded a business called Knox Laboratory Services, a drug and alcohol testing laboratory. She sold the business in 1998, but is still a huge proponent of drug testing to maintain a clean and safe drug-free workplace and college.

Ms. Knox practices both strategic and tactical leadership and is committed to empowering employees with the authority and tools to make decisions that they feel are in the best interest of our customers. Chain of command has no significance in her company; but love, transparency, community, and healthy culture do!

**Current Board Seats:**

- Governor Appointment: Oklahoma Board of Private Vocational Schools (6 year term)

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- Oklahoma State University School of Entrepreneurship Advisory Board (3 year term)
- Senator Mike Mazzei's Policy Council Member (two terms)
- Booker T. Washington Inspirational Network Advisory Board
- Commerce Bank Oklahoma Advisory Board (NASDAQ: CBSH)

Ms. Knox is a two-time recipient of Tulsa Economic Development Corp's "Small Business of the Year" and is a recipient of "Women of Distinction" award. Ms. Knox's company has made Inc's list of the Fastest-Growing Companies in America and is a Crystal Star recipient for Entrepreneurial Success given by the Tulsa Chamber. Her companies have been recognized by "Best Places to Work in Oklahoma" and, for six consecutive years, been honored through "Community Service Honor Roll" given by the President of the United States acknowledging the generosity of the students and employees of the college. The company was recently nominated for Community Impact Award granted by Oklahoma Business Ethics Consortium.

Ms. Knox earned her MBA from Oral Roberts University.

*Average hours:* 200-320 hours per month.

*Duties:* The duties and responsibilities of an officer and Director as outlined in the attached Articles and Bylaws of the College.

**Kevin Kirk, Director, Director and President**

*Qualifications:* Kevin Kirk is President of Community Care College, Clary Sage College and Oklahoma Technical College, where he has served for nearly 12 years. Prior to his current position, Dr. Kirk worked as a learning performance consultant for IBM. Dr. Kirk was also employed by the Mayo Clinic as Chair of the Division of Education Services. He also served as Director of Continuing Education at Utah State University. Dr. Kirk has also been employed by the University of Phoenix and three public Community Colleges.

With a professional career focused on helping others achieve success, Dr. Kirk firmly believes that education opens doors for opportunity and he loves teaching and helping others achieve their dreams.

Dr. Kirk served as President of the Adult Education Association of Utah and was a Board member of the Utah Community Education Association and Mountain Plains Adult Education Association. He also served as the president of the Western Kansas Community College Consortium. Dr. Kirk was elected as a two-term commissioner with the Accrediting Bureau of Health Education Schools (ABHES). Dr. Kirk also chaired National Awards Committee for CCA and APSCU from 2006-2012.

Mx. Knox and Dr. Kirk are two-time recipients of the Tulsa Business and Economic Development Commission's "Small Business of the Year Award".

Dr. Kirk is the father of four children. He holds BS, Master's and a Doctorate in Educational Leadership from Brigham Young University. In graduate school, Dr. Kirk was a recipient of the C.S. Mott Foundation Fellowship as well as being the awardee of the Mountain Plains Adult Education Scholarship. Dr. Kirk has served as Assistant Scoutmaster and enjoys golf, fly fishing, hunting, gardening, and playing with his grandchildren.

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*Average hours:* 200-320 hours per month.

*Duties:* The duties and responsibilities of an officer and Director as outlined in the attached Articles and Bylaws of the College.

**Brenda Knox, Human Resources Manager**

*Qualifications:* Ms. Knox has a Bachelor of Science degree in Organization Management & Ethics, from Oklahoma Wesleyan University, Human Resource Major, and an Associate of Applied Science in Medical Assisting. Her previous experience includes Medical and Phlebotomy Instructor for Community Care College, General Manager for Knox Laboratory.

*Average hours:* 200-320 hours per month.

*Duties:* The duties and responsibilities of an officer as outlined in the attached Articles and Bylaws of the College.

**Linda DeWitt, Director of Career Services**

*Qualifications:* Ms. DeWitt has over 17 years in Career Education and job placement. Her previous experience includes Admissions with Community Care College and Career Point Business School.

*Average hours:* 200-320 hours per month.

*Duties:* The duties and responsibilities of an officer as outlined in the attached Articles and Bylaws of the College.

**John Sullivan, Facilities Manager**

*Qualifications:* Mr. Sullivan has an Associate Degree in Building Construction Technology from Ferris State University, and a Green Advantage Environmental Certification with 24 years in the Construction industry. His previous employment includes Cowen Construction as Construction Project Manager, Vista Construction, Rawlins Construction Superintendent.

*Average hours:* 200-320 hours per month.

*Duties:* The duties and responsibilities of an officer as outlined in the attached Articles and Bylaws of the College.

**Dr. Celia Stall-Meadows, Director of Education**

*Qualifications:* Dr. Meadows manages all Associate Programs and Career Life Development foundational courses. She has a Doctorate in Education from Oklahoma State University. Her previous experience includes Business Technology and Business Administration Professor with Northeastern State University, Program Director with Indiana Tech College of Business. Dr. Meadows has over 20 years in higher education including Curriculum Development and Distance Education.

*Average hours:* 200-320 hours per month.

*Duties:* The duties and responsibilities of an officer as outlined in the attached Articles and Bylaws of the College.

#### **Item 5a – Conflict of Interest Policy**

A copy of the College’s Conflict of Interest Policy is attached hereto as **Exhibit 7**. The Conflict of Interest Policy was adopted by the Board by unanimous written consent on November 21, 2014. The Board resolution adopting the Conflict of Interest Policy is attached hereto as **Exhibit 8**.

#### **Item 6a and b – Non-Fixed Payments for Officers, Directors and Compensated Employees**

After the closing of the Acquisition, the compensation committee of the Board (the “Compensation Committee”) will retain the services of an executive compensation consultant to advise it with respect to the appropriate amount, if any, of non-fixed payments to be made to officers and employees of the College, who will be eligible for such payments, the limitations placed on total compensation and whether such payments are consistent with the compensation paid by similarly situated tax-exempt organizations. If, after such consultation, the Compensation Committee believes that such non-fixed payments are appropriate and advisable, it will implement a plan that incorporates the advise of the consultant and such other terms that it deems advisable and appropriate taken into consideration all relevant facts and circumstances. The Compensation Committee will be comprised solely of volunteer, unpaid directors who are not officers or employees of the College. Members of the Board will not be eligible for non-fixed payments for services provided in their capacity as a director.

#### **Item 8 – Contracts with Related Parties**

As more particularly described on Schedule G, the College will issue promissory notes to fund the purchase price of the Acquisition. As more particularly described on Schedule G, Ms. Knox will receive distributions when made from DDI relating to the Seller Notes as a result of her equity interest in DDI.

#### **Item 9 – Contracts with Related Entities**

As more particularly described on Schedule G, after the Acquisition, the College will enter into real property leases (the “Leases”) with entities in which more than 35% of the outstanding equity interests are held by Ms. Teresa Knox, a member of the Board and an employee of the College.

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**Part VI – Your Members and Other Individuals  
and Organizations that Receive Benefits from You**

**Item 1a – Services Provided to Individuals**

See *Narrative Description of Activities*, Part IV and Schedule B, Section I.

## **Part VIII – Your Specific Activities**

### **Item 4a - Fundraising**

Mail, Personal, Email Solicitations and Website Donations – The College’s President and Board plan to make personal solicitations for donations through face to face meetings, mail and emails with potential donors as identified by their commitment to the College’s mission and/or by their history of giving. In addition, the College plans on accepting donations via its website.

### **Item 4d – States in Which Fundraising is Conducted**

The College will conduct its fundraising efforts only in the State of Oklahoma, the jurisdiction in which it has campuses.

### **Item 10 – Intellectual Property**

The College will own copyrights, licenses and trademarks relating to the Selling College after the closing of the Acquisition described on Schedule G.

The Selling College will transfer numerous curriculum and computer software licenses under the contracts granting such licenses that will be assumed by the College. These licenses are essential to the operation of the College.

In addition, the Selling College will transfer numerous unregistered copyrights for catalogs, manuals and other literature to the College.

The College will have common law intellectual property rights to the names “Community Care College”, “Clary Sage College”, “Oklahoma Technical College” and “Clary Sage Salon & Spa”.

## Part IX – Financial Data

The College was originally formed on October 31, 2014. The entity has had no activity since its formation, and will have no activity until the closing of the Acquisition. As such, Part IX has been prepared with projections for the tax year beginning March 31, 2015 and for the 2 succeeding tax years.

### Part A. Statement of Revenues and Expenses, Item 7

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Miscellaneous	0	\$110,347.06	\$114,760.95	\$119,351.38
Interest Income	0	\$28,241.61	\$29,371.28	\$30,546.13
<b>TOTAL LINE 7</b>	<b>0</b>	<b>\$138,588.67</b>	<b>\$144,132.22</b>	<b>\$149,897.51</b>

### Part A. Statement of Revenues and Expenses, Item 9

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Gross Receipts from Tuition	0	\$18,933,521.67	\$22,474,631.59	\$26,077,870.81
Books, Kits & Fees	0	\$2,879,054.88	\$2,994,217.07	\$3,113,985.76
Service Income	0	\$606,111.81	\$630,356.29	\$655,570.54
Retail Sales	0	\$55,980.86	\$58,220.09	\$60,548.90
Less: Earnings Adjustment	0	(\$95,047.93)	(\$98,849.85)	(\$102,803.84)
<b>TOTAL LINE 9</b>	<b>0</b>	<b>\$22,379,621.29</b>	<b>\$26,058,575.20</b>	<b>\$29,805,172.16</b>

**Part A. Statement of Revenues and Expenses, Item 23**

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Books, Kits & Fees	0	\$826,694.32	\$958,965.41	\$1,112,399.87
Program Costs/Supplies	0	\$508,220.87	\$589,536.20	\$683,862.00
License, Accreditation	0	\$30,814.75	\$35,745.11	\$41,464.33
Clinic/Shop Accessories	0	\$5,465.81	\$6,340.34	\$7,354.80
Student Services/Activities	0	\$70,630.55	\$81,931.44	\$95,040.47
LRC Expenses	0	\$14,147.55	\$16,411.16	\$19,036.94
Use Tax Expenses	0	\$36,104.33	\$41,881.03	\$48,581.99
Advertising & Marketing	0	\$2,026,638.90	\$2,358,243.67	\$2,695,956.27
Equipment Repairs & Maintenance	0	\$23,870.08	\$27,689.29	\$32,119.58
Auto Expense	0	\$9,114.73	\$10,573.09	\$12,264.78
Telephone & DSL	0	\$94,982.44	\$110,179.63	\$127,808.38
Postage & Delivery	0	\$19,885.30	\$23,066.95	\$26,757.66
Credit Card/Terminal Fees	0	\$34,789.16	\$40,355.43	\$46,812.30
Travel & Entertainment	0	\$13,121.74	\$15,221.22	\$17,656.62
Contributions	0	\$53,967.47	\$62,602.27	\$72,618.63
Miscellaneous	0	(\$4,573.19)	(\$5,304.90)	(\$6,153.69)
Bad Debt Expense	0	\$1,558,310.96	\$1,807,640.71	\$2,096,863.22
<b>TOTAL LINE 23</b>	<b>0</b>	<b>\$5,322,185.77</b>	<b>\$6,181,078.04</b>	<b>\$7,130,444.14</b>

The College was originally formed on October 31, 2014. The entity has had no activity since its formation, and will have no activity until the closing of the Acquisition. As such, Part IX, B, has been prepared as of the anticipated date of Closing (March 31, 2015):

**Part B. Balance Sheet, Item 8**

Depreciable and Depletable Assets:

Property and Equipment \$2,000,000

COMMUNITY HIGHERED INSTITUTE  
EIN: 47-2654761

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**Part B. Balance Sheet, Item 10**

Other Assets:

Goodwill	\$24,000,000
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**Part B. Balance Sheet, Item 14**

Mortgages and Notes Payable:

Seller Promissory Notes	\$29,000,000
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## Schedule B – Schools, Colleges & Universities

### **SECTION I:** Items 1a, 1b, 3

As more particularly described on Schedule G, the College plans to acquire substantially all of the assets of the Selling College. The Selling College's degree and diploma programs offer career-based technical training that can prepare students for entry-level positions in fields like medical assisting, business, cosmetology, electronics and dental assisting. The Selling College offers more than 25 programs in specialty areas that are in demand by today's employers. Copies of the brochures distributed by the Selling College to describe its programs are enclosed as **Exhibits 9, 10 and 11**. The College's Student Manual is enclosed as **Exhibit 12**.

The Selling College currently has three campuses in Tulsa, Tulsa County, Oklahoma. Approximately 43% of the Selling College's students are minorities and, as such, the Selling College is providing education and job opportunities to a significant number of minorities and their communities.

Community Care College offers the following programs:

- Accounting specialist
- Business administration
- Dental assistant
- Early childhood education
- Fitness and health trainer
- Health care administration
- Message therapist
- Medical assistant
- Medical coding and billing
- Paralegal studies
- Pharmacy technician
- Surgical technology
- Veterinary assisting

Clary Sage College offers the following programs:

- Barber school
- Cosmetology
- Esthetics
- Fashion design
- Interior design
- Makeup artistry
- Massage therapy

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- Nail technology
- Hair braiding
- Master instructor

Oklahoma Technical College offers the following programs:

- Automotive technology
- Barber school
- Diesel technology
- Heat and air
- Welding technology

## **SECTION II**

**Item 1:** The College's racially nondiscriminatory policy can be found in Article FIFTH of the Certificate of Incorporation. A copy of the College's Certificate of Incorporation is enclosed as **Exhibit 4**.

**Item 2:** Copies of the School's Nondiscrimination Policy, as published in the College Catalog on page 5 and on the School's website ([www.collegesooner.com/wp-content/uploads/2014/10/NonDiscriminate-Policy.pdf](http://www.collegesooner.com/wp-content/uploads/2014/10/NonDiscriminate-Policy.pdf)) are enclosed as **Exhibit 13 and 14**, respectively.

**Item 3:** On October 31, 2014, the College has published the following Notice of Nondiscriminatory Policy as to Students in *Tulsa World*, a newspaper of general circulation that serves all racial segments of the community in Tulsa, Oklahoma, where the campuses are located. A copy of the notice is enclosed as **Exhibit 15**. In addition, the nondiscrimination policy is published on its webpage ([www.collegesooner.com/consumer-information/](http://www.collegesooner.com/consumer-information/)).

### **NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS**

Community HigherEd Institute admits students of any race, color, national 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 race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs and athletic and other school-administered programs.

*This ad placement is to satisfy Section 501(c)(3) of the Internal Revenue Code requiring a Notice of Nondiscriminatory Policy as to Students. Community HigherEd Institute has adopted nondiscrimination policies which may be broader than this requirement.*

**Item 5:** The Selling College admits students weekly, monthly and quarterly, depending on the type of program. Consequently, it has non traditional semesters, with three different academic years: (i) Term Type A: 24 credits/30 weeks = 15 week term; (ii) Term Type B: 24 credits/32 Weeks = 16 week term; and (iii) Term Type C: 24 Credits/36 weeks = 18 week term. Therefore, the table was completed based upon the student body, faculty and administrative staff as of the end of the Selling College's current academic year (June 30, 2014).

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**Item 7a:** The following is a list of the College's incorporators, founders, board members and donors of land or buildings, whether individuals or organizations:

<u>Name</u>	<u>Title</u>
Rose Washington	Incorporator & Director
Jack Allen	Incorporator & Director
Mark Lewandowski	Incorporator & Director

## Schedule G – Successors to Other Organizations

### Items 1a, 1b, 2b, 2e

As described in Part IV above, since its incorporation, the College has not conducted any activities nor received any contributions, earned any income or incurred any expenses. As a result of the Acquisition, the College will take over the activities and assets of the Selling College, an S corporation for federal income tax purposes, more particularly described on Part IV above.

The Board has retained Curzon, Cumbey & Kunkel, PLLC, an independent financial advisor, to advise it with respect to the fair market value of the assets to be acquired from the Selling College. A draft of the valuation report prepared by Curzon, Cumbey & Kunkel, PLLC is enclosed as **Exhibit 16**. The Board has also retained KW Commercial, an independent real estate broker, to advise it with respect to the fairness, from a financial point of view, of the Leases (as defined in Item 8 of this Schedule G), and to provide the Board with an opinion to such affect prior to the closing of the Acquisition. A copy of the valuation report prepared by KW Commercial is enclosed as **Exhibit 17**.

The Board has retained Ritzert to negotiate a definitive asset purchase agreement in accordance with the terms and conditions contained within the Letter of Intent entered into between the College and the Selling College on January 13, 2015, as described below. The Board and Ritzert have begun their due diligence review of the Selling College and anticipate that an acquisition agreement can be finalized and signed within the next thirty (30) days. The tentative closing date for the Acquisition is March 31, 2015.

The letter of intent (the “Letter of Intent”), attached hereto as **Exhibit 18**, provides that the College will acquire all of the assets, other than certain excluded assets not used in the operation of the School, free and clear of all liens, restrictions and non-ordinary course liabilities and encumbrances, in exchange for a purchase price of approximately \$29,000,000, less any adjustment described below (the “Purchase Price”). The Purchase Price will be adjusted based on the final valuation report of Curzon, Cumbey & Kunkel, PLLC (see **Exhibit 16**). The Purchase Price will be paid by a subordinated, secured promissory note in the amount of \$29,000,000, with interest, on mutually agreeable payment terms. (the “Seller Note”). The Purchase Price will be adjusted in an amount equal to the Selling College’s outstanding ordinary course liabilities on the closing date.

The timing and the amount of the repayment of the Seller Note is based upon a fixed formula and there is no discretion exercised by any person with respect to the amount to be paid. Pursuant to the formula, no payments will be made on the Seller Note until the annual amount of the Reserve, as described below, is funded. The College will use revenue from operations to amortize the Seller Note and otherwise fund the working capital needs of the College.

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Notwithstanding the foregoing, the Letter of Intent is not a binding obligation of the College or the Selling College and may be terminated unilaterally by either party.

The College will maintain an annual reserve of (i) \$250,000 for capital expenditures each year and (ii) a working capital reserve equal to \$1,000,000 (the "Reserve").

It is contemplated that the College will retain substantially all of the current officers and employees after the Acquisition is completed and that the operations will continue in substantially the same manner as currently conducted by the Selling College.

Ms. Knox, the sole shareholder of DDI and the sole member of CSFS, decided that, after almost 20 years of operating the intuitions operated by the Selling College, she wanted to sell the School. After considering all of the options and reviewing what had transpired when sales of similar companies are made to for-profit buyers, it was determined that (i) it would benefit the students attending the School and (ii) enhance the ability of the School to continue to operate indefinitely so they could continue to serve the segment of the population which comprised its students if the School operated as a nonprofit institution. In addition, many of the non-equity employees have worked for the School for a number of years and a sale to a for-profit entity could result in the loss of their jobs or result in a change in operations that would be detrimental to them and the students they serve. The sole shareholder wanted to lessen the impact a sale could have on the employees and students. The students will benefit by access to grants and scholarships that are only available to students attending nonprofit institutions. Many of the regulations that necessitate tuition increases and increase the cost of operations only apply to for-profit institutions. Since these regulations would no longer apply, the need to increase tuition costs in the future could be lessened. In addition, other cost savings could be realized from the sale which could also hold down tuition costs. Over time, the School will be able to offer more scholarships to its students as well.

Revenue Ruling 76-91 provides an example of a charitable organization claiming exemption under § 501(c)(3) of the Internal Revenue Code which purchased assets from a related taxable entity when such assets are directly and substantially related to the purchasing organization's exempt purpose. Revenue Ruling 76-91 further demonstrates that the purchase of goodwill and other intangible assets by a nonprofit organization from a for-profit organization is acceptable when the value of such assets have been established by an independent appraiser.

In Rev. Rul. 76-91, the Service analyzed a situation in which a non-profit hospital (which was created by the owners of the for-profit hospital) purchased assets from such for-profit hospital. Even though related parties were on both sides of the transaction, the Service found that there was no private inurement because the purchase price of the tangible assets was based on an independent appraisal. Appropriately, the value of the intangible assets was determined subsequent to the valuation of the tangible assets by utilizing the capitalization of excess earnings formula set forth in Rev. Rul. 68-609. The Service found the valuations to result in a

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reasonable selling price for the hospital, and thus the transaction did not result in inurement to any of the insiders.

**Item 4**

The sole shareholder, officer and director of DDI is Teresa L. Knox. The sole member of CSFS is Teresa L. Knox. Her address is 4752 114<sup>th</sup> Street, Tulsa, Oklahoma 74145.

**Item 5:** After the closing of the Acquisition, the officers listed above will become the officers of the College. In addition, DDI will designate Teresa L. Knox and Kevin Kirk to the Board.

The current management of the Selling College will continue on as the management of the College. The College will enter into an employment agreement with Teresa L. Knox. A copy of the form for the employment agreements for management employees is attached hereto as **Exhibit 19**.

The College will engage an outside compensation expert to determine the appropriate level of compensation to be paid to Ms. Knox under any employment agreement.

**Item 6a, 6c:** In connection with the Acquisition, the College will purchase substantially all of the assets of the Selling College. A list of the Selling College's assets as of December 31, 2014, and the Selling College's audited financial statements as of December 31, 2013, are attached hereto as **Exhibit 20**. As described in Items 1a, 1b, 2b and 2e above, the fair market value of the assets will be established by independent, third-party appraisals and fairness opinions of the College's financial advisors. A purchase agreement for the Acquisition has not been agreed upon as of the date of this filing.

Note that the financial statements list the Selling College's assets at their historical book value and not their current fair market value. As described in Items 1a, 1b, 2b and 2e above, the fair market value of the assets has been established by Curzon, Cumbey & Kunkel, PLLC, an independent, third-party appraiser engaged by the Board (see **Exhibit 16** for the current fair market value of such assets). A draft of the purchase price allocation report prepared by Curzon, Cumbey & Kunkel, PLLC is enclosed as **Exhibit 21**. A purchase agreement for the Acquisition has not been agreed upon as of the date of this filing.

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**Item 7:** The College anticipates assuming the following liabilities of the Selling College: (a) trade and accounts payables and other disclosed liabilities incurred in the ordinary course of business; (b) payroll and sales taxes payable incurred in the ordinary course of business; (c) vacation pay, sick leave and other accrued employee compensation and benefits, whether or not accrued in accordance with U.S. Generally Accepted Accounting Principles consistently applied; (d) obligations to students under enrollment agreements including but not limited to student refund and return of Title IV student aid and other student refund obligations; (e) obligations arising under assigned contracts; and (f) employee benefit plans including, but not limited to, 401(k) plan (including investment management and third party administration contracts), cafeteria plan, group health insurance plan, group life insurance plan, dental insurance plan, vision insurance plan, accidental death and dismemberment insurance plan, long term disability insurance plan, short term disability plans, supplemental term life insurance plan, supplemental accidental death and dismemberment insurance plan and employee assistance program.

**Item 8:** The College leases the real property used by it to operate the School. These leases are with Hickory House Properties, LLC, an entity that is wholly owned and controlled by Teresa L. Knox (the "Leases"). As part of the Acquisition, the College will either assume the Leases or enter into new leases for any lease deemed to contain non-market rents by independent real estate appraisers. Copies of the Leases are enclosed as **Exhibit 22**.

## **Schedule H – Organizations Providing Scholarships, Fellowships, Educational Loans or Other Educational Grants to Individuals and Private Foundations Requesting Advance Approval of Individual Grant Procedures**

### **SECTION I**

**Item 1a, 1b:** The School offers Federal Pell Grants as well as Subsidized, Unsubsidized and PLUS loans through the Title IV program for those who qualify. See **Exhibit 23** for more information on federal assistance available to students.

Private loans are available through the School. Loans provided by the School are typically no interest loans. The terms are flexible, depending on the student's schedule and length of program. Most loans are 8-12 months.

Private loans are available through TFC Credit. The interest rate is typically 2%, with varying terms. Most of these loans are 8-12 months in length, with the first payment due within 30 days of the signed contract.

Private loans are available through Energy One Credit Union. These loans are credit based with denial or approval, as well as the amount approved, determined by Energy One and their lending criteria. The average interest rates on these loans is around 10% (but it varies per student, depending on credit and income). Repayment on these loans usually starts 6 months after the end of the student's program. These loans are typically 12 months per \$1,000 borrowed, with the maximum term being 120 months.

The School offers the following scholarships, which are more fully described on Addendum D of the College Catalog (see Exhibit 12).

- **High School Graduation Scholarship – \$1000**
  - Criteria: Applicant must enroll and start within 60 days of graduating from High School.
  - Deadline: October 1 of each year.
- **GED Recipient Scholarship – \$1000**
  - Criteria: Applicant must enroll and start within 60 days of passing the GED exam.
  - Deadline: Within 30 days of receiving GED
- **Job Loss Scholarship – \$1000**
  - Criteria: Applicant must show proof of employment benefits due to being laid off.
  - Deadline: Within 30 days of being laid off

- **America Adult Skills Education Program - \$1,000**
  - Criteria: Applicant must be enrolling in a participating college, meet eligibility requirements of the college, be a U.S. citizen or permanent resident, be at least 19 years of age and have a high school diploma, GED or pass an Ability to Benefit test, not be a previous recipient of any other Imagine America Foundation scholarships/awards, complete the NCCTEducational Success Potential Assessment
  - Deadline: Offered 12 months per year to be identified prior to enrollment
- **Alumni Scholarship - \$1,000**
  - Criteria: Applicant must have successfully graduated from a program at Community Care College, Clary Sage College, or Oklahoma Technical College, or successfully complete a Headcrack course.
  - Deadline: Offered 12 months per year to be identified prior to enrollment
- **Military Spouse Scholarship - \$1000**
  - Criteria: Applicant must show proof of marriage to a current member of the US Military.
  - Deadline: Offered 12 months per year to be identified prior to enrollment
- **55 and Over Scholarship - \$1,000**
  - Criteria: Applicant must show proof of being 55 years old or older.
  - Deadline: No deadline
- **Paid in Full Discount – 20% off total tuition of any program.**
  - Criteria: Applicant must pay all tuition and fees related to the program up front to receive the discount.
  - Deadline: No deadline
- **Special Needs Scholarship - \$2,500**
  - Criteria: Available to applicants who are victims of unexpected and devastating life events such as Tornado, Hurricane, Earthquake, etc. Approval by Scholarship Advisory Committee required.
  - Deadline: Offered 12 months per year to be identified prior to enrollment
- **Veteran Discount – 10% off total tuition of any program.**
  - Criteria: Applicant must show proof of status as a retired veteran of a US military service branch.
  - Deadline: No deadline
- **Partners In Education - up to a maximum of 25% discount to be applied toward tuition.**

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- Criteria: The applicant must have an established agreement between the organization and the institution.
- Deadline: Offered 12 months per year to be identified prior to enrollment

All applications are submitted to the Admissions Department. Institutional scholarships have no cash redemption value. Students are only eligible to qualify for one Institutional scholarship. If an institutional scholarship creates a credit balance on the student account, the amount of the institutional scholarship will be reduced to cover only the amount owed as covered on the enrollment agreement.

Financial aid information is publicized on page 13 of the College Catalogue (see Exhibit 12). Internal scholarships are listed as Addendum D to the College Catalogue (see Exhibit 12). Additionally said information is listed on each campus website [www.communitycarecollege.edu](http://www.communitycarecollege.edu), [www.clarysagecollege.com](http://www.clarysagecollege.com) and [www.oklahomatechnicalcollege.com](http://www.oklahomatechnicalcollege.com). Moreover the information is publicized on our consumer information page [www.collegesooner.com](http://www.collegesooner.com)

**Item 1c:** See 1a, 1b, above.

**Item 1d, e:** The School's scholarships are published in the College Catalog (see Exhibit 12), as well as on the School's website.

**Item 1f:** See 1a, 1b, above.

**Item 2:** All financial plans, regardless of what type of grant, loans, scholarships or cash payment, are kept in maintained for seven years. At Community Care College, the files are in a secure fire safe room (fire walls) with some fire rated cabinets. At Clary Sage College, the files are maintained in a secure room with fire rated cabinets. At Oklahoma Technical College, the files are maintained in a secure room with fire rated cabinets.

**Item 3:** Eligibility requirements for the School's scholarships are set forth in Addendum D of the College Catalog (see Exhibit 12).

**Item 4a:** The applicant must have a High School Diploma or GED. In addition, the Scholarship Advisory Committee reviews the following:

- Personal interview with college official
- Admissions Essay
- Recommendation by Admissions Representative

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In addition to the above requirements, the following apply to Surgical Technologist applicants as well:

- Three Letters of Reference
- Pass O'Connor Dexterity Test at 390 seconds or less for women and 405 seconds or less for men
- Personal interview with Surgical Technologist Faculty Member

The College does not recognize standardized pre-enrollment exams, such as Ability-to-Benefit, in lieu of a high school diploma or General Education Diploma (GED) for admissions requirements.

The College reserves the right to evaluate and document special cases and to refuse admission if the College determines that the applicant is a threat or a potential danger to the College community or if such refusal is considered to be in the best interest of the College. Cases may include but are not limited to felons, sex offenders, etc. Students whose admission is revoked after enrollment must be given due process.

In order to adhere to the Institutional Mission Statement, be respectful of the taxpayer dollar, and to discourage perpetual borrowing; the following additional requirement has been implemented to protect the student, the institution and the community at large:

- If a student has previously attended other post-secondary institutions, the College may require an official transcript or letter of good standing from each institution attended whether they completed/graduated or not.

On some occasions a prospective student and/or returning students required to set with the (re)enrollment committee. Said committee consists of:

- College President,
- Registrar, Program Department Head
- When warranted additional personal maybe include such as but not limited to
- Director of Career Services, and Student Accounts.

**Item 4b:** There is no limit on the number of scholarships granted annually.

**Item 4c:** The School's scholarships are described on Addendum D of the College Catalog (see Exhibit 12).

**Item 4d:** Eligibility requirements are set forth on Addendum D of the College Catalog (see Exhibit 12).

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**Item 5:** The following are the procedures the College has established for supervising scholarships and loans:

- *Award Letter* – The FAO (financial aid officer) will also create an award letter indicating the Cost of Attendance and amounts and types of aid to be awarded. All 3rd party, VA, scholarships, tuition waivers, and projected crossover grant amounts should be included on the award letter to ensure that the student is not over awarded. The FAO will also need to enter the student's EFC, dependency status, PLUS loan denial status, housing status per ISIR, academic year status, and number of weeks and credits.

Students are emailed a copy of their confirmed award letter which is based off of their signed estimated method of payment. Students, who request additional COA information, may be given the school version of the award letter. Once the student begins attending class, the financial aid office will verify all documentation and confirm the school version award letter.

The COA living expense components are pro-rated according to the number of weeks the student is anticipated to complete the projected number of credits in the academic year. For instance, if the award letter is for 24 credits/30 weeks, the pro-ration will occur for 7.5 months. If the award letter is for 5 credits and 5 weeks, the COA will be pro-rated for 1.25 months (5 weeks/4 weeks in a month = 1.25). This is to ensure that the Pell COA is used to prevent over-awarding of aid.

The amount of tuition on the award letter should be calculated based on a projected number of credits to be completed in the academic year. The kits, fees, online fees, and books are charged in the first academic year. If the student has transfer credits, the amount of tuition may be less than what is indicated on the enrollment agreement. The tuition credit will be adjusted to the students' ledger by the accounting office once the transfer credit has been confirmed.

Transportation amounts are not included in the COA for online students.

The award letter will not allow the user to save or confirm it if over-awarding of need based funds exists (per COA-EFC) or non-need funds exists (COA-all aid). The user will be asked to make a revision in order to save the award letter.

- *PLUS Loan Acknowledgment* – Parents who borrow a FFEL loan are not required to give affirmative confirmation. However, parents who borrow a PLUS loan through the Direct Loan program must provide confirmation before the FAO can originate and process the loan. Parents can sign the Estimate or Award Letter to provide acknowledgement.
- *Loan Entrance Interview* – The entrance interview is required for those students who wish to borrow federal student loans and is performed by the FAO during packaging.

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Students also complete and sign a paper loan entrance counseling form which is kept in their financial aid file. Online students are emailed a copy of the form and required to return via mail, email or fax as well. (Parents are not required to complete an Entrance Interview in order to obtain a PLUS loan.)

In addition to the student completing the interview, the FAO should verbally remind students about the Direct Loan rebate, ability to apply for deferment and forbearance, minimum monthly payment due, difference between types of loans available, interest rate, and consequences of defaulting.

- *Direct Loan Promissory Note* – students and parents who wish to borrow a federal student loan are required to complete a master promissory note (mpn). Students and parents are required to complete the promissory note online.. Students and parents who need help completing the mpn can come to the FAO office for assistance. The FAO will ensure that a copy of the main page is printed to be placed in the student's file. Additionally, the FAO is to type the references into Transcript on the References tab of the Funding Award screen. These will be used later for default management purposes. Students receive a copy of their Borrower Rights and Responsibilities when they complete the mpn.
- *Prorating Aid* – if the student's program is shorter than an academic year or the remaining period of the student's program is shorter than academic year, the amount of the student's aid must be pro-rated.

For nonstandard term programs, as previously discussed, Pell is calculated according the length of the term and the number of credits scheduled.

For clock hour programs shorter than an academic year, calculate the lesser percentage of credits in the program/number of clock hours in the academic year or number of weeks in the program/number of weeks in the academic year. Use that percentage to determine both the Grant and Loan aid to be awarded.

Example: Esthetician program is 20 weeks and 600 clock hours. A payment period is 10 weeks and 300 clock hours.. Susan has a zero EFC in the 11/12 award year and is independent. To calculate her grant and loans, we need to first determine which of the two, the smaller percentage is:

20 weeks in the program = 66% 600 clock hours in the program = 66%  
30 weeks in ac year 900 clock hours in the ac year

Once the smaller percentage is determined, the calculation can be applied and aid awarded, remembering not to exceed cost of attendance:

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\$5550 (max. scheduled award) x 10/30 (66%) = \$1850 Pell eligibility for the first payment period of 300 clock hours in the program.

\$3500 sub loan x 20/30 (66%) = \$2333.00

\$6000 unsub loan x 20/30 (66%) = \$4000.00

- *Remaining period of program* – prorate the grant payment by the lesser of the fractions as explained above. The quickest a student will earn a credit is at a rate of one credit per week. Therefore, if using weeks to complete a pro-ratio calculation: at a rate of 1 credit earned per week for residential courses, use the number of weeks that a full time student would complete the credit hours in your calculation (1 per week). If the remaining period is equal to or less than the length of the payment period, the grant is disbursed in two installments. The second half of the grant can be disbursed upon verifying eligibility and provided that the student has completed half the credits and half the weeks in the payment period.
- *Remaining period of non-term and nonstandard term programs* – prorate the loans by the credit hours in the payment period divided by the number of credits in the academic year. If the remaining period is equal to or less than the length of the payment period, the loan must be disbursed in two installments. The second half of the loan can be disbursed upon verifying eligibility and provided that the student has completed half the credits and half the weeks in the payment period.
- *Rounding awards* – for Pell, CCC awarded Pell to include the cents prior to March 2010. Student loans are rounded down to the nearest dollar to avoid over-awarding.

**Item 6:** The Scholarship Advisory Committee is comprised of Registrar, Director of Financial Aid, and College President. The Scholarship Advisory Committee is a diverse and strategically assembled team of talented and caring professionals who represent various scholarship types as well as the academic programs offered at the colleges. Committee members provide feedback and insight into how scholarship eligible students approach enrollment and the culture of the colleges. Additionally, committee members may participate in a variety of recruitment events and activities, be featured in various forms of communication, and serve as idea generators for future events, initiatives, new scholarship types, scholarship opportunities, and processes.

The duties and responsibilities of the Scholarship Advisory Committee include:

- Review scholarship applications as needed
- Insure Scholarships are clearly and accurately listed in College Catalog Addenda
- Issue written reports to CEO recommending exceptions when the come up
- Advise the CEO in establishing new scholarships, PIE Agreements and/or modifying scholarship criteria and other elements of the scholarship program
- Assume such other functions as deemed necessary by the CEO

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The current Scholarship Advisory Committee members are:

- Teresa Knox, CEO
- Sarah Mohler, Director of Compliance
- Tawni Edwards, Director of Admissions
- Linda DeWitt, Director of Career Services
- Brandy Williams, Student Accounts Manager
- Karissa Marcangeli, Director of Financial Aid
- SheMell Meggett, Career and Life Development/Student Engagement Department Head

**Item 7:** If an applicant meets the pre-requisites, then he or she will qualify for the scholarship. The program is open to anyone, including relatives of the Scholarship Advisory Committee, officers and directors.

**COMMUNITY HIGHERED INSTITUTE**  
**EIN: 47-2654761**

**EXHIBITS**

1. Form 2848, Power of Attorney and Declaration of Representative
2. Expedite Request
3. Application for Recognition of Exemption (Form 1023), including Schedule B, Schedule G and Schedule H
4. Certificate of Incorporation (filed with the Oklahoma Secretary of State on October 31, 2014)
5. Bylaws
6. Attachments to Form 1023
7. Conflict of Interest Policy
8. Resolution of the Board of Directors dated November 21, 2014, adopting the Conflict of Interest Policy
9. Community Care College Brochure
10. Clary Sage College Brochure
11. Oklahoma Technical College Brochure
12. Student Manual
13. College Catalog
14. Nondiscrimination Policy
15. Documentation of Nondiscriminatory Policy for Schools as required by Schedule B
16. Draft of Curzon, Cumbey & Kunkel, PLLC Valuation
17. Opinion of KW Commercial
18. Letter of Intent
19. Employment Agreement Form for Teresa L. Knox
20. Excerpt of the Selling College's Balance Sheet as of December 31, 2014, and the Selling College's Audited Financial Statements as of December 31, 2013
21. Draft of Purchase Price Allocation
22. Leases
23. Assistance Available from Federal Programs

# COMMUNITY HIGHERED INSTITUTE

## CONFLICT OF INTEREST POLICY

This Conflict of Interest Policy governs the activities of the Board of Directors and each manager, principal officer, senior staff person or member of a committee with governing board-delegated powers (each such person, a “ Manager ”) of Community HigherED Institute (“CHEI”) . (“CHEI”). Questions about this policy should be directed to the President/CEO or the Chairperson of the Board of Directors of CHEI. It is the duty of all Managers to be aware of this policy, and to identify conflicts of interest and situations that may result in the appearance of a conflict and to disclose those situations/conflicts/or potential conflicts to (a) the employee’s supervisor, (b) the President/CEO, (c) the Chairperson of the Board, or (d) other designated person, as appropriate. This policy provides guidelines for identifying conflicts, disclosing conflicts, and procedures to be followed to assist CHEI in management of conflicts of interest and situations that may result in the appearance of a conflict. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

- 1. What is a Conflict of Interest?** A conflict of interest arises when a Manager has a personal or financial interest that conflicts, directly or indirectly, through business, investment or family with interests of CHEI or arise in situations where a Manager has divided loyalties (also known as a ‘duality of interest’). The former can result in situations that result in inappropriate financial gain to persons in authority at CHEI which can lead to financial penalties and violations of IRS regulations. Similarly, situations or transactions arising out of a conflict of interest can result in either inappropriate financial gain or the appearance of a lack of integrity in CHEI’s decision-making process. Both results are damaging to CHEI and are to be avoided.

Financial interests include: (a) an ownership or investment interest in any entity with which CHEI has a transaction or arrangement; (b) a compensation arrangement (which includes direct and indirect remuneration as well as gifts or favors that are not insubstantial) with CHEI or with any entity or individual with which CHEI has a transaction or arrangement; or (c) a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which CHEI is negotiating a transaction or arrangement.

- *Example #1:* A person in a position of authority over CHEI may benefit financially from a transaction between CHEI and a Manager; or others closely associated with the Manager may be affected financially. Family members, or their businesses, or other persons or the businesses of persons with whom the Manager is closely associated, could benefit from similar transactions.
- *Example #2:* A conflict of interest could be a direct or indirect financial interest such as those described above, or a personal interest such as the situation where a Board member

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of CHEI is also a Board member of another nonprofit or for-profit entity in the community with which CHEI collaborates or conducts business.

2. **Who Might Be Affected By This Policy?** Typically persons who are affected by a conflict of interest policy are the Managers. In some cases, a major donor could also be in a conflict situation. CHEI takes a broad view of conflicts and Managers are urged to think of how a situation/transaction would appear to outside parties when identifying conflicts or possible conflicts of interest.
3. **Disclosure of Conflicts.** Managers will disclose and promptly update any disclosures previously made on a Conflict Disclosure Form provided by CHEI that requests them to identify their interests that could give rise to conflicts of interest, such as a list of family Managers, substantial business or investment holdings, and other transactions or affiliations with businesses and other organizations or those of family members as well as other nonprofit organizations.

Managers are also urged to disclose conflicts as they arise as well as to disclose those situations that are evolving that may result in a conflict of interest. Advance disclosure must occur so that a determination may be made as to the appropriate plan of action to manage the conflict. Staff Managers should disclose to their supervisor or the President/CEO and Board members should disclose to the Chairperson of the Board as soon as the person with the conflict is aware of the conflict/potential conflict or appearance of a conflict exists.

4. **Violations of the Conflict of Interest Policy.** If the Board has reasonable cause to believe a Manager has failed to disclose actual or possible conflicts of interest, it shall inform the Manager of the basis for such belief and afford the Manager an opportunity to explain the alleged failure to disclose.

If, after hearing the Manager's response and after making further investigation as warranted by the circumstances, the Board determines the Manager has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

5. **Procedures to Manage Conflicts.** For each interest disclosed, the full Board, or the President/CEO or the Chairperson of the Board, as appropriate, will determine whether CHEI should: (a) take no action or (b) disclose the situation more broadly and invite discussion/resolution by the full Board of what action to take, or (c) refrain from taking action and otherwise avoid the conflict. In most cases, the broadest disclosure possible is advisable so that decision-makers can make informed decisions that are in the best interests of CHEI.

- When the conflict involves a decision-maker, the person with the conflict ('interested party'): (a) must fully disclose the conflict to all other decision-makers; (b) may not be involved in the decision of what action to take but may serve as a resource to

**COMMUNITY HIGHERED INSTITUTE  
CONFLICTS OF INTEREST POLICY**

provide other decision-makers with needed information in the form of a presentation at the Board meeting. After the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

- In all cases, decisions involving a conflict will be made only by disinterested persons.
- The Chairperson of the Board or shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- After exercising due diligence, the Board shall determine whether CHEI can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in CHEI's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.
- The fact that a conflict was managed and its outcome will be documented in the minutes of the Board meetings if the conflict was related to a Board member, and reported by the President/CEO of CHEI to the Board or Chair of the Board if the conflict was related to a staff Manager.

**6. Compensation.** A voting Member of the Board who receives compensation, directly or indirectly, from CHEI for services is precluded from voting on matters pertaining to that Memeber's compensation.

No voting Memeber of the Board whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from CHEI, either individually or collectively, is prohibited from providing compensation information.

**7. Annual Statements.** Each Manager shall annually sign a statement which affirms such person:

- (a) Has received a copy of the conflicts of interest policy;
- (b) Has read and understands the policy;
- (c) Has agreed to comply with the policy; and

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CONFLICTS OF INTEREST POLICY**

(d) Understands that CHEI is a charitable organization and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

**8. Transaction Review.** The Chairperson of the Board and/or the President/CEO of CHEI will monitor and review proposed or ongoing transactions of CHEI (e.g., contracts with vendors and collaborations with third parties) for conflicts of interest and disclose them to the Board and staff, as appropriate, whether discovered before or after the transaction has occurred. These disclosures shall, at a minimum, include the following subjects:

(a) The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board's decision as to whether a conflict of interest in fact existed; and

(b) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

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CONFLICTS OF INTEREST POLICY**

**CONFLICT OF INTEREST DISCLOSURE FORM**

The undersigned, as a director, manager, principal, officer, senior staff or member of a committee with governing board-delegated powers of CHEI Colleges, Inc. ("CHEI"), acknowledges that:

1. he or she has received a copy of CHEI's Conflict of Interest Policy (the "Policy");
2. he or she has read and understands the Policy;
3. he or she has agreed to comply with the Policy;
4. he or she understands CHEI is charitable and, in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax-exempt purposes; and
5. the following on-going relationships and interests may present a conflict of interest (*disclosures should address current affiliations, as well as past affiliations for the prior two years, and should include all of the following: the undersigned's employer, all corporations (nonprofit and for-profit) of which the undersigned is a board member or officer, and the names of such of the undersigned's family members or business affiliates or any other relationships the undersigned has which the undersigned believes may present a potential conflict*):

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Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Minutes of Organizational Meeting of Board of Directors**

**of**

**COMMUNITY HIGHERED INSTITUTE**

The first meeting of the Board of Directors of Community HigherEd Institute was held at Tulsa, Oklahoma, on November 21st, 2014, pursuant to waiver of notice and consent, evidenced by the signatures of each of the Directors at the conclusion of these minutes.

All of the Directors were present.

Upon motion duly made, seconded and unanimously adopted, all actions taken at such meeting were approved and ratified by the Board of Directors.

A chairperson and secretary of the Board of Directors were elected as follows:

Chairman	Mark Lewandowski
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Secretary	Rose Washington
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A set of bylaws prepared by legal counsel for the corporation was presented. Upon motion duly made and seconded, the following resolution was unanimously adopted:

“RESOLVED, that the bylaws presented to this meeting are hereby approved, adopted and ordered to be inserted in the minute book of the corporation.”

The chairperson called for the nomination of officers. Thereupon, the following persons were nominated and elected unanimously to serve as officers of the corporation until their successors may be duly elected and qualified:

Name	Office
Mark Lewandowski	President

Jack Allen

Vice President

Rose Washington

Secretary/Treasurer

Thereupon, the following resolution was unanimously adopted:

“RESOLVED that the president of this corporation be, and he hereby is, authorized to designate a bank in which to deposit any funds of the corporation.

The chairperson then presented to the meeting the question of taking advantage of the provisions of § 501(c)(3), et. seq. of the Internal Revenue Code of 1986, as amended (non-profit revenue exemption), and the comparable provisions under the Oklahoma income tax laws. The chairperson explained that unless all of the Directors of the corporation consent in writing to the election to be taxed as a non-profit corporation, the corporation cannot be treated as a non-profit corporation for income tax purposes. After full discussion, and upon motion duly made and seconded, the following resolution was unanimously adopted:

“RESOLVED that the corporation take advantage of the provisions of § 501(c)(3) et. seq. of the Internal Revenue Code of 1986, as amended, and, exemptions from taxation under the laws of the State of Oklahoma subject to the unanimous consent of all of the Directors of the corporation; that the officers of the corporation be, and they hereby are, authorized to perform such acts and to execute such documents as are necessary to effectuate the federal and state elections.”

A Conflicts of Interest Policy was present for review. After a general consensus was reached and upon motion duly made and seconded, the following resolution was passed by unanimous vote:

**"RESOLVED, that the Conflicts of Interest policy presented to this meeting is hereby approved, adopted and ordered to be inserted in the minute book of the corporation."**

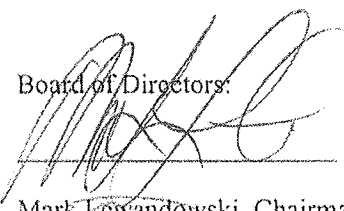
The Directors discussed that the corporation was formed for the purpose of making an acquisition of a post-secondary institution doing business as Community Care College, Clary Sage College and Oklahoma Technical College in the city of Tulsa Oklahoma (collectively "Community College"). The Directors determined that it would continue to need the legal counsel and valuation experts that had been advising the incorporators during the pre-incorporation process and upon incorporation. The Directors also discussed that the Chairman should be authorized to lead the valuation and negotiation process for the corporation in its efforts to acquire Community College and then report to the full board his recommendations for the consideration by the full Board. After a general consensus was reached and upon motion duly made and seconded, the following resolutions were passed by unanimous vote:

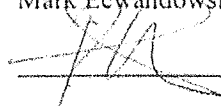
**" RESOLVED, that the Chairman of the corporation is authorized to conduct preliminary negotiations for the acquisition by the corporation Community Care College, Clary Sage College and Oklahoma Technical College in the city of Tulsa, Oklahoma and to consult with the legal counsel and valuation experts retained by the corporation in connection with the contemplate acquisition .**

**"BE IT FURTHER RESOLVED, that the Chairman is authorized to negotiate and execute retainer agreements and any other related documents required to retain Ritzert &Leyton PC to continue to serve as legal counsel and CCK Strategies to provide valuation and related services to the corporation."**

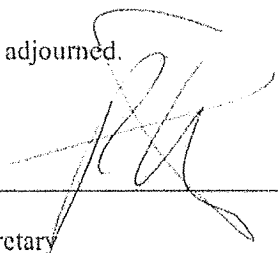
There being no further business, the meeting was adjourned.

Board of Directors:

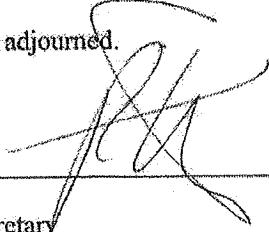
  
Mark Lewandowski, Chairman

  
Rose Washington

  
Jack Allen

  
Secretary

There being no further business, the meeting was adjourned.

  
\_\_\_\_\_  
Secretary

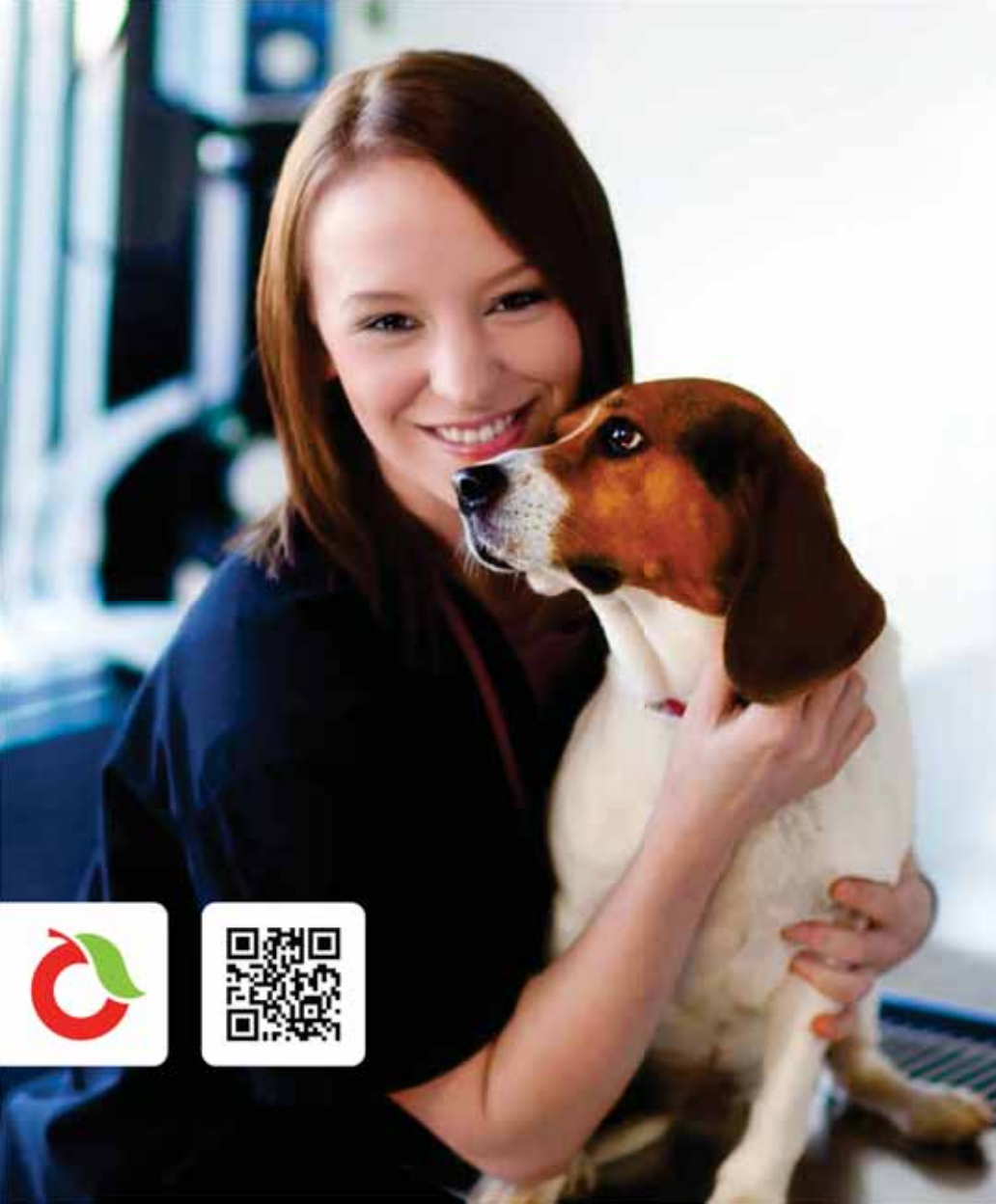
Board of Directors:

\_\_\_\_\_  
Mark Lewandowski, Chairman

  
\_\_\_\_\_  
Rose Washington

  
\_\_\_\_\_  
Jack Allen





With our affiliations and approvals, our students are eligible for important certifications and licensures and have an education to be proud of:

Accredited by the Accrediting Council for Independent Colleges and Schools, Accrediting Bureau of Health Education Schools (Medical Assisting) and Commission on Accreditation of Allied Health Education Programs (CAAHEP) (Surgical Technology)

Licensed by the Oklahoma Board of Private Vocational Schools

Approved training site by Workforce Oklahoma, Veterans Administration, Bureau of Indian Affairs, and Vocational Rehabilitation (VocRehab)

Accredited member of the Better Business Bureau

Member of the Association of Private Sector Colleges and Universities

Tulsa Chamber Member

Multi-year recipient of Presidential Community Service Honor Roll

Disclosures regarding the College's programs related to consumer information/gainful employment are provided for each eligible program at <http://www.collegesooner.com/consumer-information/>

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



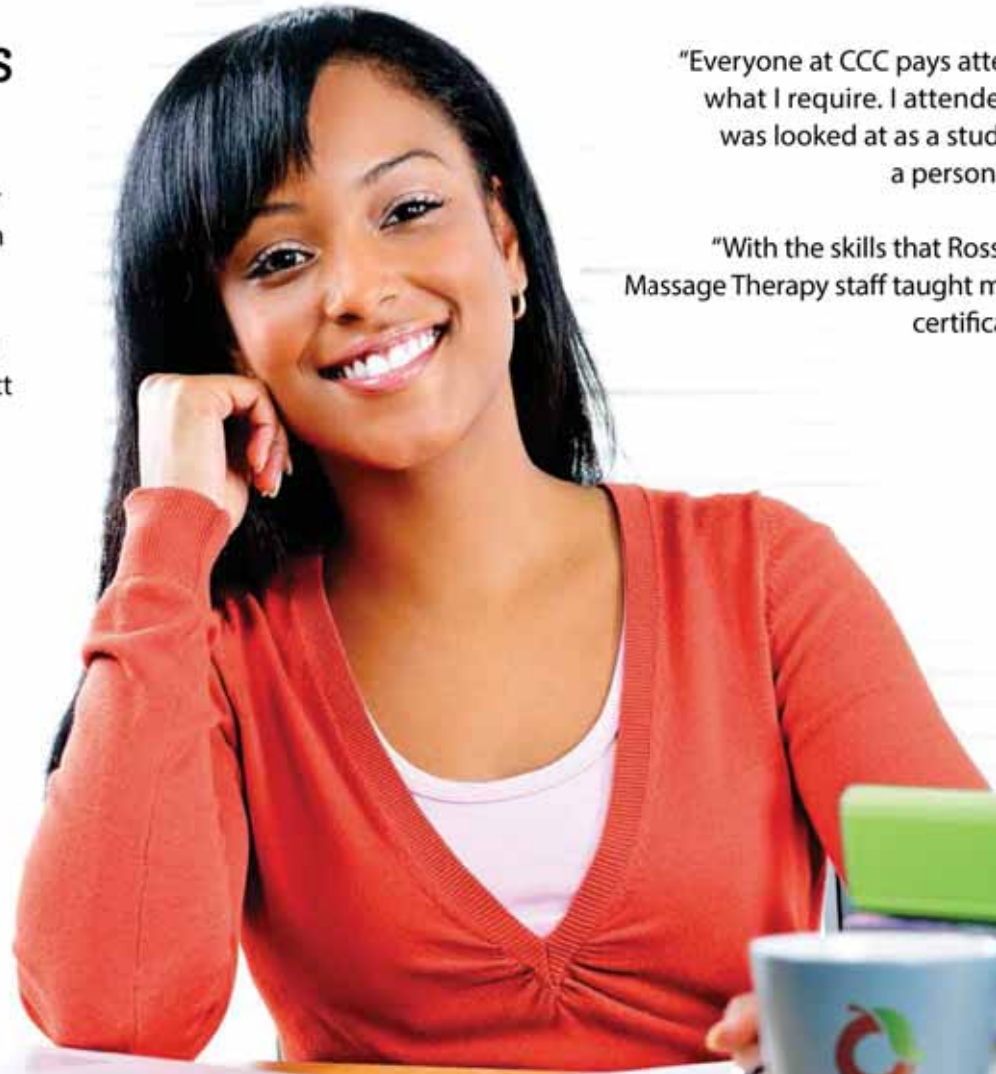
## WHAT OUR STUDENTS ARE SAYING:

"Going to school at night made it possible for me to keep my job during the day. Now I own my own Massage clinic!"

"Career services gave me four job leads! I had official offers from three of them. Linda Dewitt is the best!"

"Everyone at CCC pays attention to me no matter what I require. I attended another college and was looked at as a student ID number... not as a person with individual needs."

"With the skills that Ross Ashcraft and the other Massage Therapy staff taught me, I passed the national certification with flying colors."



IF YOU'RE LOOKING FOR A CAREER,  
WE HAVE WHAT YOU NEED.

Certifications

Job Placement

Financial Aid\*

Student Support Services

Career and Life Development

Hands-on Training

Weekly Starts\*\*

\*available to those who qualify

\*\*available in most residential diploma programs

[www.CommunityCareCollege.edu](http://www.CommunityCareCollege.edu)





From the moment you step into our beautiful, 66,000 square foot facility, you know this is where you belong. Our full-time, on-site instructors are caring and dedicated to helping you reach your career goals.

Our goal is to prepare you to meet tomorrow's challenges today!

Hands-on, career-focused programs offered at Community Care College prepare graduates to succeed in the field of their choice.

Community Care College offers various Diploma, Online and Associate Degrees in the following disciplines:

**Business Administration**

**Dental Assisting**

**Early Childhood Education**

**Fitness and Health Trainer**

**Health Care Administration**

**Massage Therapy**

**Medical Assisting**

**Medical Billing and Coding**

**Pharmacy Technology**

**Surgical Technology**

**Veterinary Assisting**


**Paralegal Studies**



4242 S. Sheridan  
Tulsa, OK 74145

918 610 0027

@CommCareCollege 

communitycarecollege 

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Chic Creations



[www.ClarySageCollege.com](http://www.ClarySageCollege.com)



# CLARY SAGE COLLEGE

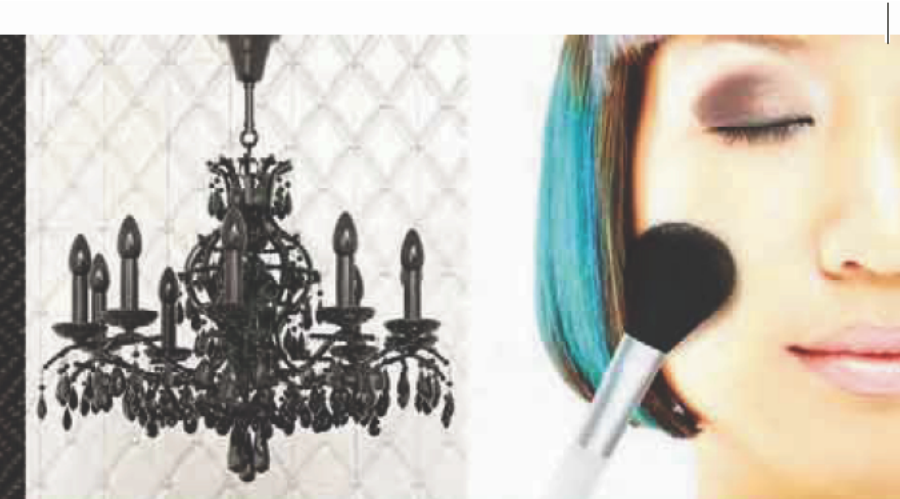
3131 S. Sheridan • Tulsa, OK 74145

918.298.8200

[www.ClarySageCollege.com](http://www.ClarySageCollege.com)



# CLARY SAGE COLLEGE



Design Innovation



## COSMETOLOGY

The Basic Cosmetology program will prepare you to acquire a cosmetology license through the State Board of Cosmetology. You'll learn hair design, permanent waving, hair shaping, hair care, hair coloring and lightening, chemical relaxing, thermal pressing, manicuring and pedicuring, as well as skin care and make up. You'll also learn the fundamentals of spa, salon, retail and client management.

## ESTHETICS

The Esthetics program offers an industry-leading education in all areas related to skin care. As a licensed esthetician you are able to perform facials, waxings, chemical peels, microdermabrasion, body treatments and makeup applications. At Clary Sage College, you will receive an in-depth education on the physiological and histological structures of the skin, as well as providing superior client care. The program will provide you with the experience essential to succeed at a spa, salon or medical spa.

## MAKEUP ARTISTRY

The Makeup Artistry program lays the groundwork for a stimulating and artistic career path. With a focus on the strong tactile skills, exceptional professionalism and superior customer service skills required of a professional makeup artist, you will be trained in all aspects the industry, from high-definition to stage. Through the program, you will also be taught fundamentals of hair design and be eligible to become a licensed Cosmetician.

## FASHION DESIGN

The demand for talented and ambitious Fashion Designers is greater now more than ever. It is the goal of this program to deliver a quality education in Fashion Design reflective of industry standards. The program is designed to prepare you with the knowledge, skills and experience necessary to enter the fashion industry. Utilization of a high-tech/high-touch approach to Fashion Design education combined with first-rate curriculum and excellent instruction provides you with the competency to successfully meet the demand of a highly complex and competitive industry.

## INTERIOR DESIGN

Are you creative, artistic and imaginative? As the demand for Interior Designers increases, those qualities will help propel your career. Interior Designers possess the knowledge to use their creative skills in developing interior spaces by addressing functionality, safety and quality through research and aesthetic vision. Utilization of technological components combined with practical training and excellent instruction will provide you with the knowledge, skills and experience necessary to meet the rigors and demands of entry-level positions in the fast-paced interior design industry.

## NAIL TECHNOLOGY

The Nail Technology program combines theory and laboratory experiences to provide you with the skills necessary to acquire a license by the State Board of Cosmetology as a Nail Technician. You'll learn manicuring and pedicuring, nail repair, artificial nail application and nail art, as well as Salon Development.

## MASTER INSTRUCTOR

Do you have a solid background in Cosmetology, Esthetics or Nail Technology? Do you want to share this knowledge with others? Consider enrolling in the Master Instructor program at Clary Sage College. In this program, you will learn teaching strategies, classroom strategies, classroom management, school management, State Board of Cosmetology compliance and record keeping.



# A PROMISING FUTURE

## According to the National Bureau of Labor Statistics:

- Employment for automotive service technicians and mechanics is expected to increase between 2010 and 2020 as the field adds a large number of new jobs - over 124,000 over the decade.
- Welding graduates have little difficulty finding work since many welding employers report difficulty finding trained welders to fill open positions.
- Opportunities in diesel will continue to grow, with better opportunities available to those who have strong technical skills and have completed formal postsecondary education.
- The job outlook for HVAC/R is excellent, with a 34% growth rate expected between 2010 and 2020 compared to a 14% growth reported for all US jobs.
- An increasing population calls for a greater demand for basic hair-care and other services offered by trained barbers.

OTC offers a full service Career Services team devoted to assisting students and recent graduates in obtaining entry-level opportunities in their industries. As a student, you will be educated in:

- Resume writing
- Interviewing skills
- Entry-level position availability
- Career assistance
- Job search techniques
- Job skills
- Salary information and budget preparation

[www.OklahomaTechnicalCollege.com](http://www.OklahomaTechnicalCollege.com)

If you're looking for a new career, we have what you need

**BARBER**  
**BARBER INSTRUCTOR**  
**AUTOMOTIVE MECHANICS**  
**AUTOMOTIVE TECHNOLOGY**  
**AUTOMOTIVE TECHNOLOGY/LIGHT DIESEL**  
**WELDING TECHNOLOGY**  
**DIESEL TECHNOLOGY**  
**HVAC•REFRIGERATION**

- LICENSED BY OBVPS
- ACCREDITED BY ACICS & NATEF
- CAREER ASSISTANCE
- TOOL/EQUIPMENT PROGRAMS
- CERTIFICATIONS
- STUDENT SUPPORT SERVICES
- HANDS-ON TRAINING
- MEMBER OF AMERICAN WELDING SOCIETY
- LICENSED BY THE STATE DEPARTMENT OF HEALTH

Disclosures regarding the College's programs related to consumer information/gainful employment are provided for each eligible program at <http://www.collegesooner.com/consumer-information/>

[www.OklahomaTechnicalCollege.com](http://www.OklahomaTechnicalCollege.com)

## STUDENT SERVICES

- Career and Life Development course
- Tutoring Services
- Advisory Board with industry professionals
- Community referral services
- OTC utilizes the newest technologies in teaching, including smartphone and tablet apps

Financial Aid available to those who qualify:

- Veterans assistance:
  - » MAPS scholarships are available to qualified active duty reservists or veterans of the armed services.
  - » The Post-9/11 GI Bill provides financial support for education and housing to individuals with at least 90 days of aggregate service on or after September 11, 2001.
  - » Disabled veterans may be eligible for Chapter 31 benefits.
  - » The Montgomery GI Bill may be available for veterans of the armed services or spouses and dependents of 100% disabled or deceased veterans.

» Tribal grants and scholarships accepted.



*"The number one reason I would recommend OTC is the instructors, they are phenomenal. They spend as much time with you as you need them to. They talk you through things and help you with whatever you need." -Adam*

*"There are a lot of job opportunities, I can work in numerous shops here in this area, or I can go anywhere else working structural and other construction jobs using my welding skills. It just depends on where you want to go and what you want to do. My education with OTC helped get me there" - Rodney*



**AUTOMOTIVE**  
**DIESEL**  
**WELDING**  
**BARBER**  
**HVAC/R**



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# AUTOMOTIVE



## AUTOMOTIVE MECHANIC

What does it take to become a mechanic? Education is paramount. Mechanics must be knowledgeable in a wide variety of areas from tools to troubleshooting. Oklahoma Technical College's Automotive Mechanic program prepares skilled mechanics to work in the automotive industry. Our program will prepare you to pursue Automotive Service Excellence (ASE) certification in three areas: Brakes, suspension and steering, and engine repair.

## AUTOMOTIVE TECHNOLOGY

The Automotive Technology diploma or Associate of Occupational Science (AOS) degree program will prepare you to excel in the automotive industry. Graduates are prepared to obtain Automotive Service Excellence (ASE) certification in all eight performance areas: Brakes, suspension and steering, engine repair, electrical systems, engine performance, automatic transmission and transaxle, heating and air conditioning, and manual drive train and axles.

## AUTOMOTIVE TECHNOLOGY/LIGHT DIESEL

The Automotive Technology/Light Diesel diploma and Associate of Occupational Science (AOS) degree programs prepare skilled technicians to work in the Automotive and Diesel industries. As a graduate, you will be prepared to pursue Automotive Service Excellence (ASE) certification, with standards set forth by National Automotive Technicians Education Foundation (NATEF) in all eight performance areas and truck technology.



[www.OklahomaTechnicalCollege.com](http://www.OklahomaTechnicalCollege.com)

## DIESEL TECHNOLOGY

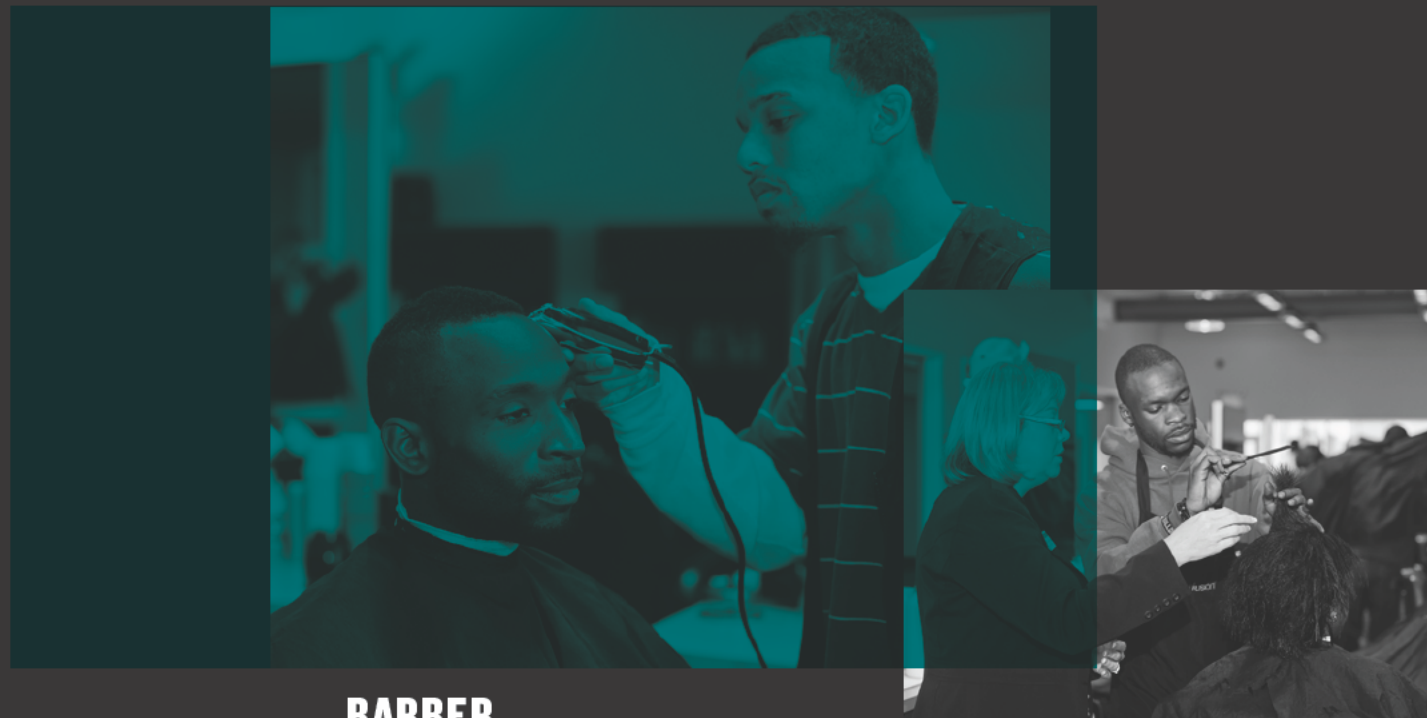
The Diesel Technology program combines theory with hands-on training designed to stimulate the work environment and prepares you to inspect, diagnose, and conduct failure analysis and preventative maintenance inspections. You will gain knowledge in the areas of electronic circuits, cooling systems, truck brake systems, steering and drive trains, hydraulics, torque, converters, and alignment.

For students interested in owning or managing a business, the Associate of Occupational Science (AOS) degree program combines business operations management, communications, leadership and entrepreneurship with the diesel technology knowledge.



## WELDING TECHNOLOGY

The Welding Technology diploma or Associate of Occupational Science (AOS) degree program will prepare you for an entry level position in the high-demand industry of welding and metal fabricating. You will receive instruction in pipe, oxy-fuel welding, brazing and cutting, shielded metal arc (stick), gas metal arc (MIG), and gas tungsten arc (TIG) welding of sheet metal, plate, and structural shapes.



## BARBER

Do you desire to work in a field that values both artistic expression and skilled execution? Consider barbering, a rapidly growing field that combines modern cutting, styling and shaving techniques with a longstanding tradition of precision and craftsmanship. Upon graduation, you will be prepared to take the Oklahoma State Department of Health Barber Exam to become a licensed barber in Oklahoma.

## BARBER INSTRUCTOR

Already got the skills? Consider sharing the wealth! OTC's Barber Instructor program is designed to teach skilled barbers how to instruct students through classroom facilitation, teaching methodologies, lecture and laboratory instruction. Classes will cover laws, rules and regulations administered by the State Board of Health, as well as other information essential to the college instruction environment like student retention and grading. This program will prepare you for the Oklahoma State Department of Health Barber Instructor's Exam.

# BARBERING

[www.OklahomaTechnicalCollege.com](http://www.OklahomaTechnicalCollege.com)



## HVAC/R

The Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R) program combines theory with extensive practical hands-on training designed to stimulate actual work environments and prepare you to diagnose, repair and maintain common HVAC/R electrical and mechanical systems. Through this program, you will also learn CFC refrigerants, indoor air quality requirements and use of computerized building controls. Those desiring to pursue management roles after graduation or who wish to start their own business can enhance their knowledge by adding an Associate of Occupational Science (AOS) Degree with an emphasis in business operations management, communication, leadership and entrepreneurship.

[www.OklahomaTechnicalCollege.com](http://www.OklahomaTechnicalCollege.com)

# ORIENTATION MANUAL



COMMUNITY CARE COLLEGE CLARY SAGE COLLEGE OKLAHOMA TECHNICAL COLLEGE COMMUN  
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# INTRODUCTION



# Campus Culture

## VISION

Our vision is to be the paradigm of for-profit education, most admired for its services, outcomes, and public approval.



## MISSION STATEMENT

The mission of the College is to provide students with the necessary academic, vocational and interpersonal skills required for successful employment and lifelong learning in a rapidly changing and technologically oriented global society.

## CORE VALUES

- Honor God.
- Have fun and be healthy.
- Put students first.
- Play to win.
- Deliver service to our community.
- Pursue growth and learning.

### Core Values

**Honor God:** Live in a way that pleases God in all parts of life--thoughts, actions, words, and relationships and do so with honesty, integrity, character, empathy and passion.

**Put Students First:** The College is devoted to exceeding student expectations by providing a valuable experience from the moment he or she inquires through securing employment. Exceptional standards of service will never be compromised and is the driving force behind the College's continued success.

**Have Fun and Be Healthy:** The company offers corporate health initiatives but also promotes a work environment that fosters mental, emotional, and spiritual wellness in employee-friendly and fun surroundings.

**Deliver Service to Our Community:** We are committed to taking responsibility for the impact our business has on society by practicing behaviors that promote accountability through corporate social responsibility initiatives and honest corporate citizenship including investing in our communities, adhering to C.A.R.E.S., and practicing the highest ethical standards.

**Play to Win:** The company practices a culture that is playing to win both competitive advantage and market share in a way that rewards courage and expects creative thinking, innovative problem solving, and high impact results each day from our team.

**Pursue Growth and Learning:** With a steadfast commitment to performance excellence, the college requires professional development, personal progression and continuing education to ensure the staff and faculty are acquiring new skills, testing their capabilities, and stretching themselves in order to deliver exceptional value to our stakeholders.

# YOUR FIRST WEEK



## **Prepare Yourself Academically**

In order to succeed academically, there are a few things that you'll need to do before you begin classes:

- Create a study area at home. Studying in the same place and at the same time every day conditions your brain to automatically get into "learning mode" and reduces the amount of time you spend getting mentally prepared to study.
- Prepare your friends and family for a big change in schedule and priorities. Now that you are going to school, you'll need to be protective of your class time and study time. Let them know your schedule and that you will not be reachable during class times except for emergencies.
- Consider reducing your time spent on non-essential obligations while you're in school. You've just added a 15-30 hours/week commitment to your life. It's possible that something else must go to be successful.

## **Prepare Yourself Financially**

For most people, going to school is financially challenging; both because of the reduction in hours at work and the student loans that most students acquire to complete college. However, many students have successfully used their time in school to improve their financial situation, by focusing on increasing their financial literacy.

Here are some things you can do right now, and throughout your time in school, to maximize your income and establish good habits for the future:

- Reduce your debt, and begin practicing good money management by establishing a budget and balancing your checkbook regularly.
- Open a savings account and begin making regular deposits. Small deposits add up to large amounts over time.
- Use credit cards wisely...if you are unable to make more than the minimum payments on your credit cards, stop charging to them until you can easily pay off your balance each month.
- Begin to observe the difference between a want and a need. You may be working few hours (or none at all) while going to school. With less income, you need to reduce expenses too or you'll find yourself in a financial hole when you graduate.
- Know your student loans. How much are you borrowing, and when will you start making payments? If you don't know the answers to these questions, talk to a financial aid representative.

## **Prepare Yourself Technologically**

Internet access and intermediate computer skills are a requirement to complete an academic program at the College. Here are some things you may want to do to prepare yourself technologically:

- If you don't have one already, create an email account that the College can use to contact you. There are many free email account services available to you. Visit [www.yahoo.com](http://www.yahoo.com) or [www.gmail.com](http://www.gmail.com) to get started.
- Check your email regularly for schedule updates and other important communications from the College.
- Check your email account name for professionalism. Imagine putting PartyGirl@yahoo.com at the top of your resume. What would a potential employer think? Start using a professional email address now.



- If you change your email address while enrolled, be sure to let your instructor know so that the school's records can be updated.
- Make sure that you have regular access to a computer with Microsoft Office programs installed (Microsoft Word, Microsoft Excel, and Microsoft Powerpoint).
- There are some plug-ins you'll want to install to make sure that your computer can open certain types of important electronic documents and websites. These plug-ins are free and take less than five minutes to download in most cases. Follow the links below to download these programs:

[Install Latest Version of Adobe Reader](#)

[Install Latest Version of Adobe Flash Player](#)

[Install Latest Version of Real Player](#)

## **Your First Class – Career and Life Development**

Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Mobile Technologies that are applied to personal branding and the workplace; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future. In addition, professionalism and career-building skills are discussed.

### **MyCourseConnection.com**

If you are an on-ground student, you will access many of your assignments and other class activities through a website called MyCourseConnection.com.

When you access MyCourseConnection.com, you'll be able to click on the course you're currently taking and access assignments, videos, animations, pictures, diagrams, discussion boards, and other activities to help you study what you learn in class. You'll also be able to access your grades, and communicate with your instructor and classmates.

MyCourseConnection.com also offers a "Student Services" page that allows you to access community resources such as transportation, housing, childcare, and other helpful information.

Finally, you can also access all of the campus departments from MyCourseConnection.com. You may visit the Financial Aid page to get information about your student loans or make a tuition payment online. The Career Services page in MyCourseConnection will provide information about resume building, interviewing, and job placement...even after you graduate!



## Dress Code

All students are a representative of the college. The students are preparing to enter a service profession and become a professional. There are three major characteristics of any true professional. First, professionals have a strong knowledge base – they know what they are doing. Secondly, professionals follow a strict code of conduct that sets them apart from others. Finally, professionals adhere to a code of appearance and hygiene.

The purpose of the dress code policy is to prepare students to join the ranks of their chosen profession through the practice of professional appearance and hygiene. The dress code is an enhancement of professional development and helps the College adhere to safety standards. Please adhere to this dress code while on campus or when representing your profession and college at off-site functions such as field trips or community service events. Online students are exempt from the dress code. All students receive temporary business cards upon enrollment. These cards should be considered part of the dress code, as students should have them available at all times.

### **Community Care College**

#### **Required:**

- College-issued polo shirt with a choice of pants or jeans (scrub pants are acceptable).
- Medical Assisting, Veterinary Assisting, Surgical Technology, and Dental Assisting may also choose to wear a College-issued full scrub set, provided at the beginning of the program.
- Individual programs may have additional dress requirements during laboratory training.

#### **Restrictions:**

- The wearing of jewelry is limited to promote a safe environment. No large hoop or long dangling earrings are permitted at any time. Students may wear a conservative bracelet or watch with a second hand on each wrist and a ring on each hand. In a lab setting, students may wear a wedding band, a watch with a second hand, and stud earrings (unless prohibited by the practice of sterile procedures.)
- Long hair (hair which touches the back of the collar should be pulled back at all times.)
- No hats, head coverings, or head scarves are allowed in public areas. In labs, appropriate medical head coverings will be worn.
- No open-toed shoes may be worn.

Should there be a reasonable chance of exposure to blood or other potentially infectious body fluids, the College, at no cost to the student, will provide personal protection equipment.

### **Clary Sage College**

#### **Required:**

- Students are required to wear the designated black or white Clary Sage smock with solid black, white or grey top or any Clary Sage t-shirt.
- Solid black must be worn from the waist down. Jeans are prohibited except on designated jeans days.
- In lieu of a smock, Fashion and Interior Design Students are required to wear the designated Clary Sage T-shirt with professional dress attire. All dress will project an image of fashion, professionalism, and good taste
- All clothes must be clean and pressed and free of stains.
- No sweatsuits, sweatpants, exercise pants, short shorts, Bermuda shorts, bib overalls. Yoga pants are acceptable.



- No clothing that is in poor condition or torn
- No clothing with foul language or obscene images
- All dress will project an image of fashion, professionalism and good taste
- No student should be attired in such a manner as to be distracting to classmates or clients
- All female students must wear a bra
- Shoes must be clean and in good repair. Sneakers are allowed as long as they are appropriate with the outfit. No open toed shoes. No exceptions for this is a Cosmetology Board requirement. All students in programs licensed under the OSBC must wear shoes with heels lower than 1".
- All students must be ready for class with hair and makeup reflective of the profession. Hats are prohibited.
- If worn, false eyelashes must be well-maintained
- Hair must be professionally cut, styled, shampooed and conditioned to reflect the profession.
- Nails must be well cared for if worn natural or any of the following: acrylic, manicured, and or polished (any color). Chipped or peeling polish is prohibited and must be removed.
- Perfume is acceptable but not required
- Deodorant is a must

### **Oklahoma Technical College**

#### **Required:**

- The uniform for the Automotive Technology, Welding, HVAC/R, and Diesel Technology programs consists of: uniform shirt, black solid color pants, professional close-toed work style boots or shoes. The uniform shirt must be worn buttoned with the exception of the top button or snap. Shirt tails and t-shirts must be tucked into the pants. A work coverall is acceptable in the shop area only
- Welding students have a specific dress code when working in the shop. Please see the course syllabus
- Barber dress code is black solid color pants or jeans, closed toe shoes, white shirt, and clean black smock or vest
- Personal cleanliness must be observed and maintained at all times
- Absolutely no jewelry worn in the shop

#### **Restrictions:**

- Long hair (hair which touches the back of the collar) should be pulled back at all times. Welders with long hair will need to tuck it into a hat as a safety precaution

## **Student IDs**

Identification Badges will be provided for students and are to be worn visibly every day; all field trips, in-service activities, activities off campus and at externship sites. Additionally, these badges entitle students to discounts at many participating businesses such as movie theaters and some restaurants. Replacement Identification badges are \$5.00 each and can be obtained at the front desk.

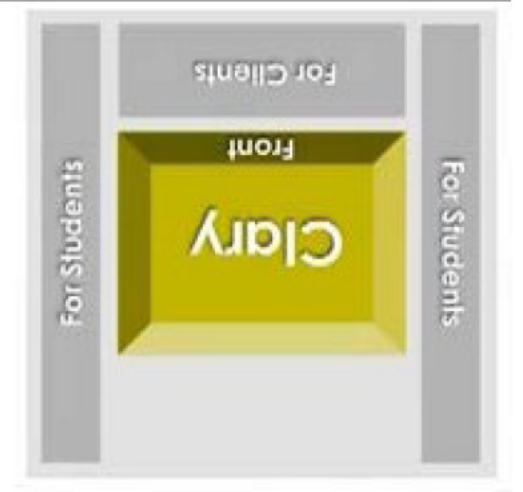
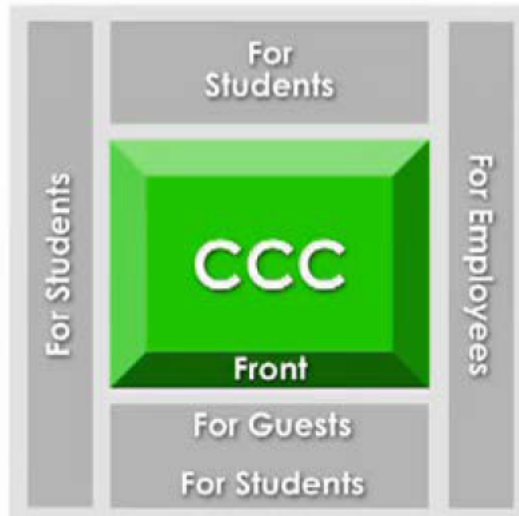
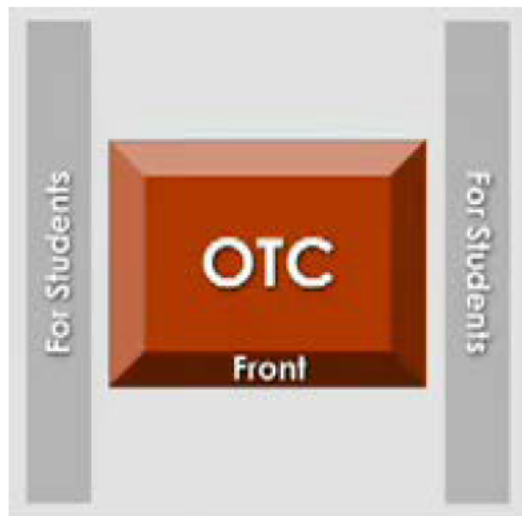


# Parking Permit

Each campus is equipped with on site parking. At CCC, Parking is permitted in the front, south and west parking lots. Students are not allowed to park in spaces designated with “re-served” or “visitors” signs. At Community Care College, overflow parking is available at Oklahoma Technical College. The parking lot is patrolled by a security guard, and surveillance cameras scan the area both day and night.

Parking permits will be issued during your first week of school and must be displayed in the car at all times while on campus. Replacement permits are \$10.00 each and can be obtained at the front desk.

## Parking Maps



# Tobacco Free Campus

The College is a tobacco-free facility. The College recognizes the need to create and maintain an environmental quality which sustains and enhances the general health and well-being of its faculty, staff, students, and visitors. All tobacco products, including smokeless tobacco and any non-tobacco products designed to emulate tobacco products, are strictly prohibited on campus property. This includes the parking lot, vehicles parked on College property, and all surrounding areas. The College operates according to a strict "three strikes" policy. First Strike: Verbal warning, Second Strike: Written Warning, Third Strike: Expulsion.

## The Library

### **Staff Contact**

Kathy Wills

(918) 610-0027 ext 2118 [kwills@communitycarecollege.edu](mailto:kwills@communitycarecollege.edu)

### **General Rules**

The primary purpose of the Library is to serve the learning resource needs of students, faculty, and staff. Each campus contains resources applicable to your field, and many additional digital resources are available at [MyCourseConnection.com](http://MyCourseConnection.com). Here are general guidelines to follow when using any of the computer labs or Library resources on campus:

- Sign-in when you arrive and sign-out when you depart
- Always use Germ-X before and after you use the computers
- Do not bring food or drink into the Library or computer labs
- Do not talk on your cell phone while in the computer labs or you may be asked to leave
- Keep noise levels to a minimum while in the computer labs
- Lost and found items are turned in to the front desk at each campus
- Remember your digital media/storage devices when you leave
- Scratch paper is available next to the sign-in sheets
- Return resource materials to their proper location
- Leave workstations neat
- Persons not affiliated with the college are not permitted to use the Library

### **General Policies**

- All current students, faculty, and staff of the College have access to Library collections with full borrowing privileges. Loan periods, borrowing privileges and other policies are designed to give users fair and convenient access to resource center materials.
- A student ID card is required to reserve and check out materials.
- Privileges vary according to borrower status and are granted subject to continued adherence to the established resource center regulations.
- Borrowers are responsible for all transactions made on their borrower's account and are subject to payment of the full replacement cost of all lost or damaged materials.
- Borrowing privileges are suspended while charges are outstanding. Transcripts and/or excess funds payments will be withheld until the student's record is cleared of outstanding charges.



## **Locations**

### *Community Care College:*

Books are available in the Library located in the computer lab. Periodicals are available in the reading room in the student lounge.

### *Clary Sage College:*

Books and periodicals are available in the library located on the second floor of the building. Resources are also available in the Library at Community Care College located in the computer lab.

### *Oklahoma Technical College:*

Books and periodicals are available in the computer lab at OTC and may be checked out through the front desk. Resources are also available in the Library at Community Care College located in the computer lab.

## **Library Books**

A student ID card is required to reserve and check out library materials. Students may check out up to three books for one week at a time. Renewals are offered one week at a time and may be accomplished by contacting Library/designated staff by phone, email, or in person. Students may check out books during normal hours of operation.

## **Electronic Media Loans**

Students may utilize electronic media on campus. Videos and/or computer discs may be used for two hours at a time and must be used in the Library.

## **Digital Resources**

All digital resources are accessible at [www.MyCourseConnection.com](http://www.MyCourseConnection.com)

## **Tutoring**

Additional computer help and tutoring is available upon request. If you have any questions or need assistance, please contact [dist\\_MCC\\_support@communitycarecollege.edu](mailto:dist_MCC_support@communitycarecollege.edu).

## **Damaged or Lost Library Materials**

If materials are lost or returned to the Library damaged to the extent that they are unsuitable for the collection, the student must pay the replacement cost or replace the damaged/lost item (it must be an exact duplicate or a later edition if available.). When this occurs, a notice of applicable charges will show up on the student account.

## **Printer**

The Library allows students to print at the CCC campus. The user id is your student ID# and the password is your first name with the first letter capitalized.

Example: User ID: 5555001 Password: Bryan

Your paper account has 350 sheets; additional sheets are .05 each. You may add paper to your account at the front desk. The front desk will notify Library staff, and the paper will be added to your account. The printer system will notify students when their account balance is running low.



## **Computers:**

*Logon information*

ID = Student ID Number

Password = Student First Name ( First letter in name capitalized, i.e. Jane)

Domain = CCC

The computers shut down every evening. When the computers shut down, any information you have stored on the computer will be erased. A portable storage device is highly recommended.

Barracuda is our web browsing filter, and it will not permit students to visit certain sites such as shopping sites, stock trading sites, and adult related materials. Library staff do not have the ability to unblock any site for students. If students are unable to visit a website indicated by an instructor, please notify them.

Students may use the computers during normal hours of operation. Occasionally, the Library will be used for a special class or testing and will be closed. Signs will be posted and typically an announcement will be made.

## **Internet Access:**

The Internet has added a valuable dimension to conducting student research, and students will have access to a variety of internet and computer resources. Below are the guidelines for Internet usage at the College:

## **Disclaimer**

The internet is a worldwide network containing millions of pages of information. Students are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. Students accessing the Internet do so at their own risk and the College is not responsible for material viewed or downloaded by users from the Internet. To minimize these risks, your use of the Internet at the College is governed by the following policy:

## **Permitted Use of Internet and Company Computer Network**

The computer network is the property of the College and may only be used for legitimate instruction purposes. Users are provided access to the computer network to assist them in their training at the College. Additionally, students have also been provided with access to the Internet through the computer network. All students have a responsibility to use the College's computer resources and the Internet in a professional, lawful, and ethical manner. Abuse of the computer network or the Internet may result in disciplinary action, including possible suspension, and civil and/or criminal liability.



## **Computers Network Prohibited Uses**

Without prior written permission from the College, the computer network may not be used to disseminate, view, or store commercial or personal advertisements, solicitations, promotions, destructive code, political material, pornographic text or images, or any other unauthorized materials. Students may not use the College's internet connection to download games or other entertainment software (including screen savers) or to play games over the Internet. Additionally, students may not use the computer network to display, store, or send (by email or any other form of electronic communication such as bulletin boards, chat rooms, etc.) material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise inappropriate or unlawful.

Students may not illegally copy material protected under copyright law or make that material available to others for copying. Students are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. Students may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of the College.

## **Accessing the Internet**

To ensure the security of the network and to avoid the spread of viruses, students accessing the Internet through a computer attached to the College network must do so through an approved Internet firewall or other security device. Bypassing the College computer network security by accessing the Internet directly by modem or other means is strictly prohibited.

## **Virus Detection**

Users should never download files from the Internet, accept email attachments from outsiders, or use disks from outside sources without first scanning the material with College-approved virus checking software. If students suspect that a virus has been introduced to the College network, they should notify College staff immediately.

## **No Expectation of Privacy**

Students are given access to computers and the Internet to assist them in their learning curriculum. Students should have no expectation of privacy in anything they create, store, send, or receive using the College's computer equipment. The computer network is the property of the College and may be used only for instructional purposes. Students expressly waive any right of privacy in anything they create, store, send, or receive using the College computer equipment or network. Students consent to allow the College personnel to access all materials created, stored, sent, or received by the student through any College computer, network, or internet connection. Additionally, the College has the right to monitor and log any and all aspects of its computer system, including, but not limited to, monitoring Internet sites visited by students, monitoring chat and newsgroups, monitoring file downloads, and all communication sent and received by users. Furthermore, the College has the right to utilize software that makes it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate in the workplace.



## Additional Resources

### ***Tulsa City-County Library***

Herman & Kate Kaiser Library

[www.tulsalibrary.org](http://www.tulsalibrary.org)

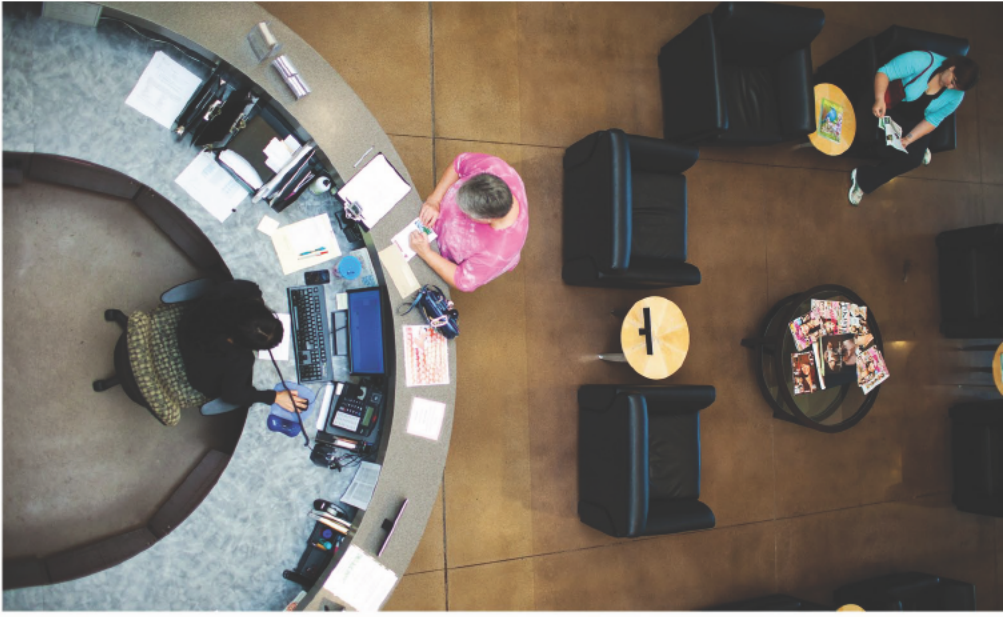
5202 South Hudson Avenue Suite B

Tulsa, OK 74135

***\*Free library card if you work, live or attend school in Tulsa county!***



# CAMPUS DEPARTMENTS



## Administration

Dr. Kevin Kirk is the President of Community Care College, Clary Sage College, and Oklahoma Technical College. Clary Sage College and Oklahoma Technical College have Campus Directors at their locations.

## Financial Aid

Financial Aid helps enrolling students determine what kinds of financial assistance they are eligible for when enrolling. Throughout a student's enrollment, Financial Aid will monitor a student's progress to make sure that they remain eligible to receive the aid originally qualified for. When disbursing funds, the government requires that we evaluate a student's GPA and attendance to determine whether a student remains eligible to receive help with tuition and educational costs. To get more information on these standards, contact a financial aid representative.

## Student Accounts

Periodically, students may need to pay a fee or charge that was not covered in their financial aid package. If this is the case, students will want to contact the Student Accounts department to make a payment or inquire about their balance. Students may also make payments online by [following this link](#).

## Faculty

Instructors are available to assist students outside of class during regular business hours (See posted office hours for available times). Instructors are also available by email or through the MyCourseConnection portal after hours. All faculty are experienced professionals in their field, and offer the highest standard of training in their respective industry.

## The Library

Each campus has a computer lab and Library available to students anytime that the facility is open and operational. Additionally, MyCourseConnection stores electronic resources that are available 24/7 with an internet connection.

## Student Services

There are a lot of things in life that can affect a student's ability to complete their education successfully that have nothing to do with school! That's why we offer information on [MyCourseConnection.com](http://MyCourseConnection.com) to our students to help them manage anything that comes up which might affect their ability to continue in school. Students may also contact their instructor for assistance.



# Office of the Registrar

The Office of the Registrar provides services related to the creation and maintenance of student academic records. The Registrar's office assists with enrollment, withdrawing, degree or enrollment verification, updating personal information in the Student Database System, fulfilling transcript requests, graduation, and other services. Faculty and staff rely on this office for enrollment maintenance, course scheduling, class roll coordination, grade submission, various enrollment reports and assistance with the registration process. All official documentation regarding grades and attendance, including but not limited to DHS and TANF paperwork, must go through the registrar.

## Grade Reports

Final grade reports are compiled and released at the conclusion of each course. These reports are made available electronically to the student through their Moodle and email accounts. Although the Office of the Registrar notifies a student of all schedule adjustments via email distribution and phone calls where needed, it is the student's responsibility to frequently check their email to review schedules and final grade postings. If a student feels that a grade for a course has been posted in error the student should first address the discrepancy with the their instructor. If the matter is not resolved, the student should address with their program Department head. If it is resolute that the grade posting was incorrect, the instructor must send an official notification of a grade change directly to the Office of the Registrar for processing. Please note: No grade changes will be made by the Registrar at the request of the student.

## Records

### Official Transcripts

All official transcripts of student academic records at CCC, CSC, OTC are prepared and released by the Office of the Registrar. The official transcript includes the complete academic record, as well as the signature of the College Registrar and the official seal of the College.

Transcripts of academic records at CCC, CSC, and OTC may be ordered in the following ways:

1. Mail or fax a completed, signed Transcript Request form to the Office of the Registrar (forms can be emailed or faxed upon request).
2. In person at the Front Desk of the Colleges or directly at the Office of the Registrar  
Students with transcript holds (such as holds due to outstanding financial obligations to the College) will not be granted an official transcript until the hold has been cleared with the appropriate College officials.
3. Under the [Registrar](#) section in My Course Connection.

## Career Services

Career Services helps students find employment in their field quickly after graduation, and offers career assistance services to all graduates, in good standing, with the community and past employers. Career Services also provides students with extensive career training while in school.



# Alumni

The Alumni Association for Community Care College, Clary Sage College, and Oklahoma Technical College provides opportunities for alumni to participate in and contribute to the continued growth and development of our three colleges, facilitates ongoing professional development for our alumni, and promotes interaction between alumni and current students after graduation. Alumni efforts are focused on innovative, relevant, and comprehensive communication to engage alumni, of all three campuses and to enhance their awareness of the college.

## ***Alumni on Facebook***

The Alumni Association also maintains an alumni profile on Facebook. For alumni who are already Facebook users, or those who are interested in registering for Facebook and adding your college as a friend, please visit the Alumni Page for your campus.

## ***LinkedIn***

The CCC, CSC and OTC Alumni programs maintain a group profile on the professional networking site, LinkedIn. Alumni who are LinkedIn users, or are interested in registering for LinkedIn and adding your campus Alumni page as a friend, can visit the Alumni Profiles on LinkedIn. Each campus has a specific alumni group.

## ***Career Services***

Our Career Services department is also available for alumni who are looking for a job, seeking assistance with their career or needing professional development at any of our three campuses.

# CAMPUS SERVICES



## Food Services

A variety of food options are available at each campus. Vending machines and microwave ovens are located in the student lounge, and periodically local vendors will serve a lunch menu on-site. Additionally, many fast food and traditional restaurants are located in the neighborhood. Food is permitted in the student lounge areas or outside patio areas only. Beverages with a cap or lid are permitted in classrooms. Food is not permitted in classrooms or labs.

## Campus Stores

The CSC and OTC campuses feature retail stores or the equivalent where you can buy supplies, campus apparel, and other products. Hours of operation are as follows:

### HOURS:

CSC: Monday -- Thursday 8:00am to 10:30pm and Friday 8:00am to 5:00pm

OTC: Monday – Thursday, 9:45am to 12:45pm and 5:45pm to 8:00pm and Friday 9:45am to 12:45pm

\*CCC Offers vending machines for many supplies and offers other items as well.

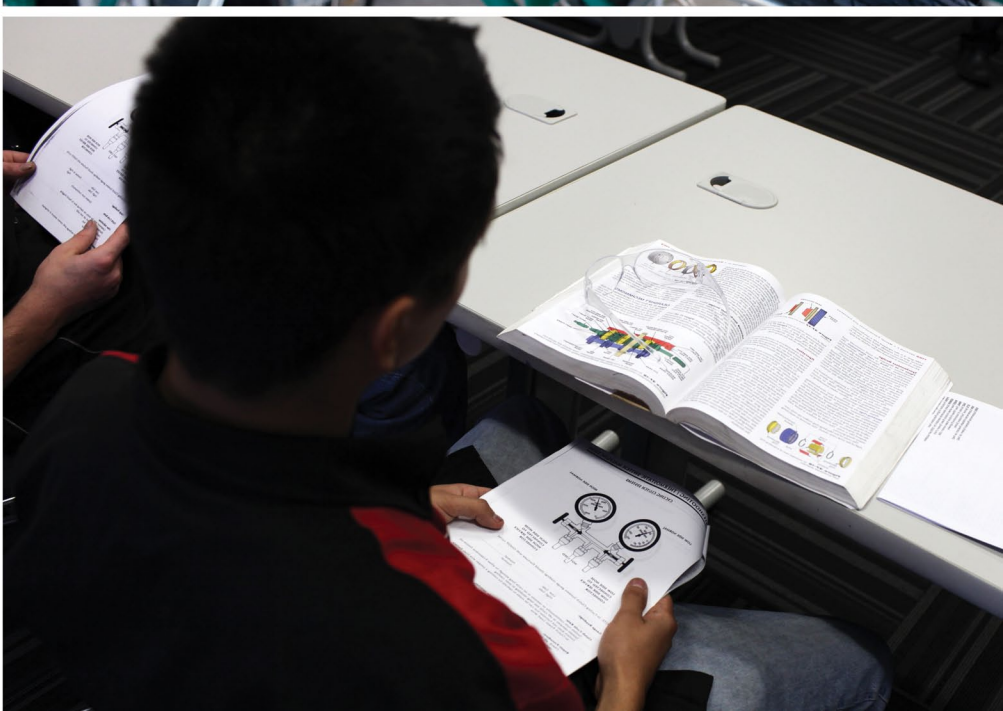
## Clary Sage College Spa

The Spa is located on the first floor of Clary Sage College. Services in massage, esthetics, cosmetology, and nail technology are provided by students, who utilize the Spa for practical training. Students and employees receive 25% off eligible services and products excluding massage. [View Clary Sage College Spa Menu](#)

## OTC Barber Shop Services

The OTC Barber Shop is located at Oklahoma Technical College, and currently offers students a 25% discount on barbering services. [View OTC Barber Menu](#)

# ACADEMIC POLICIES



## Attendance Policy

Students are expected to attend all regularly scheduled classes and laboratory sessions. Poor attendance generally results in poor grades. Attendance in class is a requirement and will be considered in the evaluation of student performance. Students having difficulties because of absenteeism should discuss this matter with their instructor. Refer to the course syllabus for individual course attendance requirements.

## Associate of Occupational Science Degree

The College is a degree-granting institution offering Associate of Occupational Science (AOS) degrees in a variety of disciplines. The AOS degree is a terminal degree designed to help students develop additional skills within their field. To earn a degree, students must successfully complete ten additional courses pertaining to principles of business administration: business law, introduction to marketing, accounting principles, leadership development, human resources, principles of management, business communications, principles of business, business math, and critical thinking. All Associate of Occupational Science courses are hosted by the main campus Community Care College. Degree courses are offered on-ground and online.

## Academic Standards

In order to remain enrolled at the College, students must maintain an overall grade point average of 2.0. If a GPA falls below this average, students will be placed on academic warning until the average generates a grade of 2.0 or higher. Any course failed must be repeated; however, not more than 50% of the total program may be repeated.

In addition, those students receiving federal financial aid must also meet “satisfactory academic progress” (SAP) requirements. To meet SAP, students are first required to maintain a minimum satisfactory cumulative grade point average. Secondly, students are required to complete (pass) at least 70% of the credit hours attempted for each term. For more information about the SAP policy, refer to the catalogue for your campus.

## Academic Honesty

Academic honesty is expected of everyone. No cheating will be tolerated. Examples of cheating include:

- Talking or bringing written notes during a test
- Looking at another student's paper during testing
- Plagiarism-submitting another's work and claiming it as your own
- Falsification of any records or official documents

## Plagiarism, Copying, Cheating

Any student found to have plagiarized, copied, or otherwise attempted to indicate the work of another as their own, in an attempt to benefit their standing within the class, will be placed on academic warning and may be expelled.



## Homework

Homework will be assigned regularly during each program of study. In order to be successful, students should plan to spend 3-5 hours per day to complete homework assignments.

## Repeating Courses

When a student does not earn the minimum grade that is considered passing for a course for his/her program the student will be required to "repeat the course" and will be assessed a retake fee. The Registrar's office will reschedule the failed course. Students are not required to notify the Registrar's office of a failed course; this information is currently retrieved through the student database system. Date determinations for retaking a course will vary due to course availability.

At times an Instructor/Department Head may determine that it is in the student's best interest to repeat a course for reasons that could include, but are not limited to, remedial purposes, failure to perform or obtain the appropriate skills needed to function satisfactorily during externship/internship. These instances are at the discretion of the Instructor/Department Head. If it is determined that a student will need to repeat a course in order to review the appropriate knowledge or skills needed, a request for an "Audit" can be made to the Registrar department to be scheduled for this student in scheduling. During the determined "audit" period, the student is required to fulfill the criteria as set by the Instructor/Department Head and will earn audit attendance. Academic credit will not be earned at the conclusion of the audit period.

Students who have earned the minimum or higher grade to pass a class, yet elect to retake a course due to not performing to their own expectations must be aware that if they are receiving Financial Aid, per the DOE regulations, an earned credit for a program can only be funded once. Therefore, if a student successfully passes a course he or she will be responsible to pay for the repeated course out of pocket.

If a student elects to retake a previously passed course and has made arrangements with Financial Aid for "out of pocket" payments, student must then submit an official request to the Office of the Registrar who will then reschedule the course per availability. Once availability has been determined, the Registrar will notify the student.

Please Note: Due to our 150% policy per the DOE, students who are in jeopardy of nearing this deadline will not be eligible to repeat previously passed courses.

## Program Restart Policy

NOTE: (Federal Financial Aid and Agency regulations and requirements will supersede all College policies and procedures when applicable)

**Definition:** Periodically, a student voluntarily withdraws or is terminated from a program with the intention of taking the same program at a later date (This is known as a restart).

**Policy:** It is the College's policy to allow students to restart a program, provided that they were not terminated from the school for any school policy except attendance or grade issues.



The following procedure is to be followed:

1. A new enrollment contract cannot be signed until:
  - A re-enrollment request form has been filled out
  - A re-enrollment personal statement form has been filled out
  - All paperwork is completed
  - Re-enrollment fee of \$150 has been paid prior to meeting with the re-admission committee along with the required tuition fees that have been prorated per credit hour
2. A student desiring to “restart” must meet with the readmission committee which consists of the President, Department Head, Registrar and Admissions Team Leader. The committee meets monthly. The case will then be decided by the committee. If the student is denied the student can appeal in a letter written to the President.
3. Any student who has dropped or has been dropped by the College will be eligible to return to school on the next start date of the course of which you were originally enrolled. This allows student time to rectify the problem that necessitated the dropping of the course. Student must complete the re-enrollment process.
4. A student who has restarted the course will be treated as a new student being placed on 90 day academic warning. If the previous tuition fee and costs have been refunded, full tuition must be paid. If the monies have not been refunded, the only charges that will incur are any increases that may have gone into effect during your absence and the \$150 re-enrollment fee.
5. The maximum number of times you may restart is two.

If a student believes their individual case warrants exemption from any of the above, a request in writing must be submitted to the College President, detailing the reasons the exemption should be granted. The decision to exempt will be based on the request and College Administration will make the final decision.

## Five Year Policy

Due to technological and credentialing changes and advances in industry standards; Students who do not complete the externship portion of their education or those who never worked in their chosen field of study that wish to return to “audit,” must do so within five years in order for the “transfer credit” to apply. If additional time is necessary, the college will require the student to take a minimum of 50% of the program at the current price. Students must adhere to the re-admission policy outlined in the college catalog

## Credentialing

### Dental Assistant

RDA	American Medical Technologist*
CDA	Dental Assisting National Board
Radiographs	Oklahoma Dental Association Radiation Safety and Protection

### Early Childhood Education

CDA	Child Development Association
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## **Fitness and Health Trainer**

NASM	National Academy of Sports Medicine-Certified Personal Trainer
ACSM	American College of Sports Medicine-Certified Personal Trainer
ACSM	American College of Sports Medicine-Health/Fitness Instructor
ACE	American Council on Exercise

## **Massage Therapy**

NCBTMB	National Certification Board of Therapeutic Massage and Bodywork
LMT	City of Tulsa Licensure

## **Medical Assistant**

CMA	American Medical Assistants Association
RMA	American Medical Technologist
RPbt	American Medical Technologist

## **Pharmacy Technician**

CPht	Pharmacy Technician Certifying Board
License	Oklahoma Board of Pharmacy

## **Surgical Technologist**

CST	National Board of Surgical Technologist and Surgical Assisting
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## **Basic Cosmetology, Esthetician, Nail Technician, Makeup Artistry/Cosmetician, Master Instructor**

License	Oklahoma State Board of Cosmetology
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## **Automotive Mechanic, Automotive Technology, Automotive Technology/Light Diesel**

ASE	National Automotive Technicians Education Foundation
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## **Barber, Barber Instructor**

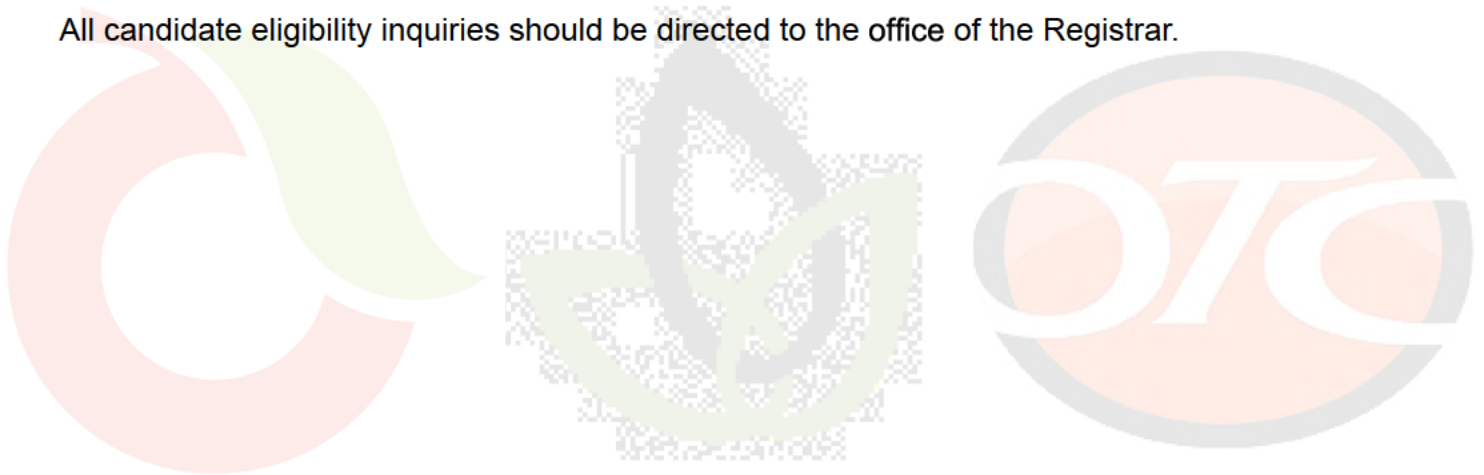
License	Oklahoma Department of Health
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*Many credentials require an applicant to be at least 18 years of age. All credentialing will need to be pursued by the student outside of Community Care College, Clary Sage College, or Oklahoma Technical College. Students do not graduate from the College with these credentials. Please contact your admissions representative with any questions.*

## Graduation

Formal graduation ceremonies are held twice each year and will include graduates from Community Care College, Clary Sage College and Oklahoma Technical College at each ceremony. Prior to graduation, students must successfully complete each individual course within their program. In addition, students must complete all areas of the program with a cumulative grade point average of 2.0 or better and satisfactorily complete the externship/internship portion of training. In order to participate in the graduation ceremony, students must successfully complete all program requirements prior to the cut-off date. Cut-off dates are set by the Registrar's office and typically fall 4-6 weeks prior to the graduation ceremony. If a graduate should complete all course requirements after the cut-off date, the graduate will not be eligible to participate in the ceremony but will be invited to attend the subsequent ceremony scheduled. In addition, students must satisfy all financial obligations to the school, and be cleared of any "holds" in order to participate. A Diploma or AOS Degree is awarded to those meeting the graduation requirements.

All candidate eligibility inquiries should be directed to the office of the Registrar.



# GENERAL POLICIES



## School Closings

The College President and/or the CEO may close the campus for several reasons, which may result in class being either postponed or canceled. The reasons include inclement or anticipated inclement weather that may cause unsafe driving conditions, power failure, water main break, natural or human-caused disasters or other events that may affect the safety or well-being of those who use the campus.

Consideration will be given to current road conditions, weather forecasts, severity and duration of the inclement weather, College obligations to students, clients, and staffing requirements for pre-arranged events. When conditions such as fire, explosions or tornadoes cause the College to be closed, the same procedures will apply.

Students are responsible for checking social media sites, College Websites, or local television stations to learn of postponements and cancellations. The President and/or CEO shall report postponements and cancellations at or before 6:00 a.m. for daytime programs, and 3:00 p.m. for evening programs. If possible, reports will be made at 9:00 p.m. the day before the postponement or closing. The College may reschedule or cancel a College holiday or holidays in order to make up for a missed school day or days.

## Paperless Campus

We live in an era in which the higher education industry strives to become more efficient while maintaining a level of student-focused service that exceeds past standards. Recycling and electronic document access helps achieve these goals in many ways.

For years, employees of the College have utilized a desk-side recycling bin for office paper that is collected daily by the custodial staff. In July 2005, Community Care College furthered this effort by using electronic media in place of print media in the computer laboratory. Assignments and research can be stored electronically and submitted to instructors via e-mail or on MyCourseConnection.com. This is a first step in the long term plan to go completely paperless by converting all documents to electronic media

## Conduct Guidelines

Students are expected to demonstrate professionalism, behave honestly and show respect for others. Therefore, it is college policy to put any students committing misconduct on corrective action. In most cases, the student is first placed on academic warning. If a student commits added offenses, the student's academic warning may be extended or the student may be suspended or expelled from the college. This decision will be made by the Department Head, Campus Director, and/or President.

### ***Theft***

Any student found to have committed theft of property from another person or from the College will be expelled. The school reserves the right to take legal recourse including, but not limited to, arrest.



# Inappropriate Behavior and Language

It is college policy that students practice professional behavior while attending school. As an example of respect, always use last names unless your instructor prefers otherwise.

Inappropriate public displays of affection which reflect negatively on the school or which create an uncomfortable or unprofessional education environment are strictly prohibited. If a student refuses to behave, dress, speak, or treat instructors or others in a professional manner while attending school or school functions, the student will be subject to corrective action, including possible academic warning and expulsion.

The college reserves the right to evaluate and document special cases, and to refuse admission if the college determines that the applicant is a threat or a potential danger to the college community or if such refusal is considered to be in the best interest of the College. Cases may include but not limited to felons, sex offenders, etc. Students whose admission is revoked after enrollment must be given due process.

## Harassment

There are various forms of harassment, some sexual and some non-sexual in nature, such as verbal, physical, etc. Do not allow others to harass you in any form or fashion. If you feel threatened in any way speak to your instructor, campus director or the college president immediately.

Have you ever been upset by unwanted sexual behavior or comments at work? If so, you may have experienced one of the most common forms of employment discrimination.

Sexual harassment happens to women and men, in all types of jobs, at every level of the working world. Studies show that as many as one-half to two-thirds of all working women and some working men have experienced sexual harassment. It is a serious problem in the United States and many other countries.

Sexual harassment generally does not happen to you because of the way you dress, talk, or even your behavior. In fact, sexual harassment isn't necessarily about sex - it's about power. When someone at work uses sexual behavior to control you - whether it's to encourage you to have sex or just to make you feel uncomfortable, that's sexual harassment. Sexual harassment violates you and it violates the law and you can get it stopped.

In many states, complaints can be filed with the state and/or local Human Rights Commission under state human rights laws. In addition, students can file a report of sexual harassment at the Office for Civil Rights in Kansas City, which services Oklahoma. The phone number is 816-268-0550. Non-legal services are also available in most states. These services include counseling, advocacy groups, support groups, referral services and employer training programs.



# Texting and Telephone Policy

## **Telephone Calls**

Students may not make or receive telephone calls during class/lab, clinical, or internship/externship hours. Please inform your friends and family of this important College policy. There is a telephone available for your use located in the reception area at each campus. Please use this telephone for urgent situations only.

## **Cell Phones and Other Handheld Electronic Devices**

While at school, students are expected to exercise discretion in using personal cellular phones and other handheld electronic devices. As described in this policy, these devices are collectively referred to as "handheld devices". Excessive use of these handheld devices during school hours can interfere with learning and is distracting to others. A reasonable standard is to limit personal calls, and personal text messaging, instant messaging, emailing and other means of electronic communications during school hours and limited use at break and lunch time. Students are asked not bring these devices to class or to leave them turned off. Failure to comply will result in turning your cell phone in to your instructor on a daily basis as you enter the classroom. Again, texting is against school policy during class/lab hours. Flexibility will be provided in circumstances demanding immediate attention.

## **Recording Devices**

To maintain the security of our premises and systems, and the privacy of our employees and students, the College prohibits unauthorized photography, audio or video recording of its employees, confidential documents, or students. This prohibition includes the use of cell phones equipped with cameras and audio and video recording capabilities. Students are unable to record lectures unless given prior consent from the instructor. Students may not use a cell phone, camera phone, PDA or any other handheld device in a manner that violates our No Harassment Policy, or other college policies. Students may not use a cell phone, camera phone, PDA or any other handheld device in any way that may be seen as insulting, disruptive, obscene, offensive, or harmful. Students who violate this policy are subject to disciplinary action up to and including corrective action, probation or expulsion.

# Corrective Action Policies

Students are expected to exhibit honesty, integrity, friendliness and helpfulness. Compassion is also an essential virtue and is to be demonstrated toward patients, clients, customers, co-workers, fellow students and other Para professionals. Therefore, it is the policy of the College to discipline any student committing violations that compromise professionalism.

## **CORRECTIVE ACTION**

In some instances, before a student is expelled, he or she will be notified in writing by the department head that he or she is being placed on corrective action, the reason for corrective action, what must be done during the time of corrective action, and dates of the corrective action. Possible reasons for corrective action may include, but are not limited to the following: attendance, academic, drug/alcohol use, lack of professional conduct, dress code violation, or any other reason deemed necessary by the institution. This will be done during a private counseling session. Students will be offered the opportunity to sign a copy of the corrective action form and it will be placed into the student record. Students will receive a copy of the form. Removal from corrective action occurs when students meet all the requirements outlined in the agreement. Students not fulfilling the terms of the 30-day agreement will be subject to immediate expulsion.



## **Expulsion**

Students who fail to meet all requirements of a warning or corrective action can be expelled by the President. The student will be notified in writing that he or she is being expelled with an explanation of reasons normally based on violation of a warning or corrective action. In some cases such as theft or highly inappropriate behavior the student may be expelled without a warning period. Expulsion will be conducted during a private counseling session. Students will be offered the opportunity to sign a copy of the suspension or expulsion form and it will be placed into the student record. The student will also be given a copy of the form. Students may appeal using the procedures below.

## **Appeal and Reinstatement Policy**

Expelled students or those who have withdrawn are not entitled to re-admission unless a written request is submitted to the President and is approved. Students re-entering the college are charged current tuition rates for the time required to complete the program, plus a \$150 reinstatement fee, and will be required to re-enter on a conditional status.

If the student feels the college has made an error in its decision to expel, he or she should submit arguments in writing and address it to the attention of the President within a two week period. The case will then be reviewed by the President, whose decision is final. Students who are denied initial admission to the College may reapply for admission after 90 days from the date of the denial.

## **Grievance Procedure**

The purpose of the grievance procedure is to provide an opportunity to resolve concerns as quickly as possible. A student with a concern may contact the instructor, Department Head, Campus Director or President. Recommendations, directives, or suggestions will be made. The following guidelines are to be followed:

1. Problems are to be addressed outside of class, during break, or after class.
2. Complaints should first be resolved by discussion with the instructor and/or Department Head for academic concerns. If the grievance is not resolved satisfactorily with these individuals, it can then be submitted to the President, whose decision is considered final in all matters pertaining to the school.

If the complaint cannot be resolved after exhausting the school's grievance procedure, the student may file a complaint with the Oklahoma Board of Private Vocational Schools.

Oklahoma Board of Private Vocational Schools (OBPVS)  
3700 NW Classen Blvd. Suite 250  
Oklahoma City, OK 73118-2864  
405.528.3370

If OBPVS fails to resolve your complaint, you may also contact these additional accrediting bodies:

### **Accrediting Council for Independent Colleges and Schools (ACICS)**

750 First Street, NE Suite 980  
Washington, DC, 20002-4223  
202.336.6780



## **IAccrediting Bureau of Health Education Schools (ABHES)**

7777 Leesburg Pike, Suite 314 N. Falls Church, Virginia, 22048 (703) 917-9503

## **Commission on Accreditation of Allied Health Education Programs (CAAHEP)**

1361 Park Street Clearwater, FL 33756 (727) 210-2350

### **A SPECIAL NOTE REGARDING RETALIATION AND/OR ADVERSE TREATMENT FOR BRINGING A COMPLAINT**

All students raising a complaint or issue under this Procedure will be treated with respect and will be responded to promptly. Complaints are not to result in retaliation against anyone including the person raising the complaint, witnesses, or institutional representatives. If a student ever believes that he/she has been subjected to adverse treatment because of making or participating in a complaint, the President or Campus Director must be immediately so notified

This Complaint Procedure is not intended to impede any student's right to file a timely complaint with an appropriate external state or federal agency. Students may seek resolution through the Office of Civil Rights of the Federal Department of Education. Information on how to proceed may be accessed on their website at:

[www.ed.gov/about/offices/list/ocr/index.html](http://www.ed.gov/about/offices/list/ocr/index.html)

## **Drug and Alcohol Testing**

The College enforces a policy to maintain a drug-free workplace and educational environment for all employees and students. All employees and students are informed that the unlawful manufacture, distribution, dispensing, possession, transportation, or use of any controlled substance is prohibited on the premises, within 500 feet surrounding the facility, and/or during any school-related activities. The College participates in employment, random, reasonable suspicion, and post-accident drug testing for both students and employees.

Students as well as employees are expected to comply with the above policy in order to maintain a drug and alcohol-free environment. Anyone not in compliance with the above policy will be subject to local, state, and federal laws for unlawful possession, use, or distribution of illicit drugs and alcohol and will be subject to drug testing and possible dismissal from training or employment. Please refer to the College's student drug and alcohol testing policy manual for more details.

### ***Drug Testing***

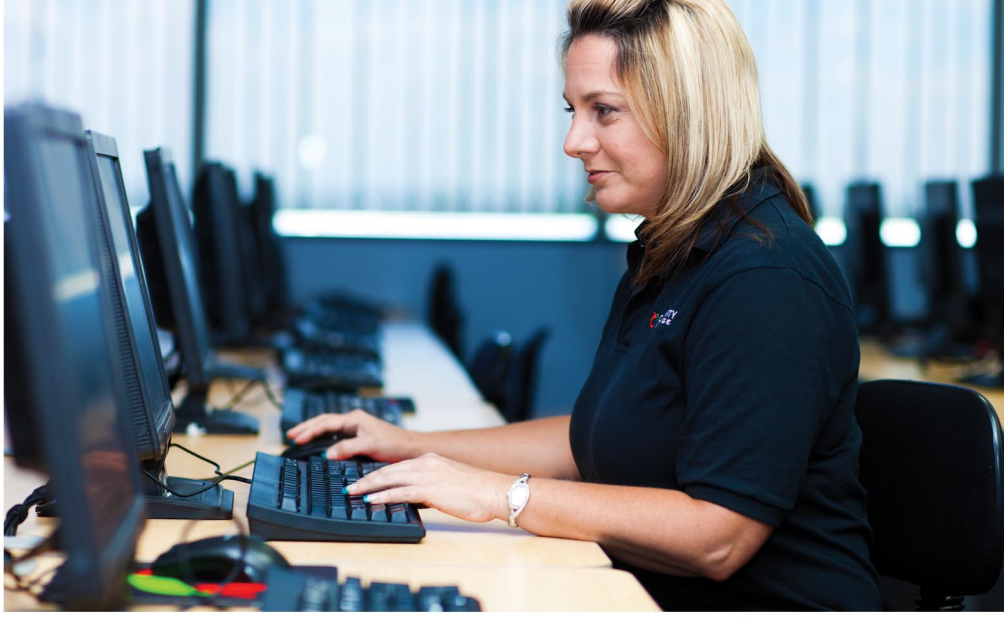
The College promotes a drug-free workplace and drug-free campus and participates in random, post-accident and reasonable belief drug and alcohol testing for both students and employees. Students will immediately be placed on probation if a positive drug test is generated. The College will cover the cost of the initial test. Required follow-up testing will be at student's own expense.

### ***Laboratory/Clinical/Practical Privileges***

Please note the following: Any student who is on a Drug or Alcohol warning will **not** be permitted to actively participate in any invasive, hands-on laboratory or practical procedure until which time the drug levels have reached a negative state, warning status students will not be permitted to leave the training area during procedures, and student will remain in the classroom for observation.



# MAXIMIZING YOUR EDUCATION



## Student Loans

Student loans are a financial investment, but they are also an important responsibility. If students don't pay their student loans on time or miss payments, they are in danger of going into default, which occurs when a student consistently fails to make payments on student loans. When a student's loan goes into default, he or she:

- Will not be able to receive more financial aid to further his or her education
- Must pay the entire balance in full
- May incur fees up to 19.5%
- Will have negative information on his or her credit report until the default is resolved; resolved defaults appear on a credit report for up to seven years.
- May be subject to wage garnishments up to 15%
- May be subject to income tax refund withholding

Even bankruptcy will not wipe out a defaulted student loan; you will still be responsible to pay the loan in full even after declaring bankruptcy. However, default can easily be avoided, even if you are unable to make payments due to financial difficulty. You just need to call a Direct Loan Borrower Services representative and ask about a forbearance or deferment.

**The number is 1-800-848-0978.**

When you graduate, your payments will be due each month. You will want to address your payments to:

Direct Loan Payment Center  
P.O. Box 530260  
Atlanta, GA 30353-0260

You may also make payments online at [www.dl.ed.gov](http://www.dl.ed.gov)

## Building a Resume

It is a good idea for each student to update their resume before beginning selected program at the College. Students will be making changes and updates to it throughout their program. Resources are available to help build a draft of a student's resume on Facebook ("The Job Stop" Facebook page) and on MyCourseConnection.com.

## Social Media

Community Care College has been an early adopter of social media because it enables the College to not only share what is happening on campus, but also to hear directly and immediately from students, faculty, staff, and the community about what is important to them. Through the network power of social technologies online the communication taking place at our campuses is made even more accessible. Blogs, websites, and social network sites such as Facebook, Twitter, LinkedIn, YouTube, Pinterest, Instagram and Flickr are exciting channels for students to share knowledge, express their creativity and interact with others who share common interests and goals. Students are encouraged to join social media communities in order to stay connected to the college, connect with industry professionals, and to build a professional network of their own.



The primary tools we are currently using for increased communication are Facebook, LinkedIn, Twitter, YouTube, Pinterest, Instagram and Flickr. Across each campus, departments such as Student Services, Academics, Career Services, and Alumni Relations are using these resources to communicate with key audiences.

- Facebook:
  - [www.facebook.com/communitycarecollege](http://www.facebook.com/communitycarecollege)
  - [www.facebook.com/clarysagecollege](http://www.facebook.com/clarysagecollege)
  - [www.facebook.com/oklahomatechnicalcollege](http://www.facebook.com/oklahomatechnicalcollege)
- Twitter:
  - [www.twitter.com/CommCareCollege](http://www.twitter.com/CommCareCollege)
  - [www.twitter.com/ClarySage3131](http://www.twitter.com/ClarySage3131)
  - [www.twitter.com/OKTechCollege](http://www.twitter.com/OKTechCollege)
- YouTube:
  - [www.youtube.com/user/communitycarecollege](http://www.youtube.com/user/communitycarecollege)
  - [www.youtube.com/user/OKTechnicalCollege](http://www.youtube.com/user/OKTechnicalCollege)
  - [www.youtube.com/user/theskintourage](http://www.youtube.com/user/theskintourage)
- Pinterest:
  - <http://pinterest.com/clarysageco/>
  - <http://pinterest.com/commcarecollege/>
  - <http://pinterest.com/oktechcollege/>

In addition to the sites mentioned above, many of our departments and programs also have a social media presence through blogs and Facebook groups, all connected to our main channel. We also encourage the use of LinkedIn for career exploration and development. To connect with the college as well as your classmates and instructors, add your campus to the Education or Employee section of your profile.

We believe it is important for students to be aware of social media and how social technologies can help create and nurture relationships, share information, advance knowledge, raise awareness, build support, participate in important conversations and collaborate on new ideas. Whether students are using social media for personal or professional means, we do advise students to observe guidelines in online conversations:

- Always pause and think before posting. Privacy does not exist in the world of social media; the Internet is a public space and anything you post can be searched online.
- Respect your audience, do not use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in the workplace.
- When disagreeing with others' opinions, keep it appropriate and polite.
- Add value to the conversation. With millions of resources and words online, the best way to get yours read is to write things that people will value.
- Practice good judgment in sharing information.

## Time Management

By adding school to their schedule, students have not only significantly increased obligations; it is likely that they have also increased stress levels. In order to succeed, it may be necessary to re-evaluate daily and weekly responsibilities and make sure that they fit personal values and priorities.



One helpful time management tool to consider is the “Time Matrix.” All of life’s activities fit into one of four categories:



### ***URGENT AND IMPORTANT***

These tasks demand immediate attention, but they also relate to one’s core values or a major goal one is trying to accomplish. Examples might be a test a student must study for, a sick child who needs attention or finding alternative transportation if car breaks down. It is hard to eliminate tasks in this category.

### ***URGENT AND NOT IMPORTANT:***

These are tasks that demand immediate attention, but they have nothing to do with core values or anything that matters in the long run. Examples might be a phone call from one’s boss, email that needs to be checked, grocery shopping, or other routine tasks. Often, the time spent in this category can be reduced with some careful planning. For example, rather than check your email for an hour per day, make a plan to check your email once in the morning and once before bed...and spend the rest of the time doing things that are important!

### ***NOT URGENT, BUT IMPORTANT:***

The more time spent in this category, the more successful a student be in the long-term. The goal is to plan ahead, so that one is less bothered by “urgent” activities or emergencies that demand immediate attention. Next, start focusing extra time on things that matter in the long-term and bring one closer to meeting goals. Some examples might include regular exercise, long-range financial planning, and “quality” time with family.

### ***NEITHER URGENT OR IMPORTANT:***

These tasks are time-wasters...things that neither demand immediate attention nor bring one closer to accomplishing a goal. Sometimes, it is important to relax and de-stress, but be careful with this category because these activities can get out of hand...fast! Some examples include: checking your Facebook, watching TV, napping, etc.

## Study Skills

Here are some ideas to help students study strategically while in school:

- Attend classes. The students who perform the best in school are usually those who are disciplined about attending class and taking notes.
- Pay attention to the course syllabus. A syllabus is distributed or posted on MyCourseConnection.com at the beginning of every course. A syllabus outlines the topics that will be covered in the class, and usually provides some ideas of the pacing of the class. Students refer to it to make sure that they are on track with their study schedule.
- Set a specific goal for each study session. A student will accomplish more—faster—if they set a specific goal for each study session. Instead of sitting down to study “math,” decide to answer the review questions at the end of the chapter. Instead of “studying marketing,” set a goal to complete an outline for your paper.
- Remove distractions. Study groups are often a fun and useful way to study, but be careful! Sometimes, they can be distracting and result in wasted time. Be sure that each study group is focused, and that everyone is making an equal contribution.
- Don’t cram! Study small amounts of material at one time, and spread your studying out over several days. Cramming might help a student remember the material for the test, but remember that most students need to pass a programmatic final and/or certification test. Studying in small amounts over an extended period of time will help you remember the information even after many months have passed.

## Students’ Right to Privacy

The Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records in all offices, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

A CCC, CSC and OTC student has the right to:

1. Inspect and review information contained in his or her educational records within 45 days of the day that the College receives a written request from the student.
2. Challenge the contents of the educational record.
3. Have a hearing if the outcome of a challenge is unsatisfactory.
4. Submit an explanatory statement for inclusion in the educational record, if the outcome of the hearing is unsatisfactory.
5. Secure a copy of the institutional policy, which includes the location of all educational records.
6. Prevent disclosure, with certain exceptions, of personally identifiable information from the educational record.
7. File a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers **FERPA is:**

Family Policy Compliance Office, U.S. Department of Education, 400  
Maryland Avenue, SW, Washington, D.C. 20202-8520.  
1-800-872-5327

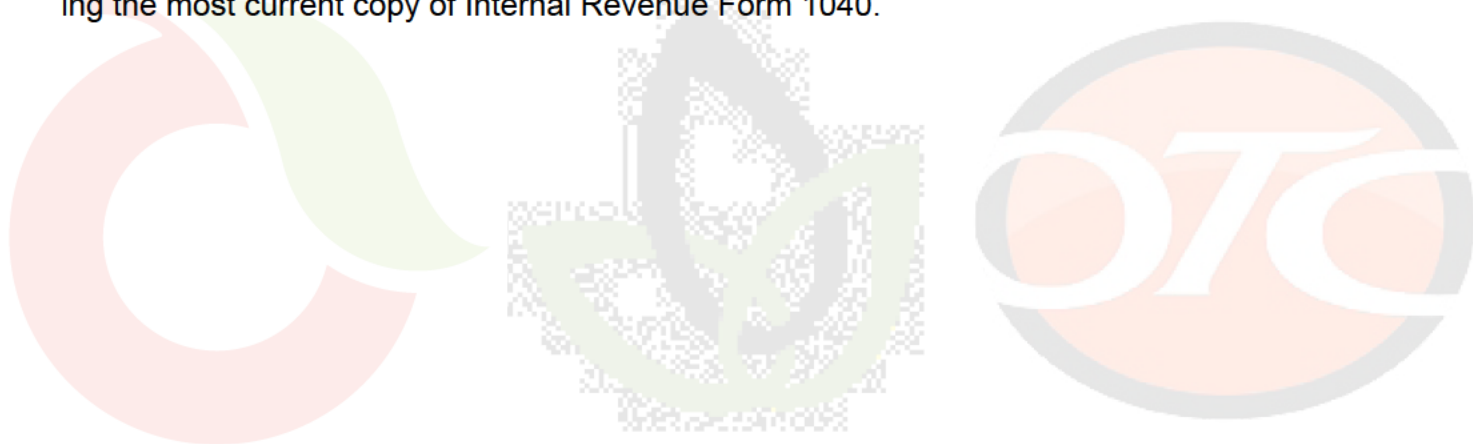


## **Withholding Disclosure of Information**

Currently enrolled students may withhold disclosure of directory information. A student may file a written request with the Office of the Registrar to not release personally identifiable information, including directory information. Such requests will be honored until revoked by the student. The College assumes that failure on the part of any student to specifically request the withholding of directory information indicates individual approval for disclosure.

## **Parental Access to Records**

At the postsecondary education level, parents have no inherent rights to inspect their son's or daughter's educational records. Information regarding educational records is best obtained by direct communication between the parent and the student. Students may consent to release their educational records to parents, legal guardians, or other individuals by completing the appropriate form in the Office of the Registrar. Such consent should be given in an uncoercive environment. Parents of a dependent student may challenge denial of access to educational records by producing the most current copy of Internal Revenue Form 1040.



# FERPA Opt-Out form

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_ Apt #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ SS#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Secondary Contact Phone #:( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Relationship \_\_\_\_\_  
Example: Cell, Spouse, Parent, Work, Sibling, Friend, someone who can get in touch with you or your family

E-mail Address: \_\_\_\_\_

## NOTICE OF DIRECTORY INFORMATION:

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the College, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your educational records. However, the College may disclose the following basic "directory information" which is generally not considered harmful or an invasion of privacy, without your consent: Name, Program of study, Dates of attendance, as well as Degrees, Diplomas or Certificates received. If you do not want your information disclosed without your consent, you may choose to opt-out by notifying the College in writing. This form may be used for that purpose.

To: Registrar Department  
Subject: Directory Information OPT-OUT NOTICE

*I understand that, under FERPA guidelines, the College may disclose basic information about me that is generally not considered harmful or an invasion of privacy without my consent, which is released as "Directory Information." This is notification that I do not want to be included in College Directory Information and that my educational records should not be disclosed without my written consent, except as required by law. I further understand that the College will code my educational records to prohibit the release of my educational records without my consent within ten business days of receipt of this notification*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## OFFICE USE ONLY:

Date Received: \_\_\_\_\_ Date Records Coded: \_\_\_\_\_ Initial: \_\_\_\_\_



## Use of Student Images for School Promotion

The College engages in external promotional activities that contribute to our positive image in the community and to prospective enrollments. The promotional material that is always most appealing contains photos or video images of actual students and employees from the school engaged in various educational activities. The promotional activities include Television, websites, newspaper articles, advertisements, videos, social networking, local community displays and all other marketing activities.

*All images are used in a positive context and may or may not contain the name of the student or employee. Whenever possible, students and employees will be specifically informed that their photos are being used. If a student or employee does not give consent to have his or her photograph used for promotional activities, he or she must complete a Non Consent Form and submit to their Instructor.*

## Use of Images Non-Consent Form

I \_\_\_\_\_ do not give permission for the College to use my photo or video image for promotional activities during my enrollment and/or employment with the College. If for any reason I withdraw the Non-Consent, I will contact the College immediately.

Name: \_\_\_\_\_

Signature and Date: \_\_\_\_\_

Program/Position: \_\_\_\_\_

## Acknowledgement of Receipt

As a student/employee of Community Care College, Clary Sage College, or Oklahoma Technical College, I verify that I have received a copy of CCC, CSC, or OTC's current Catalog with Addendum A,B,C and D; including Tuition and Fees, Orientation Manual, Campus Security Report & Policy, Program Completion and Placement Statistics, and Safety Manual (OTC students only). I also verify that I have reviewed any questions with a school official. Furthermore; I understand that I am releasing all photos, videos, images or similarities that have been taken of me for use in any or all advertising mediums.

*I have read, understand and will adhere to all Community Care College, Clary Sage College, and Oklahoma Technical College policies as outlined in the CCC, CSC, or OTC Catalog, Student Orientation Manual and Campus Security Report & Policy.*

Name: \_\_\_\_\_

Signature and Date: \_\_\_\_\_

School Official Signature and Date: \_\_\_\_\_



Community Care College | Clary Sage College | Oklahoma Technical College



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Catalog V.41, Effective July 1, 2014

Community Care College

[www.communitycarecollege.edu](http://www.communitycarecollege.edu)

918-610-0027

4242 S. Sheridan

Tulsa, OK 74145

Clary Sage College

[www.clarysagecollege.com](http://www.clarysagecollege.com)

918-298-8200

3131 S. Sheridan

Tulsa, OK 74145

Oklahoma Technical College

[www.oklahomatechnicalcollege.com](http://www.oklahomatechnicalcollege.com)

918-895-7500

4444 S. Sheridan

Tulsa, OK 74145

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## MISSION

As a private institution of career-oriented higher learning, the Mission of the Institution is to provide students with the necessary academic, vocational and interpersonal skills required for successful employment and lifelong learning in a rapidly changing and technologically oriented global society.

## PURPOSE AND OBJECTIVES

The College believes that our value in the community is measured by the students' success. We continue through our mission to accomplish this by providing educational opportunity for our students through our commitment to the needs of the industry; therefore, we are dedicated to the accomplishments of the following objectives:

- To provide specialized educational services to impart graduates with competitive technical skills
- To provide in-depth education in technical programs for the direct entry of the graduate into the job market
- To assist employers by providing entry-level employees who are educated in the skills that meet the needs of the industry
- To assist the graduate on a local and national level in securing gainful employment in their chosen industry in addition to future positions according to the graduate's abilities, interests and skills

## PHILOSOPHY

In Tulsa and its surrounding communities, there is a genuine need for a post-secondary college that offers students quality education in an atmosphere of personalized attention. Often, in a larger post-secondary institution, students perceive themselves as mere numbers. The College views each student as an individual and part of the College's family. We care about our students' professional growth and personal fulfillment. The staff, faculty, and administration of the College believe that our graduates are critical for the future economic growth and competitiveness of our community. Our ultimate goal is to train the career-minded individual and offer an education that will provide an employable, skilled, responsible, and accountable person with a sustainable future in leading career fields. Students' newly acquired skills, which are both adaptable and individualized, will meet the projected needs of our society. Finally, it is the philosophy of the College that an individual shall not be denied admission to any program because of race, color, national origin, handicap, religion, or sex.

## HISTORY AND STATEMENT OF LEGAL CONTROL

The College is owned 100% by the Oklahoma Corporation, Dental Directions, Inc. and was established by Teresa Knox in 1995, offering a Dental Assistant program. Ms. Knox is the sole shareholder of the corporation. Ms. Knox is Chief Executive Officer. Officers of the corporation include: Teresa Knox, President & Secretary. All inquiries can be made to Ms. Knox at CCC or email at [tknox@communitycarecollege.edu](mailto:tknox@communitycarecollege.edu).

## PHYSICAL FACILITY DESCRIPTION

**Community Care College** is located on the northwest corner of 43rd Street and South Sheridan Road in Tulsa, Oklahoma. The modern three-story structure is constructed of reinforced steel with a glass and aluminum façade with an interior area of approximately 66,000 square feet. The first story includes a two-story atrium entrance and lobby area, campus bookstore, and student indoor and outdoor break areas. The first floor also houses a library, a computer laboratory with 35 desktop computers and two offices, three technology equipped classrooms, an auditorium, a medical suite, a medical / phlebotomy laboratory, fitness gym, and corporate offices. The second floor of the campus contains a veterinary assisting laboratory, dental laboratory, three, two-chair dental operatories, dental laboratory, surgical technology laboratory, campus offices, and technology equipped classrooms. In addition, the second floor contains administrative offices including admissions, financial aid, registrar, student services, career services, academics, and human resources. The third floor contains a simulated pharmacy, massage therapy training space, computer laboratory with 30 desktop computers, and technology equipped lecture classrooms. The entire campus is also equipped with wireless Internet.

**Clary Sage College** is located on six acres off the Broken Arrow Expressway at Sheridan in Tulsa, Oklahoma. Equipped with a walking path and courtyard, the outdoor space is conducive to student fellowship. One of the largest schools of its kind in the United States, the multi-million dollar educational space is comprised of two floors. The atrium greets guests with a two story waterfall, glass elevator, music and various elements to create a comforting mood for both students and clients. The first floor visually resembles an upscale spa with a retail destination store and coffee cafe, forty-seven styling stations, serenity room, massage clinic, esthetician clinic, pedicure and manicuring rooms, and dispensary, all of which are used for the "hands-on" components of the cosmetology, esthetician and nail technician curriculum. In addition, the facility boasts a student lounge, four classrooms, and two design labs utilized for the high-tech, high-touch approach to instruction for the Fashion and Interior Design programs. The second floor hosts twelve classrooms; each equipped with projectors, video and sound. The classrooms are designed to facilitate theory or the practical elements of the educational process. A Wet Lab, thirty station Computer Laboratory, Library, Reading Alcove, Staff Lounge, Faculty Resource Centers and offices, Admissions, Financial Aid, Registrar, and Administrative offices are also located on the second floor.

The three buildings comprising the **Oklahoma Technical College** campus are situated on a nine acre tract located at 4444 South Sheridan Road, Tulsa. The 13,500 square foot, two story administrative and classroom building houses the college's administrative and faculty offices and nine classrooms. The two story, 44,500 square foot, technical education center provides industry represented laboratory, shops, and technical training areas for the college's educational programs. Also located in the technical education center are the campus retail store, student lounge, and library. The third building is occupied by the property maintenance and engineering departments that support the three-campus college system.

## HOURS OF OPERATION

The institution's administrative offices are open from 7:30 a.m. to 10:30 p.m., Monday through Thursday and 7:30 a.m. to 5:00 p.m. on Friday. Numerous courses are available between the hours of 7:30 a.m. to 10:30 p.m. Course schedules are as follows:

**CCC Diploma Programs:** 8:00 a.m. to 1:00 p.m. Monday-Thursday or 9:00 a.m. to 12:00p.m. Monday-Friday or 1:00 p.m. to 6:00 p.m. Monday-Thursday or 5:30 p.m. to 10:30 p.m. Monday-Thursday or 9:00 a.m. to 12:45 p.m. Monday-Thursday.

**CSC Diploma Programs:** Monday -Friday, 9:00 am to 3:00 pm or Monday - Friday, 8:00 am to 2:00 pm or Monday - Thursday, 8:00 am to 1:00 pm or Monday - Thursday, 9:00 am to 2:00 pm or Monday - Thursday, 12:30 pm to 5:30 pm or Monday - Thursday, 5:30 pm to 10:30 pm or Monday - Thursday, 3:00 pm to 8:00 pm or Monday - Thursday, 9:00 am to 3:00 and Saturday 9:00 am to 3:00 pm or Monday - Tuesday, 9:00 am to 3:00 pm and Wednesday 9:00 am to 12:00 pm.

**OTC Diploma Programs:** 7:00 am – 12:00 pm Monday through Friday or 8:00 am – 2:00 pm Mon – Friday or 12:30 pm – 5:30 pm Mon – Friday or 8:00 am – 1:00 pm Monday – Thursday or 5:30 pm – 10:30 pm Monday – Thursday or 5:30 pm – 9:30 pm & 9:00 am – 1:00 pm Monday – Thursday and Saturday or 4:30 pm – 10:30 pm & 9:00 am – 2:00 pm or 10:00 am – 3:00 pm Mon – Thursday and Saturday.

Associate Degrees: 7:30 a.m. to 10:30 a.m. Monday-Friday or 11:00 a.m. to 2:00 p.m. Monday-Friday or 2:30 p.m. to 5:30 p.m. Monday-Friday or 6:00 p.m. to 9:00 p.m. Monday-Friday or 8:00 a.m. to 5:00 p.m. Monday-Friday, or 7:30 a.m.-11:15 a.m. Monday-Thursday or 11:00 a.m. – 2:45 p.m. Monday-Thursday or 6:00 p.m. – 9:45 p.m. Monday-Thursday or 7:30 a.m.-10:20 a.m. Monday-Thursday or 11:00 a.m. – 1:50 p.m. Monday-Thursday or 6:00 p.m. – 8:50 p.m. Monday-Thursday or 9:00 a.m. to 11:50 a.m. Monday - Thursday

Online Courses: These courses are asynchronous and taught completely online around the students' personal schedule. Learners access primary content and instruction using a variety of tools from the Learning Management System. All online courses are four weeks in length.

## NON-DISCRIMINATION POLICY

The College offers equal opportunities, without distinction or discrimination because of race, color, sex, religion, age, national origin, physical or mental handicap, or Vietnam Era Veteran (or any other veteran) status, in any of its academic programs or activities or in any of its employment practices.

## AFFILIATIONS, APPROVALS, & LICENSES

Community Care College, Clary Sage College, and Oklahoma Technical College are *licensed* by the Oklahoma Board of Private Vocational Colleges and is *authorized* by Oklahoma State Regents for Higher Education to offer Associate of Occupational Science Degrees.

Clay Sage College is *licensed* by the Oklahoma State Board of Cosmetology and Barbering located at 2401 NW 23<sup>rd</sup>, Suite 84 Oklahoma City, Oklahoma 73107 (405) 521-2441

Programs licensed: Basic Cosmetology, Esthetician, Nail Technician, Makeup Artist/Cosmetician, Hair Braiding Technician, and Master Instructor

The College has *approvals* by, Vocational Rehabilitation, Bureau of Indian Affairs, Workforce Oklahoma, Better Business Bureau Accredited Business, and the United States Department of Education. Community Care College, Clary Sage College and Oklahoma Technical College are approved for Veteran's Education.

The institution and/or employees have current *affiliations* with the American Dental Assistants Association, Dental Assisting National Board, American Association of Medical Assistants, American Medical Technologists, Association of Surgical Technologists, National Board of Surgical Technology and Surgical Assisting, Accreditation Review Committee on Education in Surgical Technology and Surgical Assisting, Oklahoma State Assembly of Surgical Technologists, National Certification Board for Therapeutic Massage and Bodywork, National Academy of Sports Medicine, Tulsa Chamber, Department of Human Services, Child Development Association, the National Cosmetology Association, America Association of Cosmetology Schools (AACCS), the National Automotive Technicians Education Foundation (NATEF), and the American Welding Society (AWS).

## ACCREDITATION

The College is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS). ACICS is located at 750 First Street, NE Suite 980 in Washington, DC 20002, (202) 336-6780. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.

The Medical Assistant is programmatically *accredited* by the Accrediting Bureau of Health Education Schools (ABHES). ABHES is located at 7777 Leesburg P ke, Suite 314N in Falls Church, Virginia 22043, (703) 917-9503. The accreditation is granted through December 31, 2022.

The Surgical Technologist program is programmatically accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP.) CAAHEP is located at 1361 Park Street in Clearwater, FL 33756, (727) 210-2350.

The automotive programs are programmatically accredited by the National Automotive Technician Education Foundation (NATEF). NATEF is located at 101 Blue Seal Drive, S.E. Suite 101 Leesburg, Virginia 20175, (703) 669-6650.

## STUDENT SERVICES

Various support services are available to students. In addition to below services, enrolled students can access the Student Services learning management system in which they can acquire details of all students services, contact information and procedures needed to take advantage of the support. Please contact the department of Student Services at [studentservices@communitycarecollege.edu](mailto:studentservices@communitycarecollege.edu) or (918) 610-0027 for further assistance or to schedule an appointment.

- |                       |                                   |
|-----------------------|-----------------------------------|
| ▪ Academic Advising   | ▪ Wi-Fi                           |
| ▪ Ambassador Program  | ▪ Orientation                     |
| ▪ SHIFT               | ▪ Referral Services               |
| ▪ Campus Security     | ▪ Library                         |
| ▪ Career Services     | ▪ Volunteer Service Opportunities |
| ▪ Computer Laboratory | ▪ Spiritual Development           |
| ▪ Student Discounts   |                                   |

## ELIGIBILITY REQUIREMENTS

In order to be accepted to the College, applicants are required to provide the following:

- High School Diploma or GED
- Personal interview with college official
- Admissions Essay
- Recommendation by Admissions Representative

In addition to the above requirements, the following apply to Surgical Technologist applicants as well:

- Three Letters of Reference
- Pass O'Connor Dexterity Test at 390 seconds or less for women and 405 seconds or less for men
- Personal interview with Surgical Technologist Faculty Member

The College does not recognize standardized pre-enrollment exams, such as Ability-to-Benefit, in lieu of a high school diploma or General Education Diploma (GED) for admissions requirements.

The College reserves the right to evaluate and document special cases and to refuse admission if the College determines that the applicant is a threat or a potential danger to the College community or if such refusal is considered to be in the best interest of the College. Cases may include but are not limited to felons, sex offenders, etc. Students whose admission is revoked after enrollment must be given due process.

In order to adhere to the Institutional Mission Statement, be respectful of the taxpayer dollar, and to discourage perpetual borrowing; the following additional requirement has been implemented to protect the student, the institution and the community at large:

- If a student has previously attended other post-secondary institutions, the College may require an official transcript or letter of good standing from each institution attended whether they completed/graduated or not.

## ONLINE COURSES/PROGRAMS

With the exception of the policies listed below, all of the College's policies and procedures listed in the catalog apply to Online Students.

### Admissions Requirements

Students taking advantage of distance learning opportunities are goal oriented. They know how to manage time to meet course objectives and schedules. Online students may assess their areas of strength and develop management strategies that will guarantee a positive online experience by completing the Self-Assessment available on the institution's website.

### Technical Requirements

The College's distance learning program uses a learning management system to deliver online and web-enhanced courses. To participate in the program, basic technology requirements include computer and high speed Internet access, Adobe Flash Player, Adobe Acrobat Reader, and audio capabilities. Students planning to register for online courses must have entry-level computer skills and a valid e-mail account prior to enrollment.

### Attendance and Participation Requirements

A student is considered to be attending an online class if he/she logs into the class at least once during the week and participates in homework assignments or weekly discussion forums. Failure to abide by the guidelines set forth in this policy will result in the student being marked absent for the week.

A student is in attendance if he/she logs into the class during the week and participates in homework assignments or weekly discussion forums. The discussion forum; however, is essential for the learning process and is the area of instructor and student interaction. The discussion forums are where students in collaboration with the instructor and classmates will explore the course material to fully develop skill in the course objectives. To receive participation points, students must submit each week's assignment by the assigned date and participate in the discussion forums a minimum of one day. The participation grades are based on the number of days the student takes part in the discussion and the content of his or her contributions. The degree of added value a student contributes to the discussion determines the earned participation points.

Also, please note the following:

- Faculty is available to assist students with questions. The student may email instructor for a one-on-one or meet during posted office hours during the week
- Student engagement is a critical key to success in the online environment; therefore, attendance is mandatory.
- By the end of the first two weeks, the student needs to have a minimum of 70% average in their courses to be successful in the term. Tutoring services are available at no charge to assist in the courses

## ENROLLMENT STANDARDS

The minimum enrollment standards are as follows:

Full Time:	12 semester credits per semester
¾ Time:	9 semester credits per semester
½ Time:	6 semester credits per semester
Less than ½ Time:	less than half of the workload of the minimum full-time requirement.

Courses in programs are offered and scheduled in modules. Students may lose student loan funds for the term if their enrollment status is reduced to Less than ½ Time status.

Grant awards will be recalculated and the appropriate amount of aid will be returned for students whose enrollment status changed due to a reduction in their academic course load. For those eligible, additional grant will be awarded to students whose enrollment status changed due to an increase in their course load within the term. Additional grant will be awarded by the end of the semester and upon documented attendance for all courses in the term.

## CLASS SIZE

Class size is limited; therefore, prospective students are encouraged to make prompt application for admission.

## CURRICULUM

In order to maintain the high quality of our programs and avail ourselves of modern technological changes, the College reserves the right to change the curriculum content, program hours, and tuition and fees with the approval of the Oklahoma Board of Private Vocational Schools.

## NO TOBACCO POLICY

The College is a tobacco-free facility. The College recognizes the need to create and maintain an environmental quality which sustains and enhances the general health and well-being of its faculty, staff, students, and visitors. All tobacco products, including smokeless tobacco and any non-tobacco products designed to emulate tobacco products, are strictly prohibited on campus property. This includes the parking lot, vehicles parked on College property, and all surrounding areas. The College operates according to a strict "three strikes" policy. First Strike: Verbal warning, Second Strike: Written Warning, Third Strike: Expulsion.

## TRANSFER OF CREDIT TO OTHER COLLEGES

Because acceptance of prior credit is at the discretion of each receiving institution, the College does not imply, promise, or guarantee transferability of credits earned at the College. Programs offered at the College are essentially terminal in nature and designed for entry level employment upon graduation.

## EVALUATION OF PREVIOUS EDUCATION

The College may grant academic and financial credit for the same or essentially the same course taken at an institution accredited by an agency recognized by the United States Department of Education or the Council for Higher Education. The College may require the student seeking credit to undergo an assessment to verify the student possesses the knowledge and skill provided by the course for which credit is sought. Prior to enrollment, the student seeking transfer credit must provide an official transcript. The College must receive the official transcript mailed directly from the granting institution. Student copies of a transcript will not be accepted.

The College honors some military transfer credits. This includes military classes, including basic training, as well as other formal training. If the troop's or sailor's training directly matches one of the College programs, additional credits can be accepted. These will be reviewed on an individual basis. The College must receive certified true copies of a student's Military Qualification Record to review for awarding of transfer credit. The documents that are acceptable for evaluation of military service, basic training, military education and military occupation include: Army - Form 2-1, and AARTS transcript; Navy - Page 4's, SMART transcript; Air Force - official transcript from CCAF; Coast Guard - Page 3 or official CG transcript from CG Institute; Marine Corps - NAVMC 118 8a, SMART transcript. The College accepts the DD Form 214 (Discharge) only for evaluation of military service and basic training.

The institution also honors some high school transfer credits earned at accredited vocational programs and will be evaluated on a case by case basis.

Transfer credit will only be granted for courses completed with a grade of "C" or better. Transfer credits are limited to a maximum of 49% of the total credits required for completion of the program. Exception to the 49% and "C" grade rule can be made for both residential and online students if they have graduated from an accredited program similar to those offered at the College or for those students who have graduated from the College. For example; if a student graduates from a Diploma program and returns at a later time and enrolls in the complimentary AOS Degree. Those that fall in that category can earn an Associate of Occupational Science degree by taking the General Education segment of the program. However, 51% or more of required program credits must be completed at the College. Transfer credits do not affect grade point average. However, transfer credits do affect the maximum time frame policy found within the SAP policy.

## CANCELLATION OF PROGRAM

The College reserves the right to cancel the start date of any program when enrollment is insufficient or when a qualified instructor is unavailable as approved by the Board. The College will not cancel or postpone a program once it has started.

## STUDENTS WITH DISABILITIES

The College is equipped with ramp access from the parking lot, extra wide hallways and doors, A.D.A. required door handles, and restrooms to accommodate students in wheelchairs. It is the responsibility of the student to inform the institution of any disabilities, physical and/or mental, which might in any way affect the student's academic progress. The institution will make reasonable accommodation to meet the needs of any student with a disability.

## HOUSING & MEDICAL SERVICES

Although every effort will be made for students needing assistance with housing or medical services, the College does not provide those services. Referral services are available upon request.

## DRUG-FREE COLLEGE

The College enforces a policy to maintain a drug-free workplace and educational environment for all employees and students. All employees and students are informed that the unlawful manufacture, distribution, dispensing, possession, transportation, or use of any controlled substance is prohibited on the premises, within 500 feet surrounding the facility, and/or during any college-related activities. The College reserves the right to participate in employment, random, reasonable belief, and post-accident drug testing for both students and employees.

All employees and students are expected to comply with the above policy in order to maintain a drug and alcohol-free environment. Anyone not in compliance with the above policy will be subject to local, state, and federal laws for unlawful possession, use, or distribution of illicit drugs and alcohol and will be subject to drug testing and possible dismissal from training or employment. Please refer to the institution's Campus Crime and Security manual for more details.

## STUDENT ADVISEMENT

Personal, academic, and/or financial problems may interfere with the students' ability to learn; therefore, each Department Head of the College is available to assist and advise students when a need exists.

## TUTORING

Students experiencing difficulty with the material presented in their programs should contact their instructors to arrange for tutoring outside regular class hours. Tutoring is available for all programs.

## RECORDS

Student records are secured in a designated area. They may be inspected for approved purposes upon receipt of proper written notification to the Office of Registrar. Official transcripts may be requested through the Office of Registrar. No official transcripts will be released to anyone with a balance owed to the College.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Registrar's Office maintains a file on each enrolled student. Student files contain correspondence and communication that takes place between the student, the institution, and the public. Information within the file is maintained according to the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended.

This act, with which this institution intends to comply fully, was designed to protect the privacy of education records, to establish records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

Students also have the right to file complaints with FERPA concerning alleged failures by the institution to comply with the act.

Currently enrolled students may withhold disclosure of any information under FERPA. To withhold disclosure, written notification must be received in the Registrar's Office after enrolling and within one month of starting class.

The College assumes that failure on the part of any student specifically to request the withholding of categories of information indicates individual approval for disclosure.

Federal law permits educational institutions to disclose academic and financial information to the parents of financially dependent children.

- Parents may obtain information (grades, GPA, etc.) only at the discretion of the institution and after it has been determined that their child is legally their dependent. Dependent status can be established via submission of a certified copy of the parents' most recent Federal Income Tax Form unless there is a court order, state statute, or other legally binding document prohibiting such.
- Parents of independent students may obtain information only if the Student signs a Family Education Rights and Privacy Act (FERPA) Release Form. This consent is valid for a one time use only and the College must obtain a second signed consent form before any additional information may be released.

## COLLEGE CLOSING

The College will authorize campus closings or delayed opening when hazardous weather conditions are predicted or occur that present a serious threat to the campus' safe and efficient operation and the wellbeing and safety of its students and employees. The College will be closed and neither employees nor students will have access to enter facilities. Various departments will be available via email and phone to accommodate students. Students are expected to stay in contact with their instructor to ensure educational goals will be met and assignment and class schedule maintained.

## ATTENDANCE

Students are expected to attend all regularly scheduled classes, clinical/laboratory sessions and externship/internship. Poor attendance generally results in poor grades. Attendance in class is a requirement and will be considered in the evaluation of student performance. Students having difficulties due to absenteeism must discuss this matter with their instructor. Refer to the course syllabus for individual course attendance requirements. A student is considered to have completed a whole week if they have attendance in that week and attempted a subsequent week.

## DEFINITION OF CREDIT

**Community Care College** residential programs are on a continuous term and the semester formula for determining credit is recognized.

One Credit Hour is equal to 15 hours lecture or 30 hours laboratory or 45 hours of externship

**Clary Sage College** programs are on a continuous term and the semester formula for determining credit is recognized.

One Semester Credit Hour is equal to 30 clock hours of theory and lab.

One Semester Credit Hour is equal to 45 clock hours of internship.

One Semester Credit Hour is equal to 15 clock hours of General Education portion of AOS Degree.

**Oklahoma Technical College** programs are on a continuous term and the semester formula for determining credit is recognized.

One Credit Hour is equal to 15 hours lecture or 30 hours laboratory or 45 hours of internship/externship.

One Credit Hour is equal to 30 clock hours of theory and lab for the Barber programs.

## GRADING SYSTEM

The College has a letter grading system for assessing the growth, knowledge, and skills of students. An evaluation of student achievement is made on a regular basis after each course is completed.

Grade	Equivalent	Achievement	Points
A	90-100	Excellent	4.0
B	80-89	Good	3.0
C	70-79	Average	2.0
D	60-69	Poor	1.0
F	0-59	Fail	0.0
W	****	Withdraw-CA*	****
I	****	Incomplete	****
RS	****	Reschedule	****
TC	****	Transfer Credit	****
CR	****	Credit Earned	****
AU	****	Audit	****
L	****	Leave of Absence	****
TW	****	Term Withdrawal	****
EC	****	Experiential Credit	****

\*CA is defined as "Credit Attempted"

## MAKE-UP WORK

Make-up work is available to students when absent. All required assignments must be satisfactorily completed prior to starting the externship component of the program. Make-up work will be allowed under specified circumstances by the faculty per the Directed Study agreement.

## ACADEMIC HONESTY

Academic honesty is expected of all students. No cheating will be tolerated. Examples of cheating include:

- Talking or bringing written notes during a test
- Looking at another student's paper during testing
- Plagiarism-submitting another's work and claiming it as your own

## SATISFACTORY ACADEMIC PROGRESS

To be making Satisfactory Academic Progress (SAP) towards a Diploma or an Associate of Occupational Science Degree, students must maintain a specific grade point average as well as proceed through the program at a pace leading to completion in the specified time frame outlined below.

Students who re-enroll to earn a second credential will have their SAP measured on the current program without regard to the previous completed program.

Students who change programs will have their SAP standing count toward their new program of study based on applicable credits earned. Transfer credit does not affect completion rate.

The Institution's SAP standards have been established to ensure the quality of educational programs offered and to ensure academic integrity and the responsible disbursement and administration of Federal Title IV Financial Aid. SAP standards are applicable to all students regardless of method of payment (i.e. cash pay, VA, etc). Any student who does not meet SAP may request an appeal due to mitigating circumstances (see SAP Appeals/Reinstatement section). SAP is not affected for those students on LOA.

Students who are making SAP, as defined by this policy, are considered to be in good standing and eligible to receive Federal Financial Aid. SAP is required to remain eligible for Federal Financial Aid and Graduation.

### **SAP - Academic Standards**

Students must maintain an overall grade point average of 2.0 (C) to maintain satisfactory progress. Satisfactory progress is measured at the beginning of each term. If a student falls below this average, the student will be placed on academic warning until the average generates a grade of 2.0 or higher. Any course failed must be repeated; however, not more than 50% of the total program may be repeated. Grades assigned for repeated courses will replace the prior grades. The College does not assign non-punitive grades. Non-credit and remedial courses are not offered. Grades are furnished to the student throughout the program and upon request.

### **SAP - Financial Aid Satisfactory Academic Progress Policy**

As with all students financial aid recipients are required to meet two separate requirements in order to maintain satisfactory academic progress. First, students are required to maintain a minimum satisfactory cumulative grade point average to fulfill Department of Education's qualitative component. Second, students are required to complete (pass) at least 70% of the program credits attempted for each of the terms in order to fulfill Department of Education's quantitative component. These two requirements are summarized in the table below. Failure to meet both these minimum academic standards could result in the loss of the financial aid eligibility.

#### **For programs 30 weeks or longer:**

Attempted credits	Minimum G.P.A (Qualitative)	Percentage of Attempted Credit Hours (Quantitative)
3	0.5	70%
6	1.0	70%
9	1.5	70%
12 and up	2.0	70%

### **SAP - Financial Aid Warning Policy**

1. SAP is calculated at the end of each term.
2. Students not meeting the above requirements will be placed on warning. Students placed on financial aid warning remain eligible to receive financial aid.
3. At the end of the subsequent term another SAP evaluation will be conducted to determine if the student on warning has met the SAP requirements.
4. If upon evaluation, the student is able to meet SAP requirements, the student will be removed from warning status.
5. If upon evaluation, the student once again fails to meet SAP requirements the student will be placed on financial aid suspension. A student placed on financial aid suspension cannot receive funds from financial aid programs, until they reestablish SAP or successfully appeal the SAP decision. Students remain responsible for all tuition, costs and fees under their enrollment agreements that are incurred while on financial aid suspension.
6. If a student wishes to appeal a SAP decision, he or she may do so in writing. (see paragraph on appeal/reinstatement below)

#### **For programs less than 30 weeks:**

Attempted credits	Minimum G.P.A (Qualitative)	Percentage of Attempted Credit Hours (Quantitative)
2	0.4	70%
4	0.8	70%
6	1.2	70%
8	1.6	70%
10 and up	2.0	70%

To remain eligible for financial aid and maintain continued active enrollment, students are required to progress satisfactorily. Students must maintain a grade point average of 2.0 in classroom subjects and complete their chosen program within one and a half (1 ½) times the published length of the program. The maximum time frame within one and a half (1 ½) times of a program length will be reduced by the number of transfer credits accepted. Students failing to progress satisfactorily or if they do not complete their chosen program within one and a half (1 ½) times the published length of the program will be withdrawn. All students are evaluated for SAP at least once during their program.

## **SAP - Schedule of Program Completion**

<b><u>Standard Program Length</u></b>	<b><u>Maximum Length</u></b>
20 Credit Units	30.0 Credit Units Attempted
25 Credit Units	37.5 Credit Units Attempted
33 Credit Units	49.5 Credit Units Attempted
50 Credit Units	75.0 Credit Units Attempted
69 Credit Units	103.5 Credit Units Attempted

A Leave of Absence and Scheduled Holiday Breaks are not considered when calculating maximum time frame, since credit is not available during those times.

### **SAP - Failed Course**

Students who fail a course are allowed to repeat the course provided they are able to complete the program within one and one half times the published program length.

Repeating a course will be at the students' expense. Eligible students may use financial aid to cover the expense. Students repeating a course must complete all class work and tests. The earned grade for the repeated course is recorded on the official transcript. To successfully repeat a failed course a student must earn a minimum cumulative GPA of 2.0 for the repeated course.

### **SAP – Incomplete(I)**

An Incomplete (I) grade is given when required tests and course work have not been completed by the end of the course. All work and/or testing must be completed within 30 days after the class has ended. Incomplete tests and/or course work in the Associate of Occupational Science program must be completed within 30 days from the last day of scheduled course. Failure to comply within the time limit will result in the incomplete grade reverting to a final grade for all tests and/or course work completed. Student must contact their instructor to make-up any Incomplete course work and/or tests within 30 days after the class has ended. Incomplete grades will count in credits attempted and completion percentage but do not affect GPA.

### **SAP – Withdrawal (W)**

Students who withdraw or are terminated from a program of study are charged according to the refund policy on the enrollment agreement. All courses not attempted within the term at the time of Withdrawal will be assigned grades of "TW". All courses attempted within the term will receive a final grade based upon completed coursework and attendance. Grades of "W" will count in credits attempted and completion percentage but do not affect GPA.

### **SAP – Rescheduled Courses (RS)**

Students may be rescheduled for a course due to attendance reasons. A grade of RS does not affect GPA or credits attempted. Rescheduling a course will be at the students' expense. Eligible students may use financial aid to cover the expense.

### **SAP – Audit (AU)**

An audit is posted or used for attendance on previously passed courses. There is no fee charged and no grade issued. An audit does not affect GPA, completion rates, or maximum time frame.

### **SAP - Academic Warning/Expulsion**

Students who fail to meet the minimum GPA for total credit units attempted are placed on academic warning until the student is able to raise his/her GPA to an acceptable level. If the student's continued progress indicates his/her inability to raise the GPA to a minimum level, the President will evaluate whether it is in the student's best interest to be terminated from the program or be allowed to continue on warning status for a period of 30 days. The student will be provided notification in written form. If after this period of time has elapsed and the student is still not achieving the minimum GPA, the student will be expelled from the institution. The student will be provided written notification of the institution's decision of expulsion.

### **SAP - Readmission/Re-Enrollment**

All withdrawn or terminated students who re-enter must have all monies previously owed to the institution satisfied. The student will be responsible for the following fees: reenrollment fee, tuition fee minus any money received from the prior enrollment, and any other published fees as necessary. Applicable credits attempted in the prior enrollment will be included in the credits used to determine if the student can complete the program with 1 ½ times the length of the program. For a repeated course, the most recent grade is counted in the student GPA.

### **SAP - Appeals/Reinstatement**

Students who wish to appeal the decisions concerning satisfactory progress regarding warning and/or termination based on failure to meet SAP must do so in writing to the President within 14 calendar days of receipt of the written warning/termination notice. Students with mitigating circumstances should submit an appeal letter to describe any circumstances that the student feels deserve further consideration. Any supporting documentation should be attached to the submitted letter. The President, in turn, will investigate the student's concerns and provide a final written determination within 14 calendar days to the student. The President's decision is final.

Students who have lost eligibility for financial aid can be reinstated by improving their academic grade point average to the designated standards of satisfactory progress definition, prevailing at an appeal, returning from a leave of absence which commenced while the student was making satisfactory progress, or satisfactorily resolving the warning. Students can reinstate their ability to receive aid through an evaluation process. Students placed on suspension due to SAP are considered to be on warning for the term if given a successful appeal. Please note a successful appeal is only valid for one term; students must re-appeal the following term if the student continues to fail to meet SAP requirements. Federal Student Aid will not be disbursed for credit completed while the student was on financial aid suspension.

## **LEAVE OF ABSENCE**

A Leave of Absence is a privilege extended to the student by a consenting staff member. A leave of absence is rarely granted. If a student wishes to request a leave of absence, the student must first follow the approval process. Students must submit a written request for permission to take a leave of absence to the Department Head. The request must include: A beginning and ending date, the reason for the request, and supporting documentation when applicable. Students must be in good academic standing at the time of the leave to qualify for the leave of absence. Action on the requested leave will be determined by the administration and is based on a student's individual situation and academic standing with the college. Good academic standing includes, but is not limited to, a 2.5 GPA, 85% attendance, and no current warning status. Special consideration may be given under extenuating circumstances should the above academic requirements not be met. If a leave of absence is granted the leave cannot exceed a total of 180 days in any 12-month period. Students not returning to class on the LOA return date or properly extending their LOA will be withdrawn from the program.

## **CLASS ACCELERATION**

Residential students will not be allowed to enroll in simultaneous courses without signed authorization from a school official. Financial aid packaging is based on a normal (non-accelerated) class schedule and acceleration often substantially can reduce the amount of financial aid funding a student will receive. Any reduction in that funding will create a balance due from the student that must be covered by excess funds or paid by the student before the acceleration is permitted.

## DRESS CODE

All students are a representative of the institution. The student is preparing to enter a service profession and become a professional. There are three major characteristics of any true professional. First, professionals have a strong knowledge base – they know what they are doing. Secondly, professionals follow a strict code of conduct that sets them apart from others. Finally, professionals adhere to a code in appearance and hygiene. The purpose of the policy regarding dress code is to prepare the student to join the ranks of the chosen profession through the practice of professional appearance and hygiene. The dress code is an enhancement of the professional development of the students and prevents the disruption to the learning process and avoids safety hazards. Please adhere to this dress code while on campus or when representing your profession and college at off-site functions such as field trips or community service events. Online students are exempt from the dress code.

### REQUIRED – Community Care College:

- College-issued polo shirt with the student's choice of pants, jeans or skirts free of holes.
- Medical Assisting, Veterinary Assisting, Surgical Technology, and Dental Assisting may also choose to wear a College-issued full scrub set, provided at the beginning of the program.
- Individual programs may have specific dress requirements during laboratory training.

### REQUIRED – Clary Sage College:

- Students are required to wear the designated black or white Clary Sage smock or vest with solid black, white or grey, top or any Clary Sage t-shirt. Blue jeans or solid black must be worn from the waist down. Colored jeans are prohibited except on designated days.
- All sweaters, sweatshirts, and jackets must be worn underneath the designated smock and must be black, white, or grey.
- All dresses and skirts must be longer than the designated smock.
- In lieu of a smock, Fashion and Interior Design Students are required to wear the designated Clary Sage T-shirt with professional dress attire or well-fitting jeans.
- All clothes must be clean and pressed and free of stains.
- No sweat suits, sweatpants, exercise pants, short shorts, or bib overalls. Yoga pants are acceptable. Shorts that go below the knee and capri pants are allowed.
- Leggings or tights of any type must be worn with dress code appropriate clothing over them.
- No clothing that is in poor condition or torn
- No clothing with foul language or obscene images
- All dress will project an image of fashion, professionalism and good taste
- No student should be attired in such a manner as to be distracting to classmates or clients
- All female students must wear a bra.
- Shoes must be clean and in good repair. Sneakers are allowed as long as they are appropriate with the outfit. No open toed shoes. No exceptions for this is a Cosmetology Board requirement. All students in programs licensed under the OSBC must wear shoes with heels lower than 1".
- All students must be ready for class with hair and makeup reflective of the profession. Hats are prohibited.
- If worn, false eyelashes must be well-maintained
- Hair must be professionally cut, styled, shampooed and conditioned to reflect the profession.
- Nails must be well cared for if worn natural or any of the following: acrylic, manicured, and or polished (any color). Chipped or peeling polish is prohibited and must be removed.
- Perfume is acceptable but not required
- Deodorant is a must

### REQUIRED – Oklahoma Technical College:

- OTC uniform consists of: uniform shirt, solid color pants or jeans with no holes, professional work style boot or shoes.
- The uniform shirt must be worn buttoned with the exception of the top button/snap. Shirt tails and t-shirts must be tucked into the pants. A work coverall is acceptable in the shop area only.
- Welding students have a specific dress code when working in shop.
- Personal cleanliness must be observed and maintained at all times.
- No jewelry worn in the Automotive and Welding shops.

## CONDUCT

As professionals in training, students are expected to have a certain level of honesty as well as respect for each other. Therefore, it is the protocol of the institution to discipline any student committing violations of conduct policies. In most cases, the student is first placed on a warning. If a student repeats the same offense, the student's warning may be extended or the student will be expelled from the institution. This decision will be made by the President.

### **Plagiarism, Copying, Cheating**

Any student found to have plagiarized, copied, or otherwise attempted to indicate the work of another as their own, in an attempt to benefit themselves or otherwise enhance their standing within the class, may be expelled.

### **Theft**

Any student found to have committed theft of property from another person or from the institution will be expelled. The school reserves the right to take legal recourse including, but not limited to, arrest.

### **Illegal Drug Usage**

It is not the policy of the institution to regulate student social activities. However, it is the institution's policy to comply with all local, state, and federal laws. Therefore, if a student is caught consuming illegal drugs on campus or attends class under the influence of illegal drugs, the school reserves the right to notify local law enforcement agencies. Any student determined to be under the influence of any drug that may impair their ability to function or endanger others, will be dismissed from class and it shall be considered an unexcused absence.

### **Tobacco Use**

The Colleges are tobacco-free campuses. Students may not use tobacco products while on campus grounds. If a student wishes to use tobacco products the student must leave the campus premises.

### **Public Display of Affection**

Inappropriate public displays of affection are not permitted on campus.

### **Weapons or Firearms**

No forms of weapons or firearms are allowed on campus property. If a student is caught with a weapon or firearm it is grounds for immediate expulsion as well as contacting appropriate officials. The school reserves the right to determine what is or is not a weapon.

## GRIEVANCE PROCEDURE

The purpose of the grievance procedure is to provide an opportunity to resolve concerns as quickly as possible. A student with a concern may contact the instructor, Department Head or President. Recommendations, directives, or suggestions will be made. The following guidelines are to be followed:

1. Problems are to be addressed outside of class, during break, or after class.
2. Complaints should first be resolved by discussion with the instructor and/or Department Head for academic concerns. If the grievance is not resolved satisfactorily with these individuals, it can then be submitted to the President, whose decision is considered final in all matters pertaining to the institution. If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Oklahoma Board of Private Vocational Schools, the Accrediting Council for Independent Colleges and Schools located at 750 First Street NE Suite 980 Washington, DC 20002-4223 or the Accrediting Bureau of Health Education Schools located at 7777 Leesburg Pike, Suite 314 N Falls Church, VA 22043. The student may contact these agencies for further details.

## CORRECTIVE ACTION

In some instances, before a student is expelled, he or she will be notified in writing by the department head that he or she is being placed on corrective action, the reason for corrective action, what must be done during the time of corrective action, and dates of the corrective action. Possible reasons for corrective action may include, but are not limited to the following: attendance, academic, drug/alcohol use, lack of professional conduct, dress code violation, or any other reason deemed necessary by the institution. This will be done during a private counseling session.

Students will be offered the opportunity to sign a copy of the corrective action form and it will be placed into the student record. Students will receive a copy of the form. Removal from corrective action occurs when students meet all the requirements outlined in the agreement. Students not fulfilling the terms of the 30-day agreement will be subject to immediate expulsion.

## EXPULSION

Students who fail to meet all requirements of a warning or corrective action can be expelled by the President. The student will be notified in writing that he or she is being expelled with an explanation of reasons normally based on violation of a warning or corrective action. In some cases such as theft or highly inappropriate behavior, however, the student may be expelled without a warning period. Expulsion will be conducted during a private counseling session. Students will be offered the opportunity to sign a copy of the suspension or expulsion form and it will be placed into the student record. The student will also be given a copy of the form. Students may appeal using the procedures below.

## APPEAL AND REINSTATEMENT POLICY

Expelled students or those who have withdrawn are not entitled to re-admission unless a written request is submitted to the President and is approved. Students re-entering the college are charged current tuition rates for the time required to complete the program, plus a \$150 reinstatement fee, and will be required to re-enter on a conditional status. If the student feels the college has made an error in its decision to expel, he or she should submit arguments in writing and address it to the attention of the President. The case will then be reviewed by the President, whose decision is final. Students who are denied initial admission to the College may reapply for admission after 90 days from the date of the denial.

## CHANGE OF PROGRAM

A student must obtain the approval of administration for permission to change a program of study. The student must be in good standing with all departments and meet all prerequisites for the desired program. The form for requesting changes may be obtained from the Registrar or an admissions team member in which either one may initiate the change. There is a \$150 fee assessed with the program change.

To change programs, students must follow these procedures.

1. Complete the change of major form, including obtaining all required signatures. Students may be required to meet additional admission criteria for the new program.
2. Return the completed form and all supporting documentation to Admissions for processing.
3. Consult with the Financial Aid office to determine payment obligations for any fees incurred from the date of the change forward.

Students may upgrade their Core program to the corresponding Associate Degree at any time. Students will be charged the additional tuition, books, and fees associated with the additional courses.

## WITHDRAWAL POLICY

**Official Withdrawal:** A student wishing to withdraw from a program may initiate the process by way of telephone, writing, email, facsimile or in person in which he/she informs the Registrar's Office of his/her intentions. The Office of the Registrar is the specific department which processes and completes withdrawal forms. If a student is unable to personally make the withdrawal notification, a notification can be provided on behalf of the student. The withdrawal will be effective the day notification is received. The withdrawal policy also applies when a student is terminated by the College for a documented reason.

**Unofficial Withdrawal:** If a student fails to attend classes for a period of 14 calendar days they are flagged as a possible withdrawal. If the student fails to attend for a subsequent 16 calendar days without being on an official LOA, the institution will unofficially withdraw the student. However, the Date of Determination (DOD) used for the R2T4 calculation will in no case be more than 14 calendar days from the student's Last Date of Attendance (LDA). He or she will be automatically terminated from the program on the following business day.

A student withdrawing from the institution will receive a tuition adjustment in accordance with the refund policy stated on her/his Enrollment Agreement. If monies are owed to the institution, they will become due upon receipt of statement.

## CANCELLATION/REFUND POLICY

Three-day cancellation: All monies paid by an applicant will be refunded within three days of signing an enrollment agreement and making an initial payment.

Student subsequently requesting cancellation shall be entitled to a refund of all monies paid minus a registration fee of 10% of the total contract price, not to exceed \$100. Students terminating training after starting the program, but within the first week, shall be 10% of the total contract price of the program plus \$150, but in no event more than \$350 will be retained by the College. After one week, but within the first 25% of the program, the tuition retained by the

school shall be 25% of the total contract price plus \$150. After a student completes over 25%, but within 50% of the program, the tuition retained by the school shall be 50% of the total contract price, plus \$150. A student completing more than 50% of the program is not entitled to any tuition refund.

**Special Cases:** In case a student has a prolonged illness, accident, death in the family, or other circumstances that make it impractical to complete the course, the school shall make a settlement that is reasonable and fair to both.

**Discontinued Class:** In case a class is discontinued by the school, all tuition monies paid to the school will be refunded. The school will have 30 days to restart the class or pay the refund.

**Rejection:** An applicant rejected by the school shall be entitled to a refund of all monies paid.

**Official Withdrawal:** Any student wishing to withdraw from a program may initiate the process by way of telephone, writing, email, facsimile or in person in which he/she informs the College of his/her intentions. The Office of the Registrar is the specific department that processes and completes a withdrawal form. If the student is unable to personally make the notification, a notification can be provided on behalf of the student.

**Termination Date:** The termination date for refund computation purposes is the last date of actual attendance by the student.

Items of extra expense are not returnable or refundable.

## FINANCIAL AID

The College is an eligible institution for various funding sources including Federal Student Aid such as Direct Loans (PLUS, Unsubsidized, Subsidized), Federal Pell Grants. Financial Aid is available to those who qualify. Additional funding for students may come from Institutional Scholarships, Workforce Oklahoma, Vocational Rehabilitation, and Bureau of Indian Affairs. Furthermore; the College is approved for Veteran's Education. For those using Direct Loan Borrower Services and have questions or need assistance with monthly payment; contact Direct Loans at [1-888-877-7658](tel:1-888-877-7658) or visit the website at [www.direct.ed.gov](http://www.direct.ed.gov) to get more information on deferment, forbearance, consolidation, payment plans, interest rates, and loan calculators.

## GRADUATION REQUIREMENTS

Formal graduation ceremonies are held twice each year and will include graduates from the main campus; Community Care College and graduates from the two branch campuses; Clary Sage College and Oklahoma Technical College at each ceremony. Prior to graduation, students must successfully complete each individual course within the program. In addition, students must complete all areas of the program with a program grade point average of 2.0 or better and satisfactorily complete the externship/internship portion of training. In order to participate in the graduation ceremony, students must successfully complete all program requirements **prior** to the cut-off date. Cut-off dates are set by the Registrar's office and typically fall 4-6 weeks prior to the graduation ceremony. If a graduate should complete all course requirements after the cut-off date, the graduate will not be eligible to participate in the ceremony and instead will be invited to attend the subsequent ceremony scheduled. In addition, students must satisfy all financial obligations to the school and be cleared of any "holds" in order to participate. A **Diploma**, or an Associate of Occupational Science **Degree** is awarded to those meeting all graduation requirements.

## RETURN OF TITLE IV FUNDS

Title IV funds paid on a student's account and Title IV funds paid to a student as a cash disbursement will be subject to the United States Department of Education regulations regarding the treatment of Title IV funds when a student withdraws from enrollment. Funds are returned within 45 days after the student's Date of Determination.

When a Title IV recipient totally withdraws, the institution applies the following steps to return Title IV aid:

1. Determine a student's withdrawal date.
2. Determine the amount of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the term.
3. Determine the percentage of the Title IV aid the student earned by dividing the number of calendar days scheduled in the term up to the LDA by the total number of calendar days in the term. Scheduled breaks of 5 more consecutive days and periods of approved leave of absence are omitted.
4. Calculate amount of Title IV aid the student has earned by multiplying the above percentage by the total Title IV aid disbursed plus the Title IV aid that could have been disbursed for the term.
5. Determine if the student is due a post withdrawal disbursement or if Title IV aid must be returned. If the amount of Title IV aid earned is greater than the aid disbursed the student may be eligible for post withdrawal disbursements. If the amount of Title IV aid disbursed is greater than the aid earned, a return of Title IV aid is due.
6. Calculate amount of unearned Title IV aid due from the institution. Institutional charges for the term are multiplied by the percentage of Title IV aid unearned. Compare this amount to the amount of Title IV aid to be returned and enter the lesser amount.
7. The institution must return the unearned aid for which the institution is responsible by repaying funds to the following sources, in order, up to the total net amount disbursed from each source. The aid programs are as follows: Unsubsidized Direct Stafford loan, Subsidized Direct Stafford loan, Direct PLUS Loan, Federal Pell Grant for which a return of funds is required.
8. Calculate initial amount of unearned Title IV aid due from student. Subtract the amount of Title IV aid due from the institution from the total Title IV aid to be returned.
9. Determine return of funds by student.

## CAREER SERVICES

The College will assist students in obtaining employment upon graduation. This is a service and is not to be considered as a guarantee of employment or job placement.

The College makes contact with and obtains referrals from potential employers regarding job openings. Information obtained from these contacts is matched against the known qualifications and backgrounds of students and/or graduates. Students or graduates who meet the employer's qualification requests are advised of the opening and are expected to pursue the job opportunity and/or job offer from the employer.

The College assists in arranging interviews for graduating students and eligible graduated students. This service is not available to graduates who have lost their jobs through negligence, failure to maintain standards prescribed by their employers, or misconduct. This service is only available to graduates that are in good standing with all departments of the institution.

## COURSE NUMBERING SYSTEM

**Core** (Diploma-level) Courses: The alpha prefix of a course number designates to which program or discipline each course belongs. The numeric digits indicate the course number within a program or discipline.

**CCC Core:**

ACC = Accounting

AH = Allied Health  
PHI = Philosophy  
BIO = Biological Science  
DA = Dental Assistant  
ECE = Early Childhood Education  
FHT = Fitness and Health Trainer  
HCA = Health Care Administration  
MT = Massage Therapy  
MA = Medical Assistant  
MBC = Medical Billing and Coding  
PS = Paralegal Studies  
PHT = Pharmacy Technician  
ST = Surgical Technologist  
VA = Veterinary Assistant  
INT = Internship  
EXT = Externship

**CSC Core:**

AH = Allied Health  
BCO = Basic Cosmetology  
BR = Barber  
EST = Esthetician  
FD = Fashion Design  
NAL = Nail Technician  
MIN = Master Instructor  
ID = Interior Design  
INT = Internship  
EXT = Externship  
MAK = Makeup Artistry/Cosmetician  
HBT = Hair Braiding Technician

**OTC Core:**

AH = Allied Health  
AT = Automotive  
BR = Barber  
HVACR = Heating Ventilation and Air Conditioning/Refrigeration  
DT = Diesel Technology  
INT = Internship  
WT = Welding Technology

**AOS (Degree-level) Courses:** The alpha prefix of a course number designates the category of the course and are always 4 digits. The first three numeric digits indicate the individual course numbers within the discipline. The fourth numeric digit indicates the number of credit hours awarded upon successful completion. The numbering system follows state norms and they don't build upon each other. Those that start with "1" are not a prerequisite to "2".

**Degree Courses:**

BUS = Business  
MKT = Marketing  
ACC = Accounting  
MGT = Management  
ENG = English  
GEN = General Studies



## ACCOUNTING SPECIALIST - DIPLOMA ASSOCIATE OF OCCUPATIONAL SCIENCE ACCOUNTING (resident)

### Objective

The Accounting Specialist program provides instruction in basic accounting and bookkeeping competencies. The program is designed to provide a foundation that will enable graduates to succeed in diverse administrative and accounting roles. The Associate of Occupational Science Accounting Specialist degree is designed to develop leadership abilities necessary for management success. Students will become proficient in the use of computer software applications necessary to succeed in a business environment. This program equips the graduate with the skills and knowledge necessary to meet the requirements of an entry-level accounting position.

### Classroom Procedures

Each course stands alone as a unit of study and is not dependent upon prerequisite training except for the completion of ACC2313 Financial Accounting before ACC2253 Managerial Accounting. A student may enter the program at the beginning of any course and continue through the sequence until completion of all courses. Residential courses meet 15 or 11.3 hours a week. Instruction is residential or residential and online.

### Externship

The externship is undertaken following the successful completion of all classroom training and consists of 135 hours. Students may locate their own externship site for consideration or may use sites previously established with the institution. This externship is unpaid and the hours of attendance are determined by the externship site. Students are required to attend at least 20 hours per week while fulfilling externship requirements.

### Diploma

Total Classroom Hours:	420
Total Externship Hours:	135
Total Program Hours:	555
Total Weeks:	39 Including Externship
Total Semester Hours of Credit:	30
Clock Hours:	Lecture/Lab
Credential Earned:	Diploma
Academic Year:	24 credits/32 weeks (Term Type B)

### Resident Degree

Total Classroom Hours:	870
Total Externship Hours:	135
Total Program Hours:	1005
Total Weeks:	69 or 79 Including Externship
Total Semester Hours of Credit:	60
Clock Hours:	Lecture/Lab
Credential Earned:	Associate of Occupational Science Degree
Academic Year:	24 credits/32 weeks (Term Type B)

Course No.	Course Title	Clock Hours	Credit Hours
AH 100	Career and Life Development	50/10	3.0
ACC 2313	Financial Accounting	45/0	3.0
ACC 2273	Accounting Software: QuickBooks	45/0	3.0
ACC 2253	Managerial Accounting	45/0	3.0
ACC 2333	Accounts Receivable and Account Payable Management	45/0	3.0
ACC 2263	Accounting Applications: Excel	45/0	3.0
ACC 2243	Payroll Management	45/0	3.0
MGT 1463	Office Management	45/0	3.0
MGT 1483	Human Resources Administration	45/0	3.0
ACCEXT 711	Externship	135	3.0

### Degree Requirements

BUS 2213	Principles of Business	45/0	3.0
MGT 2123	Leadership Development	45/0	3.0
MKT 2423	Introduction to Marketing	45/0	3.0
MGT 1373	Human Resources	45/0	3.0
BUS 2313	Business Law	45/0	3.0
ACC 2213	Accounting Principles	45/0	3.0

### General Education Courses:

ENG 2343	Business Communications	45/0	3.0
BUS 1353	Business Math	45/0	3.0
MGT 2213	Principles of Management	45/0	3.0
GEN 1113	Critical Thinking and Problem Solving	45/0	3.0



## ACCOUNTING SPECIALIST - DIPLOMA ASSOCIATE OF OCCUPATIONAL SCIENCE ACCOUNTING (online)

### Objective

The Accounting Specialist program provides instruction in basic accounting and bookkeeping competencies. The program is designed to provide a foundation that will enable graduates to succeed in diverse administrative and accounting roles. The Associate of Occupational Science Accounting Specialist degree is designed to develop leadership abilities necessary for management success. Students will become proficient in the use of computer software applications necessary to succeed in a business environment. This program equips the graduate with the skills and knowledge necessary to meet the requirements of an entry-level accounting position.

### Classroom Procedures

Each course stands alone as a unit of study and is not dependent upon prerequisite training except for the completion of ACC2313 Financial Accounting before ACC2253 Managerial Accounting. A student may enter the program at the beginning of any course and continue through the sequence until completion of all courses. All instruction is online.

### Externship

The externship is undertaken following the successful completion of all classroom training and consists of 135 hours. Students may locate their own externship site for consideration or may use sites previously established with the institution. This externship is unpaid and the hours of attendance are determined by the externship site. Students are required to attend at least 20 hours per week while fulfilling externship requirements.

### Diploma

Total Classroom Hours:	405
Total Externship Hours:	135
Total Program Hours:	540
Total Weeks:	40 Including Externship
Total Semester Hours of Credit:	30
Clock Hours:	Lecture/Lab
Credential Earned:	Diploma
Academic Year:	24 credits/32 weeks (Term Type B)

### Online Degree

Total Classroom Hours:	855
Total Externship Hours:	135
Total Program Hours:	990
Total Weeks:	80 weeks
Total Semester Hours of Credit:	60
Clock Hours:	Lecture/Lab
Credential Earned:	Associate of Occupational Science Degree
Academic Year:	24 credits/32 weeks (Term Type B)

Course No.	Course Title	Clock Hours	Credit Hours
AH 101	Career and Life Development	45/0	3.0
ACC 2313	Financial Accounting	45/0	3.0
ACC 2273	Accounting Software: QuickBooks	45/0	3.0
ACC 2253	Managerial Accounting	45/0	3.0
ACC 2333	Accounts Receivable and Account Payable Management	45/0	3.0
ACC 2263	Accounting Applications: Excel	45/0	3.0
ACC 2243	Payroll Management	45/0	3.0
MGT 1463	Office Management	45/0	3.0
MGT 1483	Human Resources Administration	45/0	3.0
ACCEXT 711	Externship	135	3.0

### Degree Requirements

BUS 2213	Principles of Business	45/0	3.0
MGT 2123	Leadership Development	45/0	3.0
MKT 2423	Introduction to Marketing	45/0	3.0
MGT 1373	Human Resources	45/0	3.0
BUS 2313	Business Law	45/0	3.0
ACC 2213	Accounting Principles	45/0	3.0

### General Education Courses:

ENG 2343	Business Communications	45/0	3.0
BUS 1353	Business Math	45/0	3.0
MGT 2213	Principles of Management	45/0	3.0
GEN 1113	Critical Thinking and Problem Solving	45/0	3.0



## ASSOCIATE OF OCCUPATIONAL SCIENCE BUSINESS ADMINISTRATION (resident)

### Objective

The Associate of Occupational Science in Business Administration degree program provides instruction in basic business administration competencies. The degree is designed to provide a foundation that will enable graduates to succeed in diverse business management roles. Students will also develop leadership abilities necessary for management success. Students will become proficient in the use of computer software applications necessary to succeed in a business environment. This program equips the graduate with the skills and knowledge necessary to meet the requirements of an entry-level business administration position. Although not required, it is highly recommended that students use a computer for class and home assignments.

### Classroom Procedures

Each course stands alone as a unit of study and is not dependent upon prerequisite training. Career and Life Development (AH100) is required for any residential students and is taken Monday through Thursday from 8:00am to 1:00pm or 5:30pm to 10:30pm. A student may enter the program at the beginning of any course and continue through the sequence until completion of all courses. Business Administration residential courses meet 15 or 11.3 hours a week. Instruction is residential or residential and online.

### Externship

The externship is undertaken following the successful completion of all classroom training and consists of 135 hours. Students may locate their own externship site for consideration or may use sites previously established with the institution. This externship is unpaid and the hours of attendance are determined by the externship site. Students are required to attend at least 20 hours per week while fulfilling externship requirements.

### Resident Degree

Total Classroom Hours:	870
Total Externship Hours:	135
Total Program Hours:	1,005
Total Weeks:	61 or 71 Including Externship
Total Semester Hours of Credit:	60
Clock Hours:	Lecture/Lab
Credentialed Earned:	Associate of Occupational Science Degree
Academic Year:	24 credits/30 weeks (Term Type A) or 24 credits/32 weeks (Term Type B)

Course No.	Course Title	Clock Hours	Credit Hours
AH 100	Career and Life Development	50/10	3.0
BUS 2523	Customer Relations Management	45/0	3.0
BUS 2153	Business Ethics	45/0	3.0
BUS 2543	Information Technology & Trends	45/0	3.0
BUS 2553	Project Management	45/0	3.0
BUS 2563	Operations Management	45/0	3.0
BUS 2573	Entrepreneurship	45/0	3.0
BUS 2583	Professional Sales	45/0	3.0
BUS 2593	Professional Development	45/0	3.0
BUSEXT 2601	Externship	135	3.0

### Degree Requirements

BUS 2213	Principles of Business	45/0	3.0
MGT 2123	Leadership Development	45/0	3.0
MKT 2423	Introduction to Marketing	45/0	3.0
MGT 1373	Human Resources	45/0	3.0
BUS 2313	Business Law	45/0	3.0
ACC 2213	Accounting Principles	45/0	3.0

### General Education Courses:

ENG 2343	Business Communications	45/0	3.0
BUS 1353	Business Math	45/0	3.0
MGT 2213	Principles of Management	45/0	3.0
GEN 1113	Critical Thinking and Problem Solving	45/0	3.0



## ASSOCIATE OF OCCUPATIONAL SCIENCE BUSINESS ADMINISTRATION (online)

### Objective

The Associate of Occupational Science in Business Administration online program provides instruction in basic business administration competencies while using a progressive learning management system. The degree is designed to provide a foundation that will enable graduates to succeed in diverse business management roles. Students will also develop leadership abilities necessary for management success. Students will become proficient in the use of computer software applications necessary to succeed in a business environment while mastering "real-world business strategies." This program equips the graduate with the skills and knowledge necessary to meet the requirements of an entry-level business administration position.

### Classroom Procedures

Each course stands alone as a unit of study and is not dependent upon prerequisite training. A student may enter the program at the beginning of any course and continue through the sequence until completion of all courses. The externship is undertaken following the successful completion of all classroom training and consists of 135 hours. Students may locate their own externship site for consideration or may use sites previously established with the institution. This externship is unpaid and the hours of attendance are determined by the externship site. Students are required to attend at least 20 hours per week while fulfilling externship requirements.

### Online Degree

Total Classroom Hours:	855
Total Externship Hours:	135
Total Program Hours:	990
Total Weeks:	80 weeks
Total Semester Hours of Credit:	60
Clock Hours:	Lecture/Lab
Credential Earned:	Associate of Occupational Science Degree
Academic Year:	24 credits/32 weeks (Term Type B)

Course No.	Course Title	Clock Hours	Credit Hours
AH 101	Career and Life Development	45/0	3.0
BUS 2523	Customer Relations Management	45/0	3.0
BUS 2153	Business Ethics	45/0	3.0
BUS 2543	Information Technology & Trends	45/0	3.0
BUS 2553	Project Management	45/0	3.0
BUS 2563	Operations Management	45/0	3.0
BUS 2573	Entrepreneurship	45/0	3.0
BUS 2583	Professional Sales	45/0	3.0
BUS 2593	Professional Development	45/0	3.0
BUSEXT2601	Externship	135	3.0
<b>Degree Requirements</b>			
BUS 2213	Principles of Business	45/0	3.0
MGT 2123	Leadership Development	45/0	3.0
MKT 2423	Introduction to Marketing	45/0	3.0
MGT 1373	Human Resources	45/0	3.0
BUS 2313	Business Law	45/0	3.0
ACC 2213	Accounting Principles	45/0	3.0
<b>General Education Courses:</b>			
ENG 2343	Business Communications	45/0	3.0
BUS 1353	Business Math	45/0	3.0
MGT 2213	Principles of Management	45/0	3.0
GEN 1113	Critical Thinking and Problem Solving	45/0	3.0



## DENTAL ASSISTANT - DIPLOMA ASSOCIATE OF OCCUPATIONAL SCIENCE IN DENTAL ASSISTING

### **Objective**

The Dental Assistant plays a vital role in the organized delivery of dental services. Theory and practical application in the fundamentals of chair side assisting and administrative procedures are taught for use in any size dental practice, specialty practice, or clinic. Students are certified in CPR. In addition, students engage in "hands-on" training with regard to dental equipment, instruments, and tray set-ups. Students are taught proper dental health and laboratory procedures. The graduate will be fully prepared to take the RDA. This program equips the graduate with the skills and knowledge necessary to meet the requirements of an entry-level Dental Assistant and the ability to assume such a position. The Associate of Occupational Science degree is designed to provide a foundation that will enable degree holders to seek and apply for management roles in their healthcare specialties.

### **Classroom Procedures**

Each course stands alone as a unit of study and is not dependent upon prerequisite training. A student may enter the program at the beginning of any course and continue through the sequence until completion of all courses. Dental related courses meet 20 hours per week. General Education courses of the degree program meet 15 or 11.3 hours a week. Instruction is residential or residential and online.

### **Externship**

The externship is undertaken following the successful completion of all classroom training and consists of 180 hours. Students may locate their own externship site for consideration or may use sites previously established with the institution. This externship is unpaid and the hours of attendance are determined by the externship site. Students are required to attend at least 20 hours per week while fulfilling externship requirements.

### **Diploma**

<b>Total Classroom Hours:</b>	540
<b>Total Externship Hours:</b>	180
<b>Total Program Hours:</b>	720
<b>Total Weeks:</b>	32 Including Externship
<b>Total Semester Hours of Credit:</b>	30.5
<b>Clock Hours:</b>	Lecture/Lab
<b>Credential Earned:</b>	Diploma
<b>Academic Year:</b>	24 credits/30 weeks (Term Type A)

### **Degree**

<b>Total Classroom Hours:</b>	990
<b>Total Externship Hours:</b>	180
<b>Total Program Hours:</b>	1,170
<b>Total Weeks:</b>	62 including Externship 72 (resident and online)
<b>Total Semester Hours of Credit:</b>	60.5
<b>Clock Hours:</b>	Lecture/Lab
<b>Credential Earned:</b>	Associate of Occupational Science Degree
<b>Academic Year:</b>	24 credits/30 weeks (Term Type A) or 24 credits/32 weeks (Term Type B)



**DENTAL ASSISTANT - DIPLOMA**  
**ASSOCIATE OF OCCUPATIONAL SCIENCE IN DENTAL ASSISTING**

Course No.	Course Title	Clock Hours	Credit Hours
AH 100	Career and Life Development	50/10	3.0
PHI 1153	Medical Law & Ethics	20/0	1.0
BIO 1316	Anatomy & Physiology	20/0	1.0
BIO 1387	Nutrition	20/0	1.0
AH 225	Sterilization Procedures/OSHA	15/5	1.0
AH 115	Medical Emergencies and CPR	15/5	1.0
AH 220	Introduction to Pharmacology	20/0	1.0
DA 1115	Dental Terminology	20/0	1.0
DA 1111	Practice Management/ Patient Relations	15/5	1.0
DA 1113	Introduction to Dental Assisting	15/5	1.0
DA 1114	Pre-Clinical	15/5	1.0
DA 1213	Preventative	15/5	1.0
DA 1215	Periodontics	15/5	1.0
DA 1118	Intro to Dental Radiography	15/5	1.0
DA 1119	Dental Laboratory	15/5	1.0
DA 1217	Prosthodontics	15/5	1.0
DA 1225	Operative	15/5	1.0
DA 1219	Restorative Dentistry	15/5	1.0
DA 1221	Pedodontics	15/5	1.0
DA 1223	Orthodontics	15/5	1.0
DA1126	Endodontics	15/5	1.0
DA1181	Dental Sciences	15/5	1.0
DA 1129	Oral Pathology/Oral Surgery	15/5	1.0
DA 1131	Essentials of Dental Radiography – Bisecting/ Parallel	15/5	1.0
DA 1133	Essentials of Dental Radiography – Lab	0/20	0.5
DAEXT 311	Externship	180	4.0
<b>Degree Requirements</b>			
BUS 2213	Principles of Business	45/0	3.0
MGT 2123	Leadership Development	45/0	3.0
MKT 2423	Introduction to Marketing	45/0	3.0
MGT 1373	Human Resources	45/0	3.0
BUS 2313	Business Law	45/0	3.0
ACC 2213	Accounting Principles	45/0	3.0
<b>General Education Courses:</b>			
ENG 2343	Business Communications	45/0	3.0
BUS 1353	Business Math	45/0	3.0
MGT 2213	Principles of Management	45/0	3.0
GEN 1113	Critical Thinking and Problem Solving	45/0	3.0



## EARLY CHILDHOOD EDUCATION - DIPLOMA

### ASSOCIATE OF OCCUPATIONAL SCIENCE EARLY CHILDHOOD EDUCATION (resident)

#### Objective

Working with young children is one of the most rewarding, yet challenging, career choices one can make. A significant challenge within the early childhood education profession is the preparation and training of those who care for and teach young children. Young children benefit from having a nurturing caregiver, developmentally appropriate materials and activities, positive peer interactions and a safe learning environment in which they take an active role in the learning process. The Early Childhood Education (ECE) program is committed to preparing students to enter the field of early care and education with the skills needed to help children succeed not only in college, but in life. Graduates of the ECE program will be skilled in historical, philosophical, political and theoretical best practices to ensure they have the tools to support children's emotional, physical, language, and cognitive development in practice. The Associate of Occupational Science degree is designed to provide a foundation that will enable degree holders to seek and apply for management roles in their specialties.

#### Classroom Procedures

Each course stands alone as a unit of study and is not dependent upon prerequisite training except for the completion of Internship. A student may enter the program at the beginning of any course and continue through the sequence until completion of all courses. ECE resident courses meet 15 or 11.3 hours per week. Instruction is residential, online, or residential and online.

#### Externship

The Externship is undertaken following the successful completion of all classroom training and consists of 180 hours of hands-on experience at a licensed facility. This externship is unpaid and the hours of attendance may vary. Students are required to attend at least 20 hours per week while fulfilling externship requirements.

#### Diploma

Total Classroom Hours:	420
Total Externship Hours:	180
Total Program Hours:	600
Total Weeks:	32 Including Externship
Total Semester Hours of Credit:	31
Clock Hours:	Lecture/Lab
Credential Earned:	Diploma
Academic Year:	24 credits/30 weeks (Term Type A)

#### Degree

Total Classroom Hours:	870
Total Externship Hours:	180
Total Program Hours:	1,050
Total Weeks:	62 Including Externship 72 (resident and online)
Total Semester Hours of Credit:	61
Clock Hours:	Lecture/Lab
Credential Earned:	Associate of Occupational Science Degree
Academic Year:	24 credits/30 weeks (Term Type A) or 24 credits/32 weeks (Term Type B)

Course No.	Course Title	Clock Hours	Credit Hours
AH 100	Career and Life Development	50/10	3.0
ECE 101	Introduction to Early Childhood Education	45/0	3.0
ECE 103	Child Growth and Development	45/0	3.0
ECE 105	Curriculum and Development	45/0	3.0
ECE 107	Early Childhood Program Management	45/0	3.0
ECE 109	Social Emotional Development and Guidance	45/0	3.0
ECE 111	Language and Literacy	45/0	3.0
ECE 113	Creative Art, Movement and Expression	45/0	3.0
ECE 115	Family, Community, and Early Education	45/0	3.0
ECE EXT 211	Externship	180	4.0

#### Degree Requirements

BUS 2213	Principles of Business	45/0	3.0
MGT 2123	Leadership Development	45/0	3.0
MKT 2423	Introduction to Marketing	45/0	3.0
MGT 1373	Human Resources	45/0	3.0
BUS 2313	Business Law	45/0	3.0
ACC 2213	Accounting Principles	45/0	3.0

#### General Education Courses:

ENG 2343	Business Communications	45/0	3.0
BUS 1353	Business Math	45/0	3.0
MGT 2213	Principles of Management	45/0	3.0
GEN 1113	Critical Thinking and Problem Solving	45/0	3.0



## EARLY CHILDHOOD EDUCATION - DIPLOMA

### ASSOCIATE OF OCCUPATIONAL SCIENCE EARLY CHILDHOOD EDUCATION

(online)

#### Objective

Working with young children is one of the most rewarding, yet challenging, career choices one can make. A significant challenge within the early childhood education profession is the preparation and training of those who care for and teach young children. Young children benefit from having a nurturing caregiver, developmentally appropriate materials and activities, positive peer interactions and a safe learning environment in which they take an active role in the learning process. The Early Childhood Education (ECE) program is committed to preparing students to enter the field of early care and education with the skills needed to help children succeed not only in college, but in life. Graduates of the ECE program will be skilled in historical, philosophical, political and theoretical best practices to ensure they have the tools to support children's emotional, physical, language, and cognitive development in practice. The Associate of Occupational Science degree is designed to provide a foundation that will enable degree holders to seek and apply for management roles in their specialties.

#### Classroom Procedures

Each course stands alone as a unit of study and is not dependent upon prerequisite training except for the completion of Internship. A student may enter the program at the beginning of any course and continue through the sequence until completion of all courses. All instruction is online.

#### Externship

The externship is undertaken following the successful completion of all classroom training and consists of 180 hours. Students may locate their own externship site for consideration or may use sites previously established with the institution. This externship is unpaid and the hours of attendance are determined by the externship site. Students are required to attend at least 20 hours per week while fulfilling externship requirements.

#### Diploma

Total Classroom Hours:	405
Total Externship Hours:	180
Total Program Hours:	585
Total Weeks:	40 Including Externship
Total Semester Hours of Credit:	31
Clock Hours:	Lecture/Lab
Credential Earned:	Diploma
Academic Year:	24 credits/32 weeks (Term Type B)

#### Degree

Total Classroom Hours:	855
Total Externship Hours:	180
Total Program Hours:	1,035
Total Weeks:	80
Total Semester Hours of Credit:	61
Clock Hours:	Lecture/Lab
Credential Earned:	Associate of Occupational Science Degree
Academic Year:	24 credits/32 weeks (Term Type B)

Course No.	Course Title	Clock Hours	Credit Hours
AH 101	Career and Life Development	45/0	3.0
ECE 101	Introduction to Early Childhood Education	45/0	3.0
ECE 103	Child Growth and Development	45/0	3.0
ECE 105	Curriculum and Development	45/0	3.0
ECE 107	Early Childhood Program Management	45/0	3.0
ECE 109	Social Emotional Development and Guidance	45/0	3.0
ECE 111	Language and Literacy	45/0	3.0
ECE 113	Creative Art, Movement and Expression	45/0	3.0
ECE 115	Family, Community, and Early Education	45/0	3.0
ECEEXT 213	Externship	180	4.0

#### Degree Requirements

BUS 2213	Principles of Business	45/0	3.0
MGT 2123	Leadership Development	45/0	3.0
MKT 2423	Introduction to Marketing	45/0	3.0
MGT 1373	Human Resources	45/0	3.0
BUS 2313	Business Law	45/0	3.0
ACC 2213	Accounting Principles	45/0	3.0

#### General Education Courses:

ENG 2343	Business Communications	45/0	3.0
BUS 1353	Business Math	45/0	3.0
MGT 2213	Principles of Management	45/0	3.0
GEN 1113	Critical Thinking and Problem Solving	45/0	3.0



## FITNESS AND HEALTH TRAINER - DIPLOMA

### ASSOCIATE OF OCCUPATIONAL SCIENCE FITNESS AND HEALTH TRAINER

#### **Objective**

This program covers the essential components of fitness and health necessary to produce qualified fitness professionals. The objective of the program is to prepare students academically and professionally for entry-level positions in health promotion and fitness. This career field continues to grow as our nation becomes increasingly concerned with health and wellness. Graduates will be prepared to work in a wide variety of facilities as fitness instructors or personal trainers. Successful program graduates are eligible for the National Academy of Sports Medicine NASM - Certified Personal Trainer. Upon completion of the NASM-CPT, students will be eligible for advanced certifications in Performance Enhancement Specialist and Corrective Exercise Specialist through NASM. Additionally, graduates will be academically prepared to start their own fitness businesses using advanced leadership and administrative skills. The Associate of Occupational Science degree is designed to provide a foundation that will enable degree holders to seek and apply for management roles in their healthcare specialties.

#### **Classroom Procedures**

Most courses stand alone as a unit of study and are not dependent upon prerequisite training; however, the following courses require prerequisites: Anatomy (FTH 117) before Physiology (FHT 119) and Physiology (FHT 119) before Biomechanics & Kinesiology (FHT 118) and Physical Fitness Assessments (FHT 115) before Corrective Exercise Program Design (FHT 116). A student may enter the program at the beginning of any course and continue through the sequence until completion of all courses. Fitness and Health Trainer related courses meet 20 hours per week. General Education courses of the degree program meet 15 or 11.3 hours a week. Instruction is residential or residential and online.

#### **Internship**

The internship is undertaken following the successful completion of all classroom training and consists of 180 hours. Students will be eligible to train in Community College's on-site gym, "Way of Life". This internship is unpaid and the hours of attendance are determined by Community College. Students are required to attend at least 20 hours per week while fulfilling internship requirements.

#### **Diploma**

<b>Total Classroom Hours:</b>	540
<b>Total Externship Hours:</b>	180
<b>Total Program Hours:</b>	720
<b>Total Weeks:</b>	32 Including Externship
<b>Total Semester Hours of Credit:</b>	30.5
<b>Clock Hours:</b>	Lecture/Lab
<b>Credential Earned:</b>	Diploma
<b>Academic Year:</b>	24 credits/30 weeks (Term Type A)

#### **Degree**

<b>Total Classroom Hours:</b>	990
<b>Total Externship Hours:</b>	180
<b>Total Program Hours:</b>	1,170
<b>Total Weeks:</b>	62 including Externship 72 (resident and online)
<b>Total Semester Hours of Credit:</b>	60.5
<b>Clock Hours:</b>	Lecture/Lab
<b>Credential Earned:</b>	Associate of Occupational Science Degree
<b>Academic Year:</b>	24 credits/30 weeks (Term Type A) or 24 credits/32 weeks (Term Type B)



**FITNESS AND HEALTH TRAINER - DIPLOMA**  
**ASSOCIATE OF OCCUPATIONAL SCIENCE FITNESS AND HEALTH TRAINER**

Course No.	Course Title	Clock Hours	Credit Hours
AH 100	Career and Life Development	50/10	3.0
FHT 111	Healthy Lifestyles	20/0	1.0
FHT 117	Anatomy	20/0	1.0
FHT 119	Physiology	20/0	1.0**
FHT 118	Biomechanics & Kinesiology	20/0	1.0**
FHT 123	Cardiorespiratory Fitness	15/5	1.0
FHT 125	Muscular Fitness	15/5	1.0
FHT 121	Balance & Flexibility	15/5	1.0
FHT 113	Pre-screening & Risk Assessments	15/5	1.0
FHT 115	Physical Fitness Assessments	15/5	1.0
FHT 116	Corrective Exercise Program Design	15/5	1.0**
FHT 114	Clinical & Medical Considerations	20/0	1.0
FHT 135	Special Populations	20/0	1.0
FHT 145	Weight Management Strategies	15/5	1.0
FHT 152	Nutrition	20/0	1.0
FHT 147	Program Design	20/0	1.0
FHT 122	Group Fitness	5/15	0.5
FHT 156	Worksite Health Promotion	20/0	1.0
FHT 127	Injuries	15/5	1.0
FHT 140	Exercise Psychology & Counseling	15/5	1.0
MT 221	Sports Massage	15/5	1.0
FHT 153	Marketing & Sales	20/0	1.0
FHT 151	Business Management	20/0	1.0
AH 115	Medical Emergencies & CPR	15/5	1.0
FHT143	Sports Training	15/5	1.0
FHTINT 157	Internship	180	4.0

**Degree Requirements**

BUS 2213	Principles of Business	45/0	3.0
MGT 2123	Leadership Development	45/0	3.0
MKT 2423	Introduction to Marketing	45/0	3.0
MGT 1373	Human Resources	45/0	3.0
BUS 2313	Business Law	45/0	3.0
ACC 2213	Accounting Principles	45/0	3.0

**General Education Courses:**

ENG 2343	Business Communications	45/0	3.0
BUS 1353	Business Math	45/0	3.0
MGT 2213	Principles of Management	45/0	3.0
GEN 1113	Critical Thinking and Problem Solving	45/0	3.0

\*\* Shaded course requires a prerequisite prior to taking course.



## ASSOCIATE OF OCCUPATIONAL SCIENCE HEALTH CARE ADMINISTRATION (resident)

### Objective

The Associate of Occupational Science in Health Care Administration program provides instruction in basic health care administration competencies. The objective of the program is to prepare students academically and professionally for entry-level employment positions as medical office managers, assistant managers to physician offices, supervisors in a variety of healthcare settings such as assisted living residences, nursing homes, hospitals, dental facilities, or occupational health practices, to name just a few. Additionally, degree graduates will become knowledgeable in applicable leadership practices.

Students will become proficient in the use of computer software applications necessary to succeed in a management environment including electronic medical records. This program equips the graduate with the skills and knowledge necessary to meet the requirements of an entry-level administration position. The Associate of Occupational Science degree is designed to provide a foundation that will enable degree holders to seek and apply for management roles in their healthcare specialties. Although not required, it is highly recommended that students use a laptop computer for class and home assignments.

### Classroom Procedures

Each course stands alone as a unit of study and is not dependent upon prerequisite training with the exception of HCA 1118 Intro to Electronic Health Records must be completed before HCA 1120 Electronic Health Records. Health Care Administration resident courses meet 15 hours a week. General Education courses of the degree program meet 15 or 11.3 hours a week. Instruction is residential or residential and online.

### Externship

The externship is undertaken following the successful completion of all classroom training and consists of 180 hours. Students may locate their own externship site for consideration or may use sites previously established with the institution. This externship is unpaid and the hours of attendance are determined by the externship site. Students are required to attend at least 20 hours per week while fulfilling externship requirements.

### Resident

<b>Total Classroom Hours:</b>	960
<b>Total Program Hours:</b>	960
<b>Total Weeks:</b>	63 or 73 (resident and online)
<b>Total Semester Hours of Credit:</b>	63
<b>Clock Hours:</b>	Lecture/Lab
<b>Credential Earned:</b>	Associate of Occupational Science Degree
<b>Academic Year:</b>	24 credits/30 weeks (Term Type A) or 24 credits/32 weeks (Term Type B)

Course No.	Course Title	Clock Hours	Credit Hours
AH 100	Career and Life Development	50/10	3.0
HCA 1453	Medical Terminology and A&P	45/0	3.0
MBC 1130	Medical Insurance	45/0	3.0
HCA 1124	Intro to Diagnostic Coding	45/0	3.0
HCA 1126	Intro to Procedure Coding	45/0	3.0
MBC 1141	Medical Office Management	45/0	3.0
HCA 1118	Intro to Electronic Health Records	45/0	3.0
HCA 1120	Electronic Health Records	45/0	3.0
MBC 1142	Software Applications in Healthcare	45/0	3.0
HCA 1122	Front Office Management	45/0	3.0
HCA 2383	Healthcare Management	45/0	3.0

### Degree Requirements

BUS 2213	Principles of Business	45/0	3.0
MGT 2123	Leadership Development	45/0	3.0
MKT 2423	Introduction to Marketing	45/0	3.0
MGT 1373	Human Resources	45/0	3.0
BUS 2313	Business Law	45/0	3.0
ACC 2213	Accounting Principles	45/0	3.0

### General Education Courses:

ENG 2343	Business Communications	45/0	3.0
BUS 1353	Business Math	45/0	3.0
MGT 2213	Principles of Management	45/0	3.0
GEN 1113	Critical Thinking and Problem Solving	45/0	3.0



## ASSOCIATE OF OCCUPATIONAL SCIENCE HEALTH CARE ADMINISTRATION (Online)

### Objective

The Associate of Occupational Science in Health Care Administration program provides online instruction in basic healthcare administration competencies using a progressive learning management system. The objective of the program is to prepare students academically and professionally for entry-level employment positions as medical office managers, assistant managers to physician offices, supervisors in a variety of healthcare settings such as assisted living residences, nursing homes, hospitals, dental facilities, or occupational health practices, to name just a few. Additionally, degree graduates will become knowledgeable in applicable leadership practices.

Students will become proficient in the use of computer software applications necessary to succeed in a management environment including electronic medical records. This program equips the graduate with the skills and knowledge necessary to meet the requirements of an entry-level administration position. The Associate of Occupational Science degree is designed to provide a foundation that will enable degree holders to seek and apply for management roles in their healthcare specialties.

### Classroom Procedures

Each course stands alone as a unit of study and is not dependent upon prerequisite training the exception of HCA 1118 Intro to Electronic Health Records must be completed before HCA 1120 Electronic Health Records. A student may enter the program at the beginning of any course and continue through the sequence until completion of all courses. All instruction is online.

### Online Degree

<b>Total Classroom Hours:</b>	945
<b>Total Program Hours:</b>	945
<b>Total Weeks:</b>	84 weeks
<b>Total Semester Hours of Credit:</b>	63
<b>Clock Hours:</b>	Lecture/Lab
<b>Credential Earned:</b>	Associate of Occupational Science Degree
<b>Academic Year:</b>	24 credits/32 weeks (Term Type B)

Course No.	Course Title	Clock Hours	Credit Hours
AH 101	Career and Life Development	45/0	3.0
HCA 1453	Medical Terminology and A&P	45/0	3.0
MBC 1130	Medical Insurance	45/0	3.0
HCA 1124	Intro to Diagnostic Coding	45/0	3.0
HCA 1126	Intro to Procedure Coding	45/0	3.0
MBC 1141	Medical Office Management	45/0	3.0
HCA 1118	Intro to Electronic Health Records	45/0	3.0
HCA 1120	Electronic Health Records	45/0	3.0
MBC 1142	Software Applications in Healthcare	45/0	3.0
HCA 1122	Front Office Management	45/0	3.0
HCA 2383	Healthcare Management	45/0	3.0

### Degree Requirements

BUS 2213	Principles of Business	45/0	3.0
MGT 2123	Leadership Development	45/0	3.0
MKT 2423	Introduction to Marketing	45/0	3.0
MGT 1373	Human Resources	45/0	3.0
BUS 2313	Business Law	45/0	3.0
ACC 2213	Accounting Principles	45/0	3.0

### General Education Courses:

ENG 2343	Business Communications	45/0	3.0
BUS 1353	Business Math	45/0	3.0
MGT 2213	Principles of Management	45/0	3.0
GEN 1113	Critical Thinking and Problem Solving	45/0	3.0



## MASSAGE THERAPY - DIPLOMA ASSOCIATE OF OCCUPATIONAL SCIENCE IN MASSAGE THERAPY

### **Objective**

The Massage Therapist plays an important role in the growing healthcare fields of preventative healthcare, sports and wellness systems. Students learn anatomy and physiology of the body as it relates to soft tissue injury and treatment. Students engage in supervised "hands-on" training in traditional Swedish massage and other modalities such as hydrotherapy, sports massage, clinical protocols, chair massage, reflexology, aromatherapy, lymphatic massage, and therapeutic spa treatments. Students are certified in CPR. This program equips the graduate with the skills and knowledge necessary to meet the requirements of an entry-level Massage Therapist and the ability to assume such a position. Graduates will be fully prepared to take the national certification and be eligible for Tulsa city licensure. Positions in a wide range of health related workplaces such as: sports medicine clinics, orthopedic offices, physical/occupational therapy, assisted living facilities or naturopathic clinic are possible options for graduates. The Associate of Occupational Science degree is designed to provide a foundation that will enable degree holders to seek and apply for management roles in their healthcare specialties.

### **Classroom Procedures**

Each course stands alone as a unit of study and is not dependent upon prerequisite training. A student may enter the program at the beginning of any course and continue through the sequence until completion of all courses. Massage related courses meet 20 hours per week. General education courses of the degree program meet 15 or 11.3 hours per week. Instruction is residential or residential and online.

### **Externship**

The externship is undertaken as practical experience to follow the skills taught in massage labs and training exercises and consists of 180 hours. Students will obtain their externship hours at locations deemed certified and acceptable by Community Care College. This externship is unpaid and the hours of attendance will be determined by the site. Students can begin accumulating hours for externship after passing the required skills sets as outlined by the course curriculum. Students are required to attend at least 20 hours per week while fulfilling externship requirements.

### **Diploma**

<b>Total Classroom Hours:</b>	640
<b>Total Externship Hours:</b>	180
<b>Total Program Hours:</b>	820
<b>Total Weeks:</b>	36 Including Externship
<b>Total Semester Hours of Credit:</b>	36
<b>Clock Hours:</b>	Lecture/Lab
<b>Credential Earned:</b>	Diploma
<b>Academic Year:</b>	24 credits/30 weeks (Term Type A)

### **Degree**

<b>Total Classroom Hours:</b>	1,090
<b>Total Externship Hours:</b>	180
<b>Total Program Hours:</b>	1,270
<b>Total Weeks:</b>	66 Including Externship 76 (resident and online)
<b>Total Semester Hours of Credit:</b>	66
<b>Clock Hours:</b>	Lecture/Lab
<b>Credential Earned:</b>	Associate of Occupational Science Degree
<b>Academic Year:</b>	24 credits/30 weeks (Term Type A) or 24 credits/32 weeks (Term Type B)



## MASSAGE THERAPY - DIPLOMA

### ASSOCIATE OF OCCUPATIONAL SCIENCE IN MASSAGE THERAPY

Course No.	Course Title	Clock Hours	Credit Hours
AH 100	Career and Life Development	50/10	3.0
MT 111	Massage Therapy as a Profession	15/5	1.0
MT 113	Law and Ethics/HIPAA	15/5	1.0
MT 115	Medical Terminology & Body Systems	15/5	1.0
MT 217	Skeletal System	15/5	1.0
MT 119	Current Trends - Tools of the Trade	15/5	1.0
MT 121	Muscular System	15/5	1.0
MT 123	Nervous System	15/5	1.0
MT 125	Allied Modalities	15/5	1.0
MT 127	Sanitation, Safety, & Hygiene	15/5	1.0
MT 129	Endocrine System & Reflexology	15/5	1.0
MT 131	Integumentary & Respiratory Systems	15/5	1.0
MT 133	Urinary and Reproductive Systems	15/5	1.0
MT 135	Sensory	15/5	1.0
MT 137	Wellness Components	15/5	1.0
MT 211	Asian Bodywork Therapy	15/5	1.0
MT 213	Deep Tissue & Neuromuscular Therapy: Extremities	15/5	1.0
MT 215	Deep Tissue & Neuromuscular Therapy: Torso	15/5	1.0
MT 117	Spa Management & Practical Experience	15/5	1.0
MT 219	Current Trends -Technique	15/5	1.0
MT 221	Sports Massage	15/5	1.0
MT 223	Therapeutic Spa	15/5	1.0
MT 225	Cardiovascular System	15/5	1.0
AH 113	Serving Special Populations	15/5	1.0
MT 227	Biomechanics and Kinesiology	15/5	1.0
MT 229	Business and Marketing	20/0	1.0
MT 231	Digestive System & Reflexology	15/5	1.0
MT 235	Lymphatic Massage	15/5	1.0
AH 115	Medical Emergencies and CPR	15/5	1.0
MT 300	Certification Review	20/0	1.0
MTEXT 311	Externship	180	4.0
<b>Degree Requirements</b>			
BUS 2213	Principles of Business	45/0	3.0
MGT 2123	Leadership Development	45/0	3.0
MKT 2423	Introduction to Marketing	45/0	3.0
MGT 1373	Human Resources	45/0	3.0
BUS 2313	Business Law	45/0	3.0
ACC 2213	Accounting Principles	45/0	3.0
<b>General Education Courses:</b>			
ENG 2343	Business Communications	45/0	3.0
BUS 1353	Business Math	45/0	3.0
MGT 2213	Principles of Management	45/0	3.0
GEN 1113	Critical Thinking and Problem Solving	45/0	3.0



## MEDICAL ASSISTANT - DIPLOMA ASSOCIATE OF OCCUPATIONAL SCIENCE IN MEDICAL ASSISTING (Resident)

### Objective

The Medical Assistant is an individual trained to assist physicians in the examination and treatment of patients. They assist doctors by providing routine clinical skills, obtaining patient history, assisting with patient procedures, laboratory tests, and administrative/front office procedures. Students are certified in CPR. The Medical Assistant understands the procedures, techniques, and the underlying principles of the human body, in addition to the functions of other professionals who provide health care. The graduate will be fully prepared to take the RMA, CMA, RbPT and RPT. This program provides the background which enables a student to assume an entry-level position as a Medical Assistant. Required laboratory skills and administrative procedures are taught for use in a physician's office or clinic. The Associate of Occupational Science degree is designed to provide a foundation that will enable degree holders to seek and apply for management roles in their healthcare specialties.

### Classroom Procedures

Each course stands alone as a unit of study and is not dependent upon prerequisite training. A student may enter the program at the beginning of any course and continue through the sequence until completion of all courses. Medical related courses meet 20 hours per week. General education courses of the degree program meet 15 or 11.3 hours per week. Instruction is residential or residential and online.

### Externship

The externship is undertaken following the successful completion of all classroom training and consists of 180 hours. Students may locate their own externship site for consideration or may use sites previously established with the institution. This externship is unpaid and the hours of attendance are determined by the externship site. Students are required to attend at least 20 hours per week while fulfilling externship requirements.

### Diploma

Total Classroom Hours:	660
Total Externship Hours:	180
Total Program Hours:	840
Total Weeks:	38 Including Externship
Total Semester Hours of Credit:	37
Clock Hours:	Lecture/Lab
Credential Earned:	Diploma
Academic Year:	24 credits/30 weeks (Term Type A)

### Degree

Total Classroom Hours:	1,110
Total Externship Hours:	180
Total Program Hours:	1,290
Total Weeks:	68 Including Externship 78 (resident and online)
Total Semester Hours of Credit:	67
Clock Hours:	Lecture/Lab
Credential Earned:	Associate of Occupational Science Degree
Academic Year:	24 credits/30 weeks (Term Type A) or 24 credits/32 weeks (Term Type B)



**MEDICAL ASSISTANT - DIPLOMA**  
**ASSOCIATE OF OCCUPATIONAL SCIENCE IN MEDICAL ASSISTING**  
**(Resident)**

<b>Course No.</b>	<b>Course Title</b>	<b>Clock Hours</b>	<b>Credit Hours</b>
AH 100	Career and Life Development	50/10	3.0
MA 1253	Health Careers	20/0	1.0
MA 1255	Law and Ethics	20/0	1.0
MA 1251	Infection Control/Laboratory Equipment and Safety	15/5	1.0
MA 1110	Administrative Procedures – Office Management	15/5	1.0
MA 1118	Medical History and Vital Signs	15/5	1.0
MA 1115	Medical Emergencies and CPR	15/5	1.0
MA 1240	The Nervous System	20/0	1.0
MA 1242	The Endocrine System	20/0	1.0
MA 1244	The Digestive System and Nutrition	20/0	1.0
MA 1114	Administrative Procedures – Interaction	20/0	1.0
MA 1248	Physical Exam Preparation	15/5	1.0
AH 220	Introduction to Pharmacology	20/0	1.0
MA 1246	Dosage Calculations	15/5	1.0
MA 1250	The Circulatory System	20/0	1.0
MA 1233	Diagnostic Imaging	15/5	1.0
MA 1252	The Respiratory System	15/5	1.0
MA 1222	Medication Administration	15/5	1.0
MA 1254	Phlebotomy – Collecting	15/5	1.0
MA 1122	Special Senses and The Integumentary System	20/0	1.0
MA 1124	The Immune System	20/0	1.0
MA 1256	Microbiology	15/5	1.0
MA 1257	The Urinary System	15/5	1.0
MA 1260	Phlebotomy - Processing	15/5	1.0
MA 1262	The Musculoskeletal System	15/0	1.0
MA 1220	Assisting with Minor Surgery	15/5	1.0
MA 1221	Administrative Procedures – Insurance	20/0	1.0
MA 1223	Administrative Procedures - Finance	20/0	1.0
MA 1236	The Reproductive System	20/0	1.0
MA 1259	Specialties	20/0	1.0
MA 1300	Certification Review	20/0	1.0
MAEXT 411	Externship	180	4.0
<b>Degree Requirements</b>			
BUS 2213	Principles of Business	45/0	3.0
MGT 2123	Leadership Development	45/0	3.0
MKT 2423	Introduction to Marketing	45/0	3.0
MGT 1373	Human Resources	45/0	3.0
BUS 2313	Business Law	45/0	3.0
ACC 2213	Accounting Principles	45/0	3.0
<b>General Education Courses:</b>			
ENG 2343	Business Communications	45/0	3.0
BUS 1353	Business Math	45/0	3.0
MGT 2213	Principles of Management	45/0	3.0
GEN 1113	Critical Thinking and Problem Solving	45/0	3.0



## MEDICAL ASSISTANT - DIPLOMA ASSOCIATE OF OCCUPATIONAL SCIENCE IN MEDICAL ASSISTING (online)

### **Objective**

The Medical Assistant is an individual trained to assist physicians in the examination and treatment of patients. They assist doctors by providing routine clinical skills, obtaining patient history, assisting with patient procedures, laboratory tests, and administrative/front office procedures. Students are certified in CPR. The Medical Assistant understands the procedures, techniques, and the underlying principles of the human body, in addition to the functions of other professionals who provide health care. The graduate will be fully prepared to take the RMA, CMA, RbPT and RPT. This program provides the background which enables a student to assume an entry-level position as a Medical Assistant. Required laboratory skills and administrative procedures are taught for use in a physician's office or clinic. The Associate of Occupational Science degree is designed to provide a foundation that will enable degree holders to seek and apply for management roles in their healthcare specialties.

### **Classroom Procedures**

Each course stands alone as a unit of study and is not dependent upon prerequisite training. A student may enter the program at the beginning of any course and continue through the sequence until completion of all courses. The Medical Assisting courses are all online. Instruction is online or residential and online.

### **Externship**

The externship is undertaken following the successful completion of all classroom training and consists of 180 hours. Students may locate their own externship site for consideration or may use sites previously established with the institution. This externship is unpaid and the hours of attendance are determined by the externship site. Students are required to attend at least 20 hours per week while fulfilling externship requirements.

### **Diploma**

<b>Total Classroom Hours:</b>	495
<b>Total Externship Hours:</b>	180
<b>Total Program Hours:</b>	675
<b>Total Weeks:</b>	49 Including Externship
<b>Total Semester Hours of Credit:</b>	37
<b>Clock Hours:</b>	Lecture/Lab
<b>Credential Earned:</b>	Diploma
<b>Academic Year:</b>	24 credits/32 weeks (Term Type B)

### **Degree**

<b>Total Classroom Hours:</b>	945
<b>Total Externship Hours:</b>	180
<b>Total Program Hours:</b>	1125
<b>Total Weeks:</b>	89 Including Externship
<b>Total Semester Hours of Credit:</b>	67
<b>Clock Hours:</b>	Lecture/Lab
<b>Credential Earned:</b>	Associate of Occupational Science Degree
<b>Academic Year:</b>	24 credits/32 weeks (Term Type B)



**MEDICAL ASSISTANT - DIPLOMA**  
**ASSOCIATE OF OCCUPATIONAL SCIENCE IN MEDICAL ASSISTING**  
**(online)**

<b>Course No.</b>	<b>Course Title</b>	<b>Clock Hours</b>	<b>Credit Hours</b>
AH 101	Career and Life Development	45/0	3.0
MA 410	Health Careers and Medical History	45/0	3.0
MA 412	Digestive and Nutrition, Pharmacology, and Office Management	45/0	3.0
MA 414	Infection Control, Medical Emergencies and CPR, and Interaction	45/0	3.0
MA 416	Reproductive, Specialties, and Dosage Calculations	45/0	3.0
MA 418	Medication Administration and Finance	45/0	3.0
MA 420	Phlebotomy and Immunology	45/0	3.0
MA 422	Exam Preparation, Respiratory, and Circulatory	45/0	3.0
MA 424	Diagnostics, Integumentary, and Minor Surgery	45/0	3.0
MA 426	Orthopedics, Urinary, and Microbiology	45/0	3.0
MA 428	Nervous, Endocrine, and Special Senses	45/0	3.0
MAEXT 411	Externship	180	4.0
<b>Degree Requirements</b>			
BUS 2213	Principles of Business	45/0	3.0
MGT 2123	Leadership Development	45/0	3.0
MKT 2423	Introduction to Marketing	45/0	3.0
MGT 1373	Human Resources	45/0	3.0
BUS 2313	Business Law	45/0	3.0
ACC 2213	Accounting Principles	45/0	3.0
<b>General Education Courses:</b>			
ENG 2343	Business Communications	45/0	3.0
BUS 1353	Business Math	45/0	3.0
MGT 2213	Principles of Management	45/0	3.0
GEN 1113	Critical Thinking and Problem Solving	45/0	3.0



## MEDICAL BILLING AND CODING - DIPLOMA

### ASSOCIATE OF OCCUPATIONAL SCIENCE IN MEDICAL BILLING AND CODING

(online)

#### Objective

Every time a patient receives health care, a record is maintained of the observations, medical or surgical interventions, and treatment outcomes. This record includes information that the patient provides concerning his or her symptoms and medical history, the results of examinations, reports of x-rays and laboratory tests, diagnoses, and treatment plans. Medical records and health information technicians organize and evaluate these records for completeness and accuracy.

Technicians assemble patients' health information, making sure that patients' initial medical charts are complete, that all forms are completed and properly identified and authenticated, and that all necessary information is in the computer. They regularly communicate with physicians and other health care professionals to clarify diagnoses or to obtain additional information. Technicians regularly use computer programs to tabulate and analyze data to improve patient care, better control cost, provide documentation for use in legal actions, or use in research studies. The Medical Billing and Coding program will help the student prepare for an entry-level position as a coder or health information technician. The Associate of Occupational Science degree is designed to provide a foundation that will enable degree holders to seek and apply for management roles in their healthcare specialties.

#### Classroom Procedures

Each course stands alone as a unit of study and is not dependent upon prerequisite training with the exception of MBC 1233 Diagnostic Coding I must be completed before MBC 1235 Diagnostic Coding II. A student may enter the program at the beginning of any course and continue through the sequence until completion of all courses. The Medical Billing and Coding courses are all online. Instruction is online or residential and online.

#### Diploma

Total Classroom Hours:	495
Total Program Hours:	495
Total Weeks:	44
Total Semester Hours of Credit:	33
Clock Hours:	Lecture/Lab
Credential Earned:	Diploma
Academic Year:	24 credits/32 weeks (Term Type B)

#### Degree

Total Classroom Hours:	945
Total Program Hours:	945
Total Weeks:	84
Total Semester Hours of Credit:	63
Clock Hours:	Lecture/Lab
Credential Earned:	Associate of Occupational Science Degree
Academic Year:	24 credits/32 weeks (Term Type B)

Course No.	Course Title	Clock Hours	Credit Hours
AH 101	Career and Life Development	45/0	3.0
AH 1323	Medical Terminology	45/0	3.0
BIO 1311	Anatomy & Physiology	45/0	3.0
MBC 1130	Medical Insurance	45/0	3.0
MBC 1233	Diagnostic Coding I	45/0	3.0
MBC 1235	Diagnostic Coding II	45/0	3.0
MBC 1137	CPT – Ancillary Guidelines and Application	45/0	3.0
MBC 1139	CPT – Surgery Guidelines and Application	45/0	3.0
MBC 1231	CPT – E/M Guidelines and Application	45/0	3.0
MBC 1142	Software Applications in Healthcare	45/0	3.0
MBC 1144	Professional Practical Experience	45/0	3.0

#### Degree Requirements

BUS 2213	Principles of Business	45/0	3.0
MGT 2123	Leadership Development	45/0	3.0
MKT 2423	Introduction to Marketing	45/0	3.0
MGT 1373	Human Resources	45/0	3.0
BUS 2313	Business Law	45/0	3.0
ACC 2213	Accounting Principles	45/0	3.0

#### General Education Courses:

ENG 2343	Business Communications	45/0	3.0
BUS 1353	Business Math	45/0	3.0
MGT 2213	Principles of Management	45/0	3.0
GEN 1113	Critical Thinking and Problem Solving	45/0	3.0



## PARALEGAL STUDIES - DIPLOMA

### ASSOCIATE OF OCCUPATIONAL SCIENCE IN PARALEGAL STUDIES

(online)

#### Objective

The online program exposes the student to the theoretical, procedural and practical aspects of the paralegal profession. The degree is designed to provide practical and intense instruction in a variety of legal areas to develop the intellectual and occupational competencies necessary to work as an entry-level paralegal in a legal firm. The Associate of Occupational Science degree is designed to provide a foundation that will enable degree holders to seek and apply for management roles in their specialties.

#### Classroom Procedures

Each course stands alone as a unit of study and is not dependent upon prerequisite training except for the completion of Introduction to Paralegal Studies (PS 101) before Legal Terminology (PS 103) and Legal Terminology (PS 103) before the completion of all subsequent core courses. A student may enter the program at the beginning of any course and continue through the sequence until completion of all courses. All instruction is online.

#### Online Diploma

Total Classroom Hours:	540
Total Program Hours:	540
Total Weeks:	48 weeks
Total Semester Hours of Credit:	36
Clock Hours:	Lecture/Lab
Credential Earned:	Diploma
Academic Year:	24 credits/32 weeks (Term Type B)

#### Online Degree

Total Classroom Hours:	990
Total Program Hours:	990
Total Weeks:	88 weeks
Total Semester Hours of Credit:	66
Clock Hours:	Lecture/Lab
Credential Earned:	Associate of Occupational Science Degree
Academic Year:	24 credits/32 weeks (Term Type B)

Course No.	Course Title	Clock Hours	Credit Hours
AH 101	Career and Life Development	45/0	3
PS 101	Introduction to Paralegal Studies	45/0	3
PS 103	Legal Terminology	45/0	3
PS 105	Ethics for the Law Office	45/0	3
PS 107	Legal Writing & Research	45/0	3
PS 123	Civil Litigation and Administrative Law	45/0	3
PS 111	Criminal Law	45/0	3
PS 112	Family Law and Bankruptcy	45/0	3
PS 115	Contracts	45/0	3
PS 117	Torts	45/0	3
PS 119	Wills, Trusts & Estates	45/0	3
PS 121	Real Estate Law	45/0	3
<b>Degree Requirements</b>			
BUS 2213	Principles of Business	45/0	3
MGT 2123	Leadership Development	45/0	3
MKT 2423	Introduction to Marketing	45/0	3
MGT 1373	Human Resources	45/0	3
BUS 2313	Business Law	45/0	3
ACC 2213	Accounting Principles	45/0	3
<b>General Education Courses:</b>			
ENG 2343	Business Communications	45/0	3
BUS 1353	Business Math	45/0	3
MGT 2213	Principles of Management	45/0	3
GEN 1113	Critical Thinking and Problem Solving	45/0	3



## PHARMACY TECHNICIAN - DIPLOMA ASSOCIATE OF OCCUPATIONAL SCIENCE IN PHARMACY TECHNOLOGY (Resident)

### **Objective**

The educationally qualified pharmacy technician is a very important part of the pharmacy industry. Upon receipt of state permit, some of the duties graduates may be responsible for include: receiving incoming prescriptions, transcribing physician's orders, calculating dosages, using drug distribution systems, preparing IV's, packaging medications, filling patient cassettes, labeling prescriptions, and interfacing with patients. Students are certified in CPR. This program equips the graduate with the skills and knowledge necessary to meet the requirements of an entry-level Pharmacy Technician and the ability to assume such a position. The Associate of Occupational Science degree is designed to provide a foundation that will enable degree holders to seek and apply for management roles in their healthcare specialties.

The graduate will be fully prepared to take the CPhT examination. Please note that not all States require the individual to be a Certified Pharmacy Technician to gain employment. Graduates are encouraged to check the employment requirements of State in which they wish to work. Employment opportunities for graduates include positions in hospitals, medical centers, skilled nursing facilities, private pharmacies, retail drug stores, outpatient clinics, and pharmaceutical companies.

### **Classroom Procedures**

Each course stands alone as a unit of study and is not dependent upon prerequisite training except for the completion of Pharmacy Calculations I (PHT1229) before Pharmacy Calculations II (PHT 1231). A student may enter the program at the beginning of any course and continue through the sequence until completion of all courses. Pharmacy related courses meet 20 hours per week. General education courses of the degree program meet 15 or 11.3 hours per week. Instruction is residential or residential and online.

### **Externship**

The externship is undertaken following the successful completion of all classroom training and consists of 160 hours. Students may locate their own externship site for consideration or may use sites previously established with the institution. This externship is unpaid and the hours of attendance are determined by the externship site. Students are required to attend at least 20 hours per week while fulfilling externship requirements.

### **Diploma**

<b>Total Classroom Hours:</b>	540
<b>Total Externship Hours:</b>	160
<b>Total Program Hours:</b>	700
<b>Total Weeks:</b>	31 Including Externship
<b>Total Semester Hours of Credit:</b>	30.5
<b>Clock Hours:</b>	Lecture/Lab
<b>Credential Earned:</b>	Diploma
<b>Academic Year:</b>	24 credits/30 weeks (Term Type A)

### **Degree**

<b>Total Classroom Hours:</b>	990
<b>Total Externship Hours:</b>	160
<b>Total Program Hours:</b>	1,150
<b>Total Weeks:</b>	61 Including Externship 71 (resident and online)
<b>Total Semester Hours of Credit:</b>	60.5
<b>Clock Hours:</b>	Lecture/Lab
<b>Credential Earned:</b>	Associate of Occupational Science Degree
<b>Academic Year:</b>	24 credits/30 weeks (Term Type A) or 24 credits/32 weeks (Term Type B)



## PHARMACY TECHNICIAN - DIPLOMA

### ASSOCIATE OF OCCUPATIONAL SCIENCE IN PHARMACY TECHNOLOGY

Course No.	Course Title	Clock Hours	Credit Hours
AH 100	Career and Life Development	50/10	3.0
PHT 1211	Introduction to Pharmacy	20/0	1.0
PHT 1213	Pharmacy Law and Ethics	20/0	1.0
PHT 1215	Terminology, Abbreviations, and Dispensing Prescriptions	20/0	1.0
PHT 1217	Dosage Formulations and Administration	20/0	1.0
PHT 1219	Drug Classifications	20/0	1.0
PHT 1221	Retail Pharmacy Practices	15/5	1.0
PHT 1223	Compounding	15/5	1.0
PHT 1225	Health System Pharmacy Practices	15/5	1.0
PHT 1227	Herbal Substances, Toxicology, and Substance Abuse	20/0	1.0
PHT 1229	Pharmacy Calculations I	20/0	1.0
PHT 1231	Pharmacy Calculations II	20/0	1.0
PHT 1233	Diseases of the Skin	20/0	1.0
PHT 1235	Diseases of the Eye and Ear	20/0	1.0
PHT 1237	The Immune System and Anti Infectives	20/0	1.0
PHT 1239	Vaccines, Antineoplastics, and Biopharmaceuticals	20/0	1.0
PHT 1241	Gastrointestinal System	20/0	1.0
PHT 1243	Respiratory System	20/0	1.0
PHT 1245	Musculoskeletal System and Anesthetic Agents	20/0	1.0
PHT 1247	The Nervous System	20/0	1.0
PHT 1249	Cardiovascular, Circulatory, and Lymph Systems	20/0	1.0
PHT 1251	The Renal System	20/0	1.0
PHT 1253	The Endocrine and Reproductive System	20/0	1.0
AH 115	Medical Emergencies and CPR	20/0	1.0
PHT 1255	Special Populations	20/0	1.0
PHTEXT 311	Externship	160	3.5

#### Degree Requirements

BUS 2213	Principles of Business	45/0	3.0
MGT 2123	Leadership Development	45/0	3.0
MKT 2423	Introduction to Marketing	45/0	3.0
MGT 1373	Human Resources	45/0	3.0
BUS 2313	Business Law	45/0	3.0
ACC 2213	Accounting Principles	45/0	3.0

#### General Education Courses:

ENG 2343	Business Communications	45/0	3.0
BUS 1353	Business Math	45/0	3.0
MGT 2213	Principles of Management	45/0	3.0
GEN 1113	Critical Thinking and Problem Solving	45/0	3.0

\*\* Shaded course requires a prerequisite prior to taking course.



## PHARMACY TECHNICIAN - DIPLOMA ASSOCIATE OF OCCUPATIONAL SCIENCE IN PHARMACY TECHNOLOGY (online)

### Objective

The educationally qualified pharmacy technician is a very important part of the pharmacy industry. Upon receipt of state permit, some of the duties graduates may be responsible for include: receiving incoming prescriptions, transcribing physician's orders, calculating dosages, using drug distribution systems, preparing IV's, packaging medications, filling patient cassettes, labeling prescriptions, and interfacing with patients. This program equips the graduate with the skills and knowledge necessary to meet the requirements of an entry-level Pharmacy Technician and the ability to assume such a position. The Associate of Occupational Science degree is designed to provide a foundation that will enable degree holders to seek and apply for management roles in their healthcare specialties.

The graduate will be fully prepared to take the national CPhT examination. Licensing, certification, and permit requirements may vary from state to state. Please note that not all States require the individual to be a Certified Pharmacy Technician to gain employment. Graduates are encouraged to check the employment requirements of State in which they wish to work. Employment opportunities for graduates include positions in hospitals, medical centers, skilled nursing facilities, private pharmacies, and retail drug stores, outpatient clinics, working for Prescription Benefits Managers, mail order facilities, compounding pharmacies, and drug wholesalers.

### Classroom Procedures

Each course stands alone as a unit of study and is not dependent upon prerequisite training except for the completion of PHT 140 before PHT 142. A student may enter the program at the beginning of any course and continue through the sequence until completion of all courses. All instruction is online.

### Externship

The externship is undertaken following the successful completion of all online training and consists of 160 hours. Students may locate their own externship site for consideration or may use sites previously established with the institution. This externship is unpaid and the hours of attendance are determined by the externship site. Students are required to attend at least 20 hours per week while fulfilling externship requirements.

Diploma		Degree	
Total Classroom Hours:	495	Total Classroom Hours:	945
Total Externship Hours:	160	Total Externship Hours:	160
Total Program Hours:	655	Total Program Hours:	1105
Total Weeks:	48	Total Weeks:	88
Total Semester Hours of Credit:	36.5	Total Semester Hours of Credit:	66.5
Clock Hours:	Lecture/Lab	Clock Hours:	Lecture/Lab
Credential Earned:	Diploma	Credential Earned:	Associate of Occupational Science Degree
Academic Year:	24 credits/32 weeks (Term Type B)	Academic Year:	24 credits/32 weeks (Term Type B)

Course No.	Course Title	Clock Hours	Credit Hours
AH 101	Career and Life Development	45/0	3.0
PHT 132	Introduction to Pharmacy	45/0	3.0
PHT 134	Introduction to Pharmacology for Technicians	45/0	3.0
PHT 136	Retail Pharmacy Practice & Introduction to Compounding	45/0	3.0
PHT 138	Health System Pharmacy, Herbal Substances, & Toxicology	45/0	3.0
PHT 140	Pharmacy Calculations I	45/0	3.0
PHT 142	Pharmacy Calculations II	45/0	3.0
PHT 144	Anatomy, Physiology & Pharmacology: Integumentary & Immune Systems and Antineoplastic Agents	45/0	3.0
PHT 146	Anatomy, Physiology & Pharmacology: Gastrointestinal, Respiratory, and Musculoskeletal Systems & Anesthetic Agents	45/0	3.0
PHT 148	Anatomy, Physiology & Pharmacology: The Nervous, Cardiovascular, Renal, Endocrine, & Reproductive Systems	45/0	3.0
PHT 150	Special Populations	45/0	3.0
PHT 152	Externship & Preparing for Certification	160	3.5
<b>Degree Requirements</b>			
BUS 2213	Principles of Business	45/0	3.0
MGT 2123	Leadership Development	45/0	3.0
MKT 2423	Introduction to Marketing	45/0	3.0
MGT 1373	Human Resources	45/0	3.0
BUS 2313	Business Law	45/0	3.0
ACC 2213	Accounting Principles	45/0	3.0
<b>General Education Courses:</b>			
ENG 2343	Business Communications	45/0	3.0
BUS 1353	Business Math	45/0	3.0
MGT 2213	Principles of Management	45/0	3.0
GEN 1113	Critical Thinking and Problem Solving	45/0	3.0

\*\* Shaded course requires a prerequisite prior to taking course.



## SURGICAL TECHNOLOGIST - DIPLOMA ASSOCIATE OF OCCUPATIONAL SCIENCE IN SURGICAL TECHNOLOGY

### **Objective**

The Surgical Technologist plays a vital role as a member of the healthcare team in the operating room. Theory and practical application in the fundamentals of anatomy and physiology of the body systems are taught. Students are introduced to the operating room environment and are CPR certified. Students engage in “hands-on” training with regard to sterile technique, surgical equipment, supplies, instruments, and case preparation. Proper surgical aseptic techniques are covered. This program equips the graduate with the skills and knowledge necessary to meet the requirements of an entry-level Surgical Technologist and the ability to assume such a position. The Associate of Occupational Science degree is designed to provide a foundation that will enable degree holders to seek and apply for management roles in their healthcare specialties. Surgical skills as well as laboratory procedures are taught to meet the requirements of the operating room. Graduates will be eligible to sit for the NBSTSA certification.

### **Classroom Procedures**

A student may enter the program only at scheduled start dates. Courses must be taken in sequential order beginning with ST 1210. Surgical related courses meet 20 hours per week. General education courses of the degree program meet 15 or 11.3 hours per week. Students must earn a minimum of 70% in each individual course. In addition, an overall average GPA of 2.0 or higher is required to successfully complete this program. Instruction is residential or residential and online.

### **Externship**

The externship is undertaken following the successful completion of all classroom training, and consists of 120 surgical cases within 500 clock hours. Students are required to complete 30 cases in General Surgery with 20 of those cases filled while in the First Scrub Role. Students are required to complete 90 cases in various surgical specialties with 60 of those cases filled while in the First Scrub Role and evenly distributed between a minimum of five surgical specialties, however 15 is the maximum number of cases that can be counted in any one surgical specialty. Students will practice the skills necessary to perform the duties of a surgical technologist in the scrub role, develop professional behaviors while in the operating room environment, and learn to adequately document their experiences in their clinical rotation. The externship is unpaid and the clinical training sites will be determined by the surgical technology department. Students are required to attend at least 20 hours per week while fulfilling externship requirements.

### **Diploma**

<b>Total Classroom Hours:</b>	760
<b>Total Externship Hours:</b>	500
<b>Total Program Hours:</b>	1,260
<b>Total Weeks:</b>	49 Including Externship
<b>Total Semester Hours of Credit:</b>	48.5
<b>Clock Hours:</b>	Lecture/Lab
<b>Credential Earned:</b>	Diploma
<b>Academic Year:</b>	24 credits/30 weeks (Term Type A)

### **Degree**

<b>Total Classroom Hours:</b>	1,210
<b>Total Externship Hours:</b>	500
<b>Total Program Hours:</b>	1,710
<b>Total Weeks:</b>	79 Including Externship 89 (resident and online)
<b>Total Semester Hours of Credit:</b>	78.5
<b>Clock Hours:</b>	Lecture/Lab
<b>Credential Earned:</b>	Associate of Occupational Science Degree
<b>Academic Year:</b>	24 credits/30 weeks (Term Type A) or 24 credits/32 weeks (Term Type B)



## SURGICAL TECHNOLOGIST - DIPLOMA ASSOCIATE OF OCCUPATIONAL SCIENCE IN SURGICAL TECHNOLOGY

Course No.	Course Title	Clock Hours	Credit Hours
AH 100	Career and Life Development	50/10	3.0
AH 1320	Medical Terminology - Etymology	20/0	1.0
AH 1325	Medical Terminology - Vocabulary	20/0	1.0
BIO 1385	Nutrition – Diet Therapy	20/0	1.0
BIO 1310	Anatomy & Physiology – Organization	20/0	1.0
BIO 1312	Anatomy & Physiology – Transport	20/0	1.0
BIO 1314	Anatomy & Physiology – Life Cycle	20/0	1.0
BIO 1316	Anatomy & Physiology	20/0	1.0
AH 115	Medical Emergencies and CPR	15/5	1.0
AH 220	Introduction to Pharmacology	20/0	1.0
ST 1210	Introduction to Surgical Technology	20/0	1.0
ST 1212	Legal and Ethical	20/0	1.0
ST 1214	Microbiology and Infection Process	20/0	1.0
ST 1216	Sterilization and Aseptic Technique	15/5	1.0
ST 1218	Care of the Surgical Patient	15/5	1.0
ST 1220	Surgical Pharmacology	15/5	1.0
ST 1222	Surgical Case Management	20/0	1.0
ST 1224	The Surgical Wound	15/5	1.0
ST 1226	Instrumentation	15/5	1.0
ST 1228	Diagnostic and Minimally Invasive Procedures	15/5	1.0
ST 1230	General Surgery	15/5	1.0
ST 1232	OB/GYN Surgery	15/5	1.0
ST 1234	Genitourinary Surgery	15/5	1.0
ST 1236	Ophthalmic Surgery	15/5	1.0
ST 1238	ENT Surgery	15/5	1.0
ST 1240	Oral and Maxillofacial Surgery	15/5	1.0
ST 1242	Plastic and Reconstructive Surgery	15/5	1.0
ST 1244	Orthopedic Surgery	15/5	1.0
ST 1246	Peripheral Vascular Surgery	15/5	1.0
ST 1248	Thoracic and Pulmonary Surgery	15/5	1.0
ST 1250	Cardiac Surgery	15/5	1.0
ST 1252	Pediatric Surgery	15/5	1.0
ST 1254	Neurosurgery	15/5	1.0
ST 1256	Certification Review	20/0	1.0
ST 1258	Mock Certification	20/0	1.0
ST 1260	Competency Assessment	0/20	0.5
STEXT 515	Externship	135	3.0
STEXT 517	Externship	135	3.0
STEXT 519	Externship	135	3.0
STEXT 521	Externship	95	2.0
<b>Degree Requirements</b>			
BUS 2213	Principles of Business	45/0	3.0
MGT 2123	Leadership Development	45/0	3.0
MKT 2423	Introduction to Marketing	45/0	3.0
MGT 1373	Human Resources	45/0	3.0
BUS 2313	Business Law	45/0	3.0
ACC 2213	Accounting Principles	45/0	3.0
<b>General Education Courses:</b>			
ENG 2343	Business Communications	45/0	3.0
BUS 1353	Business Math	45/0	3.0
MGT 2213	Principles of Management	45/0	3.0
GEN 1113	Critical Thinking and Problem Solving	45/0	3.0



## VETERINARY ASSISTANT - DIPLOMA ASSOCIATE OF OCCUPATIONAL SCIENCE IN VETERINARY ASSISTING (resident)

### **Objective**

The Veterinary Assistant program is designed to prepare the student with the basic knowledge and training necessary to function as an entry-level employee in a veterinary setting. The program is carefully balanced between theory and practical instruction, including clinical and administrative training. Veterinary assistants work in all phases of animal care, including surgical nursing, laboratory procedures, and office administration. Employment opportunities include positions in veterinary offices or hospitals, zoological facilities, retail pet supply companies and the pet care industries. The Associate of Occupational Science degree is designed to provide a foundation that will enable degree holders to seek and apply for management roles in their healthcare specialties.

### **Classroom Procedures**

Each course stands alone as a unit of study and is not dependent upon prerequisite training except for Anatomy & Physiology I (VA 1120) before Anatomy & Physiology II (VA 1122) and Client and Patient Relations (VA 1124) before Grief Counseling/Euthanasia (VA 1126). A student may enter the program at the beginning of any course and continue through the sequence until completion of all courses, but must begin with VA 1112. Veterinary related courses meet 20 hours per week. General education courses of the degree program meet 15 or 11.3 hours per week. Instruction is residential or residential and online.

### **Externship**

The externship is undertaken following the successful completion of all classroom training and consists of 180 hours. Students may locate their own externship site for consideration or may use sites previously established with the institution. This externship is unpaid and the hours of attendance are determined by the externship site. Students are required to attend at least 20 hours per week while fulfilling externship requirements.

### **Diploma**

<b>Total Classroom Hours:</b>	540
<b>Total Externship Hours:</b>	180
<b>Total Program Hours:</b>	720
<b>Total Weeks:</b>	32 Including Externship
<b>Total Semester Hours of Credit:</b>	31
<b>Clock Hours:</b>	Lecture/Lab
<b>Credential Earned:</b>	Diploma
<b>Academic Year:</b>	24 credits/30 weeks (Term Type A)

### **Degree**

<b>Total Classroom Hours:</b>	990
<b>Total Externship Hours:</b>	180
<b>Total Program Hours:</b>	1,170
<b>Total Weeks:</b>	62 Including Externship
<b>Total Semester Hours of Credit:</b>	61
<b>Clock Hours:</b>	Lecture/Lab
<b>Credential Earned:</b>	Associate of Occupational Science Degree
<b>Academic Year:</b>	24 credits/30 weeks (Term Type A)



## VETERINARY ASSISTANT - DIPLOMA

### ASSOCIATE OF OCCUPATIONAL SCIENCE IN VETERINARY ASSISTING

(resident)

Course No.	Course Title	Clock Hours	Credit Hours
AH 100	Career and Life Development	50/10	3.0
VA 1112	Veterinary Terminology	20/0	1.0
VA 1114	Behavior, Restraint, and Handling	15/5	1.0
VA 1116	Dentistry	15/5	1.0
VA 1118	Animal Nutrition	15/5	1.0
VA 1120	Anatomy & Physiology I	20/0	1.0
VA 1122	Anatomy & Physiology II	20/0	1.0**
VA 1124	Client Relations and Patient Assessment	15/5	1.0
VA 1126	Grief Counseling/Euthanasia	20/0	1.0**
VA 1129	Veterinary Dosages and Calculations	20/0	1.0
VA 1128	Emergency Care/Management of Injuries	15/5	1.0
VA 1130	Veterinary Pharmacology	15/5	1.0
VA 1132	Parasitology	15/5	1.0
VA 1134	Urinalysis and Hematology	15/5	1.0
VA 1136	Cytology and Virology	20/0	1.0
VA 1138	Clinical Microbiology	15/5	1.0
VA 1140	Zoonosis	20/0	1.0
VA 1142	Occupational Hazards	20/0	1.0
VA 1144	Radiography and Ultrasonography	15/5	1.0
VA 1146	Principles of Anesthesia and Analgesia	20/0	1.0
VA 1148	Surgical Preparation/Instrument Care	15/5	1.0
VA 1150	Ruminant and Pig Nursing	20/0	1.0
VA 1152	Equine Nursing	20/0	1.0
VA 1154	Canine and Feline Nursing	20/0	1.0
VA 1156	Exotic Animal Medicine	20/0	1.0
VAEXT 211	Externship	180	4.0

#### Degree Requirements

BUS 2213	Principles of Business	45/0	3.0
MGT 2123	Leadership Development	45/0	3.0
MKT 2423	Introduction to Marketing	45/0	3.0
MGT 1373	Human Resources	45/0	3.0
BUS 2313	Business Law	45/0	3.0
ACC 2213	Accounting Principles	45/0	3.0

#### General Education Courses:

ENG 2343	Business Communications	45/0	3.0
BUS 1353	Business Math	45/0	3.0
MGT 2213	Principles of Management	45/0	3.0
GEN 1113	Critical Thinking and Problem Solving	45/0	3.0

\*\* Shaded course requires a prerequisite prior to taking course.



## VETERINARY ASSISTANT - DIPLOMA

### ASSOCIATE OF OCCUPATIONAL SCIENCE IN VETERINARY ASSISTING

(online)

#### Objective

The Veterinary Assistant program is designed to prepare the student with the basic knowledge and practice training necessary to function as an entry-level employee in a veterinary setting. The program is carefully balanced between instruction on theory, clinical, administrative training and practical applications of theory. Veterinary assistants work in all phases of animal care, including surgical nursing, laboratory procedures, and office administration. Employment opportunities include positions in veterinary offices or hospitals, zoological facilities, retail pet supply companies and the pet care industries. The Associate of Occupational Science degree is designed to provide a foundation that will enable degree holders to seek and apply for management roles in their healthcare specialties.

#### Classroom Procedures

Each course stands alone as a unit of study and is not dependent upon prerequisite training except VA 169 and VA 171 must be completed before moving on to phase II. A student may enter the program at the beginning of any course and continue through the sequence until completion of all courses. All instruction is online.

#### Diploma

Total Classroom Hours:	495
Total Program Hours:	495
Total Weeks:	44
Total Semester Hours of Credit:	33
Clock Hours:	Lecture/Lab
Credential Earned:	Diploma
Academic Year:	24 credits/32 weeks (Term Type B)

#### Degree

Total Classroom Hours:	945
Total Program Hours:	945
Total Weeks:	84
Total Semester Hours of Credit:	63
Clock Hours:	Lecture/Lab
Credential Earned:	Associate of Occupational Science Degree
Academic Year:	24 credits/32 weeks (Term Type B)

Course No.	Course Title	Clock Hours	Credit Hours
AH 101	Career and Life Development	45/0	3.0
VA 169	Overview of Veterinary Assisting	45/0	3.0
VA 171	Anatomy and Physiology	45/0	3.0
VA 173	Medical Records	45/0	3.0
VA 175	Collection and Diagnostics	45/0	3.0
VA 177	Anesthesia and Drug Therapy	45/0	3.0
VA 179	Surgical Procedures	45/0	3.0
VA 181	Large Animal Medicine	45/0	3.0
VA 183	Emergency Medicine	45/0	3.0
VA 185	Hospitalization	45/0	3.0
VA 187	Exotic Animal Medicine	45/0	3.0

#### Degree Requirements

BUS 2213	Principles of Business	45/0	3.0
MGT 2123	Leadership Development	45/0	3.0
MKT 2423	Introduction to Marketing	45/0	3.0
MGT 1373	Human Resources	45/0	3.0
BUS 2313	Business Law	45/0	3.0
ACC 2213	Accounting Principles	45/0	3.0
<b>General Education Courses:</b>			
ENG 2343	Business Communications	45/0	3.0
BUS 1353	Business Math	45/0	3.0
MGT 2213	Principles of Management	45/0	3.0
GEN 1113	Critical Thinking and Problem Solving	45/0	3.0



## BARBER

### ASSOCIATE OF OCCUPATIONAL SCIENCE IN BARBERING

#### Program Description

The Barber program is designed to teach students how to serve clients at a barber facility and will include hands on experience as well as scientific professional knowledge. Information regarding safe work practices and infection control, licensing laws, salesmanship, shop management, barbering history, haircutting and styling, shaving facial hair, chemical processes, hair and scalp treatments, hair coloring, sterilization, sanitation and hygiene will be discussed. Diploma programs are designed to prepare skilled graduates to work in the Barber industry. All General Education courses are held at main campus or offered online. The program prepares the student for the Oklahoma State Board of Cosmetology and Barbering Exam which consists of 100 multiple choice questions and a practical exam on a live model and on a man kin.

#### Program Outcomes

1. Conduct barbering services with a focus upon customer satisfaction.
2. Develop a level of professional image, attitude, and appearance that will help the student attain his/her goals.
3. Provide superior customer service.
4. Develop a knowledgebase of state rules and regulations, history of the profession, and management skills.
5. Apply the learning skills required to continue career development.
6. Adapt to, and cope with, the elements of change in the barber service industry.
7. Demonstrate sanitary service practices.
8. Demonstrate proper haircutting, styling, and chemical processes of the barbering profession.
9. Demonstrate and use terminology related to the trade.

**Program Goals:** A graduate of this program should be able to:

- Possess an applied skill level sufficient for entry-level employment and advancement in the field of Barbering.
- Demonstrate appropriate workplace behaviors and pursue ongoing technical skill development sufficient for employment in the field of Barbering.
- Be successfully employed in the Barbering industry or maintain independence through self-employment.

#### Diploma

<b>Total Hours:</b>	1500
<b>Total Semester Hours of Credit:</b>	50
<b>Total Weeks:</b>	51 (Full Time) or 75 (Part Time)
<b>Clock Hours:</b>	Lecture/Lab
<b>Credential Earned:</b>	Diploma
<b>Academic Year:</b>	Day - 24 credits/32 weeks (Term Type B) or Evening 24 credits/36 weeks (Term Type C)

#### Degree

<b>Total Hours:</b>	1950
<b>Total Semester Hours of Credit:</b>	80
<b>Total Weeks - Day:</b>	81 or 91 (online)
<b>Total Weeks - Evening:</b>	105 or 115 (online)
<b>Clock Hours:</b>	Lecture/Lab
<b>Credential Earned:</b>	Associate of Occupational Science Degree
<b>Academic Year:</b>	Day - 24 credits/32 weeks (Term Type B) or Evening 24 credits/36 weeks (Term Type C)



## BARBER ASSOCIATE OF OCCUPATIONAL SCIENCE IN BARBERING

Course No.	Course Title	Theory	Lab	Credit
AH 105	Career and Life Development	50	10	2.0
BR 102	History of Barbering	15	15	1.0
BR 104	Bacteriology	15	15	1.0
BR 106	Chemistry	15	15	1.0
BR 108	Safe Work Practices and Infection Control	15	15	1.0
BR 110	Anatomy and Physiology	15	15	1.0
BR 112	Electricity and Facials	15	15	1.0
BR 114	Properties and Disorders of the Skin, Scalp and Hair	15	15	1.0
BR 116	Facial Hair Design and Licensing Laws	15	15	1.0
BR 118	Intro to Cutting and Color	15	15	1.0
BR 200	Shop Management I	15	15	1.0
BR 202	Retail Management	5	25	1.0
BR 204	Professional Image and the Barber	5	25	1.0
BR 206	Instruments for Straight Razor Shaving	5	25	1.0
BR 208	Uniform Cutting and a Long Layered Cut	5	25	1.0
BR 217	Scalp and Hair Treatments	5	25	1.0
BR 214	Facial Massage	5	25	1.0
BR 216	Facial Treatments	5	25	1.0
BR 219	Straight Razor Shaving and Facial Designs	5	25	1.0
BR 222	Principles of Men's Haircutting and Styling	5	25	1.0
BR 224	Fundamentals of Men's Haircutting	5	25	1.0
BR 226	Safety Precautions for Haircutting and Styling	5	25	1.0
BR 228	Men's Hairstyling	5	25	1.0
BR 230	Men's Hairpieces	5	25	1.0
BR 232	Hair Replacement Systems and Procedures	5	25	1.0
BR 234	Basic Women's Haircutting	5	25	1.0
BR 236	Graduated Cutting and Blunt Cutting	5	25	1.0
BR 238	Uniform Cutting and a Long Layered Cut/Review	5	25	1.0
BR 240	Women's Hair Styling	5	25	1.0
BR 242	Chemical Texture Services	5	25	1.0
BR 244	Permanent Waving	5	25	1.0
BR 246	Chemical Hair Relaxing	5	25	1.0
BR 248	Hair color Application	5	25	1.0
BR 250	Special Effect Hair coloring	5	25	1.0
BR 252	Facial Hair Coloring	5	25	1.0
BR 254	Corrective Color	5	25	1.0
BR 256	Self-Employment and Business Ownership	5	25	1.0
BR 258	Microbiology Review	5	25	1.0
BR 260	Infection Control Review	5	25	1.0
BR 262	Anatomy Review	5	25	1.0
BR 264	Physiology Review	5	25	1.0
BR 266	Chemistry Review	5	25	1.0
BR 268	Electricity and Light Therapy Review	5	25	1.0
BR 270	Properties and Disorders of the Skin and Scalp Review	5	25	1.0
BR 272	Properties and Disorders of the Hair Review	5	25	1.0
BR 274	Treatment of the Hair Skin and Scalp review	5	25	1.0
BR 300	Barbering Job Search	5	25	1.0
BR 302	State Board Review	10	50	2.0
<b>Degree Requirements:</b>				
BUS 2213	Principles of Business	45	0	3.0
MGT 2123	Leadership Development	45	0	3.0
MKT 2423	Introduction to Marketing	45	0	3.0
MGT 1373	Human Resources	45	0	3.0
BUS 2313	Business Law	45	0	3.0
ACC 2213	Accounting Principles	45	0	3.0
<b>General Education Courses</b>				
ENG 2343	Business Communications	45	0	3.0
BUS 1353	Business Math	45	0	3.0
MGT 2213	Principles of Management	45	0	3.0
GEN 1113	Critical Thinking and Problem Solving	45	0	3.0



## BASIC COSMETOLOGY- DIPLOMA ASSOCIATE OF OCCUPATIONAL SCIENCE IN COSMETOLOGY

### Description

The Basic Cosmetology Program combines theory & laboratory experiences needed to provide the student with skills necessary to acquire a license through examination by the Oklahoma State Board of Cosmetology and Barbering. Skills will be developed utilizing modern beauty salon equipment, contemporary curriculum & textbooks. Extensive instruction is provided to prepare the student for serving the public in the following areas: hair design, permanent waving, hair shaping, hair care, hair coloring and lightening, chemical relaxing, thermal pressing, manicuring and pedicuring, as well as skin care and make up. Added instruction is given to the student in rendering service to the public by hands-on experience in making appointments, keeping an appointment book, making charges for services rendered and general recordkeeping, in addition to salon planning and management. Emphasis is on mastering skills through theory and concentration on clinical experiences by working on clients. The Associate of Occupational Science degree is designed to provide a foundation that will enable degree holders to seek and apply for management roles in the specialized field of cosmetology. In addition to the Basic Cosmetology diploma courses, progressive business topics and strategies are taught to meet the requirements of business success.

### Classroom Procedures

Each course stands alone as a unit of study and is not dependent upon prerequisite training except for the completion of BCO 252, BCO 254, BCO 256, BCO 258 before BCO 260, completion of Phase I and Phase II before BCO 272, completion of BCO 114, BCO 112, BCO 114, BCO 116, BCO 106, BCO 120, BCO 122, BCO 146, BCO 148, BCO 128, BCO 130, and BCO 264 before Phase III, completion of BCO 320, BCO 322, BCO 324, BCO 326, BCO 328, BCO 330, BCO 332, BCO 334, BCO 336, BCO 338, BCO 340, BCO 342, BCO 344, BCO 346, BCO 348 before BCO 350. Exceptions can be made to the prerequisite system only with written permission of the Department Head.

A student may enter the program at the beginning of any course and continue through the sequence until completion of all courses. Cosmetology related courses meet full time (30 hours per week) and part time (20 hours per week). General Education courses of the degree program meet 15 or 11.3 hours per week. General Education Courses as well as Career and Life Development are held at Community Care College. All instruction is residential or residential and online.

### Career Path

After completion of the Basic Cosmetology Program and passing the Oklahoma State Board of Cosmetology and Barbering exam, the student may enter the workforce as a licensed cosmetologist. While some cosmetologists choose to work in the traditional salon setting, others choose to work as hair and makeup artists on production sets, while others opt to work in spas, hotels, or healthcare facilities.

### Diploma

<b>Total Hours:</b>	1500
<b>Total Semester Hours of Credit:</b>	50
<b>Total Weeks:</b>	51(full time) or 75(part-time)
<b>Clock Hours:</b>	Lecture/Lab
<b>Credential Earned:</b>	Diploma and qualifies student to take the Oklahoma State Board written and practical examinations
<b>Academic Year:</b>	Full-time - 24 credits/30 weeks (Term Type A) Part-time 24 credits/36 weeks (Term Type C)

### Degree

<b>Total Hours:</b>	1950
<b>Total Semester Hours of Credit:</b>	80
<b>Total Weeks:</b>	81(full-time) or 105 (part-time) or 91(full-time) residential and online or 115 (part-time) residential and online
<b>Clock Hours:</b>	Lecture/Lab
<b>Credential Earned:</b>	Associate of Occupational Science Degree and qualifies student to take the Oklahoma State Board written and practical examinations
<b>Academic Year:</b>	Full-time - 24 credits/30 weeks (Term Type A) or 24 credits/32 weeks (Term Type B) Part-time - 24 credits/36 weeks (Term Type C)



# BASIC COSMETOLOGY- DIPLOMA

## ASSOCIATE OF OCCUPATIONAL SCIENCE IN COSMETOLOGY

Course No.	Course Title	Clock Hours	Credit Hours
AH 105	Career and Life Development	50/10	2
<b>PHASE I</b>			
BCO 143	Guest Service and Product Knowledge	15/15	1
BCO 140	Chemistry	30/0	1
BCO 106	Structure of Hair, Skin and Nails	30/0	1
BCO 145	Shampooing and Blow Outs	15/15	1
BCO 144	Diseases, Disorders, and Infection Control	30/0	1
BCO 262	Wet Hair Styling	10/20	1
BCO 264	Thermal Styling	10/20	1
BCO 122	Manicures/Pedicures	20/10	1
BCO 266	Permanent Waving	10/20	1
BCO 268	Chemical Texturing	10/20	1
BCO 240	Formulation	10/20	1
BCO 242	Basic Application	10/20	1
BCO 244	Pattern Application	10/20	1
BCO 246	Special FX Application	10/20	1
BCO 250	Color Correction	10/20	1
BCO 252	Solid Form Cutting	10/20	1
BCO 254	Graduated Cutting	10/20	1
BCO 256	Uniform Cutting	10/20	1
BCO 258	Razor and Clipper Cutting	10/20	1
BCO 260	Cutting Integration	10/20	1
<b>PHASE II</b>			
BCO 274	Salon Success Strategies	0/30	1
BCO 142	Electricity	15/15	1
BCO 102	Anatomy	15/15	1
BCO 150	Braiding and Styling	10/20	1
BCO 152	Wigs and Hair Extensions	10/20	1
BCO 154	Day, Evening and Stage Makeup	10/20	1
BCO 156	Fantasy and Gore Makeup	10/20	1
BCO 158	Acrylic Nail Enhancements	10/20	1
BCO 160	Gel Nail Enhancements	10/20	1
BCO 118	Salon Management	15/15	1
BCO 148	Spa Services	10/20	1
BCO 128	Facials	10/20	1
BCO 272	State Board Review I	0/30	1
<b>PHASE III</b>			
BCO 320	Anatomy and Physiology Review	0/30	1
BCO 322	Chemistry Review	0/30	1
BCO 324	Electricity Review	0/30	1
BCO 326	Infection Control and Diseases	0/30	1
BCO 328	Properties of the Hair, Skin, and Scalp Review	0/30	1
BCO 330	Chemical Texturing Review	0/30	1
BCO 332	Facials, Hair Removal, Makeup Review	0/30	1
BCO 334	Hair Design Review	0/30	1
BCO 336	Haircutting Review	0/30	1
BCO 338	Hair Coloring Review	0/30	1
BCO 340	Hair Enhancements Review	0/30	1
BCO 342	Natural Nail Care Review	0/30	1
BCO 344	Artificial Nail Enhancements Review	0/30	1
BCO 346	Salon Business Review	0/30	1
BCO 352	Job Success Strategies	0/30	1



**Degree Requirements** (Classes held at Community College or Online):

BUS 2213	Principles of Business	45/0	3
MGT 2123	Leadership Development	45/0	3
MKT 2423	Introduction to Marketing	45/0	3
MGT 1373	Human Resources	45/0	3
BUS 2313	Business Law	45/0	3
ACC 2213	Accounting Principles	45/0	3

**General Education  
Courses:**

ENG 2343	Business Communications	45/0	3
BUS 1353	Business Math	45/0	3
MGT 2213	Principles of Management	45/0	3
GEN 1113	Critical Thinking and Problem Solving	45/0	3

*\*BCO 101 to BCO 225 encompasses the licensing requirements set forth by the Oklahoma State Board of Cosmetology and Barbering:*

Theory – 150 clock hours, Manicuring and pedicuring – 90 clock hours, Facials – 30 clock hours, Scalp treatments – 30 clock hours, Shampooing/conditioning rinses – 60 clock hours, Hairstyling, including finger waving, the dressing of wigs, thermal and blow drying – 390 clock hours, Hair color tints and bleaching and other color treatments – 120 clock hours, Hair cutting and hair shaping with shears and thinning shears (scissors) razor and clipper – 180 clock hours, Lash and brow tinting and arching – 30 clock hours, Personality, shop management and unassigned hours for review, examinations, etc. – 180 hours, Hair restructuring/permanent waving and chemical hair relaxing – 240 clock hours

Total cosmetology hours – 1500 clock hours

**\*\*Shaded courses must be completed prior to student providing supervised services to the general public.**



## ESTHETICIAN- DIPLOMA

### Description

In the esthetic program, students learn the basics of skin care. Students become proficient in facials, full body waxing, chemical peels, microdermabrasion and facial makeup. An emphasis is placed on the understanding of cosmetic chemistry, anatomy and physiology. Students also learn spa etiquette, professionalism, and the basics of spa business and retailing.

### Classroom Procedures

Each course stands alone as a unit of study. A student may enter the program at the beginning of any 100 level courses and continue through the sequence until completion of all 100 level courses. All 100 level courses must be completed before moving on to 200 level courses. The 200 level classes consist of almost completely clinic floor experience. Classes meet full time (30 hours per week) and part time (20 hours per week). Career and Life Development is held at Community Care College. All instruction is residential.

### Career Path

After completion of the Esthetician Program and passing the Oklahoma State Board of Cosmetology and Barbering Esthetician exam the student may enter the workforce as a licensed esthetician. There are many exciting career paths as a licensed esthetician, including working in a salon or spa setting, medical office, or focus on specific specialties such as makeup or hair removal.

<b>Total Hours:</b>	600
<b>Total Semester Hours of Credit:</b>	20
<b>Total Weeks:</b>	21(full time) or 30(part-time)
<b>Clock Hours:</b>	Lecture/Lab
<b>Credential Earned:</b>	Diploma and qualifies student to take the Oklahoma State Board written and practical examinations
<b>Academic Year:</b>	Full-time - 20 credits/20 weeks (Term Type D) or Part-time 20 credits/30 weeks (Term Type E)

Course No.	Course Title	Clock Hrs	Credit Hrs
AH 105	Career and Life Development	50/10	2.0
EST 102	Biology for Estheticians	5/25	1.0
EST 104	Skin Analysis and Facials	15/15	1.0
EST 106	Advanced Facials	5/25	1.0
EST 122	Skin Physiology	5/25	1.0
EST 110	Hair Removal	15/15	1.0
EST 112	Chemistry and Ingredients	5/25	1.0
EST 114	Makeup	5/25	1.0
EST 116	Electrical Esthetics and Nutrition	5/25	1.0
EST 118	Body Treatments	5/25	1.0
EST 120	Advanced Makeup	5/25	1.0
EST 201	Infection Control and Biology Review	5/25	1.0
EST 203	Skin Physiology Review	5/25	1.0
EST 206	Skin Analysis and Facial Procedures Review	5/25	1.0
EST 205	Hair Removal and Makeup Review	5/25	1.0
EST 210	Ingredients and Skin Care Review	5/25	1.0
EST 212	Electrical and Advanced Esthetics Review	5/25	1.0
EST 214	Esthetic Opportunities Review	5/25	1.0
EST 216	State Board Rules and Regulations	5/25	1.0

*\*These clock hours encompass all requirements of the following Oklahoma State Board of Cosmetology and Barbering requirements:*

Bacteriology, Sterilization, Sanitation and Safety – 80, Sciences – 180, Facials – 200, Non-Permanent Hair Removal – 40, Salon Development – 60, Cosmetology Law – 40



## FASHION DESIGN - DIPLOMA

### ASSOCIATE OF OCCUPATIONAL SCIENCE IN FASHION DESIGN

(resident)

#### Objective

The demand for talented and ambitious fashion designers is greater now more than any time in the history of fashion. It is the goal of this program to deliver a quality education in fashion design reflective of industry standards. To that end, the program is designed to provide students with the knowledge, skills and experience necessary to enter the fashion industry. Utilization of a high-tech/high-touch approach to fashion design education combined with first rate curriculum, and excellent instruction is intended to provide our graduates with the necessary competencies to successfully meet the rigors and demands of the highly complex and competitive industry. The Associate of Occupational Science degree is designed to provide a foundation that will enable degree holders to seek and apply for management roles in their design specialties.

#### Classroom Procedures

A student may enter the program at the scheduled start dates and continue through the sequence until completion of all courses. Students will complete all courses in Phase I prior to moving on to Phase II. Fashion Design courses meet 30 hours per week or 20 hours per week. General education courses meet 15 or 11.3 hours per week. General Education Courses as well as Career and Life Development are held at Community Care College. Instruction is residential or residential and online.

#### Career Path

After completion of the Fashion Design Program, the student will have developed the skills and knowledge necessary to enter a variety of positions in the fashion industry. Career opportunities are available in many areas such as design, pattern making, quality assurance, merchandising, sales, product development, management, and international sourcing.

#### Diploma

Total Classroom Hours:	990
Total Externship Hours:	90
Total Program Hours:	1080
Total Weeks:	37 (day) or 51 (day) or 53 (evening)
Total Semester Hours of Credit:	35
Clock Hours:	Lecture/Lab
Credential Earned:	Diploma
Academic Year:	Full time – 24 credits/32 weeks (Term Type B) or Part time – 24 credits/36 weeks (Term Typed C)

#### Degree

Total Classroom Hours:	1440
Total Externship Hours:	90
Total Program Hours:	1530
Total Weeks:	67 or 77 (day) or 81 or 91 (day) or 83 or 93 (evening)
Total Semester Hours of Credit:	65
Clock Hours:	Lecture/Lab
Credential Earned:	Associate of Occupational Science Degree
Academic Year:	Full time – 24 credits/32 weeks (Term Type B) or Part time – 24 credits/36 weeks (Term Typed C)

Course No.	Course Title	Clock Hours	Credit Hours
AH 105	Career Life Development	50/10	2
FD 101	Design Foundations	60/0	2
FD 103	Beginning Clothing Construction	30/30	2
FD 105	Textiles	60/0	2
FD 107	Patternmaking	30/30	2
FD 109	History of Fashion	60/0	2
FD 111	Fashion Sketching	30/30	2
FD 113	Apparel Production	60/0	2
FD 200	Intermediate Clothing Construction	10/50	2
FD 202	Introduction to Fashion Business	60/0	2
FD 205	Computer-Aided Patternmaking	10/50	2
FD 207	Fashion Industry Overview	60/0	2
FD 209	Computer-Aided Fashion Design	10/50	2
FD 211	Fashion Accessories	60/0	2
FD 212	Advanced Clothing Construction	0/60	2
FD 301	Design Collection	0/90	3
FD EXT 311	Externship	90/0	2

#### Degree Requirements (classes held at Community Care College or online)

BUS 2213	Principles of Business	45/0	3
MGT 2123	Leadership Development	45/0	3
MKT 2423	Introduction to Marketing	45/0	3
MGT 1373	Human Resources	45/0	3
BUS 2313	Business Law	45/0	3
ACC 2213	Accounting Principles	45/0	3
<b>General Education Courses:</b>			
ENG 2343	Business Communications	45/0	3
BUS 1353	Business Math	45/0	3
MGT 2213	Principles of Management	45/0	3
GEN 1113	Critical Thinking and Problem Solving	45/0	3



## FASHION DESIGN- DIPLOMA

### ASSOCIATE OF OCCUPATIONAL SCIENCE IN FASHION DESIGN

(online)

#### Objective

The demand for talented and ambitious fashion designers is greater now more than any time in the history of fashion. It is the goal of this program to deliver a quality education in fashion design reflective of industry standards. To that end, the program is designed to provide students with the knowledge, skills and experience necessary to enter the fashion industry. Utilization of a high-tech/high-touch approach to fashion design education combined with first rate curriculum, and excellent instruction is intended to provide our graduates with the necessary competencies to successfully meet the rigors and demands of the highly complex and competitive industry. The Associate of Occupational Science degree is designed to provide a foundation that will enable degree holders to seek and apply for management roles in their design specialties.

#### Classroom Procedures

A student may enter the program at the scheduled start dates and continue through the sequence until completion of all courses. Students will complete all courses in Phase I prior to moving on to Phase II. The externship is undertaken following the successful completion of all classroom training and consists of 90 hours. Students may locate their own externship site for consideration or may use sites previously established with the institution. This externship is unpaid and the hours of attendance are determined by the externship site. Students are required to attend at least 20 hours per week while fulfilling externship requirements. Instruction is online.

#### Career Path

After completion of the Fashion Design Program, the student will have developed the skills and knowledge necessary to enter a variety of positions in the fashion industry. Career opportunities are available in many areas such as design, pattern making, quality assurance, merchandising, sales, product development, management, and international sourcing.

#### Diploma

Total Classroom Hours:	990
Total Externship Hours:	90
Total Program Hours:	1080
Total Weeks:	52
Total Semester Hours of Credit:	35
Clock Hours:	Lecture/Lab
Credential Earned:	Diploma
Academic Year:	Full time – 24 credits/32 weeks (Term Type B) or Part time – 24 credits/36 weeks (Term Typed C)

#### Degree

Total Classroom Hours:	1440
Total Externship Hours:	90
Total Program Hours:	1530
Total Weeks:	92
Total Semester Hours of Credit:	65
Clock Hours:	Lecture/Lab
Credential Earned:	Associate of Occupational Science Degree
Academic Year:	Full time – 24 credits/32 weeks (Term Type B) or Part time – 24 credits/36 weeks (Term Typed C)

Course No.	Course Title	Clock Hours	Credit Hours
AH 105	Career Life Development	50/10	2
FD 101	Design Foundations	60/0	2
FD 103	Beginning Clothing Construction	30/30	2
FD 105	Textiles	60/0	2
FD 107	Patternmaking	30/30	2
FD 109	History of Fashion	60/0	2
FD 111	Fashion Sketching	30/30	2
FD 113	Apparel Production	60/0	2
FD 200	Intermediate Clothing Construction	10/50	2
FD 202	Introduction to Fashion Business	60/0	2
FD 205	Computer-Aided Patternmaking	10/50	2
FD 207	Fashion Industry Overview	60/0	2
FD 209	Computer-Aided Fashion Design	10/50	2
FD 211	Fashion Accessories	60/0	2
FD 212	Advanced Clothing Construction	0/60	2
FD 301	Design Collection	0/90	3
FD EXT 311	Externship	90/0	2
<b>Degree Requirements</b> (classes held at Community Care College or online)			
BUS 2213	Principles of Business	45/0	3
MGT 2123	Leadership Development	45/0	3
MKT 2423	Introduction to Marketing	45/0	3
MGT 1373	Human Resources	45/0	3
BUS 2313	Business Law	45/0	3
ACC 2213	Accounting Principles	45/0	3
<b>General Education Courses:</b>			
ENG 2343	Business Communications	45/0	3
BUS 1353	Business Math	45/0	3
MGT 2213	Principles of Management	45/0	3
GEN 1113	Critical Thinking and Problem Solving	45/0	3



## HAIR BRAIDING TECHNICIAN- DIPLOMA

### Description

In the Hair Braiding program, students learn various beginner to advanced braiding , twists, and hair addition techniques. Maintenance and aftercare will be discussed including client and salon management. An emphasis is place on the understanding of chemistry, diseases and disorders, and infection control. An emphasis is also placed on professionalism, resume writing, and building a portfolio.

### Classroom Procedures

Each course stands alone as a unit of study. A student may enter the program at the beginning of any 100 level courses and continue through the sequence until completion of all 100 level courses. All 100 level courses must be completed before moving on to 200 level courses. Classes meet full time (30 hours per week) and part time (20 hours per week). Career and Life Development is held at Community Care College. All instruction is residential.

### Career Path

Once finished with the hair braiding program and passing the Oklahoma State Board of Cosmetology and Barbering Hair Braiding exam students can work in a salon or spa as a licensed Hair Braiding Technician.

<b>Total Hours:</b>	600
<b>Total Semester Hours of Credit:</b>	20
<b>Total Weeks:</b>	21(full time) or 30(part-time)
<b>Clock Hours:</b>	Lecture/Lab
<b>Credential Earned:</b>	Diploma and qualifies student to take the Oklahoma State Board written and practical examinations
<b>Academic Year:</b>	Full-time - 20 credits/20 weeks (Term Type D) or Part-time 20 credits/30 weeks (Term Type E)

Course No.	Course Title	Clock Hrs	Credit Hrs
AH 105	Career and Life Development	50/10	2.0
BCO 140	Chemistry	30/0	1.0
BCO 144	Diseases and Disorders and Infection Control	30/0	1.0
BCO 118	Salon Management	30/0	1.0
BCO 120	Client Management	30/0	1.0
HBT 101	Basic Braiding Techniques	10/20	1.0
HBT 103	Micro Braids and Comrows	15/15	1.0
HBT 105	Advanced Braiding Techniques	10/20	1.0
HBT 107	Fuseable Hair Extensions	15/15	1.0
HBT 109	Braid in Hair Extensions	10/20	1.0
HBT 111	Sew-in Hair Extensions	10/20	1.0
HBT 113	Twists and Hair Additions	5/25	1.0
HBT 201	Marketing for the Hair Braiding Technician	10/20	1.0
HBT 203	Designer Braids	5/25	1.0
HBT 205	Maintenance of Weaves and Braids	5/25	1.0
HBT 207	Salon Business Review	0/30	1.0
HBT 209	Extensions Review	0/30	1.0
HBT 211	Sciences Review	0/30	1.0
HBT 213	State Board Rules and Regulations	25/5	1.0

\*These clock hours encompass all requirements of the following Oklahoma State Board of Cosmetology and Barbering requirements:

Bacteriology, sterilization and sanitation – 100, Hair braiding/Hairweaving – 300, Salon Development – 180, Cosmetology rules, regulations, and law - 30

\*\*Shaded courses must be completed prior to student providing supervised services to the general public.



## INTERIOR DESIGN - DIPLOMA

### ASSOCIATE OF OCCUPATIONAL SCIENCE IN INTERIOR DESIGN

(resident)

#### Objective

Interior designers possess the knowledge to address the functionality, safety, and quality of interior spaces through research and aesthetic vision. It is the goal of this program to deliver a quality education in interior design reflective of industry standards. To that end, the program is designed to provide students with the knowledge, skills and experience necessary for entry level positions in the interior design industry. Utilization of a high-tech/high-touch approach to interior design education combined with first rate curriculum, an excellent instruction is intended to provide our graduates with the necessary competencies to successfully meet the rigors and demands of the industry. The Associate of Occupational Science degree is designed to provide a foundation that will enable degree holders to seek and apply for management roles in their design specialties.

#### Classroom Procedures

A student may enter the program at the scheduled start dates and continue through the sequence until completion of all courses. Students will complete all courses in Phase I prior to moving on to Phase II. Interior Design courses meet 30 hours per week or 20 hours per week. General education courses meet 15 or 11.3 hours per week. General Education Courses as well as Career and Life Development are held at Community Care College. The externship is undertaken following the successful completion of all classroom training and consists of 180 hours. Students may locate their own externship site for consideration or may use sites previously established with the institution. This externship is unpaid and the hours of attendance are determined by the externship site. Students are required to attend at least 20 hours per week while fulfilling externship requirements. Instruction is residential or residential and online. Students may begin working towards capstone completion during the program.

#### Career Path

After completion of the Interior Design Program, the student will have developed the skills and knowledge necessary to obtain an entry level position in the interior design industry. Career opportunities are available in residential and niche markets, as well as commercial markets such as healthcare, hospitality, and other businesses where good design can attract more business.

#### Diploma

Total Classroom Hours:	1080
Total Externship Hours:	180
Total Program Hours:	1260
Total Weeks:	44 (day) or 59 (day) or 62 (evening) evening including Externship
Total Semester Hours of Credit:	40
Clock Hours:	Lecture/Lab
Credential Earned:	Diploma
Academic Year:	Full time - 24 credits/32 weeks (Term Type B) or Part time - 24 credits/36 weeks (Term Type C)

#### Degree

Total Classroom Hours:	1530
Total Externship Hours:	180
Total Program Hours:	1710
Total Weeks:	74 or 84(day) or 89 or 99 (day) or 92 or 102 (evening) Including Externship
Total Semester Hours of Credit:	70
Clock Hours:	Lecture/Lab
Credential Earned:	Associate of Occupational Science Degree
Academic Year:	Full time - 24 credits/32 weeks (Term Type B) or Part time - 24 credits/36 weeks (Term Type C)

Course No.	Course Title	Clock Hours	Credit Hours
AH 105	Career and Life Development	50/10	2
ID 101	Introduction to Interior Design	60/0	2
ID 103	Drafting for Interior Designers	30/30	2
ID 105	Color Theory and Use	60/0	2
ID 107	Computer-Aided Design I	30/30	2
ID 111	Lighting for Interior Design	50/10	2
ID 113	Materials and Specifications	60/0	2
ID 203	History of Interior Design	60/0	2
ID 109	Computer-Aided Design II	30/30	2
ID 201	Design Studio I: Residential	30/30	2
ID 205	Design Studio II: Special Populations	30/30	2
ID 207	Sketching	30/30	2
ID 209	Design Studio III: Small-Spaces	30/30	2
ID 211	Professional Practices	60/0	2
ID 213	Design Studio IV: Commercial	60/0	2
ID 215	Furniture Design	30/30	2
ID 217	Interior Design Capstone	120	4
ID EXT 411	Externship	180	4
<b>Degree Requirements</b> (classes held at Community Care College or online)			
BUS 2213	Principles of Business	45/0	3
MGT 2123	Leadership Development	45/0	3
MKT 2423	Introduction to Marketing	45/0	3
MGT 1373	Human Resources	45/0	3
BUS 2313	Business Law	45/0	3
ACC 2213	Accounting Principles	45/0	3
<b>General Education Courses:</b>			
ENG 2343	Business Communications	45/0	3
BUS 1353	Business Math	45/0	3
MGT 2213	Principles of Management	45/0	3
GEN 1113	Critical Thinking and Problem Solving	45/0	3



## INTERIOR DESIGN- DIPLOMA

### ASSOCIATE OF OCCUPATIONAL SCIENCE IN INTERIOR DESIGN

(online)

#### Objective

Interior designers possess the knowledge to address the functionality, safety, and quality of interior spaces through research and aesthetic vision. It is the goal of this program to deliver a quality education in interior design reflective of industry standards. To that end, the program is designed to provide students with the knowledge, skills and experience necessary for entry level positions in the interior design industry. Utilization of a high-tech/high-touch approach to interior design education combined with first rate curriculum, and excellent instruction is intended to provide our graduates with the necessary competencies to successfully meet the rigors and demands of the industry. The Associate of Occupational Science degree is designed to provide a foundation that will enable degree holders to seek and apply for management roles in their design specialties.

#### Classroom Procedures

A student may enter the program at the scheduled start dates and continue through the sequence until completion of all courses. Students will complete all courses in Phase I prior to moving on to Phase II. The externship is undertaken following the successful completion of all classroom training and consists of 180 hours. Students may locate their own externship site for consideration or may use sites previously established with the institution. This externship is unpaid and the hours of attendance are determined by the externship site. Students are required to attend at least 20 hours per week while fulfilling externship requirements. Instruction is online. Students may begin working towards capstone completion during the program.

#### Career Path

After completion of the Interior Design Program, the student will have developed the skills and knowledge necessary to obtain an entry level position in the interior design industry. Career opportunities are available in residential and niche markets, as well as commercial markets such as healthcare, hospitality, and other businesses where good design can attract more business.

#### Diploma

Total Classroom Hours:	1080
Total Externship Hours:	180
Total Program Hours:	1260
Total Weeks:	60
Total Semester Hours of Credit:	40
Clock Hours:	Lecture/Lab
Credential Earned:	Diploma
Academic Year:	Full time - 24 credits/32 weeks (Term Type B) or Part time - 24 credits/36 weeks (Term Type C)

#### Degree

Total Classroom Hours:	1530
Total Externship Hours:	180
Total Program Hours:	1710
Total Weeks:	100
Total Semester Hours of Credit:	70
Clock Hours:	Lecture/Lab
Credential Earned:	Associate of Occupational Science Degree
Academic Year:	Full time - 24 credits/32 weeks (Term Type B) or Part time - 24 credits/36 weeks (Term Type C)

Course No.	Course Title	Clock Hours	Credit Hours
AH 105	Career and Life Development	50/10	2
ID 101	Introduction to Interior Design	60/0	2
ID 103	Drafting for Interior Designers	30/30	2
ID 105	Color Theory and Use	60/0	2
ID 107	Computer-Aided Design I	30/30	2
ID 111	Lighting for Interior Design	50/10	2
ID 113	Materials and Specifications	60/0	2
ID 203	History of Interior Design	60/0	2
ID 109	Computer-Aided Design II	30/30	2
ID 201	Design Studio I: Residential	30/30	2
ID 205	Design Studio II: Special Populations	30/30	2
ID 207	Sketching	30/30	2
ID 209	Design Studio III: Small-Spaces	30/30	2
ID 211	Professional Practices	60/0	2
ID 213	Design Studio IV: Commercial	60/0	2
ID 215	Furniture Design	30/30	2
ID 217	Interior Design Capstone	120	4
ID EXT 411	Externship	180	4
<b>Degree Requirements</b> (classes held at Community Care College or online)			
BUS 2213	Principles of Business	45/0	3
MGT 2123	Leadership Development	45/0	3
MKT 2423	Introduction to Marketing	45/0	3
MGT 1373	Human Resources	45/0	3
BUS 2313	Business Law	45/0	3
ACC 2213	Accounting Principles	45/0	3
<b>General Education Courses:</b>			
ENG 2343	Business Communications	45/0	3
BUS 1353	Business Math	45/0	3
MGT 2213	Principles of Management	45/0	3
GEN 1113	Critical Thinking and Problem Solving	45/0	3



## MAKEUP ARTISTRY/COSMETICIAN- DIPLOMA

### Description

In the makeup artist program, students learn full makeup application procedures including daytime and evening makeup application, wedding and prom makeup, latex, rubber, prosthetics, character makeup, as well as movie and TV applications. Students also learn basic hairstyling, artistic as it would apply to a makeup artist and will be knowledgeable in makeup ingredients. An emphasis is also placed on professionalism, resume writing, and building a portfolio.

### Classroom Procedures

Each course stands alone as a unit of study. A student may enter the program at the beginning of a course and continue through the sequence until completion of all courses with the exception of MAK 107 must be completed before MAK 215, MAK 217, and MAK 106. Classes meet full time (30 hours per week) and part time (20 hours per week). Career and Life Development is held at Community Care College. All instruction is residential.

### Career Path

Once finished with the makeup artist program and passing the Oklahoma State Board of Cosmetology and Barbering Cosmetician exam students can work in a salon or spa as a makeup artist, become a freelance makeup artist, work with modeling or runway companies, or work with movie and/or theatrical company.

<b>Total Hours:</b>	600
<b>Total Semester Hours of Credit:</b>	20
<b>Total Weeks:</b>	21(full time) or 30(part-time)
<b>Clock Hours:</b>	Lecture/Lab
<b>Credential Earned:</b>	Diploma and qualifies student to take the Oklahoma State Board written and practical examinations
<b>Academic Year:</b>	Full-time - 20 credits/20 weeks (Term Type D) or Part-time 20 credits/30 weeks (Term Type E)

Course No.	Course Title	Clock Hrs	Credit Hrs
AH 105	Career and Live Development	50/10	2.0
MAK 107	Basics of Hairstyling	10/20	1.0
MAK 215	Thermal Styling	5/25	1.0
MAK 217	Wet Styling	5/25	1.0
MAK 106	Long Hair Styles	5/25	1.0
MAK 105	Business and Marketing for a Makeup Artist	25/5	1.0
MAK 101	Sanitation and Fundamentals of Makeup	15/15	1.0
MAK 201	Spa Makeup Applications	5/25	1.0
MAK 203	Camouflage and Corrective Makeup	10/20	1.0
MAK 205	Photography, TV and High Fashion Makeup	5/25	1.0
MAK 207	Airbrushing	10/20	1.0
MAK 103	Beginning Prosthetics	10/20	1.0
MAK 209	Special Effects Makeup	5/25	1.0
MAK 211	Character Makeup I	5/25	1.0
MAK 213	Character Makeup II	25/5	1.0
MAK 221	Clinic Floor	0/30	1.0
MAK 223	Clinic Floor	0/30	1.0
MAK 225	Clinic Floor	0/30	1.0
MAK 227	State Board Rules and Regulations	25/5	1.0

\*These clock hours encompass all requirements of the following Oklahoma State Board of Cosmetology and Barbering requirements:

Bacteriology, sterilization and sanitation – 60, Make-up application – 200, Hair arranging – 200, Salon Development – 90, Cosmetology rules, regulations, and law - 50

\*\*Shaded courses must be completed prior to student providing supervised services to the general public.



## MASTER INSTRUCTOR - DIPLOMA

### Description

Students enrolled in this course will learn teaching strategies, classroom strategies, classroom management, school management, Oklahoma State Board compliance, and record keeping. Student currently holding their Basic Cosmetology, Esthetic license, Nail Technician, as well as students who are registered for either exam with the Oklahoma State Board of Cosmetology and Barbering may enroll in this program.

### Classroom Procedures

Each course stands alone as a unit of study and is not dependent upon prerequisite training. A student may enter the program at the beginning of any course and continue through the sequence until completion of all courses. Classes meet full time (30 hours per week) and part time (20 hours per week or 15 hours per week). Career and Life Development is held at Community Care College. All instruction is residential.

### Career Path

In completion of this course, the student will have developed the skills and knowledge necessary for taking the Oklahoma State Board of Cosmetology and Barbering Master Instructor Exam (if holding a Cosmetology license) or the Oklahoma State Board of Cosmetology and Barbering Esthetic Instructor Exam (if holding an Esthetic license) or the Oklahoma State Board of Cosmetology and Barbering Nail Technician Instructor Exam (if holding a Nail Technician license). After completion of the Master Educator course, students who hold a Cosmetology license may teach as a Master Instructor which includes the areas of Cosmetology, Esthetics, Nail Technology, and Master Instructor. Students who complete the Master Educator course while holding an Esthetic license will be able to Esthetics, or Esthetic Instructors and those holding a Nail Technician license will be able to teach Nail Technicians, or Nail Technician Instructors.

<b>Total Hours:</b>	1000
<b>Total Semester Hours of Credit:</b>	33
<b>Total Weeks:</b>	34 (full time day) or 65 (part time day – 15 hours per week) or 50 (part-time evening)
<b>Clock Hours:</b>	Lecture/Lab
<b>Credential Earned:</b>	Diploma and qualifies student to take the Oklahoma State Board written and practical examinations
<b>Academic Year:</b>	Full-time - 24 credits/30 weeks (Term Type A) or Part-time 24 credits/36 weeks (Term Type C)

Course No.	Course Title	Clock Hours	Credit Hours
AH 105	Career and Life Development	50/10	2.0
MIN 102	Introduction to Education	5/25	1.0
MIN 105	Building Relationships	5/25	1.0
MIN 107	Program Development	5/25	1.0
MIN 113	Effective Classroom Management	5/25	1.0
MIN 117	Teaching in a Salon Clinic	5/25	1.0
MIN 121	Teaching to Diverse Learning Styles	5/25	1.0
MIN 123	Multiple Learning Methods	5/25	1.0
MIN 125	Achieving Learner Results	5/25	1.0
MIN 127	Professional Performance Evaluation	5/25	1.0
MIN 131	Intro to Oklahoma State Board of Cosmetology and Barbering Rules and Statutes	5/25	1.0
MIN 135	Theory Classroom Management – 135	0/30	1.0
MIN 137	Theory Classroom Management – 137	0/30	1.0
MIN 139	Theory Classroom Management – 139	0/30	1.0
MIN 141	Theory Classroom Management – 141	0/30	1.0
MIN 143	Theory Classroom Management – 143	0/30	1.0
MIN 145	Theory Classroom Management – 145	0/30	1.0
MIN 147	Theory Classroom Management – 147	0/30	1.0
MIN 149	Clinic Salon Management – 149	0/30	1.0
MIN 151	Clinic Salon Management – 151	0/30	1.0
MIN 153	Clinic Salon Management – 153	0/30	1.0
MIN 155	Clinic Salon Management – 155	0/30	1.0
MIN 157	Clinic Salon Management – 157	0/30	1.0
MIN 159	Clinic Salon Management – 159	0/30	1.0
MIN 161	Clinic Salon Management – 161	0/30	1.0
MIN 163	Clinic Salon Management – 163	0/30	1.0
MIN 167	Clinic Salon Management – 167	0/30	1.0
MIN 169	Clinic Salon Management – 169	0/30	1.0
MIN 171	Clinic Salon Management – 171	0/30	1.0
MIN 173	Clinic Salon Management – 173	0/30	1.0
MIN 175	Clinic Salon Management – 175	0/30	1.0
MIN 165	Clinic Salon Management – 165	0/40	1.0

*\*The above clock hours encompass all requirements of the following Oklahoma State Board of Cosmetology and Barbering requirements:*

Orientation – 60, Introduction to Teaching and Curriculum – 120, Course Outlining and Development – 330, Cosmetology Law, School Management and Record Keeping -90, Teaching – 150, Practice Teaching – 250



## NAIL TECHNICIAN - DIPLOMA

### Description

The Nail Technician Program combines theory & laboratory experiences needed to provide the student with skills necessary to acquire a license through examination by the Oklahoma State Board of Cosmetology and Barbering. Students will learn manicuring and pedicuring, nail repair, artificial nail application and nail art. Along with nail techniques, salon development will also be taught.

### Classroom Procedures

Each course stands alone as a unit of study and is not dependent upon prerequisite training. A student may enter the program at the beginning of any course and continue through the sequence until completion of all courses except for completion of Phase I before taking Phase II. Classes meet full time (30 hours per week) and part time (20 hours per week). Career and Life Development is held at Community Care College. All instruction is residential.

### Career Path

After completion of the Nail Technician Program, the student will have developed the skills and knowledge necessary for taking the Oklahoma State Board of Cosmetology and Barbering Nail Technician exam. While some nail technicians choose to work in a salon setting, others choose to work in spas, hotels, or open their own business.

<b>Total Hours:</b>	600
<b>Total Semester Hours of Credit:</b>	20
<b>Total Weeks:</b>	21(full time) or 30(part-time)
<b>Clock Hours:</b>	Lecture/Lab
<b>Credential Earned:</b>	Diploma and qualifies student to take the Oklahoma State Board written and practical examinations
<b>Academic Year:</b>	Full-time - 20 credits/20 weeks (Term Type D) or Part-time 20 credits/30 weeks (Term Type E)

Course No.	Course Title	Clock Hours	Credit Hours
AH 105	Career and Life Development	50/10	2.0
NAL 123	History of Nail Industry	6/24	1.0
NAL 152	Nail Structure and Growth, Manicures	6/24	1.0
NAL 154	Pedicures	6/24	1.0
NAL 156	Professionalism and Communication	6/24	1.0
NAL 158	Infection Control	6/24	1.0
NAL 160	Anatomy and Physiology	6/24	1.0
NAL 162	Histology	6/24	1.0
NAL 164	Nail Diseases and Disorders	6/24	1.0
NAL 125	Chemistry and Electricity	6/24	1.0
NAL 168	State Board Rules and Regulations	6/24	1.0
NAL 127	UV Gels	6/24	1.0
NAL 172	Acrylics and Electric Filing	6/24	1.0
NAL 174	Tips, Wraps, No-light Gels	6/24	1.0
NAL 176	Advanced Acrylics	6/24	1.0
NAL 178	Nail Art	6/24	1.0
NAL 129	Sciences Review	6/24	1.0
NAL 182	Salon Development	6/24	1.0
NAL 184	State Board Rules and Regulations Review	6/24	1.0

*\*These clock hours encompass all requirements of the following Oklahoma State Board of Cosmetology and Barbering requirements:*

Bacteriology, Sterilization and Sanitation - 40, Nail Structure, Composition, Disorders, and Diseases - 60, Manicuring and Pedicuring - 160, Artificial Nails - 160, Nail Art- 60, Salon Development – 80, Cosmetology Law - 40



## **AUTOMOTIVE TECHNOLOGY AUTOMOTIVE TECHNOLOGY WITH INDUSTRY MANAGEMENT ASSOCIATE OF OCCUPATIONAL SCIENCE**

### **Program Description**

The Automotive Technology diploma program is designed to prepare skilled technicians to work in the automotive industry. All General Education courses are held at main campus or offered online. The program prepares the student to pursue certification through Automotive Service Excellence (ASE) with standards set forth by National Automotive Technicians Education Foundation Inc. (NATEF) in all eight performance areas.

Opportunities for graduates include entry-level positions in dealerships, service stations, automotive parts stores, and companies with vehicle fleets as general technicians, positions include specialist in areas such as front-end alignment, brakes, or automatic transmissions, engine performance and others.

### **Internship**

The internship is undertaken following successful completion of all classroom training and consists of 160 hours. Students will be eligible to train in Oklahoma Technical College's on-site automotive service center. This internship is unpaid and the hours of attendance are determined by Oklahoma Technical College. Students must maintain full time status during internship hours. Students are required to attend at least 20 hours per week while fulfilling internship requirements.

### **Program Outcomes**

1. Conduct automotive service and repair with a focus upon customer satisfaction.
2. Apply the learning skills required to continue automotive technical career development.
3. Develop a level of professional image, attitude, and appearance that will contribute to the attainment of his/her employer's goals.
4. Use process-specific specialized service equipment to conduct automotive service.
5. Adapt to, and cope with, the elements of change in the automotive service industry.
6. Demonstrate systematic problem solving strategies in the automotive service setting.
7. Interpret the efficiency/effectiveness principles of the work-place required of an automotive technician.
8. Demonstrate the accurate use of trade-specific jargon.
9. Demonstrate safe service practices.

**Program Goals:** A graduate of this program should be able to:

- Possess an applied skill level sufficient for entry-level employment and advancement in the field of automotive service and repair.
- Demonstrate appropriate workplace behaviors and pursue ongoing technical skill development sufficient for employment in the field of automotive service and repair.
- Be successfully employed in the field of automotive service and repair.

### **Diploma**

<b>Total Hours:</b>	850
<b>Total Semester Hours of Credit:</b>	33
<b>Total Weeks:</b>	34(day) or 41(evening)
<b>Clock Hours:</b>	Lecture/Lab
<b>Credential Earned:</b>	Diploma
<b>Academic Year:</b>	Day - 24 credits/32 weeks (Term Type B) or Evening 24 credits/30 weeks (Term Type A)

### **Degree**

<b>Total Hours:</b>	1300
<b>Total Semester Hours of Credit:</b>	63
<b>Total Weeks - Day:</b>	64 or 74 (online)
<b>Total Weeks - Evening:</b>	71 or 81 (online)
<b>Clock Hours:</b>	Lecture/Lab
<b>Credential Earned:</b>	Associate of Occupational Science Degree
<b>Academic Year:</b>	Day - 24 credits/32 weeks (Term Type B) or Evening 24 credits/32 weeks (Term Type B)



# AUTOMOTIVE TECHNOLOGY

## AUTOMOTIVE TECHNOLOGY WITH INDUSTRY MANAGEMENT

### ASSOCIATE OF OCCUPATIONAL SCIENCE

Course No.	Course Title	Theory	Lab	Credit
AH 100	Career and Life Development	50	10	3.0
AT 150	Automotive Safety and Introduction	20	5	1.0
AT 151	Tools and Equipment	15	10	1.0
AT 153	Automotive Service Industry	20	5	1.0
AT 155	Electrical Theory	10	15	1.0
AT 157	Electrical Testing Equipment	15	10	1.0
AT 159	Electrical Circuits and Repairs	15	10	1.0
AT 161	Batteries, Starting and Charging Systems	10	15	1.0
AT 163	Accessory 1 Circuits	10	15	1.0
AT 165	Accessory 2 Circuits	10	15	1.0
AT 167	HVAC Principles	10	15	1.0
AT 169	HVAC Diagnosis and Repair	10	15	1.0
AT 171	Tires and Wheels	10	15	1.0
AT 173	Suspension Systems Principles Components	10	15	1.0
AT 175	Suspension Systems Diagnoses and Service	10	15	1.0
AT 179	Steering Systems and Alignments	10	15	1.0
AT 251	Hydraulic Systems	10	15	1.0
AT 253	Disc and Drum Brake Systems	10	15	1.0
AT 255	Machining Rotors and Power Brakes	10	15	1.0
AT 257	Electronic Stability Control	10	15	1.0
AT 259	Engines I	10	15	1.0
AT 261	Engines II	10	15	1.0
AT 263	Engine Control Systems I	10	15	1.0
AT 265	Engine Control Systems II	10	15	1.0
AT 267	Emission Systems	10	15	1.0
AT 269	Automatic Transmissions and Transaxle Principles	10	15	1.0
AT 271	Automatic Transmissions and Transaxle Principles Diagnosis and Repair	10	15	1.0
AT 273	Clutch, Trans, and Drive Line	10	15	1.0
AT 275	Differentials, CV Shaft, Four Wheel Drive Operation	10	15	1.0
AT INT	Internship	0	90	2.0
<b>Degree Requirements</b>				
BUS 2213	Principles of Business	45	0	3.0
MGT 2123	Leadership Development	45	0	3.0
MKT 2423	Introduction to Marketing	45	0	3.0
MGT 1373	Human Resources	45	0	3.0
BUS 2313	Business Law	45	0	3.0
ACC 2213	Accounting Principles	45	0	3.0
<b>General Education Courses</b>				
ENG 2343	Business Communications	45	0	3.0
BUS 1353	Business Math	45	0	3.0
MGT 2213	Principles of Management	45	0	3.0
GEN 1113	Critical Thinking and Problem Solving	45	0	3.0



## BARBER

### BARBERING WITH INDUSTRY MANAGEMENT

### ASSOCIATE OF OCCUPATIONAL SCIENCE

#### Program Description

The Barber program is designed to teach students how to serve clients at a barber facility and will include hands on experience as well as scientific professional knowledge. Information regarding safe work practices and infection control, licensing laws, salesmanship, shop management, barbering history, haircutting and styling, shaving facial hair, chemical processes, hair and scalp treatments, hair coloring, sterilization, sanitation and hygiene will be discussed. Diploma programs are designed to prepare skilled graduates to work in the Barber industry. All General Education courses are held at main campus or offered online. The program prepares the student for the Oklahoma State Board of Cosmetology and Barbering Exam which consists of 100 multiple choice questions and a practical exam on a live model and on a man kin.

#### Program Outcomes

10. Conduct barbering services with a focus upon customer satisfaction.
11. Develop a level of professional image, attitude, and appearance that will help the student attain his/her goals.
12. Provide superior customer service.
13. Develop a knowledgebase of state rules and regulations, history or the profession, and management skills.
14. Apply the learning skills required to continue career development.
15. Adapt to, and cope with, the elements of change in the barber service industry.
16. Demonstrate sanitary service practices.
17. Demonstrate proper haircutting, styling, and chemical processes of the barbering profession.
18. Demonstrate and use terminology related to the trade.

**Program Goals:** A graduate of this program should be able to:

- Possess an applied skill level sufficient for entry-level employment and advancement in the field of Barbering.
- Demonstrate appropriate workplace behaviors and pursue ongoing technical skill development sufficient for employment in the field of Barbering.
- Be successfully employed in the Barbering industry or maintain independence through self-employment.

#### Diploma

<b>Total Hours:</b>	1500
<b>Total Semester Hours of Credit:</b>	50
<b>Total Weeks:</b>	51 (Full Time) or 75 (Part Time)
<b>Clock Hours:</b>	Lecture/Lab
<b>Credential Earned:</b>	Diploma
<b>Academic Year:</b>	Day - 24 credits/32 weeks (Term Type B) or Evening 24 credits/36 weeks (Term Type C)

#### Degree

<b>Total Hours:</b>	1950
<b>Total Semester Hours of Credit:</b>	80
<b>Total Weeks - Day:</b>	81 or 91 (online)
<b>Total Weeks - Evening:</b>	105 or 115 (online)
<b>Clock Hours:</b>	Lecture/Lab
<b>Credential Earned:</b>	Associate of Occupational Science Degree
<b>Academic Year:</b>	Day - 24 credits/32 weeks (Term Type B) or Evening 24 credits/36 weeks (Term Type C)



**BARBER**  
**BARBERING WITH INDUSTRY MANAGEMENT**  
**ASSOCIATE OF OCCUPATIONAL SCIENCE**

Course No.	Course Title	Theory	Lab	Credit
AH 105	Career and Life Development	50	10	2.0
BR 102	History of Barbering	15	15	1.0
BR 104	Bacteriology	15	15	1.0
BR 106	Chemistry	15	15	1.0
BR 108	Safe Work Practices and Infection Control	15	15	1.0
BR 110	Anatomy and Physiology	15	15	1.0
BR 112	Electricity and Facials	15	15	1.0
BR 114	Properties and Disorders of the Skin, Scalp and Hair	15	15	1.0
BR 116	Facial Hair Design and Licensing Laws	15	15	1.0
BR 118	Intro to Cutting and Color	15	15	1.0
BR 200	Shop Management I	15	15	1.0
BR 202	Retail Management	5	25	1.0
BR 204	Professional Image and the Barber	5	25	1.0
BR 206	Instruments for Straight Razor Shaving	5	25	1.0
BR 208	Uniform Cutting and a Long Layered Cut	5	25	1.0
BR 217	Scalp and Hair Treatments	5	25	1.0
BR 214	Facial Massage	5	25	1.0
BR 216	Facial Treatments	5	25	1.0
BR 219	Straight Razor Shaving and Facial Designs	5	25	1.0
BR 222	Principles of Men's Haircutting and Styling	5	25	1.0
BR 224	Fundamentals of Men's Haircutting	5	25	1.0
BR 226	Safety Precautions for Haircutting and Styling	5	25	1.0
BR 228	Men's Hairstyling	5	25	1.0
BR 230	Men's Hairpieces	5	25	1.0
BR 232	Hair Replacement Systems and Procedures	5	25	1.0
BR 234	Basic Women's Haircutting	5	25	1.0
BR 236	Graduated Cutting and Blunt Cutting	5	25	1.0
BR 238	Uniform Cutting and a Long Layered Cut/Review	5	25	1.0
BR 240	Women's Hair Styling	5	25	1.0
BR 242	Chemical Texture Services	5	25	1.0
BR 244	Permanent Waving	5	25	1.0
BR 246	Chemical Hair Relaxing	5	25	1.0
BR 248	Hair color Application	5	25	1.0
BR 250	Special Effect Hair coloring	5	25	1.0
BR 252	Facial Hair Coloring	5	25	1.0
BR 254	Corrective Color	5	25	1.0
BR 256	Self-Employment and Business Ownership	5	25	1.0
BR 258	Microbiology Review	5	25	1.0
BR 260	Infection Control Review	5	25	1.0
BR 262	Anatomy Review	5	25	1.0
BR 264	Physiology Review	5	25	1.0
BR 266	Chemistry Review	5	25	1.0
BR 268	Electricity and Light Therapy Review	5	25	1.0
BR 270	Properties and Disorders of the Skin and Scalp Review	5	25	1.0
BR 272	Properties and Disorders of the Hair Review	5	25	1.0
BR 274	Treatment of the Hair Skin and Scalp review	5	25	1.0
BR 300	Barbering Job Search	5	25	1.0
BR 302	State Board Review	10	50	2.0
<b>Degree Requirements:</b>				
BUS 2213	Principles of Business	45	0	3.0
MGT 2123	Leadership Development	45	0	3.0
MKT 2423	Introduction to Marketing	45	0	3.0
MGT 1373	Human Resources	45	0	3.0
BUS 2313	Business Law	45	0	3.0
ACC 2213	Accounting Principles	45	0	3.0
<b>General Education Courses</b>				
ENG 2343	Business Communications	45	0	3.0
BUS 1353	Business Math	45	0	3.0
MGT 2213	Principles of Management	45	0	3.0
GEN 1113	Critical Thinking and Problem Solving	45	0	3.0



## DIESEL TECHNOLOGY DIESEL TECHNOLOGY WITH INDUSTRY MANAGEMENT ASSOCIATE OF OCCUPATIONAL SCIENCE

### Program Description

The Diesel Technology program will prepare students for employment as technicians in the maintenance, repair, service, and operation of medium/heavy diesel technology and equipment. The program combines theory with hands-on training designed to simulate the work environment and help students obtain the skills needed to excel in the field. Students will gain knowledge and skills in the following areas: Electronic Circuits, Cooling Systems, Truck Brake Systems, Steering and Drive Trains, Hydraulics, Torque Converters, and Alignment. The degree emphasizes business operations management, communication, leadership, and entrepreneurship for those students desiring management roles or to own their own business. All degree courses are held at the main campus or offered online. Opportunities for graduates include entry-level positions in dealerships, service stations, private repair enterprises, franchised truck repair organizations, medium/heavy equipment maintenance shops, and companies with vehicle fleets as general technicians and many others.

### Program Outcomes

1. Achieve a high level of craftsmanship and professionalism.
2. Inspect, diagnose, and conduct failure analysis and preventive maintenance inspections during repairs.
3. Use service resources effectively.
4. Apply fundamental skills and concepts to unfamiliar situations.
5. Provide superior customer service.
6. Follow safe shop practices.
7. Select and maintain appropriate tools.
8. Demonstrate both oral and written communication skills effectively, and practice productive interpersonal relations.

**Program Goals:** A graduate of this program should be able to:

- Possess an applied skill level sufficient for entry-level employment and advancement in the field of medium/heavy diesel service and repair.
- Demonstrate appropriate workplace behaviors and pursue ongoing technical skill development sufficient for employment in the field of diesel service and repair.
- Be successfully employed in the field of diesel service and repair.

### Diploma

<b>Total Hours:</b>	860
<b>Total Semester Hours of Credit:</b>	35
<b>Total Weeks:</b>	35 (day) or 43 (evening)
<b>Clock Hours:</b>	Lecture/Lab
<b>Credential Earned:</b>	Diploma
<b>Academic Year:</b>	Day - 24 credits/32 weeks (Term Type B) or Evening 24 credits/30 weeks (Term Type A)

### Degree

<b>Total Hours:</b>	1310
<b>Total Semester Hours of Credit:</b>	65
<b>Total Weeks - Day:</b>	65 or 75 (online)
<b>Total Weeks - Evening:</b>	73 or 83(online)
<b>Clock Hours:</b>	Lecture/Lab
<b>Credential Earned:</b>	Associate of Occupational Science Degree
<b>Academic Year:</b>	Day - 24 credits/32 weeks (Term Type B) or Evening 24 credits/30 weeks (Term Type A)



**DIESEL TECHNOLOGY**  
**DIESEL TECHNOLOGY WITH INDUSTRY MANAGEMENT**  
**ASSOCIATE OF OCCUPATIONAL SCIENCE**

<b>Course No.</b>	<b>Course Title</b>	<b>Theory</b>	<b>Lab</b>	<b>Credit</b>
AH 100	Career and Life Development	50	10	3.0
DT 100	Shop Safety and Operations	25	0	1.0
DT 125	Engine Basics	10	15	1.0
DT 127	Feedback Assembly & Housing Components	10	15	1.0
DT 129	Engine Lubrication & Cooling Systems	10	15	1.0
DT 131	Engine Breathing & Retarders	10	15	1.0
DT 133	Engine Disassembly & Engine Management Electronics	10	15	1.0
DT 135	Fuel Subsystems & Injector Nozzles	10	15	1.0
DT 137	Electronic Injection Systems & Emissions	10	15	1.0
DT 139	Computer Engine Diagnostics	10	15	1.0
DT 141	Truck Brake Systems	10	15	1.0
DT 143	Hydraulic & Air-Over-Hydraulic Brake Systems	10	15	1.0
DT 145	ABS & EBS	10	15	1.0
DT 147	Air Brake Servicing	20	5	1.0
DT 149	Fundamentals of Electricity	20	5	1.0
DT 151	Fundamentals of Electronics and Computers	10	15	1.0
DT 153	Batteries	10	15	1.0
DT 155	Charging System	10	15	1.0
DT 157	Cranking System	10	15	1.0
DT 159	Chassis Electrical Circuits	10	15	1.0
DT 161	Diagnosis and Repair of Electronic Circuits	10	15	1.0
DT 163	Multiplexing	10	15	1.0
DT 165	APU	10	15	1.0
DT 167	Steering and Alignment	10	15	1.0
DT 169	Suspension Systems	10	15	1.0
DT 171	Wheels and Tires	10	15	1.0
DT 173	PM, Cooling Systems, Engine Service and Inspection	10	15	1.0
DT 175	Drive Train, Wheel, Brake Service and Inspection	10	15	1.0
DT 177	Cab & Chassis, Steering & Suspension, Electrical Service & Inspection	10	15	1.0
DT 179	Coupling, Refrigeration, Trailer Service and Inspection	10	15	1.0
DT 181	Tanker Service & Inspection, Clutches	10	15	1.0
DT 183	Transmissions	10	15	1.0
DT 185	HVAC	10	15	1.0
<b>Degree Requirements</b>				
BUS 2213	Principles of Business	45	0	3.0
MGT 2123	Leadership Development	45	0	3.0
MKT 2423	Introduction to Marketing	45	0	3.0
MGT 1373	Human Resources	45	0	3.0
BUS 2313	Business Law	45	0	3.0
ACC 2213	Accounting Principles	45	0	3.0
<b>General Education Courses</b>				
ENG 2343	Business Communications	45	0	3.0
BUS 1353	Business Math	45	0	3.0
MGT 2213	Principles of Management	45	0	3.0
GEN 1113	Critical Thinking and Problem Solving	45	0	3.0



## HEATING VENTILATION AND AIR CONDITIONING/REFRIGERATION HEATING VENTILATION AND AIR CONDITIONING/REFRIGERATION WITH INDUSTRY MANAGEMENT ASSOCIATE OF OCCUPATIONAL SCIENCE

### Program Description

The Heating, Ventilation, Air Conditioning (HVAC), & Refrigeration Program will prepare the student for employment as technicians in the design, operation, service, repair, installation, and sales of these systems and equipment. The Program combines theory with extensive practical hands-on training designed to simulate the actual work environment and skills needed to excel in this challenging field. Labs afford the student the opportunity to install, repair and/or operate a wide variety of actual field equipment, such as commercial coolers; warm air, hydraulic, electric, gas, and oil furnaces; package and split system A/C; rooftop commercial gas packs; refrigerated sea water systems; liquid chillers; industrial ice machines; centrifugal chillers; cascade refrigeration; pneumatic controls; and direct digital controls. Students learn CFC refrigerants, Indoor Air Quality requirements and increased use of computerized building controls. Prospects for employment are excellent. Employers in this Industry include heating contractors, refrigeration contractors, controls contractors, commercial food storage facilities, property management firms, wholesale vendors, hotels, schools, industrial processing plants, and many others. The degree emphasizes business operations management, communication, leadership, and entrepreneurship for those students desiring management roles or to own their own business.

### Program Outcomes

1. Diagnose, repair and maintain common HVAC/R electrical and mechanical system problems.
2. Communicate effectively with customers, managers and fellow workers.
3. Adhere to environmental laws and regulations as applied to HVAC/R.
4. Demonstrate employability behaviors and worth ethics.
5. Demonstrate and use terminology related to the industry.
6. Embrace the model of life-long learning, accessing new information to remain current in industry trends.

**Program Goals:** A graduate of this program should be able to:

- Possess an applied skill level sufficient for entry-level employment and advancement in the HVAC/R field.
- Demonstrate appropriate workplace behaviors and pursue ongoing technical skill development sufficient for employment in the field of HVAC/R.
- Be successfully employed in the HVAC/R industry or maintain independence through self-employment.

### Diploma

<b>Total Hours:</b>	1010
<b>Total Semester Hours of Credit:</b>	41
<b>Total Weeks:</b>	41 (Day) or 51 (Evening)
<b>Clock Hours:</b>	Lecture/Lab
<b>Credential Earned:</b>	Diploma
<b>Academic Year:</b>	Full Time - 24 credits/32 weeks (Term Type B) or Part Time 24 credits/30 weeks (Term Type A)

### Degree

<b>Total Hours:</b>	1460
<b>Total Semester Hours of Credit:</b>	71
<b>Total Weeks - Day:</b>	71 or 81 (online)
<b>Total Weeks – Evening:</b>	81 or 91 (online)
<b>Clock Hours:</b>	Lecture/Lab
<b>Credential Earned:</b>	Associate of Occupational Science Degree
<b>Academic Year:</b>	Full Time - 24 credits/32 weeks (Term Type B) or Part Time 24 credits/30 weeks (Term Type A)



**HEATING VENTILATION AND AIR CONDITIONING/REFRIGERATION  
HEATING VENTILATION AND AIR CONDITIONING/REFRIGERATION WITH INDUSTRY MANAGEMENT  
ASSOCIATE OF OCCUPATIONAL SCIENCE**

<b>Course No.</b>	<b>Course Title</b>	<b>Theory</b>	<b>Lab</b>	<b>Credit</b>
AH 100	Career and Life Development	50	10	3.0
HVACR 101	Heat and Energy Theory	20	5	1.0
HVACR 103	Refrigeration and Refrigerants	20	5	1.0
HVACR 105	Safety and Tools of HVAC	10	15	1.0
HVACR 107	Fasteners, Tubing and Piping	10	15	1.0
HVACR 109	Leak Detection, System Evacuation and Clean up	10	15	1.0
HVACR 111	Refrigerant and Oil Chemistry and Management	10	15	1.0
HVACR 113	System Charging	10	15	1.0
HVACR 115	Calibrating Instruments	10	15	1.0
HVACR 117	Basic Electricity and Magnetism	10	15	1.0
HVACR 119	Automatic Control Components and Applications	10	15	1.0
HVACR 121	Advanced Automatic Controls and Troubleshooting	10	15	1.0
HVACR 123	Types and Applications of Electric Motors	10	15	1.0
HVACR 125	Motor Controls and Troubleshooting	10	15	1.0
HVACR 127	Evaporators and Refrigeration System	10	15	1.0
HVACR 129	Condensers	10	15	1.0
HVACR 131	Compressors	10	15	1.0
HVACR 133	Expansion Devices	10	15	1.0
HVACR 135	Special Refrigeration System Components	10	15	1.0
HVACR 137	Application of Refrigeration Systems	10	15	1.0
HVACR 201	Commercial Ice Machines	10	15	1.0
HVACR 203	Special Refrigeration Applications	10	15	1.0
HVACR 205	Troubleshooting and Typical Operating Conditions for Commercial Refrigeration	10	15	1.0
HVACR 207	Electric Heat	10	15	1.0
HVACR 209	Hydronic Heat	10	15	1.0
HVACR 211	Oil Heat	10	15	1.0
HVACR 213	Gas Heat	10	15	1.0
HVACR 215	Indoor Air Quality and Comfort	10	15	1.0
HVACR 217	Refrigeration Applied to Air Conditioning	10	15	1.0
HVACR 219	Air Distribution, Balance, and Installation	10	15	1.0
HVACR 221	Typical Operating Conditions and Troubleshooting	10	15	1.0
HVACR 223	Heat Gain and Heat Loss in Buildings	10	15	1.0
HVACR 225	Air Source and Geothermal Heat Pumps	10	15	1.0
HVACR 227	Domestic Refrigerators and Freezers,	10	15	1.0
HVACR 229	Room Air Conditioners	10	15	1.0
HVACR 231	High-Pressure, Low-Pressure, and Absorption Chilled-Water Systems	10	15	1.0
HVACR 233	Cooling Towers and Pumps	10	15	1.0
HVACR 235	Operation, Maintenance, and Troubleshooting of Chilled-Water Air-Conditioning Systems	10	15	1.0
HVACR 237	Commercial Rooftop, Packaged, Variable Refrigerant Flow, and Variable Air Volume Systems	10	15	1.0
<b>Degree Requirements</b>				
BUS 2213	Principles of Business	45	0	3.0
MGT 2123	Leadership Development	45	0	3.0
MKT 2423	Introduction to Marketing	45	0	3.0
MGT 1373	Human Resources	45	0	3.0
BUS 2313	Business Law	45	0	3.0
ACC 2213	Accounting Principles	45	0	3.0
<b>General Education Courses</b>				
ENG 2343	Business Communications	45	0	3.0
BUS 1353	Business Math	45	0	3.0
MGT 2213	Principles of Management	45	0	3.0
GEN 1113	Critical Thinking and Problem Solving	45	0	3.0



## WELDING TECHNOLOGY

### WELDING TECHNOLOGY WITH INDUSTRY MANAGEMENT

### ASSOCIATE OF OCCUPATIONAL SCIENCE

#### Description

This diploma program is designed to prepare students for entry-level positions in the welding and metal fabricating industry. Students will receive instruction in oxy-fuel welding, brazing, and cutting; shielded metal arc (stick), gas metal arc (mig), and gas tungsten arc (tig) welding of sheet metal, plate, and structural shapes. Reading and interpretation of industrial blueprints, basic metallurgy, basic electricity, and welding safety are also presented. The Welding Technology Program follows the Standards for Education and Testing established by the American Welding Society.

#### Program Outcomes

1. Become familiar with the terms, tools, equipment, and techniques used in the welding trade.
2. Understand and use terminology related to the trade.
3. To demonstrate the safe and proper use and care of welding tools, materials, and equipment.
4. Use appropriate safety appliances when engaged in practical activities.
5. Develop effective use of tools and equipment in order to develop entry-level skills in the workplace.
6. To establish a systematic routine for setting up a welding workstation and for putting away materials and equipment in the workplace or school setting.
7. To apply some principles of science to the welding trade.
8. Introduce students to the issues surrounding safe, fair, and cooperative workplace practices including an awareness of the potential dangers to fellow workers.
9. Identify and explain health and safety hazards in the workplace so that the potential for personal injury and damage to the equipment and/or the environment are minimized.
10. To use critical evaluation skills in order to judge quality welding workmanship.

**Program Goals:** A graduate of this program should be able to:

- Possess an applied skill level sufficient for entry-level employment and advancement in the field of welding technology.
- Demonstrate appropriate workplace behaviors and pursue ongoing technical skill development sufficient for employment in the field of welding technology.
- Be successfully employed in the field of welding technology.

#### Diploma

<b>Total Hours:</b>	860
<b>Total Semester Hours of Credit:</b>	35
<b>Total Weeks:</b>	35 (day) or 43 (evening)
<b>Clock Hours:</b>	Lecture/Lab
<b>Credential Earned:</b>	Diploma
<b>Academic Year:</b>	Day - 24 credits/32 weeks (Term Type B) or Evening 24 credits/30 weeks (Term Type A)

#### Degree

<b>Total Hours:</b>	1310
<b>Total Semester Hours of Credit:</b>	65
<b>Total Weeks - Day:</b>	65 or 75 (online)
<b>Total Weeks - Evening:</b>	73 or 83 (online)
<b>Clock Hours:</b>	Lecture/Lab
<b>Credential Earned:</b>	Associate of Occupational Science Degree
<b>Academic Year:</b>	Day - 24 credits/32 weeks (Term Type B) or Evening 24 credits/30 weeks (Term Type A)



**WELDING TECHNOLOGY**  
**WELDING TECHNOLOGY WITH INDUSTRY MANAGEMENT**  
**ASSOCIATE OF OCCUPATIONAL SCIENCE**

<b>Course No.</b>	<b>Course Title</b>	<b>Theory</b>	<b>Lab</b>	<b>Credit</b>
AH 100	Career and Life Development	50	10	3.0
WT 111	Introduction to Welding	40	60	4.5
WT 113	General Shop Practices	30	70	4.0
WT 115	GMAW & FCAW	30	70	4.0
WT 117	SMAW on Pipe	30	70	4.0
WT 119	Introduction to GTAW	20	80	4.0
WT 121	Advanced GTAW	20	80	4.0
WT 123	H.F. GTAW/Downhill Welding	20	80	4.0
WT 301	Career Preparation	15	85	3.5

**Degree Requirements**

BUS 2213	Principles of Business	45	0	3.0
MGT 2123	Leadership Development	45	0	3.0
MKT 2423	Introduction to Marketing	45	0	3.0
MGT 1373	Human Resources	45	0	3.0
BUS 2313	Business Law	45	0	3.0
ACC 2213	Accounting Principles	45	0	3.0

**General Education Courses**

ENG 2343	Business Communications	45	0	3.0
BUS 1353	Business Math	45	0	3.0
MGT 2213	Principles of Management	45	0	3.0
GEN 1113	Critical Thinking and Problem Solving	45	0	3.0



## COURSE DESCRIPTIONS

### Accounting Specialist and \*Associate of Occupational Science Accounting

#### **AH 100 Career and Life Development**

**Lecture Hrs: 50 Lab Hrs: 10 Credit Hrs: 3**

Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Mobile Technologies that are applied to personal branding and the workplace; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future. In addition, professionalism and career-building skills are discussed.

#### **AH 101 Career and Life Development (online)**

**Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Mobile Technologies that are applied to personal branding and the workplace; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future. In addition, professionalism and career-building skills are discussed.

#### **ACC 2313 Financial Accounting**

**Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

An overview of the accounting cycle including the theory and practice of measuring and recording financial data for an economic unit: journalizing and posting transactions, and adjusting entries for revenue and expense items. Additional topics include sales tax and non-sales tax items. The course also covers preparation of the income statement, balance sheet, statement of owner's equity, and cash flow statements.

#### **ACC 2273 Accounting Software: QuickBooks**

**Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

In this course, students will use applications to perform accounting activities and take a small business through the entire accounting cycle. Accounting principles are reinforced and placed in a real world context, including analyzing data, managing inventory, bank accounts and petty cash, point of sale, disaster recovery, and setting up customers, jobs, and vendors.

#### **ACC 2253 Managerial Accounting**

**Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

This course is a review of the accounting cycle and advanced work in the areas of cash, receivables, depreciation, error correction, adjusting entries, internal control, and fraud prevention. This course includes an introduction to cost accounting, and sales tax reports. The student will learn to record managerial accounting concepts manually and electronically in QuickBooks.

**Prerequisites:** ACC 2313

#### **ACC 2333 Accounts Receivable and Accounts Payable Management**

**Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

This course covers topics on Accounts Receivable such as approving credit, the billing process, collections, customer service, handling deductions, legal considerations, and bankruptcy. Topics covered on Accounts Payable include invoice handling, funds disbursement, error prevention, statement reconciliation, customer service, internal controls, and audit preparation. All topics in AR and AP will be covered in QuickBooks.

#### **ACC 2263 Accounting Applications: Excel**

**Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

The student will learn software applications to perform tasks in a business environment. Students will create, revise and format workbooks. Formulas, functions, charts and data analysis tools are explored in detail. The course also covers word processing, database, and presentation graphics skills using a Windows operating system.

#### **ACC 2243 Payroll Management**

**Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

This course covers the basic concepts and procedures of payroll management and payroll administration in QuickBooks. Topics include maintaining payroll records and the preparation of federal, state, and local payroll tax reports. The course will concentrate on the administration of the payroll function under the Fair Labor Standards Act and the Internal Revenue Code. Other subjects include payroll and personnel records, computing wages and salary, social security taxes, income tax withholding, unemployment compensation taxes, and analyzing and journalizing payroll transactions.

#### **MGT 1463 Office Management**

**Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

The Office Management course prepares students to assume positions as office managers, supervisors, or as assistants to top executives. Topics covered include office operations efficiency, customer service, professional communication and marketing, and event planning and budgeting.

#### **MGT 1483 Human Resources Administration**

**Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

This course enables students to complete a wide range of human resource administration tasks. Topics emphasize the procedural requirements of Human Resources, including employment rules, regulations, and laws; labor relations; insurance and benefits; retirement and all phases of managing and administering HRM responsibilities – from recruitment through termination.

#### **ACCEXT 711 Externship**

**Clock Hrs: 135 Credit Hrs: 3**

The externship is undertaken following the successful completion of all classroom training, and consists 135 clock hours. Students will practice the skills necessary to perform the duties of an accounting specialist. Externship sites may be chosen by the student with prior approval from the department of career services or may be performed with an established site of the institution.

**\*Associate of Occupational Science General Education course descriptions on page 120**



## **\*Associate of Occupational Science Business Administration - Resident**

### **AH 100 Career and Life Development**

**Lecture Hrs: 50 Lab Hrs: 10 Credit Hrs: 3**

Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Mobile Technologies that are applied to personal branding and the workplace; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future. In addition, professionalism and career-building skills are discussed.

### **BUS 2313 Business Law**

**Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

Business Law teaches students about contracts, criminal law, sales laws, property laws, and laws when conducting business in cyberspace. The legal environment of business will also be discussed.

### **MKT 2423 Introduction to Marketing**

**Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

Introduction to Marketing will provide the student with the knowledge to build customer relationships through effective marketing, to create and price products that will satisfy the customer and to develop integrated marketing communications.

### **ACC 2213 Accounting Principles**

**Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

Accounting Principles is designed to give the student a full understanding of the accounting cycle and how to record financial data.

### **MGT 1373 Human Resources**

**Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

The study of Human Resources will familiarize students with the legal and regulatory environment that pertains to the business world. Hiring, training and development, performance appraisals and compensation will all be discussed.

### **MGT 2213 Principles of Management**

**Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

Principles of Management teaches the foundations of management: planning organizing, execution of objectives and the dynamics and impact of leadership.

### **MGT 2123 Leadership Development**

**Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

This course is designed to provide future and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. In this course a variety leadership roles expected of team members with practical suggestions for improved leadership skills will be discussed. Additionally, sources of power and influence, delegation, group processes, conflict resolution, and group decision-making techniques will be discussed.

### **ENG 2343 Business Communications**

**Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

Business Communications (ENG 2343) teaches the principles of writing letters, memoranda, and reports. Students will learn to use email and communication technology. The course also emphasizes the communication skills of effective listening and speaking.

### **BUS 2213 Principles of Business**

**Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

Principles of Business will teach students the basis for business operations and professionalism with an emphasis on entrepreneurship and the risks and rewards of starting their own business or improving business processes in an existing business. Working in groups and making effective presentations will also be explored.

### **BUS 1353 Business Math**

**Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

Business Mathematics (BUS 1353) students will receive a rapid review of basic mathematics (i.e., addition, subtraction, multiplication, division, fractions, percents, and algebraic equations) with a view toward improving speed and accuracy. The Business Math course is designed to provide students with practical learning in key areas of business math applications. These skills include figuring percents, discounts, taxes, payroll, and interest, and understanding annuities, installment buying, statistics, and the stock market.

### **GEN 1113 Critical Thinking and Problem Solving**

**Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

The Critical Thinking and Problem Solving (GEN 1113) course teaches basic principles and techniques in these important skills. This course provides instruction in an overview of critical thinking to include argument, rhetoric as a persuasion tool, fallacies, and types of reasoning. This course will specifically focus on using these critical thinking skills in writing, assessing credibility issues, and forming opinions. Additionally, it addresses problem-solving skills based on using critical thinking.

### **BUS 2153 Business Ethics**

**Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

In business ethics, the course will consider business actions and decisions in the light of moral principles and values, ask whether ethical motives in business activity would make business better and more successful, and examine fundamental ethical consequences of business decisions made in today's thriving organizations. Further, this course will examine issues and conflicts that typically arise in business that have moral aspects to them, such as the way employers treat their employees, employees their employers, and the ways businesses treat their competitors, their customers, their society, and even their environment.

### **BUS 2523 Customer Relations Management**

**Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

Students will learn strategies for managing a company's interactions with customers, clients and sales prospects. This course will focus on using technology to organize, automate, and synchronize business processes—principally sales activities, but also those for marketing, tech support, and customer service. The overall goals of this course are to illustrate ways to find, attract, and win new clients, nurture and retain those the company already has, entice former clients back into the fold, and reduce the costs of marketing and client service. Customer satisfaction and value will be at the core of this course.

**BUS 2543 Information Technology and Trends****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

This is an introductory course to information systems in business. This course explains the difference between computer literacy and information literacy. Students will gain valuable insight on emerging trends, technologies, and applications. Students will look at the risks associated with information technologies, as well as the value of e-commerce.

**BUS 2553 Project Management****Lecture Hrs: 3 Lab Hrs: 0 Credit Hrs: 3**

This course is designed to provide insight into depth of Project Management. Students will become more aware of the roles of project managers and team members. They will also learn how to define the scope of a project. Students will be challenged in Resource Planning and Project Controls.

**BUS 2563 Operations Management****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

Fundamental concepts of operations including: productivity, quality, logistics, distribution, supply chain technology, inventory management, and project management will be taught in this course. Other concepts include design and scheduling of personnel activities, design of operations and work systems, job simplification, service location problems, vehicle scheduling and routing, utilization of service capacity, and quality control in service operations. Managing operations well requires both strategic and tactical skills. This course is designed to give and improve both skills and combine them with other needed business expertise.

**BUS 2573 Entrepreneurship****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

Developing a business plan is one of the most important challenges an entrepreneur will face. The process of developing a good business plan requires an understanding and appreciation for the tools required to do it right. This course will explore some of the pitfalls of starting a business, the responsibilities of the owner and the resources available to help make an informed decision and reach the target market.

**BUS 2583 Professional Sales****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

Students will obtain a broad overview of the basic concepts of sales management. They will gain valuable understanding of the topics of personal selling, understanding buyers and current developments in purchasing, effective sales dialogue, evaluating salesperson performance, and preparations of sales presentations. Students will also explore components of retail management. This course is designed to give the student a strong start in salesmanship.

**BUS 2593 Professional Development****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

This course is an advanced study of business administration and management, and human resources. Students will be introduced to small business enterprises and management. Emphasis will be placed on personal and professional strategies for growth and development. Management strategies for high-performance skills will also be discussed.

**BUSEXT 2601 Externship****Clock Hrs: 135 Credit Hrs: 3**

In this course, the student will spend 135 hours in a Business or Corporate setting applying various skills learned in the program.

**\*Associate of Occupational Science General Education course descriptions on page 120**

**\*Associate of Occupational Science Business Administration - Online****AH 101 Career and Life Development****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Computer Literacy emphasizing competency in the office productivity applications; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future.

**BUS 2313 Business Law****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

Business Law teaches students about contracts, criminal law, sales laws, property laws, and laws when conducting business in cyberspace. The legal environment of business will also be discussed.

**MKT 2423 Introduction to Marketing****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

Introduction to Marketing will provide the student with the knowledge to build customer relationships through effective marketing, to create and price products that will satisfy the customer and to develop integrated marketing communications.

**ACC 2213 Accounting Principles****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

Accounting Principles is designed to give the student a full understanding of the accounting cycle and how to record financial data.

**MGT 1373 Human Resources****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

The study of Human Resources will familiarize students with the legal and regulatory environment that pertains to the business world. Hiring, training and development, performance appraisals and compensation will all be discussed.

**MGT 2213 Principles of Management****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

Principles of Management teaches the foundations of management: planning organizing, execution of objectives and the dynamics and impact of leadership.

**MGT 2123 Leadership Development****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

This course is designed to provide future and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. In this course a variety of leadership roles expected of team members with practical suggestions for improved leadership skills will be discussed. Additionally, sources of power and influence, delegation, group processes, conflict resolution, and group decision-making techniques will be discussed.

**ENG 2343 Business Communications****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

Business Communications (ENG 2343) teaches the principles of writing letters, memoranda, and reports. Students will learn to use email and communication technology. The course also emphasizes the communication skills of effective listening and speaking.

**BUS 2213 Principles of Business****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

Principles of Business will teach students the basis for business operations and professionalism with an emphasis on entrepreneurship and the risks and rewards of starting their own business or improving business processes in an existing business. Working in groups and making effective presentations will also be explored.

**BUS 1353 Business Math****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

Business Mathematics (BUS 1353) students will receive a rapid review of basic mathematics (i.e., addition, subtraction, multiplication, division, fractions, percents, and algebraic equations) with a view toward improving speed and accuracy. The Business Math course is designed to provide students with practical learning in key areas of business math applications. These skills include figuring percents, discounts, taxes, payroll, and interest, and understanding annuities, installment buying, statistics, and the stock market.

**GEN 1113 Critical Thinking and Problem Solving****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

The Critical Thinking and Problem Solving (GEN 1113) course teaches basic principles and techniques in these important skills. This course provides instruction in an overview of critical thinking to include argument, rhetoric as a persuasion tool, fallacies, and types of reasoning. This course will specifically focus on using these critical thinking skills in writing, assessing credibility issues, and forming opinions. Additionally, it addresses problem-solving skills based on using critical thinking.

**BUS 2153 Business Ethics****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

In business ethics, the course will consider business actions and decisions in the light of moral principles and values, ask whether ethical motives in business activity would make business better and more successful, and examine fundamental ethical consequences of business decisions made in today's thriving organizations. Further, this course will examine issues and conflicts that typically arise in business that have moral aspects to them, such as the way employers treat their employees, employees their employers, and the ways businesses treat their competitors, their customers, their society, and even their environment.

**AH 101 Career and Life Development****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Computer Literacy emphasizing competency in the office productivity applications; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future.

**BUS 2523 Customer Relations Management****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

Students will learn strategies for managing a company's interactions with customers, clients and sales prospects. This course will focus on using technology to organize, automate, and synchronize business processes—principally sales activities, but also those for marketing, tech support, and customer service. The overall goals of this course are to illustrate ways to find, attract, and win new clients, nurture and retain those the company already has, entice former clients back into the fold, and reduce the costs of marketing and client service. Customer satisfaction and value will be at the core of this course.

**BUS 2543 Information Technology and Trends****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

This is an introductory course to information systems in business. This course explains the difference between computer literacy and information literacy. Students will gain valuable insight on emerging trends, technologies, and applications. Students will look at the risks associated with information technologies, as well as the value of e-commerce.

**BUS 2553 Project Management****Lecture Hrs: 3 Lab Hrs: 0 Credit Hrs: 3**

This course is designed to provide insight into depth of Project Management. Students will become more aware of the roles of project managers and team members. They will also learn how to define the scope of a project. Students will be challenged in Resource Planning and Project Controls.

**BUS 2563 Operations Management****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

Fundamental concepts of operations including: productivity, quality, logistics, distribution, supply chain technology, inventory management, and project management will be taught in this course. Other concepts include design and scheduling of personnel activities, design of operations and work systems, job simplification, service location problems, vehicle scheduling and routing, utilization of service capacity, and quality control in service operations. Managing operations well requires both strategic and tactical skills. This course is designed to give and improve both skills and combine them with other needed business expertise.

**BUS 2573 Entrepreneurship****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

Developing a business plan is one of the most important challenges an entrepreneur will face. The process of developing a good business plan requires an understanding and appreciation for the tools required to do it right. This course will explore some of the pitfalls of starting a business, the responsibilities of the owner and the resources available to help make an informed decision and reach the target market.

**BUS 2583 Professional Sales****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

Students will obtain a broad overview of the basic concepts of sales management. They will gain valuable understanding of the topics of personal selling, understanding buyers and current developments in purchasing, effective sales dialogue, evaluating salesperson performance, and preparations of sales presentations. Students will also explore components of retail management. This course is designed to give the student a strong start in salesmanship.



### **BUS 2593 Professional Development**

**Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

This course is an advanced study of business administration and management, and human resources. Students will be introduced to small business enterprises and management. Emphasis will be placed on personal and professional strategies for growth and development. Management strategies for high-performance skills will also be discussed

### **BUSEXT 2601 Externship**

**Clock Hrs: 135 Credit Hrs: 3**

In this course, the student will spend 135 hours in a Business or Corporate setting applying various skills learned in the program.

**\*Associate of Occupational Science General Education course descriptions on page 120**

## **Dental Assistant and \*Associate of Occupational Science in Dental Assisting**

### **AH 100 Career and Life Development**

**Lecture Hrs: 50 Lab Hrs: 10 Credit Hrs: 3**

Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Mobile Technologies that are applied to personal branding and the workplace; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future. In addition, professionalism and career-building skills are discussed.

### **PHI 1153 Medical Law and Ethics**

**Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on HIPPA, legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services.

### **BIO 1316 Anatomy & Physiology**

**Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

This course is a study in human anatomy and physiology. This course will focus on an in-depth study of the human muscular system and skeletal system.

### **BIO 1387 Nutrition**

**Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

The student will learn tools for nutritional assessment and will be provided with the skills to educate patients on current trends and diets that work especially those that are endorsed by the medical community.

### **AH 225 Sterilization Procedures/OSHA**

**Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

This course introduces the infection and hazard control procedures necessary for the safe practice of healthcare. Topics include microbiology, practical infection control, sterilization and monitoring, chemical disinfectants, aseptic technique, infectious diseases, OSHA standards, and applicable laws. Students are introduced to the autoclave and accessories as well as surgical instrument preparation, processing and wrapping. Upon completion, students should be able to understand infectious diseases, disease transmission, infection control procedures, biohazard management, OSHA standards, and applicable laws.

### **AH 115 Medical Emergencies and CPR**

**Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

In this course the student will learn basic first aid and CPR training. The student will be instructed on the skills needed to recognize and respond to various life-threatening situations for victims of all ages. Emergencies such as respiratory arrest, cardiac arrest, and foreign-body airway obstruction will be addressed. With successful completion of this CPR program the student will receive a two year certification in Basic Life Support (BLS) for the Healthcare Provider. The fundamentals of first aid will also be covered.

### **AH 220 Introduction to Pharmacology**

**Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

This course is an introduction to pharmacology which includes terminology, drug category, use, side effects, contraindications, and interactions. Common dosage ranges and routes of administration will also be examined.

### **DA 1115 Dental Terminology**

**Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

Students will learn the parts and functions of bodies being treated in dentistry. Emphasis is placed on abbreviations, prefixes, root words, suffixes and their meanings.

### **DA 1111 Practice Management/Patient Relations**

**Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course provides an overview of the business aspect of the dental practice and the role of the business office auxiliary. This course focuses on several key behavioral concepts and techniques for effective patient management and interpersonal office skills. Students will learn to function as a successful professional in health care delivery and will develop knowledge of the psychology of individuals and groups.

### **DA 1113 Introduction to Dental Assisting**

**Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course covers an introduction to the basic knowledge of dentition and the principles of morphology. Student will also place their focus on identifying the landmarks and anatomy of the head and neck.

### **DA 1114 Pre-Clinical**

**Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course emphasizes the names and uses of a wide range of dental instruments and equipment. The student will be taught the ergonomics of dental assisting and concepts of four-handed dentistry.

### **DA 1213 Preventative**

**Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course covers the skills and concepts for preventing periodontal disease, oral hygiene instruction, nutritional counseling, and plaque control and fluoride therapy.

**DA 1215 Periodontics****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course covers different types of periodontal disease, treatment, prevention and instruments and materials used in this specialty.

**DA 1118 Introduction to Dental Radiography****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course covers the basic concepts in radiation and principles of radiography, focusing on patient and operator safety. Students will learn the principles of x-ray production, x-ray film processing techniques, methods of evaluation in identifying exposure errors, and occupational radiation safety.

**DA 1119 Dental Laboratory****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course covers the use of dental materials and gypsum products.

**DA 1217 Prosthodontics****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course covers fixed and removable prosthetic devices, and dental implants.

**DA 1225 Operative****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course includes instruction in assisting with the removal of dental caries, and placement of filling materials. The student will be taught the composite restorations, suctioning, retracting, tray setup, dental charting, and post-operative instructions specific to composite restorations procedures.

**DA 1219 Restorative Dentistry****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course includes instruction in assisting with the removal of dental caries, and placement of filling materials. The student will be taught the amalgam restorations, suctioning, retracting, tray setup, dental charting, and post-operative instructions specific to amalgam restorations procedures.

**DA 1221 Pedodontics****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course covers the prevention, diagnosis, and treatment of children's dental health problems.

**DA 1223 Orthodontics****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course will focus on the growth and development of the jaws and face, the positioning of teeth, influences on development, and prevention and correction of malocclusions.

**DA 1126 Endodontics****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course will focus on the dental specialty concerned with the treatment of pulpal and periapical diseases of the teeth. The student will learn proper chair side techniques for assisting with pulp capping, pulpotomy, pulpectomy, instrumentation and obturation of infected root canals, and removal of diseased periapical tissues.

**DA 1181 Dental Sciences****Lecture Hrs: 15 Lab Hours: 5 Credit Hrs: 1**

This course will focus on Embryology, histology of the life cycle of the tooth, tooth structure and components of the periodontium. Students will also be taught Microbiology, groups of microorganisms, and the disease of major concern to the dental assistant.

**DA 1129 Oral Pathology/Oral Surgery****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

In the duration of this course, the student will focus on the aseptic techniques, suctioning, retracting, dental charting, proper instrument handling, tray setup and post-operative instructions for procedures involving a variety of oral surgeries.

**DA 1131 Essentials of Dental Radiography – Bisecting/Paralleling****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course will focus on placement exposure and processing of the radiograph using the bisecting and paralleling method. Darkroom procedures and mounting are included.

**DA 1133 Essentials of Dental Radiography-Lab****Lecture Hrs: 0 Lab Hrs: 20 Credit Hrs: 0.5**

This course is lab intensive; the student will continue to expand practical skill based knowledge and will practice proof of competency on manikins.

**DAEXT 311 Externship****Clock Hrs: 180 Credit Hrs: 4**

In this course, the student will spend 180 hours in a dental setting. A portion of the externship may take place on campus at the Community Care College dental facility. A student may fulfill their remaining requirements off campus.

\*Associate of Occupational Science General Education course descriptions on page 120

## Early Childhood Education and \*Associate of Occupational Science Early Childhood Education

**AH 100 Career and Life Development****Lecture Hrs: 50 Lab Hrs: 10 Credit Hrs: 3**

Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Mobile Technologies that are applied to personal branding and the workplace; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future. In addition, professionalism and career-building skills are discussed.

**AH 101 Career and Life Development (online)****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Computer Literacy emphasizing competency in the office productivity applications; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future.

**ECE 101 Introduction to Early Childhood Education****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

This course provides an introduction to early childhood education, including an overview of the history of early education programs, philosophies of child development theorists, and current issues in the field. Making professional and ethical decisions based on knowledge of child development theories and best practices is emphasized. The framework of developmentally appropriate practice is defined in this course.

**ECE 103 Child Growth and Development****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

This course focuses on the study of growth and development beginning with conception and continuing through age eight. The role of play, as it relates to theories of learning and behavior, is explored. Students will identify young children's characteristics and needs, influences on development and learning, and how to use this knowledge to create developmentally supportive learning environments.

**ECE 105 Curriculum and Development****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

This course prepares students to develop, implement and assess developmentally appropriate environments and activities for young children, including those with special needs. Past and current curriculum models are discussed in relation to child development theories. Observation and assessment of young children is also covered.

**ECE 107 Early Childhood Program Management****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

This course examines the issues involved in managing a variety of early childhood programs. The following topics will be discussed: structural organization, policy and procedure, staffing, finances, licensing and program evaluation. Course also addresses how to create and maintain a safe and healthy learning environment for children by promoting good health and nutrition and preventing illness and injury.

**ECE 109 Social Emotional Development and Guidance****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

This course focuses on how to support children in developing a positive sense of self and encourage healthy social and emotional growth and development in young children. Students will develop an understanding of the connection between children's individual needs, learning environment and positive guidance in relation to classroom management.

**ECE 111 Language and Literacy****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

This course provides an in-depth study of how students can promote language and literacy development in young children. Literature selection, curriculum integration and assessment are also included. Emphasis will be placed on the roles of teachers and families in facilitating reading, writing, speaking and listening in working with young children.

**ECE 113 Creative Art, Movement and Expression****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

This course focuses on creativity and the physical development of young children supported by appropriate experiences in play, creative movement, music, art, literature and drama. Students will identify physical developmental milestones and create environments and activities that are developmentally appropriate and encourage freedom of creativity, imagination, and freedom.

**ECE 115 Family, Community, and Early Education****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

This course will prepare students to develop partnerships among families, early childhood programs, and communities. Emphasis will be placed on developing the student's understanding of family dynamics and the perspectives of families in the care and education of their children. Students will learn how to work effectively with families and other adults from a variety of cultural/linguistic and socio-economic backgrounds. Community resources are discussed, and students will learn to recognize signs of child abuse, how to report abuse and neglect, and skills in working with families in crisis.

**ECE EXT 211 Externship****Contact Hrs: 180 Credit Hrs: 4**

The externship is the culminating experience for the ECE student. Students will interact with children in an early childhood education program demonstrating an understanding of appropriate teacher/child interactions, learning environment, curriculum, observation and assessment, and classroom management. The externship will be completed at an outside licensed facility.

**ECE EXT 213 Externship (online)****Contact Hrs: 180 Credit Hrs: 4**

The externship is the culminating experience for the ECE student. Students will interact with children in an early childhood education program demonstrating an understanding of appropriate teacher/child interactions, learning environment, curriculum, observation and assessment, and classroom management.

\*Associate of Occupational Science General Education course descriptions on page 120

**Fitness and Health Trainer and \*Associate of Occupational Science Fitness and Health Trainer****AH 100 Career and Life Development****Lecture Hrs: 50 Lab Hrs: 10 Credit Hrs: 3**

Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Mobile Technologies that are applied to personal branding and the workplace; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future. In addition, professionalism and career-building skills are discussed.

**FHT 111 Healthy Lifestyles****Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

This course is an introduction to health, wellness, and hypokinetic disease as it relates to individual lifestyles. Topics include disease risk reduction, Healthy People 2010 and community health programs. The students will learn self-management skills to adhere to healthy lifestyle behaviors.

**FHT 117 Anatomy****Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

This course will provide the student with a basic understanding of functional anatomy as it relates to exercise and personal training. Topics include the musculoskeletal system, anatomical planes, cardiovascular anatomy, anatomical locations, circulatory system, respiratory system, skeletal muscle structure & microanatomy (muscle cell structure & fiber types).

**FHT 119 Physiology****Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

This course covers the physiological components of exercise and the impact exercise has on the systems of the body. Topics include exercise metabolism, energy systems, acute & chronic effects of exercise, metabolic response to exercise, Measurement of metabolism and oxygen consumption, Cardiorespiratory response to exercise & neuromuscular response to resistance exercise.

**Prerequisites:** FHT 117**FHT 118 Biomechanics & Kinesiology****Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

This course will include the study of human motion as it relates to exercise and personal training. Topics will include Joint motions, major movements of the upper and lower extremities, forces & torques, laws of motion, kinetics & kinematics.

**Prerequisites:** FHT 117, FHT 119**FHT 123 Cardiorespiratory Fitness****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course will cover all aspects of cardiorespiratory fitness. There will be discussion on the term “threshold” and “target zones” and how to achieve these physical states. The student will also learn about modalities of cardiovascular fitness training, methods of assessment, and the ACSM guidelines for improving cardiorespiratory fitness.

**FHT 125 Muscular Fitness****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course will cover various aspects of muscular fitness. Topics include modalities of improving muscular fitness, methods of assessment, types of muscular contractions, muscle strength vs. muscle endurance, proper biomechanics and the ACSM guidelines for improving muscular strength & endurance.

**FHT 121 Balance and Flexibility****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course will cover various aspects of balance and flexibility training. Topics include: ACSM guidelines for improving flexibility, methods of assessment, importance of balance and flexibility, current trends, and various modalities for improving balance and flexibility including “functional exercise” and “core stability”.

**FHT 113 Pre-screening & Risk Assessments****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course stresses the importance of evaluating physical readiness for exercise. Topics include: Health appraisal, physical assessments, forms and questionnaires, informed consent procedures and risk stratification.

**FHT 115 Physical Fitness Assessments****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course will include a comprehensive basis for fitness testing procedures. Topics include purpose, risks, safety, test order, test termination, interpretation of results, assessments for: body composition, cardiorespiratory fitness, muscular fitness, flexibility, postural analysis, and assessing fitness in children and older adults. Students will perform each test on themselves or their peers during lab time.

**FHT 116 Corrective Exercise Program Design****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course will introduce corrective exercise strategies based on loss of function. The student will receive detailed insight into the prevention of injuries, assessment of dynamic dysfunctions, and an overview of program design for corrective exercise. The systematic approach of an integrated corrective exercise design uniquely blends the variables of available flexibility, isolated and integrated corrective strengthening, and corrective exercise design to allow the student the necessary foundation in developing safe corrective exercise programs.

**Prerequisites:** FHT 115**FHT 114 Clinical & Medical Considerations****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course will continue the topic of Risk Assessment and will focus more on populations that may require more supervision in a clinical or medical setting. Scope of practice, liability, physician referral and medical clearance will also be discussed.

**FHT 135 Special Populations****Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

This course includes comprehensive study of special populations and the importance of exercise modifications during exercise training. Diabetes, hypertension, heart disease, obesity, children, pregnancy, elderly, osteoporosis and other conditions will be discussed.

**FHT 145 Weight Management Strategies****Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

Course will include information on nutrition as it relates to weight management. Topics include energy intake recommendations, weight reduction, weight gain, food guide pyramid, macronutrients and kilocalories. Students will learn what information is appropriate to give a client. Scope of practice for a personal trainer as it relates to nutrition will be discussed. The ACSM position stand on Obesity and Weight Management will be covered.

**FHT 152 Nutrition****Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

This course will continue with the topic of nutrition and focus more nutritional balance for achieving wellness and preventing disease. Students will learn more about macronutrients, kilocalories, vitamins, and minerals. Functions, RDA, food sources, over-consumption and deficiencies of vitamins will be covered in detail. The NCEP Guidelines will also be discussed.

**FHT 147 Program Design****Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

This program will equip the student with the tools to design individual exercise programs specifically for improvement of health and wellness. Topics include: FITT principle, ACSM/CDC recommendations, recommended energy expenditure, dose-response relationship, components of a comprehensive exercise program and exercise prescription. Methods of program design for hypo kinetic disease prevention, cardiovascular endurance, flexibility and muscular fitness will be discussed in detail as it related to health improvement.

**FHT 122 Group Fitness****Lecture Hrs: 5 Lab Hrs: 15 Credit Hrs: 0.5**

This course will cover a variety of aerobic modalities for the group exercise class. Lecture topics include: components of an aerobic class, warm-up & cool down, methods of choreography development, muscle balance, appropriate music tempos, monitoring intensity, and class motivation. Activities will include: dance aerobics, step aerobics, cardio kickboxing, verbal cueing, rhythms & counting, developing choreography, etc.

**FHT 156 Worksite Health Promotion****Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

This course details the value of a healthy work force and how to provide opportunities for improvement. Students will assist in the development of the CCC/CSC/OTC employee wellness newsletter and learn other motivational techniques for promoting health and wellness in the workplace.

**FHT 127 Injuries****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course will include information on high-risk exercise and appropriateness for certain populations. Special attention will be given to the care and prevention of injuries in the group/individual training session. Students will learn how to develop and teach safe fitness programs. Various types of injuries that might occur in an exercise program are identified along with the possible injury treatments.

**FHT 140 Exercise Psychology & Counseling****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course provides a broad foundation of exercise psychology and how to intertwine in the personal trainer's scope of practice. Psychological theories used in the health/fitness setting and effective counseling methods will be discussed.

**MT 221 Sports Massage****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

Students are taught to work with a specific type of massage application and population – athletes. In addition the student will be introduced to the practice and techniques of event sports massage.

**FHT 153 Marketing and Sales****Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

Students will study networking and their effects on successful business management. As students study the importance of identifying a niche market and the positive effects of focusing marketing efforts on that group, student will also identify the most beneficial and cost-efficient methods of marketing. Students will also learn the resources available locally to individuals in business. Students will develop a marketing plan and include the development of a business flyer or business card as a part of successful course completion.

**FHT 151 Business Management****Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

Students will research the various types of businesses found in the Health and Fitness industry. Students will learn the responsibilities involved with small business ownership. Small business operations will be addressed including accounting, small business management, human resource management and the importance of a business plan as well as the benefits of obtaining a business coach. Students will develop a business plan as part of the course requirements.

**AH 115 Medical Emergencies and CPR****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

In this course the student will learn basic first aid and CPR training. The student will be instructed on the skills needed to recognize and respond to various life-threatening situations for victims of all ages. Emergencies such as respiratory arrest, cardiac arrest, and foreign-body airway obstruction will be addressed. With successful completion of this CPR program the student will receive a two year certification in Basic Life Support (BLS) for the Healthcare Provider. The fundamentals of first aid will also be covered.

**FHT 143 Sports Training****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course will focus primarily on modalities that facilitate sport specific goals. Students will learn how to research, design and implement sport specific training methods. Activities will include a variety of sport specific training techniques used in the athletics and sports.

**FHTINT 157 Internship****Clock Hrs: 180 Credit Hrs: 4**

In this course, the student will spend 180 hours in a fitness setting. The internship may take place on campus at the WAY OF LIFE gym. With written approval, a student may fulfill their internship requirements off campus.

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## \*Associate of Occupational Science Health Care Administration

**AH 100 Career and Life Development****Lecture Hrs: 50 Lab Hrs: 10 Credit Hrs: 3**

Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Mobile Technologies that are applied to personal branding and the workplace; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future. In addition, professionalism and career-building skills are discussed.

**AH 101 Career and Life Development (online)****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Computer Literacy emphasizing competency in the office productivity applications; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future.

**HCA 1453 Medical Terminology and A&P****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

This is designed to help the student understand the knowledge of the different terms used in medical facilities as they relate to medical conditions, medical procedures, medical coding and billing. The course will focus on the various components, structure and molecular form of a normal and abnormal cell. Other topics include male and female reproductive systems, impaired movement that results from nervous, spinal, muscle or neuromuscular disorders, epilepsy, and traumatic injury.

**MBC 1130 Medical Insurance****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

This course will provide the student with knowledge of medical insurance applications. The information provided will help the student understand the essentials of insurance, the role of a medical insurance billing specialist and the laws and ethical guidelines of the field. The course will cover medical documents, coding diagnoses, procedures claim process, charges, methods of payments, billing and reimbursements. Other topics include private payers, Medicaid, Medicare and all other major insurance carriers.

**HCA 1124 Intro to Diagnostic Coding****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

This course is an introduction to diagnostic coding. Instruction is given to students to clearly illustrate key areas from the basics of coding. Students are taught to understand the basic steps and rules to follow for the coding of diagnoses as well as identify the basic characteristics, conventions, symbols, and principles of diagnostic coding.

**HCA 1126 Intro to Procedure Coding****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

This is a beginning level course in CPT, a clinical coding system used to code and bill procedures and services provided by outpatient facilities, physicians and other health care professionals. The structure, format, and usage of CPT, as well as its guidelines and common problems, are covered.

**MBC 1141 Medical Office Management****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

This course will provide with student with knowledge of handling computerized billing tasks such as data entry of patient information, processing billing information, reports, and insurance claims within the healthcare environment.

**HCA 1118 Intro to Electronic Health Records****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

The Intro to Electronic Health Records discusses the rapidly changing technology in the health care environment. The course will introduce the basic functions of the Electronic Health Record, it's benefit to us as healthcare workers and the benefit to physicians and patients. The course will introduce the best practices for transition from a paper based record to an Electronic Health Record.

**HCA 1120 Electronic Health Records****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

This course provides an overview of electronic health record (EHR) systems, including the design, data integrity, and security and privacy concepts. Also addressed are policies and procedures for assessing the EHR and its content for compliance as a legal business record.

**Prerequisites: HCA 1118****MBC 1142 Software Applications in Healthcare****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

This course will provide the student information with computer software applications that are used for coding and billing. Information about MediSoft software applications will be covered.

**HCA 1122 Front Office Management****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

During this course, students will study the dynamics of managing a medical front office. Students can expect to understand the importance of patient confidentiality, telephone and communication skills, appointment scheduling, processing mail, insurance authorizations, and written correspondence and typing skills as well as managing a front office staff.

**HCA 2383 Healthcare Management****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

This course is designed to help the student to learn how to perform basic administrative (front office) and functions in the area of telephone technique, scheduling and maintaining appointments, and patient education.

**\*Associate of Occupational Science General Education course descriptions on page 120**

## **Massage Therapy and \*Associate of Occupational Science in Massage Therapy**

**AH 100 Career and Life Development****Lecture Hrs: 50 Lab Hrs: 10 Credit Hrs: 3**

Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Mobile Technologies that are applied to personal branding and the workplace; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future. In addition, professionalism and career-building skills are discussed.

**MT 111 Massage Therapy as a Profession****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course is designed to introduce the student to the vocation of therapeutic massage. It reviews the basic job description and duties of the massage therapist. It goes over a brief history of massage therapy, progress and setbacks over the ages, and overview of basic techniques and modalities. In addition this course includes lab work in Swedish massage.

**MT 113 Law and Ethics/HIPAA****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course is designed to help the student define scope of practice, code of ethics, and standards of profession as a massage therapist, and to clarify state and federal patient care regulations, including HIPAA. In addition this course includes lab work in Swedish massage.

**MT 115 Medical Terminology & Body Systems****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course is based on the use of vocabulary utilized in massage therapy. The emphasis is to equip the student with a thorough working knowledge of medical language. The student will learn receive an overall view of the basic anatomy of the body systems. In addition this course includes lab work in Swedish massage.

**MT 217 Skeletal System****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course is designed to introduce the student to the anatomy and pathologies of the skeletal system and joints. Students will be introduced to Swedish gymnastics and ROM exercises. In addition this course includes lab work in Swedish massage and role play of related pathologies.

**MT 119 Current Trends - Tools of the Trade****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course is designed to introduce the student to the tools of the trade and how to identify which ones are most in demand in the current massage setting. Identify and discuss retailing of massage related products and equipment. The students will learn how sales and marketing techniques can economically impact business operations and success. In addition the students will learn the basics techniques and practice of stone massage

**MT 121 Muscular System****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course is designed to introduce the student to the anatomy and pathologies muscular system, its functions, histology, anatomy, chemistry, nomenclature, contractions, and fiber movement. In addition this course includes lab work in Swedish massage and role play of related pathologies.

**MT 123 Nervous System****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course is designed to introduce the student to the anatomy and pathologies of the nervous system of the human body, its functions, structures, and its role in pleasure and pain. In addition this course includes lab work in Swedish massage and role play of related pathologies.

**MT 125 Allied Modalities****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course is designed to introduce the student to the various adjunctive forms of therapeutic massage such as hydrotherapy, cryotherapy, thermotherapy, and seated massage. In addition, students will have hands-on experience with some of the most common modalities utilized in clinical practice. These include but are not limited to studies in Craniosacral, Thai Massage, & Polarity.

**MT 127 Sanitation, Safety, & Hygiene****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course is designed to introduce the student to correct procedures to ensure a safe massage environment for them and their clients, as well as how to follow clinical protocols for universal precautions. In addition this course includes lab work in Swedish massage.

**MT 129 Endocrine System & Reflexology****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course is designed to introduce the student to the anatomy and pathologies of the endocrine system, its functions, structures, chemistry. In addition this course includes lab work and study of massage modality of Reflexology.

**MT 131 Integumentary & Respiratory Systems****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course is designed to introduce the student to the anatomy and pathologies of the integumentary and respiratory systems of the human body, its functions, structures, and chemistry. In addition this course includes lab work in Swedish massage and role play of related pathologies.

**MT 133 Urinary & Reproductive Systems****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course is designed to introduce the student to the anatomy and pathologies of the urinary and reproductive systems of the human body, its functions, structures, and chemistry. In addition this course includes lab work in the basics of pregnancy massage and role play of related pathologies.

**MT 135 Sensory****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course is designed to introduce the student to the anatomy and pathologies of the sensory organs of the peripheral nervous system of the human body, its functions, structures, chemistry and its role in pleasure and pain. In addition this course includes lab work in Swedish massage and role play of related pathologies.

**MT 137 Wellness Components****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course is designed to introduce the student to the components of wellness, client education, and client communication in order to encourage clients to maintain the benefits of their massages. In addition this course includes lab work in Swedish massage.

**MT 211 Asian Bodywork Therapy****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course is designed to introduce the student to Asian massage therapy. Identify the difference in eastern and western approaches to health and medicine. Describe the Five Element theory and Yin Yang perspective. In addition this course is designed to introduce the student the basic practice and techniques of shiatsu massage.

**MT 213 Deep Tissue & Neuromuscular Therapy: Extremities****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course is designed to introduce the student to the practice of deep tissue, rehabilitative massage, specific clinical techniques, protocols, and muscles of the appendicular skeleton. In addition this course includes implementation of procedures during a Swedish massage session.

**MT 215 Deep Tissue & Neuromuscular Therapy: Torso****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course is designed to introduce the student to the practice of deep tissue, rehabilitative massage, specific clinical techniques, protocols, and muscles of the axial skeleton. In addition this course includes implementation of procedures during a Swedish massage session.

**MT 117 Spa Management & Practical Experience****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course is designed to introduce the student to the clinical setting and the role that a massage therapist would play. In addition the student will receive practical experience in a real spa or clinic setting.

**MT 219 Current Trends - Technique****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course is designed to introduce the student to the latest trends in techniques, styles of massage, and how to identify which ones are most in-demand in the current/upcoming massage field. In addition the students will learn the basics techniques and practice of stone massage.

**MT 221 Sports Massage****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

Students are taught to work with a specific type of massage application and population – athletes. In addition the student will be introduced to the practice and techniques of event sports massage.

**MT 223 Therapeutic Spa****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course is designed to introduce the student to the latest trends and techniques in therapeutic spa. In addition the students will receive practical experience in performing the latest treatments

**MT 225 Cardiovascular System****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course is designed to introduce the student to the anatomy and pathologies of the cardiovascular system, its functions, structures, chemistry, and the benefit of massage on this system. They will learn the cause and effect of blood pressure and heart rate. In addition this course includes lab work in Swedish massage and role play of related pathologies.

**AH 113 Serving Special Populations****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

The standard massage routine is designed for the typical clientele. This course will help the student adapt to unique situations and special needs including physical, emotional, and health related challenges. In addition this course includes lab work in the basics of pregnancy massage and role play of related pathologies.

**MT 227 Biomechanics and Kinesiology****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course is designed to introduce the student to the interaction between the skeletal system, joints, muscles, and neural activity. Students will understand how proper body and table mechanics can enhance and protect their massage practice. In addition this course includes lab work in Swedish massage.

**MT 229 Business and Marketing****Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

This course is designed to help prepare the student for running and marketing a successful private practice and to promote themselves as massage professionals.

**MT 231 Digestive System & Reflexology****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course is designed to introduce the student to the anatomy and pathologies of the digestive system, its functions, structures, and chemistry. The student will be introduced to the basic technique and practice of the massage modality of Reflexology. In addition this course includes lab work in Swedish massage and role playing of related pathologies.

**MT 235 Lymphatic Massage****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course is designed to introduce the student to the anatomy and pathologies of the lymphatic system, its functions, structures, and chemistry. In addition the student will be introduced to the techniques and practice of lymphatic drainage massage. In addition this course includes lab work role play of related pathologies.

**AH 115 Medical Emergencies and CPR****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

In this course the student will learn basic first aid and CPR training. The student will be instructed on the skills needed to recognize and respond to various life-threatening situations for victims of all ages. Emergencies such as respiratory arrest, cardiac arrest, and foreign-body airway obstruction will be addressed. With successful completion of this CPR program the student will receive a two year certification in Basic Life Support (BLS) for the Healthcare Provider. The fundamentals of first aid will also be covered.

**MT 300 Certification Review****Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

This course is designed to prepare student for their program written exam as well as the national massage exams of NCTMB, NCTM, & MBLEx.

**Prerequisites:** MT 111, MT 113, MT 115, MT 217, MT 119, MT 121, MT 123, MT 125, MT 127, MT 129, MT 131, MT 133, MT 135, MT 137, MT 211, MT 213, MT 215, MT 117, MT 219, MT 221, MT 223, MT 225, AH 113, MT 227, MT 229, MT 231, MT 233, AH 115

**MTEXT 311 Externship/Internship****Clock Hrs: 180****Credit Hrs: 4**

The externship is undertaken as practical experience to follow the skills taught in massage labs and training exercises and consists of 180 hours. Students will obtain their externship hours at locations deemed certified and acceptable by Community Care College. This externship is unpaid and the hours of attendance will be determined by the site. Students can begin accumulating hours for externship after passing the required skills sets as outlined by the course curriculum.

**Prerequisites:** MT 111, MT 113, MT 115, MT 217, MT 119, MT 121, MT 123, MT 125, MT 127, MT 129, MT 131, MT 133, MT 135, MT 137, MT 211, MT 213, MT 215, MT 117, MT 219, MT 221, MT 223, MT 225, AH 113, MT 227, MT 229, MT 231, MT 233, AH 115, MT 300



## Medical Assistant and \*Associate of Occupational Science in Medical Assisting

### AH 100 Career and Life Development

**Lecture Hrs: 50 Lab Hrs: 10 Credit Hrs: 3**

Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Mobile Technologies that are applied to personal branding and the workplace; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future. In addition, professionalism and career-building skills are discussed.

### MA1253 Health Careers

**Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

This course will introduce the professional standards that are required in medical assisting and the different specialties and allied health professionals integral to the health-care delivery team, as well as Complementary and Alternative Medicine modalities (CAM). Emphasis is placed on the success strategies of critical thinking, problem solving & self evaluation. The use of effective verbal, nonverbal and written communication techniques and the effect of anxiety and stress on communication in patients, families and co-workers will be explored.

### MA1255 Law and Ethics

**Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

This course covers the principles and basic concepts of ethics and laws involved in providing medical services.

### MA1251 Infection Control / Laboratory Equipment and Safety

**Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course introduces the cycle of infection with emphasis on understanding infection and hazard control procedures necessary for the safe practice of healthcare. Bloodborne Pathogens, Universal and Standard Precautions, OSHA and CDC reporting requirements will be emphasized. Laboratory equipment, correct laboratory techniques, laws regulating physician laboratories and quality assurance programs will be covered. An overview of the organization of the body, including systems, tissues and cells will be covered.

### MA1110 Administrative Procedures – Office Management

**Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course will give the students knowledge and understanding of administrative procedures and systems.

### MA1118 Medical History and Vital Signs

**Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course will give the student knowledge on how to properly interview a patient, take a patient history, and properly document patient information, including EMRs/EHRs. This course will also give the student the knowledge of how to accurately perform vital signs and measurements.

### MA1115 Medical Emergencies and CPR

**Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course will give the students knowledge and understanding of basic first aid and CPR training. The student will be instructed on the skills needed to recognize and respond to various life-threatening situations for victims of all ages. With successful completion of the CPR program, the student will receive a two year certification in Basic Life Support (BLS) for the healthcare provider.

### MA1240 The Nervous System

**Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

This course will give the students knowledge and understanding of the discipline of neurology.

### MA1242 The Endocrine System

**Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

This course will give the students knowledge and understanding of the discipline of endocrinology.

### MA1244 The Digestive System and Nutrition

**Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

This course will give the student the knowledge and understanding of the discipline of gastroenterology. Focus will include planning and eating a health promoting diet based on the science of nutrition. Also included will be identification of patients at risk of poor nutritional status and special diet modifications.

### MA1114 Administrative Procedures – Interaction

**Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

This course will give the students knowledge and understanding of administrative procedures and systems.

### MA1257 Physical Exam Preparation

**Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course will give the students knowledge of the management of the clinical area of a medical office. The principles of asepsis and infection control in managing inventory and supplies will be emphasized. Assisting the physician and attending to patient needs during the exam will be covered.

### AH220 Introduction to Pharmacology

**Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

This course is an introduction to pharmacology which includes terminology, drug classifications, dosages, routes, uses, side effects, contraindications, and interactions. Utilization of the PDR, drug handbooks and other drug references, including internet sites, will be emphasized. Compliance with federal, state, and local health laws and regulations will be covered.

### MA1246 Dosage Calculations

**Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course will introduce students to the calculations used in the medical office for dosages. This course will give the students a knowledge and understanding of the different methods of administering medications and safety precautions.

### MA1250 The Circulatory System

**Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

This course will give the students knowledge and understanding of the discipline of cardiology.

**MA1233 Diagnostic Imaging****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course is designed to familiarize the student with the many types of diagnostic tests, including patient preparation and education. Obtaining an electrocardiogram will be covered.

**MA1252 The Respiratory System****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course will give the students knowledge and understanding of the discipline of pulmonology. Pulmonary function testing will be covered.

**MA1222 Medication Administration****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course will give the students a knowledge and understanding of the different methods of administering medications. The various injection sites and techniques will be taught.

**MA1254 Phlebotomy – Collecting****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course is designed to assist the student in learning the many types of phlebotomy procedures involved in collecting blood specimens.

**MA1122 Special Senses and The Integumentary System****Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

This course will give the students knowledge and understanding of the disciplines of ophthalmology, otolaryngology, and dermatology.

**MA1124 The Immune System****Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

This course will give the students knowledge and understanding of the disciplines of oncology and immunology.

**MA1256 Microbiology****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course will give the students knowledge and understanding of the role of microbiology in the clinical laboratory.

**MA1257 The Urinary System****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course will give the student the knowledge and understanding of the discipline of urology, with emphasis on collecting, processing and testing urine specimens

**MA1260 Phlebotomy – Processing****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course is designed to assist the student in learning how to process and test blood specimens.

**MA1262 The Musculoskeletal System****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course will give the student the knowledge and understanding of the discipline of orthopedics. Casting and cast removal will be covered.

**MA1220 Assisting with Minor Surgery****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course will give the students knowledge and understanding of the role of the medical assistant in minor office surgery. Learning to recognize instruments, supplies and potential complications will be emphasized.

**MA1221 Administrative Procedures – Insurance****Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

This course is designed to help the medical assistant learn how to perform basic administrative medical assisting functions in the area of insurance processing to include health care claims and medical coding. Patient-Centered Medical Home (PCMH) tenets will be covered.

**MA1223 Administrative Procedures – Finance****Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

This course is designed to help the medical assistant learn how to perform basic administrative medical assisting functions in the area of finances to include billing, collections, accounting and taxes. Basic organizational designs of the medical office will be covered.

**MA1236 The Reproductive System****Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

This course will give the students an introduction into the disciplines of gynecology and obstetrics, and the male reproductive system. Sexually transmitted diseases, infertility and contraception will be covered.

**MA1259 Specialties****Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

This course will give the student a better understanding of the medical assistant's role in the specialties of Geriatrics and Pediatrics, emphasizing psychological development and behavioral responses of patients across the lifespan. Common abnormal psychiatric conditions will be covered and emphasis will be given to developing an understanding of cultural competency related to health care issues.

**MA1300 Certification Review****Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

This course will provide the student with an extensive review in preparation for the CMA certification exam.

**MAEXT 411 Externship****Clock Hrs: 180 Credit Hrs: 4**

The externship is undertaken following the successful completion of all classroom training, and consists 180 clock hours. Students will practice the skills necessary to perform the duties of a medical assistant in the administrative and clinical role. Students will also develop professional behaviors while delivering patient care. Externship sites may be chosen by the student with prior approval from the department of career services or may be performed with an established site of the institution.

**\*Associate of Occupational Science General Education course descriptions on page 120**



## Medical Assistant and \*Associate of Occupational Science in Medical Assisting (online)

### AH 101 Career and Life Development

**Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Computer Literacy emphasizing competency in the office productivity applications; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future.

### MA 410 Health Careers and Medical History

**Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

This course covers professional standards for careers in medical assisting and allied health professions. Laws and ethics are also discussed. Emphasis will be placed on proper interviewing, recording, and documenting of patient information, including vital signs and measurements.

### MA 412 Digestive and Nutrition, Pharmacology, and Office Management

**Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

This course introduces planning, eating, and promoting a healthy diet based on the science of nutrition. Also included will be identification of patients at risk of poor nutritional status. Pharmacology, including terminology, drug classification, routes, uses, side effects, contraindications, interactions, related laws, safety, and reference sources. Students will learn how to perform basic administrative systems, such as scheduling, phone triage and business correspondence in medical assisting.

### MA 414 Infection Control, Medical Emergencies and CPR, and Interaction

**Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

This course will give students knowledge of the clinical area of a medical office. This includes: quality assurance, safety, asepsis, the body's defenses, and infection control. Students will learn basic first aid and CPR, and upon successful completion, will receive a two-year certification in basic life support (BLS) for the healthcare provider.

### MA 416 Reproductive, Specialties, and Dosage Calculations

**Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

Students will gain an understanding of the medical assistant's role in the disciplines of obstetrics/gynecology (OB/GYN), pediatrics, and geriatrics, with emphasis on the lifespan, including physical & psychosocial development. Focus will include the female and male reproductive systems, sexually transmitted diseases, infertility and contraception. Students will learn methods of medication administration, with emphasis on dosage calculation.

### MA 418 Medication Administration and Finance

**Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

Students will learn methods of medication administration, and injection sites and techniques. Students will learn how to perform basic administrative systems, such as financial procedures in medical assisting. Topics include processing health care claims, medical coding, billing, collections, and accounting.

### MA 420 Phlebotomy and Immunology

**Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

This course will give students knowledge and understanding of phlebotomy procedures of collecting, processing, and testing blood. Students will learn how the immune system protects against disease.

### MA 422 Exam Preparation, Respiratory, and Circulatory

**Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

This course will give students knowledge of how to assist physicians and ensure patient's needs during an exam. Students will also learn and understand cardiology and pulmonology. This course also covers pulmonary function testing.

### MA 424 Diagnostics, Integumentary, and Minor Surgery

**Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

The uses and benefits of diagnostic imaging are covered in the course. Students will learn the discipline of dermatology. The course also covers minor surgery, including instruments, supplies, sterile technique, and potential complications.

### MA 426 Orthopedics, Urinary, and Microbiology

**Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

Students gain an overview of the organization of the body, including systems, tissues and cells. This course also covers orthopedics and casting. Students will gain an understanding of the medical assistant's role in the discipline of urology. Laboratory equipment will also be covered with emphasis on collecting, processing and testing urine specimens. Microbiology in the clinical laboratory will be discussed.

### MA 428 Nervous, Endocrine, and Special Senses

**Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

This course will give the students knowledge and understanding of the disciplines of neurology, endocrinology, ophthalmology, and otolaryngology.

### MAEXT 411 Externship

**Clock Hrs: 180 Credit Hrs: 4**

The externship is undertaken following the successful completion of all classroom training, and consists 180 clock hours. Students will practice the skills necessary to perform the duties of a medical assistant in the administrative and clinical role. Students will also develop professional behaviors while delivering patient care. Externship sites may be chosen by the student with prior approval from the department of career services or may be performed with an established site of the institution.

\*Associate of Occupational Science General Education course descriptions on page 120

## Medical Billing and Coding and \*Associate of Occupational Science in Medical Billing and Coding

### AH 101 Career and Life Development

**Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Computer Literacy emphasizing competency in the office productivity applications; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future.

**AH 1323 Medical Terminology****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

This is designed to help the student understand the knowledge of the different terms used in medical facilities as they relate to medical conditions, medical procedures, medical coding and billing.

**BIO 1311 Anatomy & Physiology****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

This course will focus on the various components, structure and molecular form of a normal and abnormal cell. Other topics include male and female reproductive systems, impaired movement that results from nervous, spinal, muscle or neuromuscular disorders, epilepsy, and traumatic injury.

**MBC 1130 Medical Insurance****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

This course will provide the student with knowledge of medical insurance applications. The information provided will help the student understand the essentials of insurance, the role of a medical insurance billing specialist and the laws and ethical guidelines of the field. The course will cover medical documents, coding diagnoses, procedures claim process, charges, methods of payments, billing and reimbursements. Other topics include private payers, Medicaid, Medicare and all other major insurance carriers.

**MBC 1233 Diagnostic Coding I****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

Students in this course will train to translate the diagnostic statement from medical practitioners into a numeric format for accurate and consistent reporting. Students will focus on the basic coding guidelines and conventions to assure complete and accurate coding.

**MBC 1235 Diagnostic Coding II****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

This course will provide the student with a focus on the diagnostic coding for each of the body systems through applications while adhering to the basic coding guidelines.

**Prerequisites: MBC 1233****MBC 1137 CPT – Ancillary Guidelines and Application****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

This course is designed to give students exposure to procedural coding by translating the procedures rendered by the medical practitioner into a numeric code (CPT) to report to third-party payors. The focus of this course will be evaluation and management, radiology, pathology, medicine, and the appendices in the CPT book.

**MBC 1139 CPT – Surgery Guidelines and Application****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

This course is designed to give students exposure to procedural coding by translating the procedures rendered by the medical practitioner into a numeric code (CPT) to report to third-party payors. The focus of this course will be the surgical section of the CPT book.

**MBC 1231 CPT – E/M Guidelines and Applications****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

This course focuses on the foundations of evaluation and management documentation guidelines for physicians. Students will have the opportunity to understand the complexities of documenting any evaluation and management service correctly. Clinical examples are also provided to round out coding skills, as students learn to dissect the evaluation and management visit and all its elements.

**MBC 1142 Software Applications in Healthcare****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

This course will provide the student information with computer software applications that are used for coding and billing. Information about MediSoft software applications will be covered.

**MBC 1144 Professional Practical Experiences****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

This course will provide the student with knowledge on the process of adjudication, balancing medical office accounts, the importance of collection in the medical office, major types of health plans and types of information collected from patients.

**\*Associate of Occupational Science General Education course descriptions on page 120**

## **Paralegal Studies and \*Associate of Occupational Science in Paralegal Studies**

**AH 101 Career and Life Development****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Computer Literacy emphasizing competency in the office productivity applications; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future.

**PS 101 Introduction to Paralegal Studies****Theory hours: 45 Lab hours: Credit Hours: 3**

This course provides the student with an overview of the paralegal profession. It introduces the student to employment and regulatory issues, as well as the basic skills necessary to be successful as a paralegal.

**PS 103 Legal Terminology****Theory hours: 45 Lab hours: Credit Hours: 3**

Proficiency with legal terminology is essential for properly communicating in the language of the law. Students will be immersed in a study of legal terms with attention to pronunciation, usage, and spelling to facilitate effective communication conducting business in a legal environment.

**Prerequisites: PS 101****PS 105 Ethics for the Law Office****Theory hours: 45 Lab hours: Credit Hours: 3**

This course provides a comprehensive overview of legal ethics for the paralegal to appropriately interact within the legal environment. The student will engage in a study of the regulations established to govern the practice of law as it pertains to the paralegal.

**Prerequisites: PS 101, PS 103**

**PS 107 Legal Writing and Research****Theory hours: 45 Lab hours: Credit Hours: 3**

This course emphasizes the importance of good legal research and writing. Students will be introduced to the research process, appropriate analysis and correct citation. Effective written communication is emphasized through preparation of letters, memoranda and other legal documents.

**Prerequisites: PS 101, PS 103****PS 123 Civil Litigation and Administrative Law****Theory hours: 45 Lab hours: Credit Hours: 3**

This course provides an introduction to the civil court process and the role of the paralegal in preparation for civil trial, including gathering and organizing information. Studies also include administrative law. Emphasis is placed on the discovery process and document preparation.

**Prerequisites: PS 101, PS 103****PS 111 Criminal Law****Theory hours: 45 Lab hours: Credit Hours: 3**

This course introduces the student to the foundations of criminal law and explores the criminal justice system. Constitutional framework, law enforcement practices and the process of criminal cases is discussed.

**Prerequisites: PS 101, PS 103****PS 112 Family Law and Bankruptcy****Theory hours: 45 Lab hours: Credit Hours: 3**

Practical aspects such as investigation, preparation of legal documents, and court procedures are emphasized. Students will be introduced to topics such as divorce, separation, pre-nuptial agreements, alimony, adoption, child custody and support, and property settlement. The topic of bankruptcy will also be studied in how it relates to family law.

**Prerequisites: PS 101, PS 103****PS 115 Contracts****Theory hours: 45 Lab hours: Credit Hours: 3**

This course provides an overview of contract law, including fundamental theoretical concepts, contractual elements, standard provisions, and drafting of simple contracts.

**Prerequisites: PS 101, PS 103****PS 117 Torts****Theory hours: 45 Lab hours: Credit Hours: 3**

This course provides an introduction to tort law: negligence, intentional torts, and liability. It focuses on the role of the paralegal in personal injury litigation.

**Prerequisites: PS 101, PS 103****PS 119 Wills, Trusts and Estates****Theory hours: 45 Lab hours: Credit Hours: 3**

This course introduces the student to the fundamental principles of handling wills, trusts, and estates. It covers the duties of administration that can be handled by a paralegal with an emphasis on document preparation and proceedings.

**Prerequisites: PS 101, PS 103****PS 121 Real Estate Law****Theory hours: 45 Lab hours: Credit Hours: 3**

This course provides a study of the concepts and terminology associated with real property law. Students will review procedures and engage in drafting of common documents used for real estate transactions.

**Prerequisites: PS 101, PS 103**

\*Associate of Occupational Science General Education course descriptions on page 120

**Pharmacy Technician and \*Associate of Occupational Science in Pharmacy Technology****AH 100 Career and Life Development****Lecture Hrs: 50 Lab Hrs: 10 Credit Hrs: 3**

Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Mobile Technologies that are applied to personal branding and the workplace; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future. In addition, professionalism and career-building skills are discussed.

**PHT 1211 Introduction to Pharmacy****Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

Introduction to Pharmacy introduces the student to the past, present and future of pharmacy practice. Key attributes and skills of the professional pharmacy technician are covered, as well as foundational concepts on communication, customer service, and patient care.

**PHT 1213 Pharmacy Law and Ethics****Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

Pharmacy Law and Ethics introduces the student to the various categories of the United States law and regulatory agencies that oversee the practice of pharmacy. In addition, ethics and morals pertaining to the practice of pharmacy, as well as medical errors and prevention of medical errors are covered.

**PHT 1215 Terminology, Abbreviations, and Dispensing Prescriptions****Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

Terminology, Abbreviations, and Dispensing Prescriptions introduces the student to common root words, prefixes and suffixes used in pharmacy practice. In addition, abbreviations used in pharmacy and medicine are covered, as well as common pharmacy and medical terminology.

**PHT 1217 Dosage Formulations and Administration****Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

Dosage Formulations and Administration introduces the student to drug nomenclature, the various dosage formulations and routes of administration.

**PHT 1219 Drug Classifications****Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

Drug Classification introduces the student to drugs and how they work in the body including, pharmacodynamics, pharmacokinetics, and how drugs are absorbed, distributed, metabolized, and cleared by the body. In addition, various drug classifications and the five schedules of controlled substances are covered.

**PHT 1221 Retail Pharmacy Practices****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

Retail Pharmacy Practices focuses on retail, or community-based, pharmacy practice. Students will review the characteristics of community-based pharmacies and the roles and responsibilities of the pharmacy technicians that work in them including inventory management and health insurance billing.

**PHT 1223 Compounding****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

Compounding introduces the student to the practice of prescription compounding including the purpose and reason for compounding prescriptions, procedures involved in compounding, and equipment, supplies, and facilities that are required for compounding.

**PHT 1225 Health System Pharmacy Practices****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

Health System Pharmacy Practices focuses on health-system or institutional-based pharmacy practice. Students will review the characteristics of health-system based pharmacies and the roles and responsibilities of the pharmacy technicians that work in them. This course also covers important topics such as technology in the pharmacy and sterile product preparation.

**PHT 1227 Herbal Substances, Toxicology, and Substance Abuse****Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

Herbal Substances, Toxicology, and Substance Abuse focuses on the nutritional aspects of pharmacology including vitamins and nutrients, in addition to herbal substances. This course also covers important topics such as toxicology and substance abuse.

**PHT 1229 Pharmacy Calculations I****Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

A solid understanding of basic arithmetic and specific calculation methods is necessary for today's pharmacy technician. Nearly every aspect of drug dispensing requires a consideration of numbers. The course starts from the beginning with a review of basic math skills which are required for more advanced calculations and also covers measurement systems, and various forms of dosage calculations.

**PHT 1231 Pharmacy Calculations II****Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

Pharmacy Calculations II builds upon the material covered in Pharmacy Calculations I and expands into the more advanced and complex mathematical procedures completed by pharmacy technicians. Specifically, this course covers solving concentrations, dilutions, alligations, and parenteral dosage and administration calculations.

**Prerequisite:** PHT 1229

**PHT 1233 Diseases of the Skin****Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

Diseases of the Skin focuses on the basic anatomical structure of the skin, as well as the function or physiology of the skin. Students will understand common diseases affecting the skin and understand the causes, symptoms, and pharmaceutical treatments associated with each disease.

**PHT 1235 Diseases of the Eye and Ear****Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

Diseases of the Eye and Ear focuses on the basic anatomical structure and parts of the eye and ear, as well as the function or physiology of the ears and eyes. Students will understand common diseases affecting the ears and eyes and understand the causes, symptoms, and pharmaceutical treatments associated with each disease.

**PHT 1237 The Immune System and Anti Infectionives****Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

The Immune System and Anti Infectionives focuses on the basic anatomical structures of the immune system, as well as the function or physiology of the immune system. The course will also cover the different types of infectious organisms and the pharmaceutical treatments associated with treating the various organisms, including antibacterial, antiviral, antifungal, and antiprotozoal agents.

**PHT 1239 Vaccines, Antineoplastics, and Biopharmaceuticals****Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

Vaccines, Antineoplastics, and Biopharmaceuticals focuses on the different types and uses of vaccines and how they work in the body. In addition, students will understand warning signs of cancer and commonly used antineoplastic agents. This course also covers recombinant DNA technology and why biopharmaceuticals are important in the future of pharmacy.

**PHT 1241 Gastrointestinal System****Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

Gastrointestinal System focuses on the basic anatomical and structural parts of the digestive system, as well as the physiology of the digestive system. Students will understand common diseases affecting the digestive system and understand the causes, symptoms, and pharmaceutical treatments associated with each disease.

**PHT 1243 Respiratory System****Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

Respiratory System focuses on the basic anatomical and structural parts of the respiratory system, as well as the physiology of the respiratory system. Students will understand common diseases affecting the digestive system and understand the causes, symptoms, and pharmaceutical treatments associated with each disease.

**PHT 1245 Musculoskeletal System and Anesthetic Agents****Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

Musculoskeletal System and Anesthetic Agents focuses on the anatomical structure and parts of the muscles and bones, as well as the functions and physiology of the muscles and bones. This course also covers anesthetic agents, including outlining stages of anesthesia, the importance of premedications before anesthesia, and common local and general anesthetics.

**PHT 1247 The Nervous System****Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

The Nervous System focuses on the anatomical structures of the nervous system, as well as the physiology of the nervous system. Students will understand common diseases affecting the nervous system and understand the causes, symptoms, and pharmaceutical treatments associated with each disease.

**PHT 1249 Cardiovascular, Circulatory, and Lymph Systems****Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

Cardiovascular, Circulatory, and Lymph Systems focuses on the basic anatomical structure, parts, and function of the heart, as well as the circulation of the blood within the body. Students will understand common diseases affecting the heart, including the causes, symptoms, and pharmaceutical treatment associated with each disease. This course also covers the structure and main functions of the lymphatic system and its relationship to the cardiovascular system.

**PHT 1251 The Renal System****Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

The Renal System focuses on the basic anatomical structures of the renal system, as well as the physiology of the renal system. Students will understand common diseases and conditions affecting the renal system and be able to explain the mechanisms of action of each class of drugs used to treat each disease.

**PHT 1253 The Endocrine and Reproductive Systems****Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

The Endocrine and Reproductive Systems focuses on the basic anatomical structures of the endocrine and reproductive systems, as well as the physiology of both systems. Students will understand the major diseases and conditions that affect the endocrine and reproductive systems, including causes, symptoms, and pharmaceutical treatment associated with each disease or condition.

**AH 115 Medical Emergencies and CPR****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

In this course the student will learn basic first aid and CPR training. The student will be instructed on the skills needed to recognize and respond to various life-threatening situations for victims of all ages. Emergencies such as respiratory arrest, cardiac arrest, and foreign-body airway obstruction will be addressed. With successful completion of this CPR program the student will receive a two year certification in Basic Life Support (BLS) for the Healthcare Provider. The fundamentals of first aid will also be covered.

**PHT 1255 Special Populations****Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

Special Populations focuses on special considerations, pharmaceutical treatments, and issues associated with special populations including pediatric and neonatal patients, geriatric patients, and pregnant patients.

**PHTEXT 311 Externship****Clock Hrs: 160 Credit Hrs: 3.5**

In this course the student will spend 160 hours in the field of pharmacology.

\*Associate of Occupational Science General Education course descriptions on page 120

**Pharmacy Technician and \*Associate of Occupational Science in Pharmacy Technology (online)****AH 101 Career and Life Development****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Computer Literacy emphasizing competency in the office productivity applications; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future.

**PHT 132 Introduction to Pharmacy****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

Introduction to Pharmacy introduces the student to the past, present and future of pharmacy practice. Key attributes and skills of the professional pharmacy technician are covered, as well as foundational concepts on communication, customer service, patient care, pharmacy law, professional ethics, and prevention of medical errors.

**PHT 134 Introduction to Pharmacology for Technicians****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

Introduction to Pharmacology for Technicians introduces the student to key concepts for pharmacy technicians, including: terminology, abbreviations, dosage formulations and administration, how the body and drugs work, and drug classifications.

**PHT 136 Retail Pharmacy Practice and Introduction to Compounding****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

Retail Pharmacy Practice and Introduction to Compounding focuses on retail or community-based pharmacy practice and extemporaneous compounding. Students will review the characteristics of community-based pharmacies and the roles and responsibilities of the pharmacy technicians that work in them. This course also covers important topics such as inventory management and health insurance billing.

**PHT 138 Health System Pharmacy, Herbal Substances, & Toxicology****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

Health System Pharmacy, Herbal Substances, and Toxicology focuses on health-system or institutional-based pharmacy practice as well as other important topics such as herbal substances, toxicology, and substance abuse. Students will review the characteristics of health-system based pharmacies and the roles and responsibilities of the pharmacy technicians that work in them. This course also covers important topics such as technology in the pharmacy and sterile product preparation.

**PHT 140 Pharmacy Calculations I****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

A solid understanding of basic arithmetic and specific calculation methods is necessary for today's pharmacy technician. Nearly every aspect of drug dispensing requires a consideration of numbers. The course starts from the beginning with a review of basic math skills which are required for more advanced calculations and also covers measurement systems, and various forms of dosage calculations.

**PHT 142 Pharmacy Calculations II****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

Pharmacy Calculations II builds upon the material covered in Pharmacy Calculations I and expands into the more advanced and complex mathematical procedures completed by pharmacy technicians. Specifically, this course covers solving concentrations, dilutions, allegations, and parenteral dosage and administration calculations.

**Prerequisites:** PHT 140

**PHT 144 Anatomy, Physiology & Pharmacology: Integumentary & Immune Systems and Antineoplastic Agents****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

Anatomy, Physiology, and Pharmacology: Integumentary and Immune Systems and Antineoplastic agents provides an in-depth study of the anatomy and physiology, common diseases, and treatments associated with various body systems, including the skin, eyes, ears, and immune system. This course also covers important topics such as anti-infective agents including antibacterial, antiviral, antifungal, antimalarial, antiprotozoal agents as well as vaccines, immunoglobulins, antineoplastic and biopharmaceutical agents.

**PHT 146 Anatomy, Physiology & Pharmacology: Gastrointestinal, Respiratory, and Musculoskeletal Systems & Anesthetic Agents****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

Anatomy, Physiology, and Pharmacology: Gastrointestinal, Respiratory, Musculoskeletal Systems and Anesthetic agents provides an in-depth study of the anatomy and physiology, common diseases, and treatments associated with gastrointestinal system, respiratory system, and musculoskeletal system. In addition, this course covers anesthetic agents.

**PHT 148 Anatomy, Physiology & Pharmacology: The Nervous, Cardiovascular, Renal, Endocrine, & Reproductive Systems****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

Anatomy, Physiology, and Pharmacology: The nervous, cardiovascular, renal, endocrine, and reproductive systems provides an in-depth study of the anatomy and physiology, common diseases, and treatments associated with the nervous system, the cardiovascular, circulatory, and lymph systems, renal system, endocrine system, and the reproductive system.

**PHT 150 Special Populations****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

Special Populations focuses on special considerations, treatments, and issues associated with special populations including pediatric and neonatal patients, geriatric patients, and pregnant patients.

**PHT 152 Externship and Preparing for Certification****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

Externship and Preparing for Certification will allow students to put their education into practice and gain hands-on training in either a retail or hospital pharmacy setting by completing their 160 hour externship. Students will also prepare for their national certification exam.

**\*Associate of Occupational Science General Education course descriptions on page 120**

**Surgical Technologist and \*Associate of Occupational Science in Surgical Technology****AH 100 Career and Life Development****Lecture Hrs: 50 Lab Hrs: 10 Credit Hrs: 3**

Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Mobile Technologies that are applied to personal branding and the workplace; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future. In addition, professionalism and career-building skills are discussed.

**AH 1320 Medical Terminology - Etymology****Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

This course introduces elements of medical terminology, such as the etymology of words used to describe the human body. Students learn to apply proper terminology and spelling for major pathological conditions. Study of the formation of medical terms from their Greek and Latin roots is designed both to build vocabulary and to teach the use of medical dictionary is also studied.

**AH 1325 Medical Terminology - Vocabulary****Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

This course identifies and explains the medical vocabulary and the terms that relate to the anatomy physiology, pathological conditions, and treatment of selected systems. It compares and contrasts the different body systems. Students define and describe the function of each system of the body. Upon completion of this course, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

**BIO 1385 Nutrition – Diet Therapy****Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

The student will learn tools for nutritional assessment and will be provided with the skills to educate patients on current trends and diets that work especially those that are endorsed by the medical community. Nutrition for athletics and fad foods claims as they relate to Diabetes, Celiac Disease, Heart Health, and Obesity will also be explored.

**BIO 1310 Anatomy & Physiology – Organization****Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

This course is an integrated study of human structure and functions of basic cell life, cellular components, nervous system, the senses, and endocrine system.

**BIO 1312 Anatomy & Physiology – Transport****Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

This course is an integrated study of human structure and function of the cardiovascular system. Transportation of blood cells and components are discussed. The digestive system, respiratory system and urinary system are discussed.

**BIO 1314 Anatomy & Physiology – Life Cycle****Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

This course is an integrated study of human structure and function of the reproductive system, pregnancy, growth, and development. The integumentary system, components of the bones, and muscle fibers are discussed.

**BIO 1316 Anatomy & Physiology****Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

This course is a study in human anatomy and physiology. This course will focus on an in-depth study of the human muscular system and skeletal system.

**AH 115 Medical Emergencies and CPR****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

In this course the student will learn basic first aid and CPR training. The student will be instructed on the skills needed to recognize and respond to various life-threatening situations for victims of all ages. Emergencies such as respiratory arrest, cardiac arrest, and foreign-body airway obstruction will be addressed. With successful completion of this CPR program the student will receive a two year certification in Basic Life Support (BLS) for the Healthcare Provider. The fundamentals of first aid will also be covered.

**AH 220 Introduction to Pharmacology****Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

This course is an introduction to pharmacology which includes terminology, drug category, use, side effects, contraindications, and interactions. Common dosage ranges and routes of administration will also be examined.

**ST 1210 Introduction to Surgical Technology****Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

This course will provide the student with an understanding of the background of surgical technology, personal attributes necessary to performing the role of the surgical technologist as well as a foundation in caring for the surgical patient, the role that the surgical technologist have in areas of patient care as well as an introduction to the hospital environment.

**Prerequisites:** AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220

**ST1212 Legal and Ethical****Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

This course will cover areas of legal responsibility for health care providers, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on HIPPA, legal terms, professional attitudes, communication, teamwork, and the principles and basic concepts of ethics and laws involved in providing medical services.

**Prerequisites:** AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220, ST1210

**ST1214 Microbiology and Infection Process****Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

This course is an introduction to the role of the Surgical Technologist and a study of Microbes in the process of infection as it relates to the surgical patient. Students will also be provided a background in microbiology so that the student can achieve a better appreciation of the relationship between micro-organisms and the maintenance of health and/or prevention of disease. **Prerequisites:** AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220, ST1210, ST1212

**ST1216 Sterilization and Aseptic Technique****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course introduces the sterilization procedures necessary for the safe practice of surgical technology. Topics include includes sterilization/disinfection processes, principles and practices of aseptic technique, as well as scrubbing/gowning/gloving. Students are introduced to the autoclave and accessories as well as surgical instrument preparation, processing and wrapping. Upon completion, students should be able to understand, infection control procedures, biohazard management, OSHA standards, and the principles and practices of aseptic technique and will be able to demonstrate and implement the basic aseptic technique skills necessary to work in the surgical environment.

**Prerequisites:** AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220, ST1210, ST1212, ST1214

**ST1218 Care of the Surgical Patient****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course is an introduction to the principles and practices of patient care. This course of study includes how to care for the needs of the surgical patient, including transporting, transferring and positioning, and prepping and draping of the surgical patient. Upon completion of this unit the student will be able to understand the needs of the surgical patient and have the ability to identify the specialized supplies and equipment necessary to provide quality patient care. **Prerequisites:** AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220, ST1210, ST1212, ST1214, ST1216

**ST1220 Surgical Pharmacology****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course familiarizes the student with the various drugs used in surgery and the mode of administration. The student should also attain an understanding of basic anesthesia equipment, drugs, and methods, in order to function effectively in the surgical setting, and to efficiently assist the anesthesia personnel if required. **Prerequisites:** AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220, ST1210, ST1212, ST1214, ST1216, ST1218

**ST1222 Surgical Case Management****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course provides the student and understanding of the risks associated with surgery for both the surgical patient as well as the health care provider and the precautions that must be used in providing care. Students will learn surgical case planning and intraoperative routines as well as understand the principles of mechanics and physics as it relates to the surgical patient.

**Prerequisites:** AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220, ST1210, ST1212, ST1214, ST1216, ST1218, ST1220

**ST1224 The Surgical Wound****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course will provide the student with the knowledge to identify surgical methods of hemostasis, structure and properties of suture, closure types, safety precautions, and various types of wound drainage systems, application of the surgical dressing, the healing process and possible wound complications.

**Prerequisites:** AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220, ST1210, ST1212, ST1214, ST1216, ST1218, ST1220, ST1222

**ST1226 Instrumentation****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course will provide the student with the knowledge to identify the parts of a surgical instrument, classification of basic surgical instruments, care and handling, and passing techniques necessary to function in the surgical technologist role. Students are required to perform all lab skills at one hundred percent (100%) proficiency.

**Prerequisites:** AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220, ST1210, ST1212, ST1214, ST1216, ST1218, ST1220, ST1222, ST1224



### **ST1228 Diagnostic & Minimally Invasive Procedures**

**Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

In this course students will learn energy sources used in the operating room including how they assist in the diagnosis and assessment procedures performed, providing clues and information about the nature of the patient's illness and possible causes of disease. This course will focus on the advantages and constraints of endoscopic and minimally invasive surgery and includes an overview of robotic system's role in the surgical environment.

**Prerequisites:** AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220, ST1210, ST1212, ST1214, ST1216, ST1218, ST1220, ST1222, ST1224, ST1226

### **ST1230 General Surgery**

**Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

Introduction to operative routine for general surgical procedures includes the study of special instruments and equipment necessary to provide optimum intraoperative care. Also provided is a basic understanding of the diagnosis, surgical intervention, postoperative patient care considerations, prognosis, common complications, operative pathology and relevant anatomy.

**Prerequisites:** AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220, ST1210, ST1212, ST1214, ST1216, ST1218, ST1220, ST1222, ST1224, ST1226, ST1228

### **ST1232 OB/GYN Surgery**

**Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

Introduction to operative routine for OB/GYN surgical procedures includes the study of special instruments and equipment necessary to provide optimum intraoperative care. Also provided is a basic understanding of the diagnosis, surgical intervention, postoperative patient care considerations, prognosis, common complications, operative pathology and relevant anatomy.

**Prerequisites:** AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220, ST1210, ST1212, ST1214, ST1216, ST1218, ST1220, ST1222, ST1224, ST1226, ST1228, ST1230

### **ST1234 Genitourinary Surgery**

**Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

Introduction to operative routine for genitourinary surgical procedures includes the study of special instruments and equipment necessary to provide optimum intraoperative care. Also provided is a basic understanding of the diagnosis, surgical intervention, postoperative patient care considerations, prognosis, common complications, operative pathology and relevant anatomy.

**Prerequisites:** AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220, ST1210, ST1212, ST1214, ST1216, ST1218, ST1220, ST1222, ST1224, ST1226, ST1228, ST1230, ST1232

### **ST1236 Ophthalmic Surgery**

**Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

Introduction to operative routine for ophthalmic surgical procedures includes the study of special instruments and equipment necessary to provide optimum intraoperative care. Also provided is a basic understanding of the diagnosis, surgical intervention, postoperative patient care considerations, prognosis, common complications, operative pathology and relevant anatomy.

**Prerequisites:** AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220, ST1210, ST1212, ST1214, ST1216, ST1218, ST1220, ST1222, ST1224, ST1226, ST1228, ST1230, ST1232, ST1234

### **ST1238 ENT Surgery**

**Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

Introduction to operative routine for ENT surgical procedures includes the study of special instruments and equipment necessary to provide optimum intraoperative care. Also provided is a basic understanding of the diagnosis, surgical intervention, postoperative patient care considerations, prognosis, common complications, operative pathology and relevant anatomy.

**Prerequisites:** AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220, ST1210, ST1212, ST1214, ST1216, ST1218, ST1220, ST1222, ST1224, ST1226, ST1228, ST1230, ST1232, ST1234, ST1236

### **ST1240 Oral & Maxillofacial Surgery**

**Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

Introduction to operative routine for oral and maxillofacial surgical procedures includes the study of special instruments and equipment necessary to provide optimum intraoperative care. Also provided is a basic understanding of the diagnosis, surgical intervention, postoperative patient care considerations, prognosis, common complications, operative pathology and relevant anatomy.

**Prerequisites:** AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220, ST1210, ST1212, ST1214, ST1216, ST1218, ST1220, ST1222, ST1224, ST1226, ST1228, ST1230, ST1232, ST1234, ST1236, ST1238

### **ST 1242 Plastic & Reconstructive Surgery**

**Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

Introduction to operative routine for plastic surgical procedures includes the study of special instruments and equipment necessary to provide optimum intraoperative care. Also provided is a basic understanding of the diagnosis, surgical intervention, postoperative patient care considerations, prognosis, common complications, operative pathology and relevant anatomy.

**Prerequisites:** AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220, ST1210, ST1212, ST1214, ST1216, ST1218, ST1220, ST1222, ST1224, ST1226, ST1228, ST1230, ST1232, ST1234, ST1236, ST1238, ST1240

### **ST1244 Orthopedic Surgery**

**Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

Introduction to operative routine for orthopedic surgical procedures includes the study of special instruments and equipment necessary to provide optimum intraoperative care. Also provided is a basic understanding of the diagnosis, surgical intervention, postoperative patient care considerations, prognosis, common complications, operative pathology and relevant anatomy.

**Prerequisites:** AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220, ST1210, ST1212, ST1214, ST1216, ST1218, ST1220, ST1222, ST1224, ST1226, ST1228, ST1230, ST1232, ST1234, ST1236, ST1238, ST1240, ST1242

### **ST1246 Peripheral Vascular Surgery**

**Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

Introduction to operative routine for peripheral vascular surgical procedures includes the study of special instruments and equipment necessary to provide optimum intraoperative care. Also provided is a basic understanding of the diagnosis, surgical intervention, postoperative patient care considerations, prognosis, common complications, operative pathology and relevant anatomy.

**Prerequisites:** AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220, ST1210, ST1212, ST1214, ST1216, ST1218, ST1220, ST1222, ST1224, ST1226, ST1228, ST1230, ST1232, ST1234, ST1236, ST1238, ST1240, ST1242, ST1244



### **ST1248 Thoracic & Pulmonary Surgery**

**Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

Introduction to operative routine for thoracic surgical procedures includes the study of special instruments and equipment necessary to provide optimum intraoperative care. Also provided is a basic understanding of the diagnosis, surgical intervention, postoperative patient care considerations, prognosis, common complications, operative pathology and relevant anatomy.

**Prerequisites:** AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220, ST1210, ST1212, ST1214, ST1216, ST1218, ST1220, ST1222, ST1224, ST1226, ST1228, ST1230, ST1232, ST1234, ST1236, ST1238, ST1240, ST1242, ST1244, ST1246

### **ST1250 Cardiac Surgery**

**Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

Introduction to operative routine for cardiovascular surgical procedures includes the study of special instruments and equipment necessary to provide optimum intraoperative care. Also provided is a basic understanding of the diagnosis, surgical intervention, postoperative patient care considerations, prognosis, common complications, operative pathology and relevant anatomy.

**Prerequisites:** AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220, ST1210, ST1212, ST1214, ST1216, ST1218, ST1220, ST1222, ST1224, ST1226, ST1228, ST1230, ST1232, ST1234, ST1236, ST1238, ST1240, ST1242, ST1244, ST1246, ST1248

### **ST1252 Pediatric Surgery**

**Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

Introduction to operative routine for pediatric surgical procedures includes the study of special instruments and equipment necessary to provide optimum intraoperative care. Also provided is a basic understanding of the diagnosis, surgical intervention, postoperative patient care considerations, prognosis, common complications, operative pathology and relevant anatomy.

**Prerequisites:** AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220, ST1210, ST1212, ST1214, ST1216, ST1218, ST1220, ST1222, ST1224, ST1226, ST1228, ST1230, ST1232, ST1234, ST1236, ST1238, ST1240, ST1242, ST1244, ST1246, ST1248, ST1250

### **ST1254 Neurosurgery**

**Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

Introduction to operative routine for neuro surgical procedures includes the study of special instruments and equipment necessary to provide optimum intraoperative care. Also provided is a basic understanding of the diagnosis, surgical intervention, postoperative patient care considerations, prognosis, common complications, operative pathology and relevant anatomy.

**Prerequisites:** AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220, ST1210, ST1212, ST1214, ST1216, ST1218, ST1220, ST1222, ST1224, ST1226, ST1228, ST1230, ST1232, ST1234, ST1236, ST1238, ST1240, ST1242, ST1244, ST1246, ST1248, ST1250, ST1252

### **ST1256 Certification Review**

**Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

This course will provide the student with an extensive review in preparation for the NBSTSA certification exam.

**Prerequisites:** AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220, ST1210, ST1212, ST1214, ST1216, ST1218, ST1220, ST1222, ST1224, ST1226, ST1228, ST1230, ST1232, ST1234, ST1236, ST1238, ST1240, ST1242, ST1244, ST1246, ST1248, ST1250, ST1252, ST1254

### **ST1258 Mock Certification**

**Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

In this course the student will be assessed by taking various mock certification examinations. Areas of weakness will be identified, addressed and preparation for certification exam will occur.

**Prerequisites:** AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220, ST1210, ST1212, ST1214, ST1216, ST1218, ST1220, ST1222, ST1224, ST1226, ST1228, ST1230, ST1232, ST1234, ST1236, ST1238, ST1240, ST1242, ST1244, ST1246, ST1248, ST1250, ST1252, ST1254, ST1256

### **ST1260 Competency Assessment**

**Lecture Hrs: 0 Lab Hrs: 20 Credit Hrs: 0.5**

In this course the student will demonstrate skills that have been learned over the course of the program. A mock surgery will be performed and will be passed with 100% proficiency before proceeding to externship.

**Prerequisites:** AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220, ST1210, ST1212, ST1214, ST1216, ST1218, ST1220, ST1222, ST1224, ST1226, ST1228, ST1230, ST1232, ST1234, ST1236, ST1238, ST1240, ST1242, ST1244, ST1246, ST1248, ST1250, ST1252, ST1254, ST1256, ST1258

### **STEXT515 Externship**

**Clock Hrs: 135 Credit Hrs: 3**

The externship is undertaken following the successful completion of all classroom training, and consists of 120 surgical cases within 500 clock hours. Students will practice the skills necessary to perform the duties of a surgical technologist in the scrub role, develop professional behaviors while in the operating room environment, and learn to adequately document their experiences in their clinical rotation. Students are required to complete 30 cases in General Surgery with 20 of those cases filled while in the First Scrub Role. Students are required to complete 90 cases in various surgical specialties with 60 of those cases filled while in the First Scrub Role. Clinical training sites will be determined by the surgical technology department.

**Prerequisites:** AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220, ST1210, ST1212, ST1214, ST1216, ST1218, ST1220, ST1222, ST1224, ST1226, ST1228, ST1230, ST1232, ST1234, ST1236, ST1238, ST1240, ST1242, ST1244, ST1246, ST1248, ST1250, ST1252, ST1254, ST1256, ST1258, ST1260

### **STEXT517 Externship**

**Clock Hrs: 135 Credit Hrs: 3**

The externship is undertaken following the successful completion of all classroom training, and consists of 120 surgical cases within 500 clock hours. Students will practice the skills necessary to perform the duties of a surgical technologist in the scrub role, develop professional behaviors while in the operating room environment, and learn to adequately document their experiences in their clinical rotation. Students are required to complete 30 cases in General Surgery with 20 of those cases filled while in the First Scrub Role. Students are required to complete 90 cases in various surgical specialties with 60 of those cases filled while in the First Scrub Role. Clinical training sites will be determined by the surgical technology department.

**Prerequisites:** AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220, ST1210, ST1212, ST1214, ST1216, ST1218, ST1220, ST1222, ST1224, ST1226, ST1228, ST1230, ST1232, ST1234, ST1236, ST1238, ST1240, ST1242, ST1244, ST1246, ST1248, ST1250, ST1252, ST1254, ST1256, ST1258, ST1260



### **STEXT519 Externship**

**Clock Hrs: 135 Credit Hrs: 3**

The externship is undertaken following the successful completion of all classroom training, and consists of 120 surgical cases within 500 clock hours. Students will practice the skills necessary to perform the duties of a surgical technologist in the scrub role, develop professional behaviors while in the operating room environment, and learn to adequately document their experiences in their clinical rotation. Students are required to complete 30 cases in General Surgery with 20 of those cases filled while in the First Scrub Role. Students are required to complete 90 cases in various surgical specialties with 60 of those cases filled while in the First Scrub Role. Clinical training sites will be determined by the surgical technology department.

**Prerequisites:** AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220, ST1210, ST1212, ST1214, ST1216, ST1218, ST1220, ST1222, ST1224, ST1226, ST1228, ST1230, ST1232, ST1234, ST1236, ST1238, ST1240, ST1242, ST1244, ST1246, ST1248, ST1250, ST1252, ST1254, ST1256, ST1258, ST1260

### **STEXT521 Externship**

**Clock Hrs: 95 Credit Hrs: 2**

The externship is undertaken following the successful completion of all classroom training, and consists of 120 surgical cases within 500 clock hours. Students will practice the skills necessary to perform the duties of a surgical technologist in the scrub role, develop professional behaviors while in the operating room environment, and learn to adequately document their experiences in their clinical rotation. Students are required to complete 30 cases in General Surgery with 20 of those cases filled while in the First Scrub Role. Students are required to complete 90 cases in various surgical specialties with 60 of those cases filled while in the First Scrub Role. Clinical training sites will be determined by the surgical technology department.

**Prerequisites:** AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220, ST1210, ST1212, ST1214, ST1216, ST1218, ST1220, ST1222, ST1224, ST1226, ST1228, ST1230, ST1232, ST1234, ST1236, ST1238, ST1240, ST1242, ST1244, ST1246, ST1248, ST1250, ST1252, ST1254, ST1256, ST1258, ST1260

\*Associate of Occupational Science General Education course descriptions on page 120

## **Veterinary Assistant and \*Associate of Occupational Science in Veterinary Assisting**

### **AH 100 Career and Life Development**

**Lecture Hrs: 50 Lab Hrs: 10 Credit Hrs: 3**

Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Mobile Technologies that are applied to personal branding and the workplace; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future. In addition, professionalism and career-building skills are discussed.

### **VA 1112 Veterinary Terminology**

**Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

This course will provide the student with the knowledge base of how medical words are formed. The student will learn how to use medical terminology appropriately for effective communication in the veterinary hospital.

### **VA 1114 Behavior, Restraint, and Handling**

**Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course will provide the student with an understanding of behaviors of multiple animal species as they relate to veterinary medicine. The student will learn how to field the common client questions about problem behaviors. The student will learn how to use behavior patterns to handle and restrain the animal patient. Emphasis of restraint will be on the safety and injury prevention of the patient, client, and veterinary staff. Both large and small animal restraint and handling will be discussed.

### **VA 1116 Dentistry**

**Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course will introduce the student to the field of veterinary dentistry. The student will learn about dental health assessment, dental prophylaxis, equipment care, and use of dental instruments. There will also be discussion related to species specific dentition and its relationship to the patient's diet and dental health care concerns.

### **VA 1118 Animal Nutrition**

**Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course will provide the student an understanding of the diverse nutritional demands of the animal patient. Various species of animals will be discussed and the differences in their nutritional requirements will be identified. The student will also learn about the feeding methods, how to interpret label claims, and prescription diets available when medically indicated for ill animal patients.

### **VA 1120 Anatomy & Physiology I**

**Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

This course will introduce the student to directional terminology, cellular anatomy, and organ systems found in the animal patient. The skeletal and muscular structures of various animal species will also be introduced.

### **VA 1122 Anatomy & Physiology II**

**Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

This course will cover internal organs systems found in the various animal species. The student will gain an understanding as to how the organ systems function within the animal patient. Abnormalities within organ systems will be addressed as they relate to common disease processes seen in the animal patient.

**Prerequisites:** VA 1120

### **VA 1124 Client Relations and Patient Assessment**

**Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course will provide the student with an understanding of medical record keeping, computer applications, and meeting the needs of the client within the veterinary hospital. This course will also emphasize the importance of obtaining an accurate history through physical exam and client interview. The student will learn how to communicate effectively with client in order to obtain the necessary medical history for proper treatment of the animal patient.

### **VA 1126 Grief Counseling/Euthanasia**

**Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

This course will provide the student with the skills needed to assist clients with grief counseling and pet loss. The student will receive instruction on how to support the client, patient and Vet during this procedure. The students will be introduced to the various methods of euthanasia and remains handling available in our community.

**Prerequisites:** VA 1126

**VA 1129 Veterinary Dosages and Calculations****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course will provide an introduction to the calculations of dosages used in the veterinary industry.

**VA 1128 Emergency Care/Management of Injuries****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course will introduce the student to emergency animal medicine. The student will learn the process of wound healing and wound management along with appropriate bandaging techniques. Emergency triage skills, patient assessments, interventions, and treatments will be addressed with an emphasis on first aid and CPR.

**VA 1130 Veterinary Pharmacology****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course will introduce the student to the pharmacological aspects of veterinary medicine. The student will learn mathematical formulas used for dosage calculation of medications. Classification and record keeping of controlled drugs will be discussed. Routes of administration, labeling of dispensed drugs, client education and inventory control will also be discussed and demonstrated.

**VA 1132 Parasitology****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course will provide the student with an introduction to various endoparasites and ectoparasites found within the animal patient. The common signs of infestation and indications for testing will also be discussed. The student will learn various collection techniques and testing methods used in the identification of these parasites.

**VA 1134 Urinalysis and Hematology****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course will provide the student with the knowledge and skills necessary for assisting with urine and blood collection on the various species of animals. Testing methods used in an animal hospital for both urine and blood will also be demonstrated.

**VA 1136 Cytology and Virology****Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

This course will teach the student how cells are collected and studied for the purpose of clinical diagnosis. The student will also gain an understanding of viruses and the various vaccinations available in veterinary medicine to protect against these viruses. The field of cancer and cancer management will also be discussed.

**VA 1138 Clinical Microbiology****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course will teach the student general principles of microbiology. The student will learn how microbiology is used daily in veterinary medicine and techniques in handling samples properly. There will also be discussion as to how microbiology applies to the animal patient and animal clinic.

**VA 1140 Zoonosis****Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

This course will teach the student about common zoonotic diseases and their effects on public health. The student will learn the signs and symptoms as well as the treatment and prevention of zoonotic disease. The focus will be on occupational exposure potentials for the veterinary hospital staff.

**VA 1142 Occupational Hazards****Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

This course will provide the student with an understanding of occupational health and safety issues as they relate to the veterinary field. The student will be introduced to reading and using MSDS as well as various regulating bodies that set and enforce standards to ensure safe practice within veterinary medicine.

**VA 1144 Radiography and Ultrasonography****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course will teach the student the basic principles of radiography and ultrasonography and the indications for using these diagnostic tools. Skills needed for animal patient preparation for the production of quality diagnostic images will be taught. Radiation safety techniques and protective equipment for the assistant will be discussed.

**VA 1146 Principles of Anesthesia and Analgesia****Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

This course will introduce the different types of medications used to induce and maintain anesthesia and the anesthetic equipment utilized in veterinary medicine. Anesthetic monitoring and anesthetic emergencies are emphasized as they related to the animal patient. Pain management for the post-operative, injured, or sick animal patient will also be addressed.

**VA 1148 Surgical Preparation/Instrument Care****Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course will introduce the student to surgical preparation of the animal patient and the steps taken to prepare for a surgical procedure. The student will be introduced to the most frequently used instruments and suture materials used in common surgical procedures. The student will learn the skills necessary to demonstrate aseptic technique, and the preparation and maintenance of a sterile field.

**VA 1150 Ruminant and Pig Nursing****Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

This course will provide the student with an introduction to the medical and surgical needs of ruminant animals. The student will learn the skills needed to work in the food animal industry as they relate to patient wellness, nursing, surgery and medication administration.

**VA 1152 Equine Nursing****Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

This course will introduce the student to equine medicine. The student will learn about the equine patient and various nursing skills needed to assist with medical treatments, patient monitoring, and surgical procedures. Client education and equine patient wellness are also discussed.

**VA 1154 Canine and Feline Nursing****Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

This course introduces the student to medical and surgical nursing of dogs and cats. Emphasis will be placed on common surgical procedures performed in small animal hospitals as well as common medical issues seen within the small animal facility. Client education related to post-operative care and home management of the patient will also be discussed.

**VA 1156 Exotic Animal Medicine****Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

In this course the student will learn about exotic animals and the special care requirements of each species. The student will learn about the restraint, medical needs, husbandry, common diseases, and nutrition of birds, fish, reptiles, and small mammals. Client education will also be addressed as it relates to the ownership of exotic pets.

**VAEXT 211 Externship****Clock Hours: 180 Credit Hours: 4**

In this course the student will spend 180 hours in a veterinary office.

\*Associate of Occupational Science General Education course descriptions on page 120

**Veterinary Assistant (online) and \*Associate of Occupational Science in Veterinary Assisting (online)****AH 101 Career and Life Development****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Computer Literacy emphasizing competency in the office productivity applications; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future.

**VA 169 Overview of Veterinary Assisting****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

This course will provide the student with an understanding of veterinary assisting. An emphasis on safety and potential risks within the field are addressed. The student will be introduced to reading and using MSDS as well as various regulating bodies that set and enforce standards to ensure safe practice within veterinary medicine. The student will learn the signs and symptoms as well as the treatment and prevention of zoonotic disease. This course will also provide the student with an introduction to animal behavior as it relates to veterinary medicine and an understanding of the necessary skills to handle and restrain the animal patient. The behaviors of multiple species of animals will be discussed. Emphasis will be placed on safety and injury prevention of the patient, client and veterinary staff.

**VA 171 Anatomy and Physiology****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

This course will introduce the student to directional terminology, cellular anatomy, and organ systems found in the animal patient. The skeletal and muscular structures of various animal species will also be introduced. The student will gain an understanding as to how the organ systems function within the animal patient. Abnormalities within organ systems will be addressed as they relate to common disease processes seen in the animal patient. This course will also teach the student nutritional requirements of companion animals and livestock as it pertains to overall health.

**VA 173 Medical Records****Lecture Hrs: 45 Lab Hrs: 5 Credit Hrs: 3**

This course will emphasize the importance of obtaining an accurate history through physical exam and client report. The student will learn how to communicate effectively with client in order to obtain the necessary medical history for proper treatment of the animal patient. Medical record keeping, computer applications and meeting the needs of the client within the veterinary hospital will also be addressed. The student will also gain an understanding of viruses and the various vaccinations available in veterinary medicine to provide to the animal patient.

**Prerequisites:** VA 169, VA 171

**VA 175 Collection and Diagnostics****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

This course will teach the student general principles of diagnostics. The student will be introduced to handling and collecting samples of the common testing procedures in veterinary medicine. An introduction to various endoparasites and ectoparasites that compromise patient nutrition and physiological health are addressed. The various methods of using radiography, ultrasonography, and nuclear imaging will be addressed. Skills needed for animal patient preparation for the production of quality diagnostic images will be taught. Radiation safety techniques and protective equipment for the assistant will be discussed.

**Prerequisites:** VA 169, VA 171

**VA 177 Anesthesia and Drug Therapy****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

This course will introduce the different aspects of anesthesia and drug therapy for the animal patient. Anesthetic monitoring and anesthetic emergencies are introduced as they relate to the animal patient. Pain management for the post-operative, injured, or sick animal patient will also be addressed. The student will learn mathematical formulas used for dosage calculation of medications. Classification and record keeping of controlled drugs will be discussed. Routes of administration, labeling of dispensed drugs, client education and inventory control will also be discussed.

**Prerequisites:** VA 169, VA 171

**VA 179 Surgical Procedures****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

This course will introduce the student to surgical preparation of the animal patient and the steps taken to prepare for a surgical procedure. The student will be introduced to the most frequently used instruments and suture materials used in common surgical procedures. The student will learn the importance of aseptic technique and the preparation and maintenance of a sterile field. This course will also introduce the student to the field of veterinary dentistry. The student will learn about dental health assessment, dental prophylaxis, equipment care, and use of dental instruments. There will also be discussion related to species specific dentition and its relationship to the patient's dental health care concerns.

**Prerequisites:** VA 169, VA 171

**VA 181 Large Animal Medicine****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

This course will introduce the student to livestock medicine and surgery. The student will learn about the various nursing skills needed to assist with medical treatments, patient monitoring, and surgical procedures. The student will have an understanding of the medicine within the large animal industry as they relate to nursing, surgery and medication administration. The student will learn how to read feedbag ingredient labels and how to identify various types of foods based on the demand of the animal.

**Prerequisites:** VA 169, VA 171

**VA 183 Emergency Medicine****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

This course will introduce the student to emergency animal medicine. The student will learn the process of wound healing and wound management along with appropriate bandaging techniques. Emergency triage skills, patient assessment, interventions, and treatments will be addressed with an emphasis on first aid and CPR.

**Prerequisites: VA 169, VA 171****VA 185 Hospitalization****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

This course introduces the student to small animal surgical nursing and small animal medical nursing. Emphasis will be placed on common post-operative care performed in small animal hospitals as well as common medical issues seen within the small animal facility. Client education related to post-operative care and home management of the patient will also be discussed. The student will learn the specific needs of geriatric and neonatal animals. Various feeding methods will be introduced for hospitalized patients. Alternative therapies and rehabilitation for the patient will be introduced. The student will receive instruction on how to support the client, patient and Vet for a critical illness. The students will be introduced to the various methods of euthanasia and remains handling available in our community. The field of cancer and cancer management will also be discussed.

**Prerequisites: VA 169, VA 171****VA 187 Exotic Animal Medicines****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

In this course the student will learn about exotic animals and the special care requirements of each species. This course teaches the student husbandry needs, restraint methods and nursing care requirements of the exotic animal patient. Client education will also be addressed as it relates to the ownership of exotic pets. The students will learn about the medical needs of birds, reptiles, and small mammals. Husbandry, common diseases, and nutrition as it relates to pocket pets, birds and reptiles will also be addressed.

**Prerequisites: VA 169, VA 171****\*Associate of Occupational Science General Education course descriptions on page 120**



## COURSE DESCRIPTIONS

### Barber

#### AH 105 Career and Life Development

**Lecture Hours: 50 Lab Hours: 10 Credit Hours: 2**

Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Mobile Technologies that are applied to personal branding and the workplace; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future. In addition, professionalism and career-building skills are discussed.

#### BR 102 History of Barbering

**Theory hours: 15 Lab hours: 15 Credit Hours: 1**

This course will provide an overview of the history of barbering. Functions and importance of state barber boards will also be studied. This course will also, include the understanding of all the instruments used in the practice of barbering.

#### BR 104 Bacteriology

**Theory hours: 15 Lab hours: 15 Credit Hours: 1**

Elementary chemistry relating to sanitation, sterilization and bacteriology will be discussed.

#### BR 106 Chemistry

**Theory hours: 15 Lab hours: 15 Credit Hours: 1**

This course discusses the different forms of matter: elements, compounds, and mixtures. Attention will be given to the differences between organic and inorganic chemistry.

#### BR 108 Safe Work Practices and Infection Control

**Theory hours: 15 Lab hours: 15 Credit Hours: 1**

This course provides an overview of bacteria and proper sanitation and disinfection techniques used in the barbershop. Infection control responsibilities of barber professionals will be discussed. This course also provides the student with the understanding of all the instruments used in the practice of barbering.

#### BR 110 Anatomy and Physiology

**Theory hours: 15 Lab hours: 15 Credit Hours: 1**

This course provides the student with the knowledge of the anatomy and physiology as it pertains to barbers. Students will have a thorough understanding of the anatomy of the face, scalp, neck as well as the muscular system. There will be discussion over the arteries of the head, face, and neck.

#### BR 112 Electricity and Facials

**Theory hours: 15 Lab hours: 15 Credit Hours: 1**

Student will be introduced to the basics of electricity and its applications in barbering including equipment safety, and types and benefits of light therapy. In this course students will be provided instruction on procedures for performing facials and facial waxing procedures. The student will explore various massage movements and their effects on the client.

#### BR 114 Properties and Disorders of the Skin, Scalp and Hair

**Theory hours: 15 Lab hours: 15 Credit Hours: 1**

This course will study aging and factors influencing the aging process, identification of disorders and contagious diseases, and assessing clients to make appropriate referrals. Scalp massage and its benefits for the client will also be covered.

#### BR 116 Facial Hair Design and Licensing Laws

**Theory hours: 15 Lab hours: 15 Credit Hours: 1**

This course will provide the fundamentals of straight razor shaving and an introduction to facial hair design. This course will provide the student with a review of the Rules and Regulations as they apply to the barber, as well as prepare the student for their practical and written exams to become a licensed professional.

#### BR 118 Intro to Cutting and Color

**Theory hours: 15 Lab hours: 15 Credit Hours: 1**

This course will provide the student with thorough instruction in the proper way to cut, blend, and taper the hair using clippers. This course also provides an introduction to color theory and its relationship to hair color. Students will also be introduced to the basic categories of color, and discuss what motivates people to color their hair.

#### BR 200 Shop Management I

**Theory hours: 15 Lab hours: 15 Credit Hours: 1**

In this course students will study the foundations of management: planning organizing, execution of objectives and the dynamics and impact of leadership. Also addressed are factors one must consider when opening a barbershop and the types of ownerships available. Excellence in barber service as well as effective forms of marketing will be addressed.

#### BR 202 Retail Management

**Theory hours: 5 Lab hours: 25 Credit Hours: 1**

This course will provide the student with an understanding of opportunities that exist for a successful career as the owner or manager of a barbershop.

#### BR 204 Professional Image and the Barber

**Theory hours: 5 Lab hours: 25 Credit Hours: 1**

This course will assist the student in identifying the qualities needed to be successful in a service profession. Focus will be on the importance of offering excellent client services utilizing benchmark standards of professionalism and exemplary customer service.

#### BR 206 Instruments for Straight Razor Shaving

**Theory hours: 5 Lab hours: 25 Credit Hours: 1**

This course will provide theory and practice for straight razor shaving. Safety and sanitation measures will be discussed and practiced. This course will also, provide the understanding of all the instruments use in the practice of barbering.

**Prerequisite:** BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204

**BR 208 Uniform Cutting and a Long Layered Cut****Theory hours: 5 Lab hours: 25 Credit Hours: 1**

In this course students will gain proficiency in uniform and long layered cutting. This course will also provide the understanding of all the instruments used in the practice of barbering.

**Prerequisite:** BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204**BR 217 Scalp and Hair Treatments****Theory hours: 5 Lab hours: 25 Credit Hours: 1**

This course will provide students with an understanding of proper shampooing procedures. In this course, students will also learn how to identify and treat common scalp conditions. Scalp massage techniques and hair loss treatments will also be discussed.

**Prerequisite:** BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204**BR 214 Facial Massage****Theory hours: 5 Lab hours: 25 Credit Hours: 1**

This course will provide the student with an understanding and the benefits of men's facial massage.

**Prerequisite:** BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204**BR 216 Facial Treatments****Theory hours: 5 Lab hours: 25 Credit Hours: 1**

This course will provide the student with an understanding of and how to perform men's facial treatments.

**Prerequisite:** BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204**BR 219 Straight Razor Shaving and Facial Design****Theory hours: 5 Lab hours: 25 Credit Hours: 1**

This course will provide an introduction to facial hair design. In this course, students will practice straight razor shaving and various razor techniques. Safety and sanitation will also be covered.

**Prerequisite:** BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204**BR 222 Principles of Men's Haircutting and Styling****Theory hours: 5 Lab hours: 25 Credit Hours: 1**

This course will provide the student with an understanding the art of haircutting and how it involves individualized and precise designing, cutting, and shaping of the hair.

**Prerequisite:** BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204**BR 224 Fundamentals of Men's Haircutting****Theory hours: 5 Lab hours: 25 Credit Hours: 1**

This course will provide the student with thorough instruction in the proper way to cut, blend, and taper the hair using clippers.

**Prerequisite:** BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204**BR 226 Safety Precautions for Haircutting and Styling****Theory hours: 5 Lab hours: 25 Credit Hours: 1**

This course will provide the student with thorough instruction about using safety precautions while cutting and styling hair.

**Prerequisite:** BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204**BR 228 Men's Hairstyling****Theory hours: 5 Lab hours: 25 Credit Hours: 1**

Students will have an understanding of how different products work in the hair and how to use a style hair by using a blow dryer properly.

**Prerequisite:** BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204**BR 230 Men's Hairpieces****Theory hours: 5 Lab hours: 25 Credit Hours: 1**

There will be discussion on men's hairpieces such as demonstration how to measure a client for a hairpiece. Student will have an understanding the marketing techniques to increase hairpiece sales.

**Prerequisite:** BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204**BR 232 Hair Replacement Systems and Procedures****Theory hours: 5 Lab hours: 25 Credit Hours: 1**

There will be discussion about different alternative hair replacement methods students will also learn how to do a template of a men's hairpiece.

**Prerequisite:** BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204**BR 234 Basic Women's Haircutting****Theory hours: 5 Lab hours: 25 Credit Hours: 1**

This course will assist you in transferring the knowledge and application of what you have learned about men's haircutting into women's haircutting.

**Prerequisite:** BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204**BR 236 Graduated Cutting and Blunt Cutting****Theory hours: 5 Lab hours: 25 Credit Hours: 1**

In this course students will gain proficiency in blunt and graduated hair cutting.

**Prerequisite:** BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204**BR 238 Uniform Cutting and a Long Layered Cut Review****Theory hours: 5 Lab hours: 25 Credit Hours: 1**

In this course students will gain proficiency in uniform and long layered cutting.

**Prerequisite:** BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204**BR 240 Women's Hair Styling****Theory hours: 5 Lab hours: 25 Credit Hours: 1**

This course will provide the student with an understanding of different types of hairstyles and an understanding how important client consultation is prior to styling the hair.

**Prerequisite:** BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204

**BR 242 Chemical Texture Services****Theory hours: 5 Lab hours: 25 Credit Hours: 1**

This course provides a review of chemical and smoothing services, the chemical used in these relaxing processes, and analysis of the hair for proper product selection. In this course students will also study the foundations of management: planning organizing, execution of objectives and the dynamics and impact of leadership.

**Prerequisite:** BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204**BR 244 Permanent Waving****Theory hours: 5 Lab hours: 25 Credit Hours: 1**

This course will provide the student with more knowledge of permanent waving, and how it creates chemical changes that permanently alter the natural pattern of the existing hair growth. Also, we will address the factors one must consider when opening a barbershop and the types of ownerships available. Excellence in barbershop service as well as effective forms of marketing will be addressed.

**Prerequisite:** BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204**BR 246 Chemical Hair Relaxing****Theory hours: 5 Lab hours: 25 Credit Hours: 1**

This course will provide the student with more knowledge of relaxers and how it creates a chemical change that permanently alters the natural pattern of the existing hair growth.

**Prerequisite:** BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204**BR 248 Hair color Application****Theory hours: 5 Lab hours: 25 Credit Hours: 1**

In this course students will study and demonstrate basic application techniques for temporary colors, semi-permanent colors, permanent colors, and lighteners.

**Prerequisite:** BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204**BR 250 Special Effect Hair coloring****Theory hours: 5 Lab hours: 25 Credit Hours: 1**

In this course students will study and demonstrate pattern application techniques for temporary colors, semi-permanent colors, permanent colors, and lighteners.

**Prerequisite:** BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204**BR 252 Facial Hair Coloring****Theory hours: 5 Lab hours: 25 Credit Hours: 1**

This course will provide the student with the knowledge of knowing how to identify products used to color facial hair and discuss safety precautions to use when coloring facial hair.

**Prerequisite:** BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204**BR 254 Corrective Color****Theory hours: 5 Lab hours: 25 Credit Hours: 1**

In this course students will learn how to successfully carry out a client consultation for color correction and apply the principles of color theory when performing a corrective color service.

**Prerequisite:** BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204**BR 256 Self Employment and Business Ownership****Theory hours: 5 Lab hours: 25 Credit Hours: 1**

Students will have an understanding of the types of business ownership. Students will be able to identify the types of records that barbershop owner must maintain.

**Prerequisite:** BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204**BR 258 Microbiology Review****Theory hours: 5 Lab hours: 25 Credit Hours: 1**

Elementary chemistry relating to sanitation, sterilization and bacteriology will be discussed.

**Prerequisite:** BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204**BR 260 Infection Control Review****Theory hours: 5 Lab hours: 25 Credit Hours: 1**

In this course there will be a review over bacteria and proper sanitation and disinfection techniques used in the barbershop. Infection control responsibilities of barber professionals will be discussed.

**Prerequisite:** BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204**BR 262 Anatomy review****Theory hours: 5 Lab hours: 25 Credit Hours: 1**

The student will be reviewing the anatomy as it pertains to barbers. Students will have a thorough understanding of the anatomy of the face, scalp, neck as well as the muscular system. There will be discussion over the arteries of the head, face, and neck. Safety will be reviewed and addressed and practiced.

**Prerequisite:** BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204**BR 264 Physiology Review****Theory hours: 5 Lab hours: 25 Credit Hours: 1**

The student will be reviewing the physiology as it pertains to barbers. Students will have a thorough understanding of the physiology of the face, scalp, neck as well as the muscular system. There will be discussion over the arteries of the head, face, and neck. Students will review the aging and factors influencing the aging process, identification of disorders and contagious diseases on the scalp, and assessing clients to make appropriate referrals.

**Prerequisite:** BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204**BR 266 Chemistry Review****Theory hours: 5 Lab hours: 25 Credit Hours: 1**

This course will review and discusses the different forms of matter: elements, compounds, and mixtures. Attention will be given to the differences between organic and inorganic chemistry. Safety will be reviewed and addressed and practiced.

**Prerequisite:** BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204

**BR 268 Electricity and Light Therapy Review****Theory hours: 5 Lab hours: 25 Credit Hours: 1**

Student will also be introduced to the basics of electricity and its applications in barbering including equipment safety, and types and benefits of light therapy.

**Prerequisite:** BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204

**BR 270 Properties and Disorders of the Skin and Scalp Review****Theory hours: 5 Lab hours: 25 Credit Hours: 1**

This course provides a review of disorders and properties of the skin and scalp.

**Prerequisite:** BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204

**BR 272 Properties and Disorders of the Hair Review****Theory hours: 5 Lab hours: 25 Credit Hours: 1**

This course provides a review of how scalp massages can benefit the client and their hair in the barbering profession.

**Prerequisite:** BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204

**BR 274 Treatment of the Hair Skin and Scalp review****Theory hours: 5 Lab hours: 25 Credit Hours: 1**

In this course students will review treatments for the hair, skin, and scalp.

**Prerequisite:** BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204

**BR 300 Barbering Job Search****Theory hours: 5 Lab hours: 25 Credit Hours: 1**

This course will provide the student with a review of implementation basics for success both professionally and personally with a focus on attitude, responsibility, communication, decision making and problem solving, and preparing for the workforce.

**Prerequisite:** BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204

**BR 302 State Board Review****Theory hours: 10 Lab hours: 50 Credit Hours: 2**

This course will provide the student with knowledge that is needed to prepare for state board examinations. The student will know how to write a resume, and have the knowledge to search for employment in the barbering field.

**Prerequisite:** BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204

\*Associate of Occupational Science General Education course descriptions on page 120

## Basic Cosmetology

**AH 105 Career and Life Development****Lecture Hours: 50 Lab Hours: 10 Credit Hours: 2**

Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Mobile Technologies that are applied to personal branding and the workplace; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future. In addition, professionalism and career-building skills are discussed.

**BCO 143 Guest Service and Product Knowledge****Lecture Hours: 15 Lab Hours: 15 Credit Hours: 1**

This course will assist the student in identifying services offered in modern salons and spas and the product and ingredients used to perform these services. Organic and inorganic ingredients and their uses will be discussed.

**BCO 140 Chemistry****Lecture Hours: 30 Lab Hours: 0 Credit Hours: 1**

This course discusses the different forms of matter: elements, compounds, and mixtures. Attention will be given to the differences between organic and inorganic chemistry. Students will also be introduced to the basics of electricity and its applications in cosmetology including equipment safety, and types and benefits of light therapy.

**BCO 106 Structure of Hair, Skin and Nails****Lecture Hours: 30 Lab Hours: 0 Credit Hours: 1**

This course provides instruction on the structure of the hair root and hair shaft, and the structure and composition of skin and nails. Students will gain an understanding of the function and growth of hair, skin and nails. The student will learn how to analyze a client's scalp and hair texture. How various hair textures and growth patterns affect chemical processing techniques will be discussed as well as hair loss treatments.

**BCO 145 Shampooing and Blow Outs****Lecture Hours: 15 Lab Hours: 15 Credit Hours: 1**

In this course students are introduced to the art of scalp massage, relaxing shampoo services and proper blow out styling techniques to provide future salon guests with their desired styled and extraordinary salon experience. Scalp care, shampoo selection and hair treatments will be discussed.

**BCO 144 Diseases, Disorders, and Infection Control****Lecture Hours: 30 Lab Hours: 0 Credit Hours: 1**

This course provides an overview of bacteria and proper sanitation and disinfection techniques used in the salon and of diseases and disorders affecting skin and nails as pertinent to cosmetology. Topics include aging and factors influencing the aging process, identification of disorders and contagious diseases, and assessing clients to make appropriate referrals.

Infection control responsibilities of salon professionals will be discussed.

**BCO 262 Wet Hair Styling****Lecture Hours: 10 Lab Hours: 20 Credit Hours: 1**

This course introduces students to hair design utilizing proper roller placement, pin curl techniques, and finger wave designs.

**BCO 264 Thermal Styling**

**Lecture Hours:** 10      **Lab Hours:** 20      **Credit Hours:** 1

This course will provide the student with the techniques used for thermal hairstyling. The various types of thermal irons and other thermal styling tools will be discussed. Students will demonstrate the techniques used for thermal irons, blow dry styling, and marcel ironing and pressing.

**BCO 122 Manicures/Pedicures**

**Lecture Hours:** 20      **Lab Hours:** 10      **Credit Hours:** 1

In this course the student will be introduced to the skills necessary to perform manicures and pedicures. Proper sanitation and disinfection techniques used in the salon will also be discussed and demonstrated.

**BCO 266 Permanent Waving**

**Lecture Hours:** 10      **Lab Hours:** 20      **Credit Hours:** 1

This course introduces the student to the basic techniques used for the permanent waving. The tools used for the permanent waving of hair will be identified and discussed. Students will demonstrate the techniques of sectioning, base control, and base direction when wrapping hair for chemical processing.

**BCO 268 Chemical Texturing**

**Lecture Hours:** 10      **Lab Hours:** 20      **Credit Hours:** 1

This course provides an overview of chemical and smoothing services. The chemical used in these relaxing processes will be discussed and demonstrated. Focus will be on analysis of the hair for proper product selection and procedures when providing chemical texturing services.

**BCO 240 Formulation**

**Lecture Hours:** 10      **Lab Hours:** 20      **Credit Hours:** 1

This course focuses on theory and practical application of color products. Students will be able to perform a successful consultation and formulate accordingly to ensure proper color mixtures.

**BCO 242 Basic Application**

**Lecture Hours:** 10      **Lab Hours:** 20      **Credit Hours:** 1

In this course students will study and demonstrate basic application techniques for temporary colors, semi-permanent colors, permanent colors, and lighteners.

**BCO 244 Pattern Application**

**Lecture Hours:** 10      **Lab Hours:** 20      **Credit Hours:** 1

In this course students will study and demonstrate pattern application techniques for temporary colors, semi-permanent colors, permanent colors, and lighteners.

**BCO 246 Special FX Application**

**Lecture Hours:** 10      **Lab Hours:** 20      **Credit Hours:** 1

This course introduces students to proper creation and application of various color formulas, as well as advanced special effects coloring applications.

**BCO 250 Color Correction**

**Lecture Hours:** 10      **Lab Hours:** 20      **Credit Hours:** 1

In this course students will learn how to successfully carry out a client consultation for color correction and apply the principles of color theory when performing a corrective color service.

**BCO 252 Solid Form Cutting**

**Lecture Hours:** 10      **Lab Hours:** 20      **Credit Hours:** 1

This course focuses on the techniques used for the blunt haircut.

**BCO 254 Graduated Cutting**

**Lecture Hours:** 10      **Lab Hours:** 20      **Credit Hours:** 1

This course focuses on the techniques used with elevation in haircutting.

**BCO 256 Uniform Cutting**

**Lecture Hours:** 10      **Lab Hours:** 20      **Credit Hours:** 1

This course focuses on techniques used for layered haircutting.

**BCO 258 Razor and Clipper Cutting**

**Lecture Hours:** 10      **Lab Hours:** 20      **Credit Hours:** 1

This course will provide information related to the five characteristics that determine the behavior of hair and the functions and characteristics of haircutting tools. Instruction will focus on the theory and techniques used for in razor and clipper cuts.

**BCO 260 Cutting Integration**

**Lecture Hours:** 10      **Lab Hours:** 20      **Credit Hours:** 1

This is an advanced haircutting course in which students will learn how to integrate previously acquired skills and techniques.

**Prerequisite:** BCO 252, BCO 254, BCO 256, BCO 258

**BCO 274 Salon Success Strategies**

**Lecture Hours:** 0      **Lab Hours:** 30      **Credit Hours:** 1

This course will introduce students to the salon environment. During this course students will learn how to build a clientele as well as learn the functions of a working salon. Students will begin their portfolio as well as discuss personal branding.

**BCO 142 Electricity**

**Lecture Hours:** 30      **Lab Hours:** 0      **Credit Hours:** 1

This course will introduce students to the basics of electricity and its applications in cosmetology including equipment safety, and types and benefits of light therapy.

**BCO 102 Anatomy**

**Lecture Hours:** 30      **Lab Hours:** 0      **Credit Hours:** 1

Students will be introduced to the importance of anatomy and physiology in the cosmetology profession. This course provides an integrated study of the human structure and functions. Topics include cellular structure and reproduction, various tissues found in the body, and the different systems of the body.

**BCO 150 Braiding and Styling**

**Lecture Hours:** 10      **Lab Hours:** 20      **Credit Hours:** 1

In this course students will discuss and demonstrate various braiding techniques including visible, invisible, rope and single braids. Styling options and tools used for braiding and natural hair service will also be discussed.

**BCO 152 Wigs and Hair Extensions**

**Lecture Hours:** 10      **Lab Hours:** 20      **Credit Hours:** 1

This course will introduce students to artificial hair enhancements. Topics for this course will include wig measurement, types of hair pieces, human and synthetic hair, care for artificial hair and styling will all be discussed and demonstrated.

**BCO 154 Day, Evening and Stage Makeup**

**Lecture Hours:** 10      **Lab Hours:** 20      **Credit Hours:** 1

This course provides an introduction to the basics of facial makeup and the laws and theory of color. Students will learn about various types of cosmetics and their uses. Makeup application will be discussed and demonstrated for day and evening wear along with accentuated makeup for the stage.

**BCO 156 Fantasy and Gore Makeup**

**Lecture Hours:** 10      **Lab Hours:** 20      **Credit Hours:** 1

In this course students will use their creativity to explore fantasy and gore makeup. Topics include creation of fantasy characters, bruises, cuts, scars and bloody wounds. Demonstrations and application of makeup bruise wheel, latex and scar wax will be included.

**BCO 158 Acrylic Nail Enhancements**

**Lecture Hours:** 10      **Lab Hours:** 20      **Credit Hours:** 1

This course covers the theory and application of acrylic nail enhancements. Students will be able to perform various types of acrylic nail applications and 3-D nail art.

**BCO 160 Gel Nail Enhancements**

**Lecture Hours:** 10      **Lab Hours:** 20      **Credit Hours:** 1

This course covers the theory and application of gel nail enhancements. Students will be able to perform various types of gel nail applications and nail art.

**BCO 118 Salon Management**

**Lecture Hours:** 30      **Lab Hours:** 0      **Credit Hours:** 1

In this course students will study the foundations of management: planning organizing, execution of objectives and the dynamics and impact of leadership. Also addressed are factors one must consider when opening a salon and the types of ownerships available. Excellence in salon service as well as effective forms of marketing will be addressed.

**BCO 148 Spa Services**

**Lecture Hours:** 20      **Lab Hours:** 10      **Credit Hours:** 1

This course covers the theory and application of spa services including waxing, brow tinting, eyelash applications and body treatments.

**BCO 128 Facials**

**Lecture Hours:** 20      **Lab Hours:** 10      **Credit Hours:** 1

In this course students will be provided instruction on procedures for performing facials and waxing procedures. Skin types and conditions will be discussed. The student will explore various massage movements and their effects on the client. Electrical equipment used in facial treatments will be introduced and demonstrated, as well as correct and safe procedures for performing facials and waxing. The student will be able to perform an in-depth client consultation.

**BCO 272 State Board Review I**

**Lecture Hours:** 0      **Lab Hours:** 30      **Credit Hours:** 1

This course will provide the student with a review of the Rules and Regulations as they apply to the salon, as well as prepare the student for their practical and written exams to become a licensed professional.

**Prerequisites:** Completion of Phase I

**BCO 320 Anatomy and Physiology Review**

**Lecture Hours:** 0      **Lab Hours:** 30      **Credit Hours:** 1

In this course students will review Anatomy and Physiology. Students will know the importance of anatomy and physiology in the cosmetology profession, review the 10 main body systems, and identify the types of tissues found in the body.

**BCO 322 Chemistry Review**

**Lecture Hours:** 0      **Lab Hours:** 30      **Credit Hours:** 1

This course provides a review of Chemistry. Students will know the different forms of matter and the differences between organic and inorganic chemistry.

**BCO 324 Electricity Review**

**Lecture Hours:** 0      **Lab Hours:** 30      **Credit Hours:** 1

This course provides a review of the nature of electricity, electrical equipment safety, and electrotherapy in cosmetology.

**BCO 326 Infection Control and Diseases**

**Lecture Hours:** 0      **Lab Hours:** 30      **Credit Hours:** 1

This course will provide the student with a review of Infection control and diseases. Students will review the state laws and regulations, the classifications of bacteria, and the proper cleaning of salon tools and equipment.

**BCO 328 Properties of the Hair, Skin, and Scalp Review**

**Lecture Hours:** 0      **Lab Hours:** 30      **Credit Hours:** 1

This course provides a review of the properties of the hair, skin, and scalp.

**BCO 330 Chemical Texturing Review**

**Lecture Hours:** 0      **Lab Hours:** 30      **Credit Hours:** 1

This course provides a review of chemical and smoothing services, the chemical used in these relaxing processes, and analysis of the hair for proper product selection.

**BCO 332 Facials, Hair Removal, Makeup Review****Lecture Hours: 0      Lab Hours: 30      Credit Hours: 1**

This course provides a review of procedures for performing facials, waxing procedures and makeup application theories.

**BCO 334 Hair Design Review****Lecture Hours: 0      Lab Hours: 30      Credit Hours: 1**

This course provides a review of the elements and principles of hair design. Students will know safe and proper techniques for using the various tools of hair design.

**BCO 336 Haircutting Review****Lecture Hours: 0      Lab Hours: 30      Credit Hours: 1**

This course provides the student with a review to cutting theory with intense instruction on the angles and elevations used to perform graduated and layered haircuts, proper body mechanics, hand position and safety when cutting hair, as well as the guidelines for sanitation and disinfection.

**BCO 338 Hair Coloring Review****Lecture Hours: 0      Lab Hours: 30      Credit Hours: 1**

This course provides a review of color theory and its relationship to hair color. Students will know the basic categories of color, and theory of hair color.

**BCO 340 Hair Enhancements Review****Lecture Hours: 0      Lab Hours: 30      Credit Hours: 1**

In this course students will review the types of braids, wigs, hair pieces, hair extensions, as well as client consultation procedures and preparation.

**BCO 342 Natural Nail Care Review****Lecture Hours: 0      Lab Hours: 30      Credit Hours: 1**

This review course covers the safety and sanitation procedures to properly perform manicures and pedicures.

**BCO 344 Artificial Nail Enhancements Review****Lecture Hours: 0      Lab Hours: 30      Credit Hours: 1**

In this course students will review the proper procedures and precautions for applying nail tips, wraps and gels.

**BCO 346 Salon Business Review****Lecture Hours: 0      Lab Hours: 30      Credit Hours: 1**

This course will provide the student with a review of management principles, marketing strategies, customer service and types of salon ownership.

**\*Associate of Occupational Science General Education course descriptions on page 120**

## Esthetician

**AH 105 Career and Life Development****Lecture Hours: 50      Lab Hours: 10      Credit Hours: 2**

Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Mobile Technologies that are applied to personal branding and the workplace; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future. In addition, professionalism and career-building skills are discussed.

**EST 102 Biology for Estheticians****Theory: 5      Practical: 25      Credit Hours: 1**

This course provides an in depth curriculum covering anatomy, physiology, and histology as it applies to an esthetician. The student will be introduced to the functions of the cells, tissue, organs, bones, muscular and neural systems of the body. Students should be able to name the major bones, muscles, blood systems and nerves. The study of tissue, specifically epithelial tissue, or the skin, will also be discussed. Student should be able to name all layers of the skin and know what is housed in each layer.

**EST 104 Skin Analysis and Facials****Theory: 15      Practical: 15      Credit Hours: 1**

In this course students will learn the proper way to analyze the face, as well as recognize contraindications. Analysis methods including Fitzpatrick and Glogau will be taught to students. The students will discuss and practice the major types of facials. An emphasis is placed on detailed knowledge of the products used in the treatment room. Students will also be familiar with all major types of equipment and implements used to analyze the face as well.

**EST 106 Advanced Facials****Theory: 5      Practical: 25      Credit Hours: 1**

This course will focus on results-oriented exfoliation procedures such as microdermabrasion and chemical peels. Students will understand the difference in chemical and mechanical exfoliation as well as the difference in enzyme, alpha hydroxy acid, and beta hydroxy acid chemical peels. Student will learn to manipulate and manage the microdermabrasion machine, as well as all contraindications for these services.

**EST 122 Skin Physiology****Theory: 5      Practical: 25      Credit Hours: 1**

In this course students learn the layers of the skin and what is housed in each layer of the skin. Students will also understand the common skin diseases and disorders found in an esthetic practice. Instruction will be given on the different grades of acne and the various forms of skin cancers and identification of primary and secondary lesions of the skin. Students will be introduced to contagious diseases and the identification measured used by the esthetician. Contraindications as they relate to contagious disease will also be addressed. The esthetician's scope of practice will clearly be defined as it related to skin disorders with extensive discussion related to the differences between esthetician and dermatologist.

**EST 110 Hair Removal****Theory: 15      Practical: 15      Credit Hours: 1**

This course will provide instruction on the hair growth cycle, methods of hair removal, and sanitation procedures for hair removal. Advanced techniques like photo-epilation, threading, and sugaring will also be discussed. The student will demonstrate waxing over most of the body.



### **EST 112 Chemistry and Ingredients**

**Theory: 5**

**Practical: 25**

**Credit Hours: 1**

This course will provide the student with an understanding of basic skin care products and their ingredients as they apply to professional and home use. Common cosmetic ingredients and their functions will be discussed along with the FDA's role in regulation of cosmetic ingredients for consumer safety. The student will be introduced to the chemistry involved in creating skin care products which will teach the student how to choose a product line for a wide range of skin types and conditions. Students will also learn the proper techniques for upselling and retailing products to their clients. At the end of this course the student should be knowledgeable in basic cosmetic ingredients, reactions, and be able to comfortably and knowledgeably retail to their client.

### **EST 114 Makeup**

**Theory: 5**

**Practical: 25**

**Credit Hours: 1**

In this course the student will learn the psychological and procedural aspects of makeup application. The overall service including the different tools and implements necessary for performing a professional makeup application will be addressed. The students will identify the proper function of the various tools and demonstrate the techniques used for basic makeup application.

### **EST 116 Electrical Esthetics and Nutrition**

**Theory: 5**

**Practical: 25**

**Credit Hours: 1**

This course will provide the student with a basic understanding of electricity and how it relates to the esthetic profession. The four types of electrotherapy and the types of light therapy as they apply to esthetics are discussed. The student will learn and demonstrate electrical equipment safety for themselves and the clients while in the salon setting. Students will be proficient in the use of the galvanic and high frequency machines. In addition this course will cover nutrition and how it relates to healthy skin. Students will learn the importance of macronutrients, micronutrients, minerals, and vitamins to the skin along with which vitamins can be applied directly to the skin. In this course students will also cover basic business and marketing skills as they apply to an Esthetician.

### **EST 118 Body Treatments**

**Theory: 5**

**Practical: 25**

**Credit Hours: 1**

In this course students will learn the full body application of products. Once completing the course students should be proficient in body scrubs, body wraps and body masks. Students will learn Brazilian waxing. They will also be taught all the parts of the treatment room and the proper techniques in arranging the room.

### **EST 120 Advanced Makeup**

**Theory: 5**

**Practical: 25**

**Credit Hours: 1**

This course is designed to further the students understanding of makeup applications. Special effects, camouflage, contouring and special occasion makeup is all covered and practiced. Students will also learn airbrush makeup in this course.

### **EST 201 Infection Control and Biology Review**

**Theory: 5**

**Practical: 25**

**Credit Hours: 1**

This course provides a review of anatomy and physiology as it pertains to esthetics. Students will have a thorough understanding of the anatomy of the face, scalp, neck, and arms. As well as cellular functions, organs, bones and muscles. Students will also review infection control and sanitary procedures.

### **EST 203 Skin Physiology Review**

**Theory: 5**

**Practical: 25**

**Credit Hours: 1**

Students will review the skin layers, functions and necessary disorders and diseases. Proper treatment and contraindications will also be covered in this course.

### **EST 206 Skin Analysis and Facial Procedures Review**

**Theory: 5**

**Practical: 25**

**Credit Hours: 1**

This course provides a review of skills necessary to identify skin types, common conditions of the skin, how to perform the Fitzpatrick evaluation and what to recommend for certain types of skin. Students will know the difference between a skin type and a skin condition and the causes for each.

### **EST 205 Hair Removal and Makeup Review**

**Theory: 5**

**Practical: 25**

**Credit Hours: 1**

This course provides a review of basic hair removal concepts and procedures. Basic makeup application and the color wheel will also be covered.

### **EST 210 Ingredients and Skin Care**

**Theory: 5**

**Practical: 25**

**Credit Hours: 1**

In this course students will review basic skin care products and their ingredients as they apply to professional and home use. Students will know common cosmetic ingredients and their functions, as well as the FDA's role in regulation of cosmetic ingredients for consumer safety. The student will be able to choose a product line for a wide range of skin types and conditions.

### **EST 212 Electrical and Advanced Esthetics Review**

**Theory: 5**

**Practical: 25**

**Credit Hours: 1**

This course provides a review of the four types of electrotherapy, the five types of light therapy, and electrical equipment safety. Students will also review ingredients and procedures used in advanced esthetics, be able to recognize advanced ingredients such as Retin-A and AHAs, and know the skills necessary to provide advanced services such as peels and deep pore cleansing.

### **EST 214 Esthetic Opportunities Review**

**Theory: 5**

**Practical: 25**

**Credit Hours: 1**

This course provides the student with a review of the esthetics profession, qualities needed to be successful in a service profession, and various types of ownership, record keeping, and the importance of proper advertising and marketing.

### **EST 216 State Board Rules and Regulations**

**Theory: 5**

**Practical: 25**

**Credit Hours: 1**

This course provides an exhaustive review of the rules and regulations of the Oklahoma State Board of Cosmetology and Barbering as they apply to estheticians. The student will be familiarized with the Oklahoma State Board of Cosmetology and Barbering Unofficial Rule Book. Students will also be given instructions on how and where to find additional information related to rules and regulations.

## **Fashion Design**



## **AH 105 Career and Life Development**

**Lecture Hours: 50      Lab Hours: 10      Credit Hours: 2**

Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Mobile Technologies that are applied to personal branding and the workplace; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future. In addition, professionalism and career-building skills are discussed.

## **FD 101 Design Foundations**

**Theory hrs: 60      Practical hours: 0      Credit Hours: 2**

This course provides a thorough look at the fundamentals and principles of design with an emphasis on artistic expression through a complete understanding of the design process. Design as it relates to all arts is discussed. Emphasis is placed on utilization of good design principles in creative expression.

**Prerequisites:** None

## **FD 103 Beginning Clothing Construction**

**Theory hrs: 30      Practical hours: 30      Credit Hours: 2**

This course introduces the student to basic principles and techniques of apparel assembly. Theoretical concepts will be applied practically in progressively advancing sewing projects. The student will be provided with the knowledge and skills necessary to create basic and simple designs.

**Prerequisites:** None

## **FD 105 Textiles**

**Theory hrs: 60      Practical hours: 0      Credit Hours: 2**

This course provides an expansive look at the design, structure and application of textiles. Students are introduced to a broad scope of topics such as fiber structure and innovation, construction of fabrics, quality issues and regulation of textiles.

**Prerequisites:** None

## **FD 107 Patternmaking**

**Theory hrs: 30      Practical hours: 30      Credit Hours: 2**

This course provides theory and practice in developing flat pattern design for custom garment construction. Major components of the garment are addressed: bodice, collar, skirt and sleeve. Multi-level manipulations and design variations are addressed to show the integration of basic skills in limitless design possibilities.

**Prerequisites:** FD103

## **FD 109 History of Fashion**

**Theory hrs: 60      Practical hours: 0      Credit Hours: 2**

This course provides a historical overview of dress from the ancient world to the trends of today. It takes into account the social, geographical, environmental, cultural and artistic perspectives that influence the design and production of clothing.

**Prerequisites:** None

## **FD 111 Fashion Sketching**

**Theory hrs: 30      Practical hours: 30      Credit Hours: 2**

This course introduces the student to fashion sketching with a focus on drawing the fashion figure, fabric shapes, and garment details. Sketching accessories and descriptive rendering techniques will be presented to further advance the skills of the student.

**Prerequisites:** None

## **FD 113 Apparel Production**

**Theory hrs: 60      Practical hours: 0      Credit Hours: 2**

This course provides a thorough overview of the pre-production processes of apparel product development: planning, forecasting, fabricating, developing silhouettes and specifications, pricing, and sourcing. It establishes the necessary coordination of these processes to result in successful production of a line of clothing.

**Prerequisites:** None

## **FD 200 Intermediate Clothing Construction**

**Theory hrs: 10      Practical hours: 50      Credit Hours: 2**

A continuation of Beginning Clothing Construction (FD 103), this course provides the student with advanced knowledge and skills for increased levels of proficiency in clothing construction, including tailoring, handling specialty fabrics, and creation of complex designs.

**Prerequisites:** AH112, FD 101, FD103, FD 105, FD107, FD109, FD111, FD113

## **FD 202 Introduction to Fashion Business**

**Theory hrs: 60      Practical hours: 0      Credit Hours: 2**

This course is designed to provide students with the skills and knowledge needed to develop research and write a business plan that can be presented to potential funders while learning the key (strategic) issues affecting the retail industry today with emphasis on financial considerations and implementation. Students will be exposed to theoretical and practical applications of strategic decision making, financial analysis, retail strategy, and current technology.

**Prerequisites:** AH112, FD 101, FD103, FD 105, FD107, FD109, FD111, FD113

## **FD 205 Computer-Aided Patternmaking**

**Theory hrs: 10      Practical hours: 50      Credit Hours: 2**

A continuation of Basic Patternmaking (FD 107), this course introduces advanced theory and practice in developing flat pattern designs. The student will be introduced to computer-aided design software for patternmaking.

**Prerequisites:** AH112, FD 101, FD103, FD 105, FD107, FD109, FD111, FD113

## **FD 207 Fashion Industry Overview**

**Theory hrs: 60      Practical hours: 0      Credit Hours: 2**

This course offers a comprehensive overview of the fashion industry. Special attention is given to research, production, and marketing. The student will be introduced to the skills necessary to effectively function in the fashion industry.

**Prerequisites:** AH112, FD 101, FD103, FD 105, FD107, FD109, FD111, FD113

**FD 209 Computer-Aided Fashion Design****Theory hrs: 10      Practical hours: 50      Credit Hours: 2**

This course provides an introduction to computer-aided fashion design software programs. Areas of instruction include creation of flat sketches, colorizing designs, story board assembly, textile design, and creation of cost and specification sheets.

**Prerequisites:** AH112, FD 101, FD 103, FD 105, FD107, FD109, FD111, FD113

**FD 211 Fashion Accessories****Theory hrs: 60      Practical hours: 0      Credit Hours: 2**

This course offers a comprehensive study and analysis of fashion accessories. Emphasis is placed on major classifications of the industry, materials, and categories of accessories.

**Prerequisites:** AH112, FD 101, FD103, FD 105, FD107, FD109, FD111, FD113

**FD 212 Advanced Clothing Construction****Theory hrs: 0      Practical hours: 60      Credit Hours: 2**

Students are introduced to advanced sewing skills and required to use those along with the techniques and sewing skills they acquired in Beginning Construction and Advanced Construction to design and create projects to be shown in the final fashion show.

**Prerequisites:** AH112, FD 101, FD103, FD 105, FD107, FD109, FD111, FD113, FD 200

**FD 301 Design Collection****Theory hrs: 0      Practical hours: 90      Credit Hours: 3**

In this independent study course the student will prepare a collection of garments for use in a runway show. Students will apply knowledge and skills acquired throughout the program to sketch, design, draft patterns, select fabrics, and construct garments in the collection.

**Prerequisites:** AH112, FD101, FD 103, FD105, FD107, FD 109, FD111, FD113, FD200, FD202, FD205, FD207, FD209, FD211, FD212

**FD EXT 311 Externship****Clock hours: 90      Practical hours: 0      Credit hours: 2**

In this course the student will spend 90 hours in the field of fashion design.

**Prerequisites:** AH112, FD101, FD 103, FD105, FD107, FD 109, FD111, FD113, FD200, FD202, FD205, FD207, FD209, FD211, FD212, FD301

**\*Associate of Occupational Science General Education course descriptions on page 120**

## Hair Braiding Technology

**AH 105 Career and Life Development****Lecture Hours: 50      Lab Hours: 10      Credit Hours: 2**

Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Mobile Technologies that are applied to personal branding and the workplace; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future. In addition, professionalism and career-building skills are discussed.

**BCO 140 Chemistry****Lecture Hours: 30      Lab Hours: 0      Credit Hours: 1**

This course discusses the different forms of matter: elements, compounds, and mixtures. Attention will be given to the differences between organic and inorganic chemistry. Students will also be introduced to the basics of electricity and its applications in cosmetology including equipment safety, and types and benefits of light therapy.

**BCO 144 Diseases, Disorders, and Infection Control****Lecture Hours: 30      Lab Hours: 0      Credit Hours: 1**

This course provides an overview of bacteria and proper sanitation and disinfection techniques used in the salon and of diseases and disorders affecting skin and nails as pertinent to cosmetology. Topics include aging and factors influencing the aging process, identification of disorders and contagious diseases, and assessing clients to make appropriate referrals.

Infection control responsibilities of salon professionals will be discussed.

**BCO 118 Salon Management****Lecture Hours: 30      Lab Hours: 0      Credit Hours: 1**

In this course students will study the foundations of management: planning organizing, execution of objectives and the dynamics and impact of leadership. Also addressed are factors one must consider when opening a salon and the types of ownerships available. Excellence in salon service as well as effective forms of marketing will be addressed.

**BCO 120 Client Management****Lecture Hours: 30      Lab Hours: 0      Credit Hours: 1**

This course will assist the student in identifying the qualities needed to be successful in a service profession. Focus will be on the importance of offering excellent client services utilizing benchmark standards of professionalism and exemplary customer service.

**HBT 101 Basic Braiding Techniques****Lecture Hours: 20      Lab Hours: 10      Credit Hours: 1**

This course will provide the student with an orientation to the history of hair braiding and basic braiding techniques. Students will learn preparation techniques, various types of braids, and licensing requirements. Proper sanitation and disinfection techniques used in the salon will also be discussed and demonstrated.

**HBT 103 Micro Braids and Cornrows****Lecture Hours: 20      Lab Hours: 10      Credit Hours: 1**

In this course students will learn and practice micro braid and cornrow braiding techniques. Care, removal, safety, and sanitation will be discussed.

**HBT 105 Advanced Braiding Techniques****Lecture Hours: 20      Lab Hours: 10      Credit Hours: 1**

This course will provide students with an overview of advanced braiding techniques. Tree Braiding, invisible braids, and braidlocs will be taught. Removal techniques will also be covered.

**HBT 107 Fuseable Hair Extensions****Lecture Hours: 20      Lab Hours: 10      Credit Hours: 1**

In this course students will learn how to work with each type of fuseable hair extension. Students will learn about hair selection, color matching, performing a consultation, blending, safety considerations, and removal procedures.

**HBT 109 Braid in Hair Extensions****Lecture Hours: 20      Lab Hours: 10      Credit Hours: 1**

In this course students will learn how to perform braid in hair extension services. Application, removal, hair selection and care will all be covered. Aftercare routines, safety and sanitation will also be addressed.

**HBT 111 Sew in Hair Extensions****Lecture Hours: 10      Lab Hours: 20      Credit Hours: 1**

In this course students will learn the procedures for sew-in hair extensions, application, removal, safety and sanitation procedures will be discussed. Maintenance and aftercare will also be covered.

**HBT 113 Twists and Hair Additions****Lecture Hours: 10      Lab Hours: 20      Credit Hours: 1**

In this course students will study and demonstrate kinky twists, two strand twists, flat twists, and weaving techniques. Students will learn care, maintenance, and safety procedures for these techniques.

**HBT 201 Marketing for the Hair Braiding Technician****Lecture Hours: 10      Lab Hours: 20      Credit Hours: 1**

In this course students will learn and practice techniques for building their hair braiding business. Marketing and networking techniques will be covered.

**Prerequisites:** BCO 140, BCO 144, BCO 118, BCO 120, HBT 101, HBT 103, HBT 105, HBT 107, HBT 109, HBT111, HBT 113

**HBT 203 Designer Braids****Lecture Hours: 10      Lab Hours: 20      Credit Hours: 1**

This course introduces students to a wide variety of designer braids. In this course students will learn techniques for braiding designs in order to further their skills and add to their business.

**Prerequisites:** BCO 140, BCO 144, BCO 118, BCO 120, HBT 101, HBT 103, HBT 105, HBT 107, HBT 109, HBT111, HBT 113

**HBT 205 Maintenance of Weaves and Braids****Lecture Hours: 10      Lab Hours: 20      Credit Hours: 1**

In this course students will learn how to advise clients on maintenance appointments, create after care plans for clients, and perform maintenance procedures.

**Prerequisites:** BCO 140, BCO 144, BCO 118, BCO 120, HBT 101, HBT 103, HBT 105, HBT 107, HBT 109, HBT111, HBT 113

**HBT 207 Salon Business Review****Lecture Hours: 10      Lab Hours: 20      Credit Hours: 1**

This course is a review of all courses related to salon business.

**Prerequisites:** BCO 140, BCO 144, BCO 118, BCO 120, HBT 101, HBT 103, HBT 105, HBT 107, HBT 109, HBT111, HBT 113

**HBT 209 Extensions Review****Lecture Hours: 10      Lab Hours: 20      Credit Hours: 1**

In this course students will review all of the techniques for applying and removing hair extensions.

**Prerequisites:** BCO 140, BCO 144, BCO 118, BCO 120, HBT 101, HBT 103, HBT 105, HBT 107, HBT 109, HBT111, HBT 113

**HBT 211 Sciences Review****Lecture Hours: 10      Lab Hours: 20      Credit Hours: 1**

In this course students will review material from each of the science courses.

**Prerequisites:** BCO 140, BCO 144, BCO 118, BCO 120, HBT 101, HBT 103, HBT 105, HBT 107, HBT 109, HBT111, HBT 113

**HBT 213 State Board Rules and Regulations****Lecture Hours: 10      Lab Hours: 20      Credit Hours: 1**

The Oklahoma State Board Rules and Regulations will be covered in this course, teaching students how to obtain their license and ensure they are practicing hair braiding safely and within the regulations of the state board. This course also serves as the student's final prep and final test week.

**Prerequisites:** BCO 140, BCO 144, BCO 118, BCO 120, HBT 101, HBT 103, HBT 105, HBT 107, HBT 109, HBT111, HBT 113

## Interior Design

**AH 105 Career and Life Development****Lecture Hours: 50      Lab Hours: 10      Credit Hours: 2**

Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Mobile Technologies that are applied to personal branding and the workplace; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future. In addition, professionalism and career-building skills are discussed.

**Prerequisites:** None

**ID 101 Introduction to Interior Design****Theory hours: 60      Practical hours: 0      Credit hours: 2**

This course provides a comprehensive overview of the field of interior design. Students will be introduced to the foundational elements of interior design and their application in creating safe, functional, comfortable, and aesthetically pleasing spaces.

**Prerequisites:** None

**ID 103 Drafting for Interior Designers****Theory hours: 30      Practical hours: 30      Credit hours: 2**

This course is intended to provide students with the skills necessary to draft in a beautiful manner using the right tools. Instruction will focus on creating beautifully rendered designs as a means to effectively communicate design ideas, enhance CAD drawings by adding personal and artistic touches, and bolster design sales.

**Prerequisites:** None

**ID 105 Color Theory and Use**

**Theory hours: 60      Practical hours: 0      Credit hours: 2**

This course presents traditional color theory and practical applications in residential and commercial spaces in conjunction with fundamental design principles. Students will engage in an exploration of the human response to color, including personal and cultural perceptions.

**Prerequisites: None**

**ID 107 Computer-Aided Design I**

**Theory hours: 30      Practical hours: 30      Credit hours: 2**

This course provides a thorough introduction to AutoCAD and its application for interior designers. Students will learn operational skills to effectively create basic CAD drawings. This course allows progression through more advanced skills to graphically produce designs effectively.

**Prerequisites: None**

**ID 109 Computer-Aided Design II**

**Theory hours: 30      Practical hours: 30      Credit hours: 2**

A continuation of Computer-Aided Design I, this course introduces the student to more advanced CAD skills. Upon completion of this course, students will have been exposed to the necessary skills and techniques for effectively producing designs reflective of their design ideas and concepts.

**Prerequisites: ID 107**

**ID 111 Lighting for Interior Design**

**Theory hours: 50      Practical hours: 10      Credit hours: 2**

This course examines the fundamentals of quality lighting design within the context of the design process and applications in interior design. Students will learn the principles of lighting, electrical sources, effects on color, and different types of luminaires. Additionally students will be introduced to human factors and environmental considerations pertaining to lighting design.

**Prerequisites: None**

**ID 113 Materials and Specifications**

**Theory hours: 60      Practical hours: 0      Credit hours: 2**

Elemental in good design is the selection, care, and code compliance associated with materials for interiors. This course provides the student with a comprehensive overview of interior materials including characteristics, specifications, and installation processes in project management.

**Prerequisites: None**

**ID 201 Design Studio I: Residential**

**Theory hours: 30      Practical hours: 30      Credit hours: 2**

This studio course utilizes the design process in the analysis and planning of residential environments with special consideration given to the interaction of the individual in the space using computer-aided and hand drafting techniques and rendering for visualization of design solutions. Special consideration is given to sustainable design with emphasis on green materials and practices.

**Prerequisites: AH112, ID 101, ID 103, ID 105, ID 107, ID 109, ID 111, ID 113**

**ID 203 History of Interior Design**

**Theory hours: 60      Practical hours: 0      Credit hours: 2**

This course provides a comprehensive global survey of design in architecture, interiors, furniture, and accessories from the ancient times to the present. Although this course will focus primarily on Western civilizations, Eastern design history will be explored as well.

**Prerequisites: AH112, ID 101, ID 103, ID 105, ID 107, ID 109, ID 111, ID 113**

**ID 205 Design Studio II: Special Populations**

**Theory hours: 30      Practical hours: 30      Credit hours: 2**

This studio course continues the study of interior design through research and analysis of problems and solutions for interior environments with emphasis on special groups such as children, the elderly, the disabled, and special markets. Students will use computer-aided and hand drafting techniques and rendering for visualization of design solutions.

**Prerequisites: AH112, ID 101, ID 103, ID 105, ID 107, ID 109, ID 111, ID 113**

**ID 207 Sketching**

**Theory hours: 30      Practical hours: 30      Credit hours: 2**

When working face-to-face with clients, impromptu sketching skills are imperative to effectively communicate design ideas in response to client needs. This course facilitates the development of impromptu sketching skills of design students.

**Prerequisites: AH112, ID 101, ID 103, ID 105, ID 107, ID 109, ID 111, ID 113**

**ID 209 Design Studio III: Small Spaces**

**Theory hours: 30      Practical hours: 30      Credit hours: 2**

This studio course involves analysis and planning of small spaces such as office, hospitality and retail environments with emphasis on materials, lighting, codes and accessibility using computer-aided and hand drafting techniques and rendering for visualization of design solutions.

**Prerequisites: AH112, ID 101, ID 103, ID 105, ID 107, ID 109, ID 111, ID 113**

**ID 211 Professional Practices**

**Theory hours: 60      Practical hours: 0      Credit hours: 2**

This course provides an overview of the interior design profession. Attention will be given to careers in the profession, business practices, education, and skills necessary for success in the interior design industry.

**Prerequisites: AH112, ID 101, ID 103, ID 105, ID 107, ID 109, ID 111, ID 113**

**ID 213 Design Studio IV: Commercial**

**Theory hours: 30      Practical hours: 30      Credit hours: 2**

This studio course explores the utilization of construction documents to convey design intent for small scale commercial projects using computer-aided and hand drafting techniques and rendering for visualization of design solutions.

**Prerequisites: AH112, ID 101, ID 103, ID 105, ID 107, ID 109, ID 111, ID 113**

**ID 215 Furniture Design**

**Theory Hours: 30      Practical Hours: 30      Credit hours: 2**

This course focuses on the process of designing furniture prototypes from the initial articulation of design objectives to the technical exploration of their manufacture. Topics such as construction, upholstery and manufacturing through discussions and assignments lead to the design of two original furniture prototypes.

**Prerequisites: AH112, ID 101, ID 103, ID 105, ID 107, ID 109, ID 111, ID 113**

**ID 217 Design Capstone****Theory hours: 0      Practical Hours: 120      Credit hours: 4**

The Capstone course the designer tackles a 5 week long advanced design problem introduced in a previous studio by applying the design process from project obtainment through construction documents. A juried presentation is required.

**Prerequisites:** AH112, ID 101, ID 103, ID 105, ID 107, ID 109, ID 111, ID 113, ID 201, ID 203, ID 205, ID 207, ID 209, ID 211, ID 213, ID 215

**ID EXT 311 Externship****Clock hours: 180      Practical hours: 0      Credit hours: 4**

In this course the student will spend 180 hours in the field of interior design.

**Prerequisites:** AH112, ID 101, ID 103, ID 105, ID 107, ID 109, ID 111, ID 113, ID 201, ID 203, ID 205, ID 207, ID 209, ID 211, ID 213, ID 215, ID 217

\*Associate of Occupational Science General Education course descriptions on page 120

**Makeup Artistry/Cosmetician****AH 105 Career and Life Development****Lecture Hours: 50      Lab Hours: 10      Credit Hours: 2**

Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Mobile Technologies that are applied to personal branding and the workplace; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future. In addition, professionalism and career-building skills are discussed.

**MAK 101 Fundamentals of Makeup****Theory: 15      Practical: 15      Credit Hours: 1**

This course is an introductory course designed to give the student an overview of basic facial anatomy and physiology of the skin. Students will learn the tools used in makeup application and color theory. The study of infection control principles and practices as it applies to a makeup artist including all levels of decontamination will be discussed. This course also includes contraindication for hair and makeup services. Once completing the course students should know the proper ways to clean their tools and implements, understand the contraindications for makeup artist's services and perform color selection for basic makeup applications.

**MAK 103 Beginning Prosthetics****Theory: 10      Practical: 20      Credit Hours: 1**

Beginning Prosthetics gives the student an introduction to enhancement materials added to the face for movie, theatrical and character makeup. To pass the course, students must be familiar with the composition of the products and correct application. Students will work with latex, rubber, adhesive and prosthetic pieces.

**MAK 105 Business and Marketing for a Makeup Artist****Theory: 20      Practical: 10      Credit Hours: 1**

In this course, students will learn how to shape and enhance their professional image. During this course, students will learn the importance of their portfolio, personal image, and marketing for a makeup artist as well as learn networking to build their business. Identifying career options and employment opportunities will also be discussed.

**MAK 107 Basics of Hairstyling****Theory: 10      Practical: 20      Credit Hours: 1**

This course covers basic hair structure, growth and properties of the scalp, including disease and disorders. Students will understand base controls, hair design considerations and composition as well as products used in hair styling. Procedure and importance of client consultation is reviewed. Wigs and hairpieces will also be discussed.

**MAK 201 Spa Makeup Applications****Theory: 5      Practical: 25      Credit Hours: 1**

In Spa Makeup Applications, students review basic makeup applications and concepts as well as learn basic corrective and contouring techniques. Appropriate face shape and facial feature application s will be discussed. Once completing the course, students will be able to perform typical spa/salon makeup look including the state board regulated makeup application.

**MAK 203 Camouflage and Corrective Makeup****Theory: 10      Practical: 20      Credit Hours: 1**

In this course, students will build off of their basic contouring knowledge and perform detailed contouring. Students will also learn how to apply makeup to correct disfigurement and scarring along with tattoo cover. How to apply for mature, acnaic , and male skin will also be covered.

**MAK 205 Photography, TV, and High Fashion Makeup****Theory: 5      Practical: 25      Credit Hours: 1**

Makeup can look altered under the bright lights of TV and photo shoots. In this course, students learn correct procedures to apply makeup for photo shoots and for TV appearance. How to handle high definition TV makeup will also be covered. Students get to work with Avant Garde, bridal and runway looks. This course will also include strip lash and lash tabbing application.

**MAK 207 Airbrushing****Theory: 10      Practical: 20      Credit Hours: 1**

The Airbrushing course includes basic knowledge of an airbrush machine and maintenance. After completing the course, students will be able to airbrush foundation, bronzer, blush, and eye shadow. Students will also learn body airbrushing and temporary tattoo application.

**MAK 209 Special Effects Makeup****Theory: 5      Practical: 25      Credit Hours: 1**

In this course students will learn how to apply advanced prosthetics and special effect techniques. Once completed with the course, students will be able to use a bruise wheel, utilize gelatin, create wounds including bullet wounds, and distort features on the model's face.

**MAK 211 Character Makeup I****Theory: 5      Practical: 25      Credit Hours: 1**

Character makeup focuses on finding or creating a character and producing a replica on their model's face. Students will perform old age makeup, period makeup, and learn basic theater techniques.

**MAK 213 Character Makeup II****Theory: 5                      Practical: 25                      Credit Hours: 1**

In Character Makeup II students have the opportunity to design their own fantasy, horror or Sci-Fi characters and then watch them come alive as they work to create the look in which they designed. Students will have the opportunity to work in conjunction with fashion design students to understand how costumes play a role in designing characters and makeup.

**MAK 215 Thermal Styling****Theory: 5                      Practical: 25                      Credit Hours: 1**

To achieve the Cosmetician license, students must be able to perform the Cosmetician roller set and comb out, performed with hot rollers. Thermal Styling teaches students how to work with curling irons, flat irons, and various other iron styles. Students will learn the proper positioning and maintenance for these tools and at the end of the course should be proficient in their use as well as safety protocols.

**Prerequisites: MAK 107****MAK 217 Wet Styling****Theory: 5                      Practical: 25                      Credit Hours: 1**

Students will learn essential wet styling skills like pin curls, finger waves, and roller sets. Practice on both manikins and wigs will enable students to be proficient with their wet styling skills.

**Prerequisites: MAK 107****MAK 106 Long Hair Styling****Theory: 5                      Practical: 25                      Credit Hours: 1**

In this course students will learn various techniques for styling long hair including, up-dos, braiding, pinning, bridal, and period styles. Students will learn techniques suitable for editorial work, special events, photo shoots, and runway.

**Prerequisites: MAK 107****MAK 221 Clinic Floor****Theory: 0                      Practical: 30                      Credit Hours: 1**

In the clinic floor courses, students have the opportunity to work on clients on the clinic floor, performing makeup applications, styling services and false eyelashes.

**MAK 223 Clinic Floor****Theory: 0                      Practical: 30                      Credit Hours: 1**

In the clinic floor courses, students have the opportunity to work on clients on the clinic floor, performing makeup applications, styling services and false eyelashes.

**MAK 225 Clinic Floor****Theory: 0                      Practical: 30                      Credit Hours: 1**

In the clinic floor courses, students have the opportunity to work on clients on the clinic floor, performing makeup applications, styling services and false eyelashes.

**MAK 227 State Board Rules and Regulations****Theory: 25                      Practical: 5                      Credit Hours: 1**

The Oklahoma State Board Rules and Regulations will be covered in this course, teaching students how to obtain their license and ensure they are practicing makeup artistry safely and within the regulations of the state board. This course also serves as the student's final prep and final test week.

**Master Instructor****AH 105 Career and Life Development****Lecture Hours: 50      Lab Hours: 10      Credit Hours: 2**

Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Mobile Technologies that are applied to personal branding and the workplace; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future. In addition, professionalism and career-building skills are discussed.

**MIN 102 Introduction to Education****Theory hours: 5                      Practical hours: 25                      Credit hours: 1**

This course provides the student with an understanding of the qualities and characteristics desired to be an effective educator. Students will learn self-motivation and time management skills. Emphasis will be placed on developing a positive attitude and winning personality to ensure the student's success. Lesson planning and development will also be discussed. Students will teach both theory and practical lessons in their department of specialty under the direction of a master instructor.

**MIN 105 Building Relationships****Theory hours: 5                      Practical hours: 25                      Credit hours: 1**

In this course students will learn how as educators they will develop strong professional relationships with learners, faculty members, administrative personnel, the industry, family members of learners and the community or public. Students will be assisting in the practical and theory classroom.

**MIN 107 Program Development****Theory hours: 5                      Practical hours: 25                      Credit hours: 1**

This course assists the student in outlining the steps taken when developing educational curriculum. The student will learn how to write learning objectives and outcomes for a topic of instruction. Components of lesson plan development and the advantages to planning lessons will be identified. Students will gain an understanding of the importance of an advisory council when developing curriculum. Students will assist in the Phase 1 classroom.

**MIN 113 Effective Classroom Management****Theory hours: 5                      Practical hours: 25                      Credit hours: 1**

This course provides the student with the skills needed to manage learner behavior in a classroom setting. The student will learn various techniques used when dealing with learner misconduct. Appropriate academic advising and counseling in the educational setting will be discussed. Classroom arrangements and educational activities to promote a positive learning environment will also be addressed. Students will assist with practical applications in the salon clinic.

**MIN 117 Teaching in a Salon Clinic****Theory hours: 5      Practical hours: 25      Credit hours: 1**

This course introduces the student to the concept of team work within the school setting. Students will gain understanding of the important role played by the clinic as part of the learning institutions source of revenue. Students will learn how to assist learners with the development of a client base. The importance of a positive public image for success of the institution will be discussed. Students will teach both theory and practical lessons in the Phase 1 classroom under the guidance of a master instructor.

**MIN 121 Teaching to Diverse Learning Styles****Theory hours: 5      Practical hours: 25      Credit hours: 1**

This course will introduce the student to the characteristics of adult learners. The student will gain an understanding of the two major elements of how people learn. The student will be able to define the four learning styles and the challenges of each. The 4MAT cycle of learning will also be discussed. Students will teach both theory and practical lessons in the nail technology department under the direction of a master instructor.

**MIN 123 Multiple Learning Methods****Theory hours: 5      Practical hours: 25      Credit hours: 1**

This course will introduce the student to various teaching methods and techniques used to inspire the learner in the classroom setting. The student will learn the purpose and benefits of planning field trips and guest speakers as educational tools. The incorporation of group work, workbooks, visual aids, and storytelling into teaching strategies will also be addressed. Students will teach both theory and practical lessons in the Phase 1 classroom under the guidance of a master instructor.

**MIN 125 Achieving Learner Results****Theory hours: 5      Practical hours: 25      Credit hours: 1**

In this course the student will learn techniques that can be utilized with learners who have special needs and those with chronic behavior concerns. We will discuss the general barriers to learning as well as effective study habits. Students will assist in the salon clinic.

**MIN 127 Professional Performance Evaluation****Theory hours: 5      Practical hours: 25      Credit hours: 1**

This course will assist the student in understanding the purpose of a professional performance evaluation. The general standards and qualities of assessment and evaluation will be discussed. The student will learn how to develop and implement a professional-development plan. The student will understand the importance of continuing education as a master educator. Students will assist with practical applications in the salon clinic.

**MIN 131 Intro to Oklahoma State Board of Cosmetology and Barbering Rules and Statutes****Theory hours: 5      Practical hours: 25      Credit hours: 1**

This course will introduce the general provisions, structure, and rules of practice for the Oklahoma State Board of Cosmetology and Barbering. The student will learn the general provisions and licensure of cosmetology schools and other cosmetology establishments. Sanitation and safety standards will be discussed. Students will participate in practical practices to prepare them for the Oklahoma State Board of Cosmetology and Barbering examinations.

**MIN 135 Theory Classroom Management****Theory hours: 0      Practical hours: 30      Credit hours: 1**

This course will provide the student with advanced practical training in the theory room under the direction of a licensed master instructor in various subjects and courses. The student will practice developing and presenting lesson plans.

**MIN 137 Theory Classroom Management****Theory hours: 0      Practical hours: 30      Credit hours: 1**

This course will provide the student with advanced practical training in the theory room under the direction of a licensed master instructor in various subjects and courses. The student will practice developing and presenting lesson plans.

**MIN 139 Theory Classroom Management****Theory hours: 0      Practical hours: 30      Credit hours: 1**

This course will provide the student with advanced practical training in the theory room under the direction of a licensed master instructor in various subjects and courses. The student will practice developing and presenting lesson plans.

**MIN 141 Theory Classroom Management****Theory hours: 0      Practical hours: 30      Credit hours: 1**

This course will provide the student with advanced practical training in the theory room under the direction of a licensed master instructor in various subjects and courses. The student will practice developing and presenting lesson plans.

**MIN 143 Theory Classroom Management****Theory hours: 0      Practical hours: 30      Credit hours: 1**

This course will provide the student with advanced practical training in the theory room under the direction of a licensed master instructor in various subjects and courses. The student will practice developing and presenting lesson plans.

**MIN 145 Theory Classroom Management****Theory hours: 0      Practical hours: 30      Credit hours: 1**

This course will provide the student with advanced practical training in the theory room under the direction of a licensed master instructor in various subjects and courses. The student will practice developing and presenting lesson plans.

**MIN 147 Theory Classroom Management****Theory hours: 0      Practical hours: 30      Credit hours: 1**

This course will provide the student with advanced practical training in the theory room under the direction of a licensed master instructor in various subjects and courses. The student will practice developing and presenting lesson plans.

**MIN 149 Clinic Salon Management****Theory hours: 0      Practical hours: 30      Credit hours: 1**

In this course the student will guide and teach the learners on the clinic floor under the direction of a licensed master instructor in various subjects and courses. The student will practice developing and presenting lesson plans.

**MIN 151 Clinic Salon Management****Theory hours: 0      Practical hours: 30      Credit hours: 1**

In this course the student will guide and teach the learners on the clinic floor under the direction of a licensed master instructor in various subjects and courses. The student will practice developing and presenting lesson plans.

**MIN 153 Clinic Salon Management****Theory hours: 0      Practical hours: 30      Credit hours: 1**

In this course the student will guide and teach the learners on the clinic floor under the direction of a licensed master instructor in various subjects and courses. The student will practice developing and presenting lesson plans.

**MIN 155 Clinic Salon Management****Theory hours: 0      Practical hours: 30      Credit hours: 1**

In this course the student will guide and teach the learners on the clinic floor under the direction of a licensed master instructor in various subjects and courses. The student will practice developing and presenting lesson plans.

**MIN 157 Clinic Salon Management****Theory hours: 0      Practical hours: 30      Credit hours: 1**

In this course the student will guide and teach the learners on the clinic floor under the direction of a licensed master instructor in various subjects and courses. The student will practice developing and presenting lesson plans.

**MIN 159 Clinic Salon Management****Theory hours: 0      Practical hours: 30      Credit hours: 1**

In this course the student will guide and teach the learners on the clinic floor under the direction of a licensed master instructor in various subjects and courses. The student will practice developing and presenting lesson plans.

**MIN 161 Clinic Salon Management****Theory hours: 0      Practical hours: 30      Credit hours: 1**

In this course the student will guide and teach the learners on the clinic floor under the direction of a licensed master instructor in various subjects and courses. The student will practice developing and presenting lesson plans.

**MIN 163 Clinic Salon Management****Theory hours: 0      Practical hours: 30      Credit hours: 1**

In this course the student will guide and teach the learners on the clinic floor under the direction of a licensed master instructor in various subjects and courses. The student will practice developing and presenting lesson plans.

**MIN 167 Clinic Salon Management****Theory hours: 0      Practical hours: 30      Credit hours: 1**

In this course the student will guide and teach the learners on the clinic floor under the direction of a licensed master instructor in various subjects and courses. The student will practice developing and presenting lesson plans.

**MIN 169 Clinic Salon Management****Theory hours: 0      Practical hours: 30      Credit hours: 1**

In this course the student will guide and teach the learners on the clinic floor under the direction of a licensed master instructor in various subjects and courses. The student will practice developing and presenting lesson plans.

**MIN 171 Clinic Salon Management****Theory hours: 0      Practical hours: 30      Credit hours: 1**

In this course the student will guide and teach the learners on the clinic floor under the direction of a licensed master instructor in various subjects and courses. The student will practice developing and presenting lesson plans.

**MIN 173 Clinic Salon Management****Theory hours: 0      Practical hours: 30      Credit hours: 1**

In this course the student will guide and teach the learners on the clinic floor under the direction of a licensed master instructor in various subjects and courses. The student will practice developing and presenting lesson plans.

**MIN 175 Clinic Salon Management****Theory hours: 0      Practical hours: 30      Credit hours: 1**

In this course the student will guide and teach the learners on the clinic floor under the direction of a licensed master instructor in various subjects and courses. The student will practice developing and presenting lesson plans.

**MIN 165 Clinic Salon Management****Theory hours: 0      Practical hours: 40      Credit hours: 1**

In this course the student will guide and teach the learners on the clinic floor under the direction of a licensed master instructor in various subjects and courses. The student will practice developing and presenting lesson plans.

## Nail Technician

**AH 105 Career and Life Development****Lecture Hours: 50      Lab Hours: 10      Credit Hours: 2**

Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Mobile Technologies that are applied to personal branding and the workplace; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future. In addition, professionalism and career-building skills are discussed.

**NAL123 History of Nail Industry****Lecture Hours: 12      Practical Hours: 18      Credit Hours: 1**

This course will provide the student with an orientation to the history of nail technology, the dawn of the artificial nail enhancement and technological advancements. Industry opportunities will also be discussed. Students will learn acrylic product ratio as it pertains to consistency and control in application. Students will gain skills necessary to develop proficient acrylic application including safety and sanitation.

**NAL 152 Nail Structure and Growth, Manicures****Theory hours: 6      Practical hours: 24      Credit hours: 1**

In this course the student will learn sanitation and disinfection and the appropriate usage of each procedure. The Student will learn how to handle and maintain the tools necessary for manicuring. Students will also gain knowledge of the basic manicure, nail shapes, polish application and hand and arm massage for basic and spa manicures.

**NAL154 Pedicures****Lecture Hours: 6 Practical Hours: 24 Credit Hours: 1**

This course will provide the student with the basic skills needed to perform manicures and pedicures. The supplies and implements to be used in conjunction with a basic pedicure will also be discussed. Students will strengthen their knowledge of sanitation and disinfection with the purpose of handling and maintaining the tools necessary for a basic pedicure. The student will receive instruction on nail assessment along with massage techniques for the feet.

**NAL156 Professionalism and Communication****Theory hours: 6 Practical hours: 24 Credit hours: 1**

This course will provide the students with an extensive review of professionalism, client care and salon business courses as they pertain to the nail industry. Students will prepare for State Board written and practical exams.

**NAL158 Infection Control****Theory hours: 6 Practical hours: 24 Credit hours: 1**

Students will learn about bacteria. Proper sanitation and disinfection techniques used in the salon will also be discussed and demonstrated. Students will learn about their responsibilities as salon professionals.

**NAL160 Anatomy and Physiology****Lecture Hours: 6 Practical Hours: 24 Credit Hours: 1**

In this course the student will gain knowledge of anatomy and physiology as it relates to the manicuring profession. Students will learn the importance of recognizing early signs of illness, disease, or poor health and how it can often be observed through the hair and nails since they are appendages of the skin.

**NAL162 Histology****Theory hours: 6 Practical hours: 24 Credit hours: 1**

In this course the student will learn to thoroughly analyze the functions and components of the skin and the best way to understand how the skin works. They will also be taught the structures and composition of the nails and how they grow. Various diseases and disorders of the nails will also be discussed.

**NAL 164 Diseases and Disorders****Lecture Hours: 6 Practical Hours: 24 Credit Hours: 1**

This course addresses the applicable nail disorders and diseases that a nail technician needs to be familiar with, as well as the treatment and prevention of diseases. Various infectious agents found in a salon setting will be discussed along with the differences in sanitation and disinfection and the appropriate usage of each procedure. Salon safety issues related to chemical exposures and MSDS materials will also be discussed. This course is designed to promote and explain information as it relates to the nail technician profession.

**NAL125 Chemistry and Electricity****Lecture Hours: 6 Practical Hours: 24 Credit Hours: 1**

This course will provide the student with a basic understanding of chemistry and how it relates to the nail industry. Students will learn the difference between organic and inorganic chemistry, matter, elements compounds and mixtures. The basics of solutions, suspensions and emulsions will be identified. The potential for Hydrogen (pH scale) relating to salon products and product ingredient chemistry will also be discussed.

**NAL168 Introduction to State Board Rules and Regulations****Theory hours: 6 Practical hours: 24 Credit hours: 1**

This course will examine the laws, rules, and regulations found in the Oklahoma State Board Rules and Regulations handbook. The students will review the practical and written exams for the state board nail technician license.

**NAL 127 UV Gels****Theory hours: 6 Practical hours: 24 Credit hours: 1**

After completing this course the student will be familiar with application methods necessary for ultraviolet light cured gels using both sculptured and overlay methods of artificial gel enhancements. Students will learn proper nail preparation methods for product application including LED cured gels, UV cured top coats, soak off gel lacquers, colored gels and safe gel removal.

**NAL 172 Acrylic Nails and Electric Filing****Lecture Hours: 6 Practical Hours: 24 Credit Hours: 1**

In this course students will learn necessary safety and sanitary procedures for nail preparation and proper application of acrylic nail enhancement products. Students will learn pink and white sculptured nails using forms and overlay application methods over natural nails and over tips. The student will gain knowledge of Solar Nail application, the dangers of Methylmethacrylate (MMA), and how to properly file, shape and balance the artificial nail. Various finishing techniques will also be discussed.

**NAL 174 Tips, Wraps, and No-light Gels****Lecture Hours: 6 Practical Hours: 24 Credit Hours: 1**

In this course the student will be introduced to innovative skills for application of nail tips, wraps and no-light gels.

**NAL176 Advanced Acrylics****Theory hours: 6 Practical hours: 24 Credit hours: 1**

This course will assist the student in the advanced acrylic techniques which include color matching, rebalancing, pink and white back fills, reverse application, competition nail application, smile line cutting, clean fills and make-over nail application. Students will receive instruction in the art of safe and effective electric file usage as it applies to fills and rebalancing the artificial nail, for reducing length and shaping the artificial nail without damage to the natural nail.

**NAL178 Nail Art****Lecture Hours: 6 Practical Hours: 24 Credit Hours: 1**

This course introduces the student to the techniques and tools used when creating nail art. Students will learn the foundation of nail art and various types of nail art performed in the salon setting. Students will demonstrate nail art techniques such as gold leafing, freehand painting, airbrushing, two-color fade and the French Manicure.

**NAL180 Salon Development****Lecture Hours: 6 Practical Hours: 24 Credit Hours: 1**

This course will provide the students with an extensive review of manicures, pedicures, nail disorders and diseases, salon ecology, anatomy, salon development, physiology and histology. Students will prepare for state board written and practical exams.

**NAL129 Sciences Review****Theory hours: 6 Practical hours: 24 Credit hours: 1**

This course will assist the student in preparing for a job and becoming successful in the salon industry. Students will prepare a professional résumé; create a personal portfolio and a personal budget. They will learn interviewing techniques and identify personal qualities needed to succeed in the salon industry. Various types of salon businesses will be defined and compensation methods will be discussed.

**NAL184 State Board Rules and Regulations Review****Lecture Hours: 6 Practical Hours: 24 Credit Hours: 1**

This course will provide the student with an extensive review of the nail technology textbook. Students will prepare for the state board exams both written and practical.

**NAL 152 Nail Structure and Growth, Manicures****Theory hours: 6 Practical hours: 24 Credit hours: 1**

This course will provide the student with a basic understanding of the structure and composition of nails. Students will learn about the functions of nails and the basic skills needed to perform manicures. The supplies and implements to be used in conjunction with a basic manicure will also be discussed. Students will strengthen their knowledge of sanitation and disinfection with the purpose of handling and maintaining the tools necessary for a basic manicure. The student will receive instruction on nail assessment along with massage techniques for the hands.

**NAL154 Pedicures****Lecture Hours: 6 Practical Hours: 24 Credit Hours: 1**

This course will provide the student with the basic skills needed to perform manicures and pedicures. The supplies and implements to be used in conjunction with a basic pedicure will also be discussed. Students will strengthen their knowledge of sanitation and disinfection with the purpose of handling and maintaining the tools necessary for a basic pedicure. The student will receive instruction on nail assessment along with massage techniques for the feet.

**NAL156 Professionalism and Communication****Theory hours: 6 Practical hours: 24 Credit hours: 1**

This course will provide the student with skills to develop a strong professional image related to personal hygiene and appearance. Ergonomic principles and ergonomically correct postures will be demonstrated. The student will be instructed on the importance of client consultation and the techniques used for effective communication. Professional open communication with coworkers and salon managers will also be addressed.

**NAL158 Infection Control****Theory hours: 6 Practical hours: 24 Credit hours: 1**

Students will learn about bacteria. Proper sanitation and disinfection techniques used in the salon will also be discussed and demonstrated. Students will learn about their responsibilities as salon professionals.

**NAL160 Anatomy and Physiology****Lecture Hours: 6 Practical Hours: 24 Credit Hours: 1**

In this course the student will gain knowledge of anatomy and physiology as it relates to the manicuring profession. Students will learn the importance of recognizing early signs of illness, disease, or poor health and how it can often be observed through the hair and nails since they are appendages of the skin.

**NAL162 Histology****Theory hours: 6 Practical hours: 24 Credit hours: 1**

In this course the student will learn to thoroughly analyze the functions and components of the skin and the best way to understand how the skin works. They will also be taught the structures and composition of the nails and how they grow. Various diseases and disorders of the nails will also be discussed.

**NAL 164 Diseases and Disorders****Lecture Hours: 6 Practical Hours: 24 Credit Hours: 1**

This course addresses the applicable nail disorders and diseases that a nail technician needs to be familiar with, as well as the treatment and prevention of diseases. Various infectious agents found in a salon setting will be discussed along with the differences in sanitation and disinfection and the appropriate usage of each procedure. Salon safety issues related to chemical exposures and MSDS materials will also be discussed. This course is designed to promote and explain information as it relates to the nail technician profession.

**NAL166 Chemistry****Lecture Hours: 6 Practical Hours: 24 Credit Hours: 1**

This course will provide the student with a basic understanding of chemistry. Students will learn the difference between organic and inorganic chemistry. Students will discuss the different forms of matter; elements, compounds and mixtures. The difference in solutions, suspensions and emulsions will be identified. The student will gain knowledge of the potential hydrogen (pH) scale.



## Automotive

### **AH 100 Career and Life Development**

**Lecture Hours: 50      Lab Hours: 10      Credit Hours: 3**

Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Mobile Technologies that are applied to personal branding and the workplace; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future. In addition, professionalism and career-building skills are discussed.

### **AT 150 Automotive Safety and Introduction**

**Theory hours: 20   Lab hours: 5      Credit Hours: 1**

This course provides the student with an introduction to the automotive industry. Students will be provided knowledge of the shop, shop safety, OSHA and shop procedures. Students will be given a general overview and understanding of tools and equipment, as well as various automotive systems and basic electrical knowledge. Industry certification will also be addressed in this course.

**Prerequisite:** None

### **AT 151 Tools and Equipment**

**Theory hours: 15   Lab hours: 10      Credit Hours: 1**

In this course, emphasis is placed on the proper use of automotive tools and equipment. Students will receive a general overview and gain an understanding of automotive shop tools and equipment.

**Prerequisite:** AT 150

### **AT 153 Automotive Service Industry**

**Theory hours: 20   Lab hours: 5      Credit Hours: 1**

This course introduces students to the operations of the automotive service industry. In this course, emphasis is placed on customer relations, professionalism and automotive service etiquette. This course will provide an overview of vehicle identification, service, and history. Students will also focus on automotive industry requirements and prepare for ASE certification tests.

**Prerequisite:** AT 150

### **AT 155 Electrical Theory**

**Theory hours: 10   Lab hours: 15      Credit Hours: 1**

This course introduces students to automotive electrical and electronic systems. Emphasis is placed on electrical fundamentals and wiring circuits. Students will learn proper use of basic electronic testing equipment.

**Prerequisite:** AT 150

### **AT 157 Electrical Testing Equipment**

**Theory hours: 10   Lab hours: 15      Credit Hours: 1**

In this course, emphasis is placed on the use of testing equipment and meters. Students will troubleshoot and repair testing systems, subsystems, and components. Students will also be introduced to electrical diagrams and wiring repairs. Snap-On scanners will also be discussed.

**Prerequisite:** AT 150

### **AT 159 Electrical Circuits and Repair**

**Theory hours: 10   Lab hours: 15      Credit Hours: 1**

In this course emphasis is placed on wiring repair and electrical diagrams. Students will learn the path of electrical circuits, how to repair wires and read electrical diagrams.

**Prerequisite:** AT 150

### **AT 161 Batteries, Starting and Charging Systems**

**Theory hours: 10   Lab hours: 15      Credit Hours: 1**

In this course, students will learn the operation and function of batteries, starting and charging systems using various troubleshooting processes. Emphasis will be placed on cranking and charging systems and service.

**Prerequisite:** AT 150

### **AT 163 Accessory 1 Circuits**

**Theory hours: 10   Lab hours: 15      Credit Hours: 1**

This course introduces students to driver information systems and accessory circuits. Emphasis is placed on lighting and signal circuits where students will learn to diagnose and repair problems with these components.

**Prerequisite:** AT 150

### **AT 165 Accessory 2 Circuits**

**Theory hours: 10   Lab hours: 15      Credit Hours: 1**

This course provides instruction in advanced automotive electrical and electronic systems. Students will learn to diagnose and repair malfunctions of various electrical accessory circuits. Emphasis is placed on advanced troubleshooting and repair of safety and audio systems, electrical systems, subsystems, and its components.

**Prerequisite:** AT 150

### **AT 167 HVAC Principles**

**Theory hours: 10   Lab hours: 15      Credit Hours: 1**

This course provides basic instruction in automotive heating and air conditioning systems. Students will be introduced to the theory, operation, and repair of automotive HVAC systems.

**Prerequisite:** AT 150

### **AT 169 HVAC Diagnosis and Repair**

**Theory hours: 10   Lab hours: 15      Credit Hours: 1**

In this course, students will gain an understanding of the diagnosis and repair processes of vehicle air conditioning and heating systems. Emphasis is placed on the understanding and repair of vehicle air conditioning and heating systems, including but not limited to; air management, electrical and vacuum controls, refrigerant handling and recovery, and component replacement.

**Prerequisite:** AT 150

**AT 171 Tires and Wheels****Theory hours: 10 Lab hours: 15 Credit Hours: 1**

In this course, students will apply foundational knowledge of tires and wheels. Students will learn to conduct general diagnosis as well as repair wheel and tire systems and system components.

**Prerequisite:** AT 150**AT 173 Suspension Systems Principles Components****Theory hours: 10 Lab hours: 15 Credit Hours: 1**

In this course, emphasis is placed on principles of suspension systems. Students will identify suspension system components and how they relate. Students will also determine how suspension systems function and operate.

**Prerequisite:** AT 150**AT 175 Suspension Systems Diagnosis and Service****Theory hours: 10 Lab hours: 15 Credit Hours: 1**

This course focuses on the operation and diagnosis of conventional suspension and electronic systems. Students will discover suspension system functions and service its components.

**Prerequisite:** AT 150**AT 179 Steering Systems and Alignments****Theory hours: 10 Lab hours: 15 Credit Hours: 1**

In this course, students will learn to conduct diagnosis and repair of electronic suspension and steering systems. Emphasis is placed on power steering systems and alignment principles.

**Prerequisite:** AT 150**AT 251 Hydraulic Systems****Theory hours: 10 Lab hours: 15 Credit Hours: 1**

In this course emphasis is placed on the practical application of brakes. Students will learn competencies in hydraulic brake systems and diagnosis of wheel bearings.

**Prerequisite:** AT 150**AT 253 Disc and Drum Brake Systems****Theory hours: 10 Lab hours: 15 Credit Hours: 1**

In this course students will learn competencies in and conduct diagnosis for disc and drum brake systems. This course will cover the functions and operations of these systems. Students will learn to diagnose and repair problems with system components.

**Prerequisite:** AT 150**AT 255 Machining Rotors and Power Brakes****Theory hours: 10 Lab hours: 15 Credit Hours: 1**

This course will cover the functions and operations of machining rotors and power brakes. Students will learn to diagnose and repair problems with system components.

**Prerequisite:** AT 150**AT 257 Electronic Stability Control****Theory hours: 10 Lab hours: 15 Credit Hours: 1**

In this course emphasis is placed on the antilock braking system and the electronic stability control system. Students will be able to identify the purpose and function of these systems and its components. This course will also cover the functions and operations of the ABS and power brake systems. Students will learn to diagnose and repair problems with these systems.

**Prerequisite:** AT 150**AT 259 Engines I****Theory hours: 10 Lab hours: 15 Credit Hours: 1**

This course introduces students to vehicle engines and its components. Students will learn about engine cooling and lubrication system principles and repairs. Emphasis in this course is placed on engine fluids and lubrication. Students will also discuss the purpose and function of intake systems, exhaust systems and related parts.

**Prerequisite:** AT 150**AT 261 Engines II****Theory hours: 10 Lab hours: 15 Credit Hours: 1**

In this course, students will focus on the inspection and diagnosis of internal engine components. Students will identify these components and their operation, design and repair processes. Emphasis is placed on the removal, cleaning, and repair of engines and engine accessory components.

**Prerequisite:** AT 150**AT 263 Engine Control Systems I****Theory hours: 10 Lab hours: 15 Credit Hours: 1**

This course provides basic instruction in engine performance with emphasis on engine malfunctions related to fuel delivery and control, and emissions-related malfunctions affecting drivability.

**Prerequisite:** AT 150**AT 265 Engine Control Systems II****Theory hours: 10 Lab hours: 15 Credit Hours: 1**

This course emphasizes engine input and output data. Students will focus on engine performance with emphasis on fuel and engine systems operation, performance and drivability. Students will learn to diagnose base engine conditions such as engine performance, diagnosis and repair engine malfunctions. Students will also learn the proper procedure for Snap On scan tool operation.

**Prerequisite:** AT 150**AT 267 Emission Systems****Theory hours: 10 Lab hours: 15 Credit Hours: 1**

This course provides advanced instruction in engine performance. Emphasis is placed on the purpose, function, and operation of emissions systems. Students will also focus on the components and functions of PCV systems, catalytic converters and crankcases.

**Prerequisite:** AT 150

**AT 269 Automatic Transmissions and Transaxle Principles****Theory hours: 10 Lab hours: 15 Credit Hours: 1**

This course introduces students to the basics of automatic transmissions and transaxles. Emphasis is placed on repairing internal and external components of automatic transmissions.

**Prerequisite:** AT 150**AT 271 Automatic Transmissions and Transaxle Principles Diagnosis and Repair****Theory hours: 10 Lab hours: 15 Credit Hours: 1**

In this course, students will focus on the principles and power flow of automatic transmissions. Emphasis is placed on diagnosing and repairing internal and external components of automatic transmissions. This course provides a basic understanding of the components and controls in the automatic transmission and transaxle systems.

**Prerequisite:** AT 150**AT 273 Clutch, Trans, and Drive Line****Theory hours: 10 Lab hours: 15 Credit Hours: 1**

This course provides an introduction to clutches, transmissions, and drive lines. Emphasis is placed on understanding the function, operation, and diagnosis of different clutch systems in transmissions and transaxles. In this course, students will also learn to diagnose and repair internal transmission and transaxle systems.

**Prerequisite:** AT 150**AT 275 Differentials, CV Shaft, Four Wheel Drive Operation****Theory hours: 10 Lab hours: 15 Credit Hours: 1**

This course covers basic concepts of differential operations and instruction in driveline operation and service. Emphasis is placed on the operations of differentials and the function of its internal parts. Students will gain an understanding of driveline working angles, as well as an understanding of U joint and CV joint operation, service and repairs.

**Prerequisite:** AT 150**AM INT Internship****Internship hours: 90 Credit Hours: 2**

In this course students will spend 90 hours in an automotive setting. The internship will take place on campus at the Oklahoma Technical College Automotive Service Center and in the Tool Crib. With prior approval by a college official, a student may fulfill his or her internship requirements off campus at an approved facility.

**\*Associate of Occupational Science General Education course descriptions on page 120****Diesel****AH 100 Career and Life Development****Lecture Hours: 50 Lab Hours: 10 Credit Hours: 3**

Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Mobile Technologies that are applied to personal branding and the workplace; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future. In addition, professionalism and career-building skills are discussed.

**DT100 Shop Safety and Operations****Theory hours: 25 Lab hours: 0 Credit Hours: 1**

This course provides the student with an introduction to the diesel industry. Students will gain knowledge of the shop, safety, OSHA and shop procedures. Overview and understanding of the various diesel systems.

**Prerequisite:** None**DT 125 Engine Basics****Theory hours: 10 Lab hours: 15 Credit Hours: 1**

This course provides students with an introduction to the basics of diesel engines. Students will be provided knowledge of basic diesel engines terminology, piston assemblies, crankshafts, flywheels, dampers and the subsystems that make up a diesel engine.

**Prerequisite:** DT100**DT 127 Feedback Assembly & Housing Components****Theory hours: 10 Lab hours: 15 Credit Hours: 1**

This course provides students with an overview of the feedback assembly. Special attention is given to timing gear-trains, camshafts, tappets, rockers, cylinder valves, cylinder blocks, liners, cylinder heads, rocker housings, oil pans and manifolds.

**Prerequisite:** DT100**DT 129 Engine Lubrication & Cooling Systems****Theory hours: 10 Lab hours: 15 Credit Hours: 1**

In this course students will learn how the engine lubrication and cooling systems operate.

**Prerequisite:** DT100**DT 131 Engine Breathing & Retarders****Theory hours: 10 Lab hours: 15 Credit Hours: 1**

Engine breathing is vital to diesel engine performance. In this course students will learn the operation of the intake and exhaust system components. Students will also learn the operating principals of engine brakes.

**Prerequisite:** DT100**DT 133 Engine Disassembly & Engine Management Electronics****Theory hours: 10 Lab hours: 15 Credit Hours: 1**

This course is designed to guide students through engine removal, disassembly, cleaning, inspection and reassembly. Circuit layout of electronically managed diesel engines is also covered.

**Prerequisite:** DT100

**DT 135 Fuel Subsystems & Injector Nozzles****Theory hours: 10 Lab hours: 15 Credit Hours: 1**

In this course students will learn the operation of fuel subsystem components on a typical diesel engine. Students will also learn the operation of Injectors.

**Prerequisite:** DT100**DT 137 Electronic Injection Systems & Emissions****Theory hours: 10 Lab hours: 15 Credit Hours: 1**

This course will address the system layout and primary components in current full authority, electronic fuel management systems. Current emission standards as well as EGR, DPF and SCR are covered in this course.

**Prerequisite:** DT100**DT 139 Computer Engine Diagnostics****Theory hours: 10 Lab hours: 15 Credit Hours: 1**

This course is an introduction to computer engine diagnostics. Students will utilize computer systems to troubleshoot engine issues.

**Prerequisite:** DT100**DT 141 Truck Brake Systems****Theory hours: 10 Lab hours: 15 Credit Hours: 1**

Students will learn the components and operation of a truck air brake system. Operational differences between S-cam and wedge actuated drum brakes is also covered.

**Prerequisite:** DT100**DT 143 Hydraulic & Air-Over-Hydraulic Brake Systems****Theory hours: 10 Lab hours: 15 Credit Hours: 1**

This course will cover the operation and repair of hydraulic and air-over-hydraulic brake systems as it relates to heavy duty truck applications.

**Prerequisite:** DT100**DT 145 ABS & EBS****Theory hours: 10 Lab hours: 15 Credit Hours: 1**

Students will learn how ABS and EBS operates. Extra emphasis is put on troubleshooting ABS and EBS faults using computer diagnostics.

**Prerequisite:** DT100**DT147 Air Brake Servicing****Theory hours: 20 Lab hours: 5 Credit Hours: 1**

This is an introductory course in the servicing of air brake systems. Covering the operation and testing of the emergency and parking brakes.

**Prerequisite:** DT100**DT149 Fundamentals of Electricity****Theory hours: 20 Lab hours: 5 Credit Hours: 1**

Students in this course will learn the basic fundamentals of electricity. Special emphasis will be given on how to check for voltage, ground, resistance and how to perform a voltage drop test using a DMM.

**Prerequisite:** DT100**DT151 Fundamentals of Electronics and Computers****Theory hours: 10 Lab hours: 15 Credit Hours: 1**

In this course students will learn how an electrical signal can be used to transmit information. Students will learn the operation, troubleshooting and replacement methods for ECM's.

**Prerequisite:** DT100**DT153 Batteries****Theory hours: 10 Lab hours: 15 Credit Hours: 1**

This course will cover the functions and operations of batteries in a vehicle electrical system. Students will learn how to jump start a vehicle with dead batteries and how to safely store batteries out of truck chassis.

**Prerequisite:** DT100**DT155 Charging System****Theory hours: 10 Lab hours: 15 Credit Hours: 1**

In this course students will learn how to identify charging circuit components. Students will learn how to verify the performance of an alternator and how to perform a voltage drop test on charging circuit wiring and components.

**Prerequisite:** DT100**DT157 Cranking System****Theory hours: 10 Lab hours: 15 Credit Hours: 1**

Students in this course will learn the operation of the cranking system as it relates to heavy duty trucks. Special emphasis is put on troubleshooting and repair of starter components.

**Prerequisite:** DT100**DT159 Chassis Electrical Circuits****Theory hours: 10 Lab hours: 15 Credit Hours: 1**

Student will learn how to troubleshoot truck chassis electrical circuits. Extra detail will be put on how to troubleshoot and repair lighting and instrument cluster failures.

**Prerequisite:** DT100**DT161 Diagnosis and Repair of Electronic Circuits****Theory hours: 10 Lab hours: 15 Credit Hours: 1**

This course covers testing some key electronic components including diodes and transistors. Students will learn the use of EST's as it relates to troubleshooting electronic circuit repairs.

**Prerequisite:** DT100

**DT163 Multiplexing****Theory hours: 10 Lab hours: 15 Credit Hours: 1**

In this course students learn how to describe a typical truck data bus. Description of how multiplexing makes data exchange more efficient is covered in detail.

**Prerequisite:** DT100**DT165 APU****Theory hours: 10 Lab hours: 15 Credit Hours: 1**

This course is an introduction to Auxiliary Power Units operation and repair for both tractor and trailer units.

**Prerequisite:** DT100**DT167 Steering and Alignment****Theory hours: 10 Lab hours: 15 Credit Hours: 1**

In this course students will learn how to inspect, identify and perform proper adjustment and replacement procedures for steering systems. Students will also learn how to perform an alignment on a heavy duty truck.

**Prerequisite:** DT100**DT169 Suspension System****Theory hours: 10 Lab hours: 15 Credit Hours: 1**

Students will learn the various suspension system operations. Proper component inspection, replacement and maintenance procedures will also be discussed.

**Prerequisite:** DT100**DT171 Wheels and Tires****Theory hours: 10 Lab hours: 15 Credit Hours: 1**

The wheel configurations used on heavy duty trucks and the proper repair procedures will be discussed in this course.

**Prerequisite:** DT100**DT173 PM, Cooling Systems, Engine Service and Inspection****Theory hours: 10 Lab hours: 15 Credit Hours: 1**

This course provides a basic outline of a well implemented preventive maintenance program. Students will learn cooling system service and inspection as well as engine servicing.

**Prerequisite:** DT100**DT175 Drive Train, Wheel, Brake Service and Inspection****Theory hours: 10 Lab hours: 15 Credit Hours: 1**

Students will learn how to inspect and service vehicle drive train, tire hub / rim inspection and vehicle braking system.

**Prerequisite:** DT100**DT177 Cab & Chassis, Steering & Suspension, Electrical Service & Inspection****Theory hours: 10 Lab hours: 15 Credit Hours: 1**

This course covers chassis/cab, steering/suspension and electrical systems service and inspection.

**Prerequisite:** DT100**DT179 Coupling, Refrigeration, Trailer Service, Inspection****Theory hours: 10 Lab hours: 15 Credit Hours: 1**

This course teaches preventive maintenance on coupling, truck / trailer refrigeration and trailer service and inspection.

**Prerequisite:** DT100**DT181 Tanker Service & Inspection, Clutches****Theory hours: 10 Lab hours: 15 Credit Hours: 1**

This course covers the operating and repair procedures of heavy duty truck clutches. Tank trailer service and inspection is also covered in this course.

**Prerequisite:** DT100**DT183 Transmissions****Theory hours: 10 Lab hours: 15 Credit Hours: 1**

Students in this course will learn the operation, repair and maintenance of standard transmissions and electronically automated standard transmissions. Automatic transmissions will be briefly covered, as they relate to heavy duty trucks.

**Prerequisite:** DT100**DT185 HVAC****Theory hours: 10 Lab hours: 15 Credit Hours: 1**

This course covers basic theory of heavy duty truck air condition systems. Covered in detail is troubleshooting procedures for HVAC faults as they apply to heavy duty trucks.

**Prerequisite:** DT100

**\*Associate of Occupational Science General Education course descriptions on page 120**

**Heating Ventilation and Air Conditioning/Refrigeration****AH 100 Career and Life Development****Lecture Hours: 50 Lab Hours: 10 Credit Hours: 3**

Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Mobile Technologies that are applied to personal branding and the workplace; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future. In addition, professionalism and career-building skills are discussed.

**HVACR 101 Heating and Energy Theory****Lecture Hours: 20      Lab Hours: 5      Credit Hours: 1**

Students will gain an understanding of temperature, methods of measuring/transferring heat, molecular motion, sensible heat, latent heat, and specific heat. It will review atmospheric pressure and test instruments such as gauges used to measure pressure. It will also cover the broad topics of energy and explore definitions of matter, mass, density, specific gravity, specific volume.

**Prerequisite:** AH 100, HVACR 105**HVACR 103 Refrigeration and Refrigerants****Lecture Hours: 20      Lab Hours: 5      Credit Hours: 1**

Students will review the history of refrigeration and gain a basic understanding of refrigeration process. Students will learn the four major refrigeration components: evaporator, compressor, condenser, and metering device. Students will also review the refrigeration cycle and learn about reciprocating, rotary, scroll, centrifugal, and screw compressors. Refrigerant leak detection, recovery and recycling, cylinder color codes, and chemical makeup are also discussed.

**Prerequisite:** AH 100, HVACR 105, HVACR 101, HVACR 117**HVACR 105 Safety and Tools for HVAC****Lecture Hours: 20      Lab Hours: 5      Credit Hours: 1**

This course teaches the safety precautions necessary when working with pressure vessels and piping, electrical hazards; heat, cold, mechanical equipment, heavy objects, and chemicals. Students will also learn about heating, air-conditioning, and refrigeration tools and equipment and their use, including general hand tools, specialized hand tools, and specialized service and installation equipment.

**Prerequisite:** AH 100**HVACR 107 Fasteners, Tubing and Piping****Lecture Hours: 20      Lab Hours: 5      Credit Hours: 1**

Students will learn the detailed description of nails, staples, rivets, and wood screws, including tapping and machine screws. Thread sizes, set screws, anchor shields, wall anchors, toggle bolts, threaded rod, angle steel, and masonry fasteners, etc. Students will also review basic piping operations and techniques, along with soldering and brazing procedures.

**Prerequisite:** AH 100, HVACR 105, HVACR 101, HVACR 117**HVACR 109 Leak Detection, System Evacuation and System Clean-up****Lecture Hours: 20      Lab Hours: 5      Credit Hours: 1**

Students will learn the purpose and theory of evacuation. The course will review system leak detection, system cleanup procedures.

**Prerequisite:** AH 100, HVACR 105, HVACR 101, HVACR 117**HVACR 111 Refrigerants and Oil Chemistry and Management****Lecture Hours: 20      Lab Hours: 5      Credit Hours: 1**

Students will learn about refrigerants and the environment; refrigerant blends; EPA regulations; reasons for recovery and recovery methods; recycling; reclaiming; retrofitting; technician certification; and mechanical recovery equipment.

**Prerequisite:** AH 100, HVACR 105, HVACR 101, HVACR 117**HVACR 113 System Charging****Lecture Hours: 20      Lab Hours: 5      Credit Hours: 1**

Students will learn information on charging refrigeration systems, including vapor and liquid refrigerant charging, weighing refrigerant, and the use of charging devices.

**Prerequisite:** AH 100, HVACR 105, HVACR 101, HVACR 117**HVACR 115 Calibrating Instruments****Lecture Hours: 20      Lab Hours: 5      Credit Hours: 1**

Students will learn information needed to calibrate instruments and the procedures for temperature-measuring, pressure tests, and electrical test instruments, refrigeration leak-detection device, and analysis instruments. General maintenance procedures for instruments used in the HVAC/R field, will also be discussed.

**Prerequisite:** AH 100, HVACR 105, HVACR 101, HVACR 117**HVACR 117 Basic Electricity and Magnetism****Lecture Hours: 20      Lab Hours: 5      Credit Hours: 1**

Students will learn the structure of matter, the movement of electrons, conductors, insulators, direct and alternating current, and electrical units of measurement. Student will also review wire sizes, circuit protection devices, and semiconductors or solid-state components.

**Prerequisite:** AH 100, HVACR 105**HVACR 119 Automatic Control Components and Applications****Lecture Hours: 20      Lab Hours: 5      Credit Hours: 1**

Students will learn the types of automatic controls, devices that respond to thermal change, the bimetal device, control by fluid expansion, the thermocouple, and electronic sensing devices. Space temperature controls (low and high voltage), sensing the temperature of solids, pressure-sensing devices, oil pressure safety controls, air pressure controls, devices that control fluid flow, and maintenance of mechanical and electromechanical controls are topics covered in this course.

**Prerequisite:** AH 100, HVACR 105, HVACR 101, HVACR 117**HVACR 121 Advanced Automatic Controls and Troubleshooting****Lecture Hours: 20      Lab Hours: 5      Credit Hours: 1**

Students will learn the procedures for troubleshooting basic and complex circuits, thermostats, and high-voltage circuits controlled by thermostats, along with procedures for measuring amperage and voltage in low-voltage circuits. Students will also review typical service technician calls, control terminology, applications, and electronic control circuits.

**Prerequisite:** AH 100, HVACR 105, HVACR 101, HVACR 117**HVACR 123 Types and Applications of Electric Motors****Lecture Hours: 20      Lab Hours: 5      Credit Hours: 1**

Students will learn starting and running components and characteristics, motor speeds, and power supplies.

**Prerequisite:** AH 100, HVACR 105, HVACR 101, HVACR 117

**HVACR 125 Motor Controls and Troubleshooting****Lecture Hours: 20      Lab Hours: 5      Credit Hours: 1**

Students will learn the components used to close or open the power supply circuit to the motor, such as relays, contactors, and starters. Inherent and external motor protection, the service factor, other temperature-sensing and magnetic overload devices are covered, along with procedures for restarting the motor. This course will also discuss mechanical and electrical motor troubleshooting.

**Prerequisite:** AH 100, HVACR 105, HVACR 101, HVACR 117**HVACR 127 Evaporators and the Refrigeration System****Lecture Hours: 20      Lab Hours: 5      Credit Hours: 1**

This course focuses on the refrigeration cycle and various temperature ranges of refrigeration. Included are the topics of boiling temperature/coil operating temperature, dehumidification, evaporator heat exchange characteristics, types of evaporators multiple-circuit and liquid-cooling evaporators, and defrost.

**Prerequisite:** AH 100, HVACR 105, HVACR 101, HVACR 117**HVACR 129 Condensers****Lecture Hours: 20      Lab Hours: 5      Credit Hours: 1**

This course focuses on the types, purpose and operation of condensers. The relationship of condensing refrigerant and ambient air, head-pressure control, and heat reclaim are covered.

**Prerequisite:** AH 100, HVACR 105, HVACR 101, HVACR 117**HVACR 131 Compressors****Lecture Hours: 20      Lab Hours: 5      Credit Hours: 1**

This course focuses on the types and functions of compressors. Topics of reciprocating compressor efficiency, valve design, and liquid slugging are also discussed.

**Prerequisite:** AH 100, HVACR 105, HVACR 101, HVACR 117**HVACR 133 Expansion Devices****Lecture Hours: 20      Lab Hours: 5      Credit Hours: 1**

This course covers the various expansion or metering devices used in commercial refrigeration applications. The thermostatic expansion valve is described in detail—each component, the types of bulb charges, and internal and external equalizers. Step-motor expansion valves and algorithms and PID controllers are also discussed in this course.

**Prerequisite:** AH 100, HVACR 105, HVACR 101, HVACR 117**HVACR 135 Special Refrigeration System Components****Lecture Hours: 20      Lab Hours: 5      Credit Hours: 1**

This course provides information on many special system components and controls, including two-temperature evaporator operation, evaporator pressure controls, multiple evaporators, the CPR valve, relief valves, low-ambient controls, fan cycling, fan speed, and air volume control for regulating head pressure.

**Prerequisite:** AH 100, HVACR 105, HVACR 101, HVACR 117**HVACR 137 Application of Refrigeration Systems****Lecture Hours: 20      Lab Hours: 5      Credit Hours: 1**

This course reviews various commercial refrigeration systems, such as: reach-in fixtures, chest-type display fixtures, walk-in coolers, beverage coolers, water coolers, and refrigerated air driers. Self-contained, remote condensing units, multiple evaporators and single-compressor applications, multiple compressors, interconnecting piping, defrost, mullion heaters, and condensate removal are also covered.

**Prerequisite:** AH 100, HVACR 105, HVACR 101, HVACR 117**HVACR 201 Commercial Ice Machines****Lecture Hours: 20      Lab Hours: 5      Credit Hours: 1**

This course provides information on ice-making package equipment. Microprocessors, microprocessor input/output troubleshooting, water filtration and treatment, and cleaning and sanitizing ice machines are also discussed, along with typical service technician calls.

**Prerequisite:** AH 100, HVACR 105, HVACR 101, HVACR 117**HVACR 203 Special Refrigeration Applications****Lecture Hours: 20      Lab Hours: 5      Credit Hours: 1**

This course covers truck refrigeration systems, railway refrigeration, extra-low-temperature refrigeration, quick-freezing methods, marine refrigeration, and air cargo hauling.

**Prerequisite:** AH 100, HVACR 105, HVACR 101, HVACR 117**HVACR 205 Troubleshooting and Typical Operating Conditions for Commercial Refrigeration****Lecture Hours: 20      Lab Hours: 5      Credit Hours: 1**

This course provides a comprehensive overview of troubleshooting and typical operating conditions for commercial refrigeration. Preventive refrigeration maintenance and service calls are also discussed.

**Prerequisite:** AH 100, HVACR 105, HVACR 101, HVACR 117**HVACR 207 Electric Heat****Lecture Hours: 20      Lab Hours: 5      Credit Hours: 1**

This course reviews heating devices and furnaces. Portable electric heaters, radiant heating panels, electric baseboard heating and central forced-air electric furnaces are reviewed. Preventive maintenance and technician service calls are also addressed.

**Prerequisite:** AH 100, HVACR 105, HVACR 101, HVACR 117**HVACR 209 Hydronic Heat****Lecture Hours: 20      Lab Hours: 5      Credit Hours: 1**

This course provides an introduction to hydronic heat and components of hot water heating systems. Preventive maintenance and technician service calls are also addressed.

**Prerequisite:** AH 100, HVACR 105, HVACR 101, HVACR 117**HVACR 211 Oil Heat****Lecture Hours: 20      Lab Hours: 5      Credit Hours: 1**

This course describes the characteristics and types of oil furnaces. Fuel oils, wiring diagrams, and safety controls, venting, and piping are also discussed, along with fuel supply systems, the combustion chamber, heat exchangers, and determining the correct airflow across the heat exchanger.

**Prerequisite:** AH 100, HVACR 105, HVACR 101, HVACR 117

**HVACR 213 Gas Heat****Lecture Hours: 20      Lab Hours: 5      Credit Hours: 1**

This course describes the characteristics and types of gas furnaces. Gas fuels, wiring diagrams, and safety controls, venting, and piping are also discussed, along with fuel supply systems, the combustion chamber, heat exchangers, and determining the correct airflow across the heat exchanger.

**Prerequisite:** AH 100, HVACR 105, HVACR 101, HVACR 117

**HVACR 215 Indoor Air Quality and Comfort****Lecture Hours: 20      Lab Hours: 5      Credit Hours: 1**

This course describes comfort as it relates to the human body and psychometrics. It also provides information regarding sources of indoor air pollution, contamination source detection and elimination, ventilation, ultraviolet light, filters, electrostatic precipitators, activated charcoal air purifiers, and ion generators, along with duct cleaning and air humidification.

**Prerequisite:** AH 100, HVACR 105, HVACR 101, HVACR 117

**HVACR 217 Refrigeration Applied to Air Conditioning****Lecture Hours: 20      Lab Hours: 5      Credit Hours: 1**

This course applies the concepts of refrigeration to the cooling and conditioning of occupied spaces. Types of evaporators, compressors (reciprocating, rotary, and scroll), condensers, expansion devices, air-side components, and installation procedures for air-conditioning are also discussed.

**Prerequisite:** AH 100, HVACR 105, HVACR 101, HVACR 117

**HVACR 219 Air Distribution, Balance, and Installation****Lecture Hours: 20      Lab Hours: 5      Credit Hours: 1**

This course reviews the installation techniques for package and split air-conditioning systems, including the duct. Forced-air system, system pressures, air measuring instruments for duct systems are discussed, along with cover sizing and balancing. Types of fans, and fan drives are also covered.

**Prerequisite:** AH 100, HVACR 105, HVACR 101, HVACR 117

**HVACR 221 Typical Operating Conditions and Troubleshooting****Lecture Hours: 20      Lab Hours: 5      Credit Hours: 1**

This course teaches the typical operating conditions for the various components of standard and high-efficiency air-conditioning systems. Mechanical and electrical troubleshooting for air-conditioning systems is also included in this course.

**Prerequisite:** AH 100, HVACR 105, HVACR 101, HVACR 117

**HVACR 223 Heat Gain and Heat Loss in Buildings****Lecture Hours: 20      Lab Hours: 5      Credit Hours: 1**

This course explains the basic concepts of heat and loss in structures as well as how to calculate the heat gain and loss. Students will receive a comprehensive overview of residential energy auditing, visual inspections, insulation tips, and efficiency testing.

**Prerequisite:** AH 100, HVACR 105, HVACR 101, HVACR 117

**HVACR 225 Air Source and Geothermal Heat Pumps****Lecture Hours: 20      Lab Hours: 5      Credit Hours: 1**

This course reviews several types of heat pumps. Concentration is given to heat exchange fluids and geothermal wells and water sources. Reverse-cycle refrigeration, open-loop systems, and closed-loop systems are also discussed.

**Prerequisite:** AH 100, HVACR 105, HVACR 101, HVACR 117

**HVACR 227 Domestic Refrigerators and Freezers****Lecture Hours: 20      Lab Hours: 5      Credit Hours: 1**

This course defines and elaborates on domestic refrigeration and freezer service. Various types of evaporators and the defrost cycle are reviewed, along with fan motors, ice makers, wiring and controls.

**Prerequisite:** AH 100, HVACR 105, HVACR 101, HVACR 117

**HVACR 229 Room Air Conditioners****Lecture Hours: 20      Lab Hours: 5      Credit Hours: 1**

This course is an introduction to room air conditioning units. Preventative maintenance, service, and installation will be discussed.

**Prerequisite:** AH 100, HVACR 105, HVACR 101, HVACR 117

**HVACR 231 High-Pressure, Low-Pressure and Absorption Chilled-Water Systems****Lecture Hours: 20      Lab Hours: 5      Credit Hours: 1**

This course provides insight to both high and low pressure compression cycle chillers and absorption chillers. Students will be introduced to direct-expansion and flooded evaporators, water and air cooled condensers, thermostatic expansion valves, electronic expansion valves, and purge units.

**Prerequisite:** AH 100, HVACR 105, HVACR 101, HVACR 117

**HVACR 233 Cooling Towers and Pumps****Lecture Hours: 20      Lab Hours: 5      Credit Hours: 1**

This course provides information on cooling tower function and the types of cooling towers. It discusses flow patterns, the tower sump, makeup water, blow down, and balancing the water flow. Pumps used in cooling towers are also discussed in detail.

**Prerequisite:** AH 100, HVACR 105, HVACR 101, HVACR 117

**HVACR 235 Operation, Maintenance, and Troubleshooting of Chilled-Water Air-Conditioning Systems****Lecture Hours: 20      Lab Hours: 5      Credit Hours: 1**

This course provides information on compression-type chiller start-up, chiller operation, air-cooled and water cooled chiller maintenance, and absorption chilled-water system start-up, operation, and maintenance. Typical service technician calls are also introduced.

**Prerequisite:** AH 100, HVACR 105, HVACR 101, HVACR 117

**HVACR 237 Commercial Rooftop, Packaged, Variable Refrigerant Flow, and Variable Air Volume Systems****Lecture Hours: 20      Lab Hours: 5      Credit Hours: 1**

This course covers packaged rooftop equipment, as well as variable air volume and refrigerant volume systems. It provides insight into the location selection process, installation, concepts of free-cooling, and mechanical ventilation.

**Prerequisite:** AH 100, HVACR 105, HVACR 101, HVACR 117

\*Associate of Occupational Science General Education course descriptions on page 120

**AH 100 Career and Life Development****Lecture Hours: 50    Lab Hours: 10    Credit Hours: 3**

Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Mobile Technologies that are applied to personal branding and the workplace; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future. In addition, professionalism and career-building skills are discussed.

**WT 111 Introduction to Welding****Theory hours: 40    Lab hours: 60    Credit Hours: 4.5**

This course is designed to assist the student in learning and implementing the basics for success both professionally and personally. The course focuses on attitude, responsibility, communication, decision making, problem solving, and preparing for the workforce. This is a basic course in welding principles, shop math, basic blueprint reading, safety, ethics, maintenance of equipment, oxy-acetylene cutting, and grinding. Students begin structural welding using SMAW process in 2F, 3F, and 4F positions.

**WT 113 General Shop Practices****Theory hours: 30    Lab hours: 70    Credit Hours: 4**

This is an introduction course to blueprint reading, shop math, welding codes, rod selection and using SMAW process for plate welding in 2G, 3G, and 4G positions.

**WT 115 GMAW and FCAW****Theory hours: 30    Lab hours: 70    Credit Hours: 4**

This course introduces GMAW/FCAW in structural setting. Students will study more in-depth blueprint reading, weld symbols, and shop math. MIG and Fluxcore welding procedures, perform plate welding in various positions (2F, 3F, 2G, 3G) using MIG and Fluxcore.

**WT 117 SMAW on Pipe****Theory hours: 30    Lab hours: 70    Credit Hours: 4**

This course covers techniques of basic pipe fitting, use of 90's, T's, flanges, valves, take offs, use of pipe blueprints, sketches, templates, and uphill welding techniques on pipe. Perform SMAW pipe welding with 6010 electrode stringer and 7018 electrode remainder in pipe positions of 2G and 5G.

**WT 119 Introduction to GTAW****Theory hours: 20    Lab hours: 80    Credit Hours: 4**

This course provides an overview of GTAW equipment and procedure setup, metal identification, tungsten safety and preparation. Introduction to the GTAW process on plate and pipe. Pipe bevel preparation is taught. Perform 6010 electrode root and 7018 electrode fill and cap in 6G position. Perform TIG stringer and hot pass on T-plate. Perform TIG root and 7018 fill and cap on 2G and 6G pipe positions.

**WT 121 Advanced GTAW****Theory hours: 20    Lab hours: 80    Credit Hours: 4**

Students will practice GTAW welding on pipe as well as stainless GTAW welding. Advanced pipe welding projects and industrial applications, concentration on performing stainless steel GTAW welding on mild steel pipe and using various pipe sizes and schedules in 6G pipe position. Operation requirements for portable equipment, weld test lab procedures and testing approaches, perform mild steel GTAW welding on pipe in (6G GTAW, 6G combination GTAW and SMAW, 6G 309 stainless GTAW) using GTAW stringer, fill, and cap.

**WT 123 H.F. GTAW/Downhill Welding****Theory hours: 20    Lab hours: 80    Credit Hours: 4**

This course covers thin alloy selection of tungsten types for aluminum and stainless steel, methods to maintain clean work environment, procedures for heat settings on thin gauge applications, purging stainless steel plate, weld cleaning on aluminum and stainless steel, perform aluminum and stainless steel welding on plate using TIG in various positions with different rod sizes. Pipeline selection of rod size, layout procedures for pipeline fitting, coating types and electrolysis prevention with anode protection, perform SMAW downhill stringer, fill and cap in 5 and 6G positions and inverted T.

**WT 301 Career Preparation****Theory hours: 15    Lab hours: 85    Credit Hours: 3.5**

This course will prepare students for jobs in the welding fields. Students will develop their resume and job contacts as well as receive instruction on weld test rigors, proper appearance, and job attitude. Students must demonstrate proficiency in 3G, 6G tig, 6G tig and stick, and 6G stick. Students must pass destructive testing (bend test) methods on all coupon samples.

**\*Associate of Occupational Science General Education course descriptions on page 120**

**General Education Courses for all Associate of Occupational Science Degrees****BUS 2313 Business Law****Lecture Hrs: 45    Lab Hrs: 0    Credit Hrs: 3**

Business Law teaches students about contracts, criminal law, sales laws, property laws, and laws when conducting business in cyberspace. The legal environment of business will also be discussed.

**MKT 2423 Introduction to Marketing****Lecture Hrs: 45    Lab Hrs: 0    Credit Hrs: 3**

Introduction to Marketing will provide the student with the knowledge to build customer relationships through effective marketing, to create and price products that will satisfy the customer and to develop integrated marketing communications.

**ACC 2213 Accounting Principles****Lecture Hrs: 45    Lab Hrs: 0    Credit Hrs: 3**

Accounting Principles is designed to give the student a full understanding of the accounting cycle and how to record financial data.

**MGT 2123 Leadership Development****Lecture Hrs: 45    Lab Hrs: 0    Credit Hrs: 3**

This course is designed to provide future and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. In this course a variety leadership roles expected of team members with practical suggestions for improved leadership skills will be discussed. Additionally, sources of power and influence, delegation, group processes, conflict resolution, and group decision-making techniques will be discussed.

**MGT 1373 Human Resources****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

The study of Human Resources will familiarize students with the legal and regulatory environment that pertains to the business world. Hiring, training and development, performance appraisals and compensation will all be discussed.

**MGT 2213 Principles of Management****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

Principles of Management teaches the foundations of management: planning organizing, execution of objectives and the dynamics and impact of leadership.

**ENG 2343 Business Communications****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

Business Communications (ENG 2343) teaches the principles of writing letters, memoranda, and reports. Students will learn to use email and communication technology. The course also emphasizes the communication skills of effective listening and speaking.

**BUS 2213 Principles of Business****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

Principles of Business will teach students the basis for business operations and professionalism with an emphasis on entrepreneurship and the risks and rewards of starting their own business or improving business processes in an existing business. Working in groups and making effective presentations will also be explored.

**BUS 1353 Business Math****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

Business Mathematics (BUS 1353) students will receive a rapid review of basic mathematics (i.e., addition, subtraction, multiplication, division, fractions, percents, and algebraic equations) with a view toward improving speed and accuracy. The Business Math course is designed to provide students with practical learning in key areas of business math applications. These skills include figuring percents, discounts, taxes, payroll, and interest, and understanding annuities, installment buying, statistics, and the stock market.

**GEN 1113 Critical Thinking and Problem Solving****Lecture Hrs: 45 Lab Hrs: 5 Credit Hrs: 3**

The Critical Thinking and Problem Solving (GEN 1113) course teaches basic principles and techniques in these important skills. This course provides instruction in an overview of critical thinking to include argument, rhetoric as a persuasion tool, fallacies, and types of reasoning. This course will specifically focus on using these critical thinking skills in writing, assessing credibility issues, and forming opinions. Additionally, it addresses problem-solving skills based on using critical thinking.

## CATALOG ADDENDA

Addendum:

- |   |                      |
|---|----------------------|
| A | College Calendar     |
| B | Tuition & Fees       |
| C | Staff & Faculty      |
| D | College Scholarships |

All information in this college catalog, Volume 41, is certified as true and correct in policy and content, by the Chief Executive Officer. This catalog is not complete without the following addendum: College Calendar, Tuition & Fees, Staff & Faculty and College Scholarships.

**This catalog and the addenda have been printed on June 4, 2014 and are effective on July 1, 2014.**





**Catalog 41 – Effective July 1, 2014**  
**Addendum A – Effective July 1, 2014**

Medical Billing and Coding	Classes start every fifth Monday
Early Childhood Education	Classes start every fifth Monday
Pharmacy Technician	Classes start every fifth Monday
Veterinary Assistant	Classes start every fifth Monday
Cosmetology	Classes start every fifth Monday
Fashion Design	Classes start every fifth Monday
Interior Design	Classes start every fifth Monday
Automotive Technology	Classes start every fifth Monday
Diesel Technology	Classes start every fifth Monday
Heating, Ventilation & Air Conditioning/Refrigeration	Classes start every fifth Monday
Barber	Classes start every fifth Monday
Diesel Technology	Classes start every fifth Monday
Welding Technology	Classes start every fifth Monday

**Online Programs**

Accounting	Classes start every fifth Monday
Business Administration	Classes start every fifth Monday
General Education Courses	Classes start every fifth Monday
Health Care Administration	Classes start every fifth Monday
Paralegal Studies	Classes start every fifth Monday
Medical Assistant	Classes start every fifth Monday
Medical Billing and Coding	Classes start every fifth Monday
Early Childhood Education	Classes start every fifth Monday
Pharmacy Technician	Classes start every fifth Monday
Veterinary Assistant	Classes start every fifth Monday
Fashion Design	Classes start every fifth Monday
Interior Design	Classes start every fifth Monday

**A: College Calendar**

<b>TERM SCHEDULES</b>			
<b>Term Type A</b>			
<b>Ac Year 24 cr/30 wks: 15 Week Terms</b>			
<b>Schedule 1</b>		<b>Schedule 2</b>	
<u>Term Start Date *</u>	<u>Term End Date</u>	<u>Term Start Date *</u>	<u>Term End Date</u>
9/30/2013	1/12/2014	8/19/2013	11/29/2013
1/13/2014	4/27/2014	12/2/2013	3/14/2014
4/28/2014	8/10/2014	3/17/2014	6/27/2014
8/11/2014	11/23/2014	6/30/2014	10/10/2014
11/24/2014	3/8/2015	10/13/2014	1/23/2015
3/9/2015	6/21/2015	1/26/2015	5/8/2015
6/22/2015	10/4/2015	5/11/2015	8/21/2015
<b>Term Type B</b>			
<b>Ac Year 24 cr/32 wks: 16 Week Terms</b>			
<b>Schedule 1</b>		<b>Schedule 2</b>	
<u>Term Start Date *</u>	<u>Term End Date</u>	<u>Term Start Date *</u>	<u>Term End Date</u>
8/12/2013	12/1/2013	6/17/2013	10/6/2013
12/2/2013	3/23/2014	10/7/2013	1/26/2014
3/24/2014	7/13/2014	1/27/2014	5/18/2014
7/14/2014	11/2/2014	5/19/2014	9/7/2014
11/3/2014	2/22/2015	9/8/2014	12/28/2014
2/23/2015	6/14/2015	12/29/2014	4/19/2015
6/15/2015	10/4/2015	4/20/2015	8/9/2015
<b>Term Type C</b>			
<b>Ac Year 24 cr/36 wks: 18 Week Terms</b>			
<b>Schedule 1</b>		<b>Schedule 2</b>	



**Catalog 41 – Effective July 1, 2014**  
**Addendum A – Effective July 1, 2014**

<u>Term Start Date *</u>	<u>Term End Date</u>	<u>Term Start Date *</u>	<u>Term End Date</u>
7/1/2013	11/3/2013	9/2/2013	1/3/2014
11/4/2013	3/9/2014	1/6/2014	5/9/2014
3/10/2014	7/13/2014	5/12/2014	9/12/2014
7/14/2014	11/16/2014	9/15/2014	1/16/2015
11/17/2014	3/22/2015	1/19/2015	5/22/2015
3/23/2015	7/26/2015	5/25/2015	9/25/2015
7/27/2015	11/29/2015	9/28/2015	1/29/2016
<b>Term Type D</b>			
<b>Ac Year 20 cr/20 wks: 10 Week Terms</b>			
<u>Term Start Date*</u>	<u>Term End Date</u>	<u>Term Start Date*</u>	<u>Term End Date</u>
8/26/2013	11/3/2013	9/23/2013	11/29/2013
11/4/2013	1/12/2014	12/2/2013	2/7/2014
1/13/2014	3/23/2014	2/10/2014	4/18/2014
3/24/2014	6/1/2014	4/21/2014	6/27/2014
6/2/2014	8/10/2014	6/30/2014	9/5/2014
8/11/2014	10/19/2014	9/8/2014	11/14/2014
10/20/2014	12/28/2014	11/17/2014	1/23/2015
<b>Term Type E</b>			
<b>Ac Year 20 cr/30 wks: 15 Week Terms</b>			
<u>Term Start Date*</u>	<u>Term End Date</u>	<u>Term Start Date*</u>	<u>Term End Date</u>
7/1/2013	10/13/2013	9/2/2013	12/13/2013
10/14/2013	1/26/2014	12/16/2013	3/28/2014
1/27/2014	5/11/2014	3/31/2014	7/11/2014
5/12/2014	8/24/2014	7/14/2014	10/24/2014
8/25/2014	12/7/2014	10/27/2014	2/6/2015
12/8/2014	3/22/2015	2/9/2015	5/22/2015
3/23/2015	7/5/2015	5/25/2015	9/4/2015

\* Students may enroll at the beginning of any course within the term



**Catalog 41 – Effective July 1, 2014**  
**Addendum – Effective July 1, 2014**

**B. Tuition and Fees**

**Community Care College Resident Programs**

Items of extra expense

PROGRAM	COST PER CREDIT HOUR	TUITION	REGISTRATION FEE	BOOKS	FEES**	MALPRACTICE/ LIABILITY INSURANCE	TOTAL
Accounting Specialist	\$425	\$12,750.00	\$100	\$329.00	\$834.00	\$295.00	\$14,308.00
Dental Assistant	\$425	\$12,962.50	\$100	\$83.00	\$1,102.00	\$295.00	\$14,542.50
Early Childhood Education	\$425	\$13,175.00	\$100	\$272.00	\$663.00	\$295.00	\$14,505.00
Fitness and Health Trainer	\$425	\$12,962.50	\$100	\$185.00	\$1,203.00	\$295.00	\$14,745.50
Massage Therapy	\$425	\$15,300.00	\$100	\$187.00	\$929.00	\$295.00	\$16,811.00
Medical Assistant	\$425	\$15,725.00	\$100	\$219.00	\$762.00	\$295.00	\$17,101.00
Pharmacy Technician	\$425	\$12,962.50	\$100	\$248.00	\$743.00	\$295.00	\$14,348.50
Surgical Technologist	\$425	\$20,612.50	\$100	\$388.00	\$948.00	\$295.00	\$22,343.50
Veterinary Assistant	\$425	\$13,175.00	\$100	\$210.00	\$662.00	\$295.00	\$14,442.00
AOS Accounting	\$425	\$25,500.00	\$100	\$811.00	\$847.00	\$295.00	\$27,553.00
AOS Business Administration	\$425	\$25,500.00	\$100	\$712.00	\$577.00	\$295.00	\$27,184.00
AOS Dental Assisting	\$425	\$25,712.50	\$100	\$565.00	\$1,115.00	\$295.00	\$27,787.50
AOS Early Childhood Education	\$425	\$25,925.00	\$100	\$754.00	\$676.00	\$295.00	\$27,750.00
AOS Fitness and Health Trainer	\$425	\$25,712.50	\$100	\$667.00	\$1,216.00	\$295.00	\$27,990.50
AOS Health Care Administration	\$425	\$26,775.00	\$100	\$1069.00	\$577.00	\$0.00	\$28,521.00
AOS Massage Therapy	\$425	\$28,050.00	\$100	\$669.00	\$942.00	\$295.00	\$30,056.00
AOS Medical Assisting	\$425	\$28,475.00	\$100	\$701.00	\$775.00	\$295.00	\$30,346.00
AOS Pharmacy Technology	\$425	\$25,712.00	\$100	\$730.00	\$756.00	\$295.00	\$27,593.50
AOS Surgical Technology	\$425	\$33,362.50	\$100	\$870.00	\$961.00	\$295.00	\$35,588.50
AOS Veterinary Assisting	\$425	\$25,925.00	\$100	\$692.00	\$675.00	\$295.00	\$27,687.00
General Education Courses	\$425	\$12,750.00	\$100	\$482.00	\$178.00	\$0.00	\$13,510.00

*20% discount given on tuition when full tuition payment is paid up front*

Additional recommended expense **supplied by the student for all programs:**

1. Uniform (\$25\*)
2. Hepatitis vaccine (\$150\*)
3. General school supplies—pen, pencil, paper, notebook, etc—(\$15\*)
4. Sneakers or nurse's shoes (\$35\*)
5. Watch with a second hand (\$15\*)
6. Smart Phone (\$99\*)
7. National certification or registry fee (\$175\*)
8. Computer (\$600\*)

*\*Approximations*

*\*\*Fees include the following: 2 sets scrubs or t-shirts, student activities, program resources, drug screen consortium, parking permit, Internet usage, cap & gown, manuals and other copied materials. A onetime registration fee for the certification exams for Dental Assistant and AOS Dental Assisting (Two components of the CDA, Infection Control and Radiation and Safety Protection) and onetime fee for the Oklahoma State Radiation Health and Safety Course and a onetime fee for the Oklahoma Dental Assisting Permit, AOS Fitness and Health Trainer (NASM), Medical Assistant and AOS Medical Assisting (CMA), Pharmacy Technician and AOS Pharmacy Technology (PTCB), A onetime fee for the certification exam for Surgical Technology and AOS Surgical Technologist (CST) is included in the individual program's fees. Surgical Technology fees also include a student membership with AST.*

*If applicable, \$150 will be charged for Re-entry and Program Transfer. Also, tuition will be pro-rated at a cost per credit hour for the retaking or repeating of courses. Students approved to take an online class will be charged an additional \$100 online fee per course.*

*If applicable, tuition will be pro-rated at a cost per credit hour for each rescheduled course beyond the length of the program.*



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**B. Tuition and Fees**

**Community Care College Online Programs**

PROGRAM	COST PER CREDIT HOUR	TUITION	REGISTRATION FEE	Items of extra expense				TOTAL TUITION AND FEES
				ONLINE FEE PER COURSE***	BOOKS	FEES**	MALPRACTICE/ LIABILITY INSURANCE	
AOS Accounting	\$425	\$25,500.00	\$100.00	\$100.00	\$811.00	\$801.00	\$295.00	\$29,407.00
AOS Business Administration	\$425	\$25,500.00	\$100.00	\$100.00	\$712.00	\$531.00	\$295.00	\$29,038.00
AOS Dental Assisting	\$425	\$25,712.50	\$100.00	\$100.00	\$565.00	\$1,115.00	\$295.00	\$28,787.50
AOS Early Childhood Education	\$425	\$25,925.00	\$100.00	\$100.00	\$754.00	\$590.00	\$295.00	\$29,564.00
AOS Fitness and Health Trainer	\$425	\$25,712.50	\$100.00	\$100.00	\$667.00	\$1,216.00	\$295.00	\$28,990.50
AOS Health Care Administration	\$425	\$26,775.00	\$100.00	\$100.00	\$1069.00	\$541.00	\$0.00	\$30,585.00
AOS Massage Therapy	\$425	\$28,050.00	\$100.00	\$100.00	\$669.00	\$942.00	\$295.00	\$31,056.00
AOS Medical Assisting (Hybrid)	\$425	\$28,475.00	\$100.00	\$100.00	\$701.00	\$775.00	\$295.00	\$31,346.00
AOS Medical Assisting (100% DL)	\$425	\$28,475.00	\$100.00	\$100.00	\$701.00	\$631.00	\$295.00	\$32,302.00
AOS Medical Billing & Coding	\$425	\$26,775.00	\$100.00	\$100.00	\$1,063.00	\$591.00	\$0.00	\$30,629.00
AOS Paralegal Studies	\$425	\$28,050.00	\$100.00	\$100.00	\$1,570.00	\$581.00	\$0.00	\$32,501.00
AOS Pharmacy Technology (Hybrid)	\$425	\$25,712.50	\$100.00	\$100.00	\$730.00	\$756.00	\$295.00	\$28,593.50
AOS Pharmacy Technology (100% DL)	\$425	\$28,262.50	\$100.00	\$100.00	\$730.00	\$660.00	\$295.00	\$32,147.50
AOS Surgical Technology	\$425	\$33,362.50	\$100.00	\$100.00	\$870.00	\$961.00	\$295.00	\$36,588.50
AOS Veterinary Assisting	\$425	\$26,775.00	\$100.00	\$100.00	\$692.00	\$531.00	\$295.00	\$30,493.00
Accounting Specialist	\$425	\$12,750.00	\$100.00	\$100.00	\$329.00	\$788.00	\$295.00	\$15,162.00
Early Childhood Education	\$425	\$13,175.00	\$100.00	\$100.00	\$272.00	\$567.00	\$295.00	\$15,309.00
Medical Assistant (100% DL)	\$425	\$15,725.00	\$100.00	\$100.00	\$219.00	\$618.00	\$295.00	\$18,057.00
Medical Billing & Coding	\$425	\$14,025.00	\$100.00	\$100.00	\$581.00	\$568.00	\$0.00	\$16,374.00
Paralegal Studies	\$425	\$15,300.00	\$100.00	\$100.00	\$1,088.00	\$568.00	\$0.00	\$18,256.00
Pharmacy Technician (100% DL)	\$425	\$15,512.50	\$100.00	\$100.00	\$248.00	\$660.00	\$295.00	\$17,915.50
Veterinary Assistant	\$425	\$14,025.00	\$100.00	\$100.00	\$210.00	\$518.00	\$295.00	\$16,248.00
General Education Courses	\$425	\$12,750.00	\$100.00	\$100.00	\$482.00	\$142.00	\$0.00	\$14,474.00

*20% discount given on tuition when full tuition payment is paid up front*

Additional recommended expense **supplied by the student for all programs:**

1. Uniform (\$25\*)
2. Hepatitis vaccine (\$150\*)
3. General school supplies—pen, pencil, paper, notebook, etc—(\$15\*)
4. Sneakers or nurse's shoes (\$35\*)
5. Watch with a second hand (\$15\*)
6. Smart Phone (\$99\*)
7. National certification or registry fee (\$175\*)
8. Computer (\$600\*)

*\*Approximations*

*\*\*Fees include the following: 2 sets scrubs or t-shirts, student activities, program resources, drug screen consortium, parking permit, Internet usage, cap & gown, manuals and other copied materials. A onetime registration fee for the certification exams for Dental Assistant and AOS Dental Assisting (Two components of the CDA, Infection Control and Radiation and Safety Protection) and onetime fee for the Oklahoma State Radiation Health and Safety Course, AOS Fitness and Health Trainer (NASM), Hybrid Medical Assistant and Hybrid AOS Medical Assisting (CMA), Pharmacy Technician and AOS Pharmacy Technology (PTCB), A onetime fee for the certification exam for Surgical Technology and AOS Surgical Technologist (CST) is included in the individual program's fees. Surgical Technology fees also include a student membership with AST.*

*\*\*\*Students approved to take an online class will be charged an additional \$100 online fee per course. Hybrid programs typically consist of 10 online courses resulting in \$1000 in online fees; whereas 100% online programs may have up to 22 online courses resulting in up to \$2200 in online fees. If applicable, \$150 will be charged for Re-entry and Program Transfer. Also, tuition will be pro-rated at a cost per credit hour for the retaking or repeating of courses. Students approved to take an online class will be charged an additional \$100 online fee per course. If applicable, tuition will be pro-rated at a cost per credit hour for each rescheduled course beyond the length of the program.*



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**Clary Sage College Resident Programs**

Program	Cost Per Credit Hour	Tuition	Registration Fee	Items of extra expense				Total
				Books	Fees*	Kit, Uniform & Dispensary	Insurance	
AOS Barber	\$425	\$ 34,000.00	\$ 100.00	\$ 833.00	\$ 821.00	\$ 344.00	\$ 295.00	\$ 36,383.00
AOS Cosmetology	\$425	\$ 34,000.00	\$ 100.00	\$ 908.00	\$ 547.00	\$ 2,341.00	\$ 295.00	\$ 38,191.00
AOS Fashion Design	\$425	\$27,625.00	\$100.00	\$ 1,267.00	\$ 541.00	\$1,257.00	\$295.00	\$31,085.00
AOS Interior Design	\$425	\$29,750.00	\$100.00	\$ 1,026.00	\$ 541.00	\$ 730.00	\$295.00	\$32,442.00
Barber	\$425	\$ 21,250.00	\$ 100.00	\$ 351.00	\$ 808.00	\$ 334.00	\$295.00	\$ 23,138.00
Basic Cosmetology	\$425	\$ 21,250.00	\$ 100.00	\$ 426.00	\$ 534.00	\$ 2,341.00	\$ 295.00	\$ 24,946.00
Esthetician	\$425	\$ 8,500.00	\$ 100.00	\$ 386.00	\$ 534.00	\$ 1,374.00	\$ 295.00	\$11,185.00
Fashion Design	\$425	\$14,875.00	\$100.00	\$ 785.00	\$ 528.00	\$1,257.00	\$295.00	\$17,840.00
Hair Braiding Technician	\$425	\$ 8,500.00	\$100.00	\$ 167.00	\$ 534.00	\$ 750.00	\$295.00	\$10,346.00
Interior Design	\$425	\$17,000.00	\$100.00	\$ 544.00	\$ 528.00	\$ 730.00	\$295.00	\$19,197.00
Nail Technician	\$425	\$ 8,500.00	\$ 100.00	\$ 221.00	\$ 534.00	\$ 741.00	\$ 295.00	\$ 10,391.00
Makeup Artistry/Cosmetician	\$425	\$8,500.00	\$100.00	\$ 225.00	\$534.00	\$2,269.00	\$295.00	\$11,923.00
Master Instructor	\$425	\$ 14,025.00	\$ 100.00	\$ 167.00	\$ 534.00	\$ 87.00	\$ 295.00	\$15,208.00

*\*20% discount given on tuition when full tuition payment is paid up front*

*\*Fees include the following: Enrollment Fee, student activities, program resources, drug screen consortium, internet usage, manuals, copied material, cap & gown, e-reader technology, and State Board Registration Fee.*

*Miscellaneous fee: If applicable, \$150 will be charged for Re-entry and Program Transfer. Also, online fees per course and tuition at a per credit hour rate will be charged for the retaking or repeating of courses. If applicable, tuition will be pro-rated at a cost per credit hour for each rescheduled course beyond the length of the program.*



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**Clary Sage College Online Programs**

Items of extra expense

Program	Cost Per Credit Hour	Tuition	Application Fee	Online Fee Per Course **	Books	Fees*	Kit, Uniform & Dispensary	Insurance	Total
AOS Barber (Hybrid)	\$425.00	\$ 34,000.00	\$ 100.00	\$100.00	\$ 833.00	\$ 821.00	\$ 334.00	\$ 295.00	\$ 37, 383.00
AOS Cosmetology (Hybrid)	\$425.00	\$ 34,000.00	\$ 100.00	\$ 100.00	\$ 908.00	\$ 547.00	\$ 2,341.00	\$ 295.00	\$ 39,191.00
AOS Fashion Design (Hybrid)	\$425.00	\$27,625.00	\$100.00	\$100.00	\$ 1,267.00	\$ 541.00	\$ 1,257.00	\$295.00	\$32,085.00
AOS Interior Design (Hybrid)	\$425.00	\$29,750.00	\$100.00	\$100.00	\$ 1,026.00	\$ 541.00	\$ 730.00	\$295.00	\$33,442.00
Fashion Design (100% DL)	\$425.00	\$14,875.00	\$100.00	\$100.00	\$ 785.00	\$ 528.00	\$1,179.00	\$295.00	\$19,362.00
Interior Design (100% DL)	\$425.00	\$17,000.00	\$100.00	\$100.00	\$ 544.00	\$ 528.00	\$551.00	\$295.00	\$20,718.00
AOS Fashion Design (100% DL)	\$425.00	\$27,625.00	\$100.00	\$100.00	\$ 1,267.00	\$ 541.00	\$ 1,179.00	\$295.00	\$33,607.00
AOS Interior Design (100% DL)	\$425.00	\$29,750.00	\$100.00	\$100.00	\$ 1,026.00	\$ 541.00	\$ 551.00	\$295.00	\$34,963.00

*\* 20% discount given on tuition when full tuition payment is paid up front*

*\*Fees include the following: Enrollment Fee, student activities, program resources, drug screen consortium, internet usage, manuals, copied material, cap & gown, e-reader technology, and State Board Registration Fee.*

*\*\* Students approved to take an online class will be charged an additional \$100 online fee per course. Hybrid programs typically consist of 10 online courses resulting in \$1000 in online fees; whereas 100% online programs may have up to 28 online courses resulting in up to \$2800 in online fees.*

*Miscellaneous Fees: If applicable, \$150 will be charged for Re-entry and Program Transfer. Also, tuition will be prorated at a cost per credit hour for the retaking or repeating of courses. If applicable, online fees will be pro-rated at a cost per credit hour fees for each rescheduled course beyond the length of the program.*



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**Oklahoma Technical College Resident Programs**

PROGRAM	COST PER CREDIT HOUR	TUITION	APPLICATION FEE	Items of extra expense				TOTAL
				BOOKS	FEES	KIT & UNIFORM	MALPRACTICE/ LIABILITY INSURANCE	
Automotive Technology	\$495	\$16,335	\$100	\$119	\$718	\$3,910	\$295	\$21,477.00
Barber	\$425	\$21,250	\$100	\$351	\$523	\$6,19	\$295	\$23,138.00
Diesel Technology	\$495	\$17,325	\$100	\$175	\$723	\$4,843	\$295	\$23,461.00
Heating, Ventilation, & Air Conditioning /Refrigeration	\$495	\$20,295	\$100	\$152	\$653	\$808	\$295	\$22,303.00
Welding Technology	\$495	\$17,325	\$100	\$463	\$1,513	\$1,338	\$295	\$21,034.00
AOS Automotive Technology with Industry Management	\$495 & \$425	\$29,085	\$100	\$601	\$731	\$3,910	\$295	\$34,722.00
AOS Barbering with Industry Management	\$495 & \$425	\$34,000	\$100	\$833	\$536	\$619	\$295	\$36,383.00
AOS Diesel Technology	\$495 & \$425	\$30,075	\$100	\$657	\$736	\$4,843	\$295	\$36,706.00
AOS Heating, Ventilation, & Air Conditioning /Refrigeration	\$495 & \$425	\$32,550	\$100	\$634	666	\$808	\$295	\$35,053.00
AOS Welding Technology with Industry Management	\$495 & \$425	\$30,075	\$100	\$945	\$1,526	\$1,338	\$295	\$34,279.00

*20% discount given on tuition when full tuition payment is paid up front*

1. Uniform Shirt (\$30\*)
2. General school supplies — pen, pencil, paper, notebook, etc—(\$15\*)
3. Smart Phone (\$99\*)
4. Work Style Boots or Shoes (non-athletic style) (\$35\*)
5. Uniform Pants or Jeans (\$30\*)
6. National certification (\$175\*)
7. Computer (\$600\*)

*\*Approximations*

*\*\*Fees include the following: Consumables, Uniform Shirts, student activities, program resources, drug screen consortium, parking permit, Internet usage, cap & gown, manuals and other copied materials.*

**\*\*\* Students approved to take an online class will be charged an additional \$100 online fee per course. Online Industry Management programs typically consist of 10 online courses resulting in \$1000 in online fees.**



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**Oklahoma Technical College Online Programs**

Items of extra expense

PROGRAM	COST PER CREDIT HOUR	TUITION	APPLICATION FEE	***Online Fee Per Online Course	BOOKS	FEES**	KIT & UNIFORM	MALPRACTICE / LIABILITY INSURANCE	TOTAL
AOS Automotive Technology with Industry Management	\$495 & \$425	\$29,085	\$100	\$100	\$601	\$731	\$3,910	\$295	\$35,722.00
AOS Barbering with Industry Management	\$425	\$34,000	\$100	\$100	\$833	\$536	\$619	\$295	\$37,383.00
AOS Diesel Technology	\$495 & \$425	\$30,075	\$100	\$100	\$657	\$736	\$4,843	\$295	\$37,706.00
AOS Heating, Ventilation, & Air Conditioning/Refrigeration	\$495 & \$425	\$32,550	\$100	\$100	\$634	666	\$808	\$295	\$36,053.00
AOS Welding Technology with Industry Management	\$495 & \$425	\$30,075	\$100	\$100	\$945	\$1,526	\$1,338	\$295	\$35,279.00

*20% discount given on tuition when full tuition payment is paid up front*

**Additional recommended expenses supplied by the student for all programs:**

1. Uniform Shirt (\$30\*)
2. General school supplies — pen, pencil, paper, notebook, etc—(\$15\*)
3. Smart Phone (\$99\*)
4. Work Style Boots or Shoes (non-athletic style) (\$35\*)
5. Uniform Pants or Jeans (\$30\*)
6. National certification (\$175\*)
7. Computer (\$600\*)

*\*Approximations*

*\*\*Fees include the following: Consumables, Uniform Shirts, student activities, program resources, drug screen consortium, parking permit, Internet usage, cap & gown, manuals and other copied materials.*

*\*\*\* Students approved to take an online class will be charged an additional \$100 online fee per course. Online Industry Management programs typically consist of 10 online courses resulting in \$1000 in online fees.*



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**C. Faculty and Staff**

**Administration**

Teresa Knox, MBA .....	<i>Chief Executive Officer</i>
Kevin L. Kirk, Ed.D .....	<i>President</i>
Raye Mahlberg, Ph.D .....	<i>CSC Campus Director</i>
Jamie Kidder, BA.....	<i>OTC Campus Director</i>
Brenda Knox, BA .....	<i>Human Resources Director</i>
Ronnie Carlson, BA .....	<i>Human Resources Specialist</i>
Ivan Acosta, AAS .....	<i>Property Manager</i>
John Sullivan .....	<i>Facilities Manager</i>
Erin Henderson, MBA .....	<i>Financial Analyst</i>
Pallavi Agarwal, MBA .....	<i>Financial Analyst</i>
Lisa Rahm, AA.....	<i>Accounting Assistant</i>
Vang Chang .....	<i>IT Support Specialist</i>
Kathryn Wills, MS .....	<i>Director of Library Media &amp; Learning Technology</i>
Sarah Mohler, BA .....	<i>Accreditation and Compliance Director</i>
Celia Stall-Meadows, Ed.D .....	<i>Director of Curriculum and Instruction</i>
Tekoya Boykins, MS.....	<i>Curriculum and Instruction</i>
Jennifer Holland.....	<i>Project Manager</i>
Anette Greene .....	<i>Executive Assistant</i>
Ashley May.....	<i>Executive Assistant to CEO</i>
Kent Berry .....	<i>Project Manager</i>
Jessica Render, BS.....	<i>Community Coordinator</i>
Chris Hutton .....	<i>Director of Web Development</i>
Brooke Lehman, BFA .....	<i>Graphic Designer</i>
Merritt Wakefield.....	<i>Engagement Specialist</i>

**Admissions**

Farrah Vann, BS.....	<i>Admissions Representative</i>
Arlene Bergstrom, BSB .....	<i>Admissions Representative</i>
Jackie Brown, BFA .....	<i>High School Admissions Representative</i>
Neha Ghelani, BS.....	<i>Admissions Representative</i>
Hannah Miller, BS.....	<i>Admissions Representative</i>
Rebekah Hitsman, BS .....	<i>Admissions Representative</i>
Liz Horkey, BA .....	<i>Admissions Representative</i>
April Ellison.....	<i>Admissions Representative</i>
Tawni Edwards, BA .....	<i>Admissions Representative</i>
Peter Mazza .....	<i>Admissions Representative</i>
Rachel Bush, BS .....	<i>Admissions Representative</i>

**Student Services**

Brigitte Kurr, BSB .....	<i>Registrar</i>
Stephanie Rose.....	<i>Assistant Registrar</i>
Karissa Marcangeli .....	<i>Financial Aid Director</i>
Miranda Doorn, MPH.....	<i>Sr. Financial Aid Specialist</i>
Leonda Clements, MBA.....	<i>Sr. Financial Aid Specialist</i>
Mandy Cockerhan .....	<i>Financial Aid Specialist</i>
Erin Ta, MBA .....	<i>Financial Aid Specialist</i>
Megan LaBlue, AA.....	<i>Financial Aid Specialist</i>
Jessica Moore, BA .....	<i>Financial Aid Specialist</i>
Cathy Earhart, M.Ed. ....	<i>Financial Aid Specialist</i>
Brandy Williams.....	<i>Student Accounts Manager</i>
Evan DeWitt, BA.....	<i>Student Loan Coordinator</i>
Linda DeWitt.....	<i>Director of Career Services</i>
Mandy Zachary, BA .....	<i>Career Services Representative</i>
Marjorie DeArmon, BS .....	<i>Career Services Representative</i>
Amanda Sanderson, BA .....	<i>Career Services Representative</i>
Stefaney Lawrence, BA .....	<i>Career Services Representative</i>
Amber Cutshaw, BA .....	<i>Career Services Representative</i>
Erin Brown, BS .....	<i>Career Services Representative</i>



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Debbie Conway, AOS .....	<b>Purchasing Manager</b>
Kialeigh Conway .....	<b>Supply Chain Coordinator</b>
Amanda Wilson, BSW .....	<b>Customer Relations Specialist</b>
Heather McDougal .....	<b>Customer Relations Specialist</b>
Vanessa Chairez .....	<b>Customer Relations Specialist</b>
Jessie Stroud .....	<b>Customer Relations Specialist</b>
Bethany Anderson .....	<b>Customer Relations Specialist</b>
Mary Olandese .....	<b>Client Services Specialist</b>
Stephanie Debroque .....	<b>Client Service Specialist</b>
Katie Fortna .....	<b>Dispensary Manager</b>
Hayley Mosely .....	<b>Dispensary Assistant</b>
Brittany Dell .....	<b>Dispensary Assistant</b>

## **Faculty**

### **Community Care College**

#### **Dental Assistant**

Sherry Hyatt .....	<b>DA – Faculty</b>
▪ Full-time Instructor of all courses in Dental Assistant program	
Jeanie Huffaker .....	<b>DA – Faculty</b>
▪ Full-time Instructor of all courses in Dental Assistant program	
Wendy Lemon, RDH .....	<b>DA – Department Head</b>
Associate of Applied Science Tulsa Community College	
▪ Full-time Instructor of all courses in Dental Assistant program	

#### **Early Childhood Education Faculty**

Cailee Crisp, BS .....	<b>ECE – Department Head</b>
SUNY Oswego	
▪ Full-time Instructor of all courses in Early Childhood Education Program.	

#### **Fitness and Health Trainer Faculty**

Neil Hodgson, M.S. ....	<b>FHT – Department Head</b>
University of Central Oklahoma	
▪ Full-time Instructor of all courses in Fitness and Health Trainer Program.	
Pam Sisco, AA .....	<b>FHT – Faculty</b>
Coffeyville Community College	
▪ Part Time Instructor of all courses in Fitness and Health Trainer Program.	

#### **Massage Therapy**

Ross Ashcraft, BA, LMT .....	<b>MT – Department Head</b>
Oral Roberts University	
▪ Full-time Instructor of all courses in Massage Therapy Program	
Sharon Truelove, MS, LMT, NCETM ....	<b>MT – Faculty</b>
Northeastern State University	
▪ Full-time instructor of all courses in Massage Therapy program	
Laura Gordon, BA, LMT .....	<b>MT – Faculty</b>
University of Wisconsin	
▪ Full-time Instructor of all lab courses in Massage Therapy program	

#### **Medical Assistant**

Toni Bethel, CMA .....	<b>MA –Department Head</b>
Tulsa Community College	
▪ Full-time instructor of all courses in Medical Assistant program	
Stacey Wolfe, BS .....	<b>MA –Department Head</b>
Oklahoma City University	
▪ Full-time Instructor of all courses in Medical Assistant program	
Lori Beyard, CMA .....	<b>MA - Faculty</b>
Community Care College	
▪ Full-time Instructor of all courses in the Medical Assistant program	
Jessica Curtis, AAS .....	<b>MA –Faculty</b>
Tulsa Community College	
▪ Full-time Instructor of all courses in the Medical Assistant program	
Kimberly Hester, LPN .....	<b>MA –Faculty</b>
Platt College	
▪ Full-time Instructor of all courses in the Medical Assistant program	



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**Medical Billing & Coding**

Dori Ernstsén, BS ..... **MBC – Department Head**  
*Southwestern Oklahoma State University*  
 ▪ Full-time Instructor of all courses in Medical Billing & Coding program  
 Misty Green, AOS, CPC ..... **Allied Health Faculty**  
*Community Care College*  
 ▪ Full-time Instructor in Allied Health courses

**Paralegal Studies**

Anne Ditmore, JD ..... **Paralegal Studies Department Head**  
*University of Tulsa College of Law*  
 ▪ Full-time Instructor of all courses in Paralegal Studies program

**Pharmacy Technician**

Amber Smith, CPht ..... **PHT – Department Head**  
*Tulsa Community College*  
 ▪ Full-time Instructor of all lab courses in Pharmacy Technician program  
 Patricia Wilcox, AAS ..... **PHT – Faculty**  
*Community Care College*  
 ▪ Part-time Instructor of all lab courses in Pharmacy Technician program

**Surgical Technology**

Delora Tunison, CST ..... **ST – Department Head**  
*Western Dakota Technical Institute*  
 Full-time instructor of all courses in Surgical Technology program  
 Casey Dougherty, CST ..... **ST Site Coordinator**  
*Tulsa Technology Center*  
 ▪ Full-time Site Coordinator  
 Denise Miller, AAS, CST ..... **ST Faculty**  
*Community Care College*  
 ▪ Full Time instructor of all courses in Surgical Technology program  
 Regina Dorn, CST ..... **ST Faculty**  
*Tulsa Technology Center*  
 ▪ Full Time instructor of all courses in Surgical Technology program

**Veterinary Assisting**

Charlie Marks, BA ..... **VA – Department Head**  
*Alameda University*  
 ▪ Full-time instructor of all courses in Veterinary Assistant program  
 Danny Green ..... **VA – Veterinary Assistant**  
*Community Care College*  
 ▪ Full-time instructor assistant in Veterinary Assistant program

**Business and Distance Learning Programs Faculty**

Celia Stall-Meadows, Ed. D. .... **Business Programs – Department Head**  
*Oklahoma State University*  
 ▪ Full-time Department Head in Business and Distance Learning Programs  
 Puja Ghelani, BS. .... **Business Programs – Faculty**  
*Oral Roberts University*  
 ▪ Full-time instructor of all courses in Business and Distance Learning Programs  
 Katie Barnette, MBA. .... **Business Programs - Faculty**  
*Oral Roberts University*  
 ▪ Full-time instructor of all courses in Business and Distance Learning Programs  
 Judi Nation, M.M. .... **Business Programs – Faculty**  
*Oral Roberts University*  
 ▪ Full-time instructor Career and Life Development Course  
 SheMell Meggett, MBA ..... **Business Programs – Faculty**  
*Southern Nazarene University*  
 ▪ Full-time instructor Career and Life Development Course  
 Yoliana Torres, BA ..... **Career and Life Development – Faculty**  
*Oral Roberts University*  
 ▪ Full-time instructor Career and Life Development Course  
 Simone Wilson, BS ..... **Career and Life Development – Faculty**  
*Oral Roberts University*  
 ▪ Full-time instructor Career and Life Development Course



**Catalog 41 – Effective July 1, 2014**  
**Addendum – Effective July 1, 2014**

**Clary Sage College**

**Cosmetology**

Pam Martin..... **Cosmetology Department Head**

*Master Instructor License*

*Broken Arrow Beauty College*

- Full-time Instructor of all courses in Cosmetology Program

Megan George.....**Master Instructor**

*Master Instructor License*

*Clary Sage College*

- Full-time instructor of all courses in Cosmetology Program

Sherry McCollough.....**Master Instructor**

*Master Instructor License*

*Clary Sage College*

- Full-time instructor of all courses in Cosmetology Program

Kathrine Ingram.....**Master Instructor**

*Master Instructor License*

*Clary Sage College*

- Full-time instructor of all courses in Cosmetology Program

Chelsey Mohundro.....**Master Instructor**

*Master Instructor License*

*Clary Sage College*

- Full-time instructor of all courses in Cosmetology Program

Krystle Vaughn.....**Master Instructor**

*Master Instructor License*

*Clary Sage College*

- Full-time instructor of all courses in Cosmetology Program

Crystal Noble.....**Master Instructor**

*Master Instructor License*

*4 States Academy of Cosmetology*

- Full-time Instructor in all courses in Cosmetology Program

Emma Gazaway .....**Master Instructor**

*Master Instructor License*

*Clary Sage College*

- Full-time Instructor in all courses in Cosmetology Program

Cara Lord .....**Master Instructor**

*Master Instructor License*

*Clary Sage College*

- Full-time Instructor of all course in Cosmetology Program

Shay Ryan.....**Master Instructor**

*Master Instructor License*

*Clary Sage College*

- Full-time Instructor in all courses in Cosmetology Program

Allison McLung.....**Master Instructor**

*Master Instructor License*

*Claremore Beauty College*

- Full-time Instructor of all courses in Cosmetology Program

Beverly Stone .....**Master Instructor**

*Master Instructor License*

*Clary Sage College*

- Full-time Instructor in all courses in Cosmetology Program

Tamara Brewer.....**Master Instructor**

*Master Instructor License*

*Clary Sage College*

- Full-time Instructor in all courses in Cosmetology Program

**Esthetics**

Mona Green.....**Acting Esthetics Department Head**

*Master Instructor License*

*Jenks Beauty College*

- Full-time instructor of all courses in Esthetics Program

Emmy Downey .....**Esthetics Instructor**

*Esthetics Instructor License*

*Clary Sage College*



**Catalog 41 – Effective July 1, 2014**  
**Addendum – Effective July 1, 2014**

- Full-time Instructor in all courses in Esthetics Program  
 April Genshaw.....**Master Instructor**  
*Master Instructor License*  
*Bartlesville Beauty College*
  - Full-time instructor of all courses in Cosmetology, Esthetics, Makeup Artistry/Cosmetician, or Hair Braiding Technician Program
- Linda Clemmons.....**Nail Technician Department Head**  
*Nail Technology Instructor License*  
*Clary Sage College*
  - Full-time instructor of all courses in Nail Technology Program
- Lorane Ridley .....**Master Instructor**  
*Master Instructor License*  
*Broken Arrow Cosmetology School*
  - Full-time Instructor of all courses in Nail Technology Program
- Hair Braiding**  
 Desaree Lashaun .....**Master Instructor**  
*Master Instructor License*  
*Clary Sage College*
  - Full-time Instructor of all courses in Hair Braiding Program
- Waynelle Jackson.....**Master Instructor**  
*Master Instructor License*  
*Clary Sage College*
  - Full-time instructor of all courses in Hair Braiding Program
- Barber**  
 Paula Matthews.....**Barber Department Head**  
*Barber Instructor License - Oklahoma*  
*Tulsa Barber College*
  - Full-time Instructor of all courses in Barber Program
- Taura Harris.....**Barber Instructor**  
*Barber Instructor License - Oklahoma*  
*Tulsa Barber College*
  - Full-time Instructor of all courses in Barber Program
- Elizur McLaughlin.....**Barber Instructor**  
*Barber Instructor License - Oklahoma*  
*Duncan Brothers School of Hair Design*
  - Full-time Instructor of all courses in Barber Program
- Courtney Rauchenstein.....**Barber Instructor**  
*Barber Instructor License - Oklahoma*  
*Santiago Canyon College*
  - Full-time Instructor of all courses in Barber Program
- Interior Design**  
 Rebecca Gillego.....**Interior Design Department Head**  
*University of Kansas City*  
*Bachelors of Arts - Psychology*
  - Full-time Instructor in all courses in Interior Design Program
- Rebekah Ploch.....**Interior Design Instructor**  
*Bradley Academy of Visual Arts*  
*Associate of Applied Science Interior Design*
  - Full-time Instructor in all courses in Interior Design Program
- Fashion Design**  
 Dyana Harris.....**Fashion Design Department Head**  
*Texas Tech University*  
*B.S. Clothing Textile and Merchandising*
  - Full-time Instructor in all courses in Fashion Design Program
- Michelle Wamego.....**Fashion Design Instructor**  
*Oklahoma State University*  
*B.S. -Apparel Design and Production*
  - Full-time Instructor in all courses in Fashion Design Program



**Catalog 41 – Effective July 1, 2014**  
**Addendum – Effective July 1, 2014**

**Oklahoma Technical College**  
**Automotive Technology**

Bill Martin, ASE.....**Automotive Department Head**  
 • Full-time Instructor of all courses in Automotive Program  
 Tony Muglia, ASE.....**Automotive Faculty**  
 • Full-time Instructor of all courses in Automotive Program  
 Todd Rustad, ASE.....**Automotive Faculty**  
 • Full-time Instructor of all courses in Automotive Program

**Diesel Technology**

Peter Tudor .....**Diesel Faculty**  
*US Army Wheeled Vehicle Mechanic School*  
 • Full-time Instructor of all courses in Diesel Program  
 Kyle Russell.....**Diesel Faculty**  
 • Full-time Instructor of all courses in Diesel Program

**Barber**

Paula Matthews.....**Barber Department Head**  
*Barber Instructor License - Oklahoma*  
*Tulsa Barber College*  
 • Full-time Instructor of all courses in Barber Program  
 Taura Harris.....**Barber Instructor**  
*Barber Instructor License - Oklahoma*  
*Tulsa Barber College*  
 • Full-time Instructor of all courses in Barber Program  
 Elizur McLaughlin.....**Barber Instructor**  
*Barber Instructor License - Oklahoma*  
*Duncan Brothers School of Hair Design*  
 • Full-time Instructor of all courses in Barber Program  
 Courtney Rauchenstein.....**Barber Instructor**  
*Barber Instructor License - Oklahoma*  
*Santiago Canyon College*  
 • Full-time Instructor of all courses in Barber Program

**Heating Ventilation & Air Conditioning/Refrigeration**

TBD.....**HVAC/R Faculty**  
 • Full-time Instructor of all courses in HVAC/R Program

**Welding Technology**

Charles Griffin.....**Welding Department Head**  
 • Full-time Instructor of all courses in Welding Technology Program  
 Rodney Riggs.....**Welding Faculty**  
*Associate of Occupational Science Degree*  
*Oklahoma Technical College*  
 • Full-time Instructor of all courses in Welding Technology Program  
 Glen Lackey .....**Welding Faculty**  
*Southwestern Oklahoma State University*  
*Bachelors of Business Administration*  
 • Full-time Instructor of all courses in Welding Technology Program



**Catalog 41 – Effective July 1, 2014**  
**Addendum D – Effective July 1, 2014**

**D: College Scholarships**

- **High School Graduation Scholarship - \$1,000**
  - Criteria: Applicant must enroll and start within 60 days of graduating High School.
  - Deadline: October 1<sup>st</sup> of each year
- **GED Recipient Scholarship - \$1,000**
  - Criteria: Applicant must enroll and start within 60 days of passing the GED exam.
  - Deadline: Within 30 days of receiving
- **Job Loss Scholarship - \$1,000**
  - Criteria: Applicant must show proof of employment benefits due to being laid off.
  - Deadline: Within 30 days of lay off
- **America Adult Skills Education Program - \$1,000**
  - Criteria: Be enrolling in a participating college, Meet eligibility requirements of the college, Be a U.S. citizen or permanent resident, Be at least 19 years of age and have a high school diploma, GED or pass an Ability to Benefit test, Not be a previous recipient of any other Imagine America Foundation scholarships/awards, Complete the NCCT Educational Success Potential Assessment
  - Deadline: Offered 12 months per year to be identified prior to enrollment
- **Alumni Scholarship - \$1,000**
  - Criteria: Applicant must have successfully graduated from a program at Community Care College, Clary Sage College, or Oklahoma Technical College, or successfully complete a Headcrack course.
  - Deadline: Offered 12 months per year to be identified prior to enrollment
- **Military Spouse Scholarship - \$1000**
  - Criteria: Applicant must show proof of marriage to a current member of the US Military.
  - Deadline: Offered 12 months per year to be identified prior to enrollment
- **55 and Over Scholarship - \$1,000**
  - Criteria: Applicant must show proof of being 55 years old or older.
  - Deadline: No deadline
- **Paid in Full Discount – 20% off total tuition of any program.**
  - Criteria: Applicant must pay all tuition and fees related to the program up front to receive the discount.
  - Deadline: No deadline
- **Special Needs Scholarship - \$2,500**
  - Criteria: Available to applicants who are victims of unexpected and devastating life events such as Tornado, Hurricane, Earthquake, etc. Approval by Scholarship Board Required.
  - Deadline: Offered 12 months per year to be identified prior to enrollment
- **Veteran Discount – 10% off total tuition of any program.**
  - Criteria: Applicant must show proof of status as a retired veteran of a US military service branch.
  - Deadline: No deadline
- **Partners In Education - up to a maximum of 25% discount to be applied toward tuition.**
  - Criteria: The applicant must have an established agreement between the organization and the institution.
  - Deadline: Offered 12 months per year to be identified prior to enrollment

Applications: All applications are submitted to the Admissions Department. Institutional scholarships have no cash redemption value. Students are only eligible to qualify for one Institutional scholarship. If an institutional scholarship creates a credit balance on the student account, the amount of the institutional scholarship will be reduced to cover only the amount owed as covered on the enrollment agreement.



*It Takes A Community*

## **Non-Discrimination Policy**

The college admits students of any race, color, national 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 race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs and athletic and other school-administered programs.

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COMMUNITY CARE COLLEGE

918-610-0027

4242 S. SHERIDAN

TULSA, OK 74145

[WWW.COMMUNITYCARECOLLEGE.EDU](http://WWW.COMMUNITYCARECOLLEGE.EDU)

CLARY SAGE COLLEGE

918-298-8200

3131 S. SHERIDAN

TULSA, OK 74145

[WWW.CLARYSAGECOLLEGE.COM](http://WWW.CLARYSAGECOLLEGE.COM)

OKLAHOMA TECHNICAL COLLEGE

918-895-7500

4444 S. SHERIDAN

TULSA, OK 74145

[WWW.OKLAHOMATECHNICALCOLLEGE.COM](http://WWW.OKLAHOMATECHNICALCOLLEGE.COM)

**Hospital-Travel-Tourism**

Accepting applications for Chief Engineer of Maintenance for 147 room hotel. General HVAC, Plumbing & Maintenance exp. required. Compensation based on experience. Full benefit package available. Apply in person, Country Inn & Suites, 3209 S. 79th E. Ave. No phone calls please.

**Insurance Employment**

Local insurance company, in Tulsa, OK, now has openings for CLAIM REPS. CUSTOMER SERVICE REPS. Must possess organizational and basic computer skills. Customer service exp. required, prior claim handling a plus. Competitive salary depending on exp., outstanding benefits package. Email resumes to hr@hometeam.net. EOE

**Manufacturing**

**CNC Machinist needed**  
1st shift 7:00am-3:30pm  
2nd shift 3:30pm-midnight  
3+ experience, overtime available  
Must have own tools, climate controlled. Great benefits, apply in person at Dierks Mfg.  
15715 E Pine St., Tulsa OK 74116

**Don't Miss Tulsa's Largest Career Fair!!**  
Tuesday, November 4 at Central Park Hall of the Tulsa County Fairgrounds (21st & Yale)  
10am-3pm  
Click on the Career Fair ad on tulsaworld.com/careerfair for more details.

**GUNNEBO JOHNSON****MECHANICAL INSPECTOR**

Manufacturer of heavy lifting equipment seeks an experienced mechanical inspector with progressive experience in the inspection field. General knowledge of machine shop practice and machinery familiar with manufacturing processes. Analytical abilities to resolve day-to-day issues, some of which may be complex. Ability to use all types of inspection tools and gauges. Perform and document internal quality systems audits. References, physical & drug screening required. Company offers competitive pay and benefits. Qualified applicants apply immediately to:

**GUNNEBO JOHNSON CORPORATION**  
1240 NORTH HARVARD  
TULSA, OK 74115  
Email: hr@GJcorp.com  
Fax # 918-831-7554

**Opening for CNC Lathe Mill Machinist/Operator** Days 7:00 a.m. - 3:30 p.m. Min 2-3 yrs experience. Personal tools not required. Clean work environment. Advancement for reliable individual. Consent to drug test required. Email resume to curtis@edi-tulsa.com or call 918-587-1222 days.

**Restaurant-Food Services**

**Don't Miss Tulsa's Largest Career Fair!!**  
Tuesday, November 4 at Central Park Hall of the Tulsa County Fairgrounds (21st & Yale)  
10am-3pm  
Click on the Career Fair ad on tulsaworld.com/careerfair for more details.

**RODDE NIGHT CLUB NOW HIRING**  
Waitresses, Bartenders, Door

**Retail**

**THE START OF SOMETHING GREAT**  
Kohl's, one of the fastest-growing retailers in the nation, is looking for friendly people to join our team. The following positions are available at our list stores store(s):

Multiple Full-Time Area Supervisors:  
• Apparel  
• Hardlines  
• Freight  
• Customer Service  
• Part Time Seasonal help

Positions require weekday, weekend and weekend availability. Could include overnights for Freight. As an associate, you can expect competitive compensation and immediate merchandise discounts. With Kohl's, you'll be in great company! Apply in person at our: 425 Southeast Tulsa, OK 426 Riverside, OK 427 Owasso, OK locations or snagalob.com

**KOHL'S**  
expect great things  
EOE - A Drug Screening Co.

**Sales**

**Don't Miss Tulsa's Largest Career Fair!!**  
Tuesday, November 4 at Central Park Hall of the Tulsa County Fairgrounds (21st & Yale)  
10am-3pm  
Click on the Career Fair ad on tulsaworld.com/careerfair for more details.

**Time is Money!**  
Let us help sell those unwanted items.  
918-583-2121

**Sales Manager**  
A quality, pre-owned car dealership in Tulsa is now hiring. We offer 5 day work week, salary plus commission with medical, dental & 401k. Strong sales ability required. Send resume to: humresource@hotmail.com

**SALES PRO**  
Well established buy here pay here car store. Looking for exp SALES PRO. 5 day work week. Salary + commission and bonuses. Health, Dental, 401k and paid vacation. Send resume humresource@hotmail.com

**Transportation**

**DRIVERS WANTED NOW**  
• NO CDL REQUIRED  
• Must be 21+ Pass Drug/BG  
• Valid DL, clean MVR  
www.RCXHires.com

**Now Hiring Class A Drivers And Owner Operators for OTR Flatbed Experience Preferred Great Pay & Home Time**  
Call Karl Today @ 918-321-2402

**CARRIERS NEEDED**  
You Can Earn Up To \$1,000 a Month or More  
Tulsa World is looking for

**Announcements****Auction Sales**

**Large Estate Auction**  
Sat., Nov. 1 @ 10AM  
Conducted by Haskell Auction Co.  
Located in Haskell, OK on HWY 66, just south of Bixby. Small Ford trailer 31' hp., 16' flat-bed trailer, dining room sets, bedroom sets, living room sets. Honda power washer, 40 hp. Mercury boat motor, large 12 volt trolling motor, a boat trailer, rocking chairs, recliners, appliances, patio furniture, air compressors, ladders, jacks, saws, drills, snow cone machine, portable hot dog machine, box lots of mechanical tools, antiques & collectibles, shop tools, power tools, balls, heaters, grinders, new king & queen mattress sets, pocket knives, chains, propane bottles, air conditioner, 3 ton central heat & air unit, like new 2 man boat, blacksmith tools, vice & forge, large iron wheels, new living room furniture & much more. This is a very partial listing. Like on Facebook at Haskell Auction, for more info at 918-662-5949.

**Cemetery Lots-Relate**

Floral Haven, 4 plots, Everlasting Life, \$1900 each. 918-636-5798

Memorial cemetery plot, vault included, section 49, lot 240, space 4, \$1800. Call 405-471-3581

Rose Hill, double space vault included, \$2500. Call 918-488-9062

**Found**

Brindle male dog, youthful, loyal, intelligent, obedient 918-289-2077

**General-Special Notice**

**NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS**  
Community Higher Ed Institute admits students of any race, color, national 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 race, color, national and ethnic origin in administration of its K-12 educational policies, admissions policies, scholarship and loan programs and athletic and other school-administered programs.

This ad placement is to satisfy Section 501(c)(3) of the Internal Revenue Code requiring a Notice of Nondiscriminatory Policy as to Students. Community Higher Ed Institute has adopted non-discrimination policies which may be broader than this requirement.

Tulsa State Club Fall Bourse  
Saturday, Nov. 1, 10:00-5:00  
Free Admission  
Case Community Center  
1050 W. Wakarusa Road  
Sand Springs, OK  
(918) 639-8687

**Lost**

Reward, lost ferret named Piper, Oct. 26, Perla & 41st, 765-580-2362

**Estate Sales**

**Large Estate Auction**  
Sat., Nov. 1 @ 10AM  
Conducted by Haskell Auction Co.  
Located in Haskell, OK on HWY 66, just south of Bixby. Small Ford trailer 31' hp., 16' flat-bed trailer, dining room sets, bedroom sets, living room sets. Honda power washer, 40 hp. Mercury boat motor, large 12 volt trolling motor, a boat trailer, rocking chairs, recliners, appliances, patio furniture, air compressors, ladders, jacks, saws, drills, snow cone machine, portable hot dog machine, box lots of mechanical tools, antiques & collectibles, shop tools, power tools, balls, heaters, grinders, new king & queen mattress sets, pocket knives, chains, propane bottles, air conditioner, 3 ton central heat & air unit, like new 2 man boat, blacksmith tools, vice & forge, large iron wheels, new living room furniture & much more. This is a very partial listing. Like on Facebook at Haskell Auction, for more info at 918-662-5949.

**Estate Sales**

Estate Sale by Donna, 10302 E. 89th St. N. Owasso, Great Sale. See Facebook Estate Sales by Donna. Thurs Oct 30th 9-6, Fri Oct 31st 9-4, Sat Nov 1st 9-6

**Estate Sale - Collinsville**  
10104 E. 134th St. N. Furn, dining set, washer & electric dryer, piano, clothes, linens, sewing & kitchenware. House Packed! Fri 9am, Sat 10am 25% Off & Sun 10am 50% Off

**Estate Sale, Unusual collectibles, bibes, bags, toys, cars, antiques, furn., and lots of goodies!**  
1734 E. 14th Pl.  
Sat 9a-4p, Sun 12p-4p.  
No early sales.

**FALL OPEN HOUSE**  
Oct. 31-Nov. 1, 10-5  
**BLUE HERON ANTIQUES**  
1000 W. 111th St. So., JENKS  
918-259-4635  
Great Americana Antiques

Great Fall Estate Sale, one Day Only! Sat. Nov 1st, 7 AM. Tools, antiques, dryers, fishing Equip, clothing, hunting/ 3194 S. 89th East Ave.

**HUGE MOVING SALE**  
From 2500 sq. ft. to 700 sq. ft. Thurs., Fri. & Sat., Oct. 30, 31 & Nov. 1, 9-5. 2265 E. 410 Rd., Oologah, Well worth the drive. From 86th St. No. & Hwy. 169 in Owasso go No. on 169, 9 miles to 4050 Rd., turn left, go 2 miles to east 410 Rd., turn right, 3rd house on left. Watch for pink signs. House & 2 car garage are full. 1990's Gibson guitar, lots of tools, antiques, beautiful furniture & accessories, hundreds of items.

Huge Multi Family, 20,000 sq. ft. inside, clothes, antiques, collectibles, 14007 East 21st St. Thurs-Sat. 10AM

**Midtown Estate Sale, 1 Day, 3509 S. Florence Ave., Sat. Nov. 1st Furniture, Kitchenware, Books, Glassware, Garage Full, Everything Must Go!**

Paintings, knick knacks, furniture, kitchen items, frames, oil related goods, XMAS items, antiques, family treasures. Everything must go! 2454 E. 22nd St. Tulsa, 8 am to 2 pm Fri. & Sat.

**12 N. Cheyenne HUGE THEATRE SALE!** 10,000 square feet of furniture, costumes, vintage clothes and more. Saturday from 9 a.m. to 6 p.m. Theatre Tulsa Warehouse, east side of building.

**TOY & DOLL SHOW & SALE**  
Sat 11/8 10a-4p  
(early buy 9am-10a)  
Bixby Community Center,  
211 N. Cabaniss (east 151st St S & S Memorial Dr, US-64)  
Adults \$5, 405-810-1010.  
toyshownet.net

**Garage Sales****Garage Sales-General Location**

1,000's of Books \$1.00. 500 Comics, records and paperbacks. Every Fri-Sat-Sun Behind Gardner's Books 4421 S. Mingo 10-6 918-627-7323 \*We buy books!\*

**Large Indoor Sale, Sat. Nov. 8th, 8a-1p, booths available \$10, Hicks Park Rec Center, 3443 S. Mingo Rd. Due to Construction, go north on mingo from 41st. 918-669-6355**

**Moving! Garage Sale! Fri. Oct. 31st-Sat. Nov. 1st, Furn. Items and lots of stuff. 7415 E 2nd St.**

**MULTI FAMILY SALE****Garage Sales-South**

**MOVING!!!** W at 77th/Sheridan or N at 81st/Joplin. FRI&SAT, 8am-1pm. SS FRIDGE, Tools, furniture, pool equipment- IT ALL GOES!!

Multi Family, Great stuff, adult and kids clothes, fishing, tools, furn., mower, weed eater, toys, dolls, bikes, and household items. 1014 S Toledo

**Neighborhood Garage Sale**  
Seven Lakes, 125th & Sheridan  
8a-5p Saturday Only

**Garage Sales-East**

6542 E. 24th Pl., Fri & Sat 8a-2p, Baby items, Christmas, household, tools, collectibles, electronics, filing cabinets & much more!

**Garage Sales-West**

Sat. only 8-7 Tons of toys, sports equipment, decorations for every holiday, specialty bakeware & other housewares, 4208 S. 65th W. Ave. If all must go!

**Garage Sales-Broken Arrow**

2717 N. 20th St, Fri 10/31 8a-11a & Sat 11/1 7a-11a, Furn., Electronics, W/D, tools, lawn equip. and much more!

**Garage Sale, Sat. 11/1 9-6, 1912 W. Lewisville St, Books, hymnals, Gospel cassettes, song books, VHS Disney, games, CD's, DVD's, lots of fabric, all kinds of stuff.**

Great quality, like new furniture for sale: sectional sofa (Narwalk), leather chair & ottoman (Sams), glass top iron table with 4 iron chairs (Pier 1), freestanding black metal glass-top half moon shaped bar w/ 2 bar stools, tv media cabinet, office chair and much, much more. Sat. Nov. 1st, 1212 S. 31st Street Broken Arrow 7am to 2pm.

Huge musical instruments sale, Fri. & Sat. 8-5, vintage & modern drums, guitars, banjos, amps and lots of other items. NE corner of 131st & Garnett.

**MOVING SALE!** Furniture, Henrydon china cabinet, Riverside entertainment center, game table/chairs, coffee tables, daybed/dresser, small appliances, home decor, camping, baby, golf clubs, lots of stuff!

Saturday Nov 1st 8a-4p, 2414 W. Toledo Ct. tools, theater seating, chestnut stand, grandfather clock, handicapped items, lighted nativity & much more.

**SATURDAY ONLY, 2 Family, 8a-?? 212 Sweet Gum Ave.****Garage Sales-Midtown**

1660 E. 71st Street (SE corner of 71st & Trenton; close to the HAM-LET) 3 generations of Antiques - dishes, cut glass, plates, clocks, Mirrors, pictures "Warm Morning" #616 wood stove, books Furniture - sofas, chairs, bunk beds, office, Bicycles, exercise equipment, appliances, soft drink machine Tools - Jet mini lathe Bida Materials - cabinets, doors, conduit, shelving, lighting, door-work FR 8-5; SAT 8-3

**Giant Sale Near Utica Square!**

**Guns**

Block M30, 45 cal., new in box, never fired, \$565 call 918-504-7258

Rifle Henry Golden Boy 22 LR, like new, \$359.00, 918-855-5771

**Lawn-Garden Equipment**

'04 Zetor C47L 4x4, 47 hp diesel, 425 hrs, front loader w/ rear remotes, excellent condition, \$16,000. Call 918-856-1754 or 918-200-8937

John Deere X320, 48" deck, metal dump trailer, M-Jack, \$2,500, for all. 918-658-1334

**Machinery-Heavy Equipment**

1998 Kubota 32HP Tractor Loader and Box Blade, 780hrs L2900 \$11000 918-534-9919



Pipe threader, Rigid 535 electric w/stand, oiler, \$400, 918-526-8308

**Musical**

Baby Grand Piano Beautiful and in good condition; recently serviced; priced to sell at \$3,500 (or best offer); Must move ASAP. 918-734-3240

**Sporting Goods**

Wanted old fishing lures, tackle & 410 double barrel shotgun. 266-1125

**Merchandise Under \$300****Merchandise Under \$300**

air compressor elect. portable \$550, 918-833-1365  
2 60" Round Banquet folding tables each \$45, 918-384-8847

1990's-1980's LW9 Pickup liner good condition. \$540 918-431-7561

6" Bench Grinder on stand w/2 grinding wheels \$65, 918-455-3230

2 bookshelf Speakers, Yamaha, 140 watts, black, \$60, 918-445-3269

carburetor new summit 750 cfm 4 barrel not used \$300.00 918-693-1255

8 pc crystal service set, 52 years old EC \$828 918-834-8519

87.95 GM CONV. VAN, PARTING OUT, parts \$530, also 918-637-1059

8 Place setting of Silver in wood chest, \$200., 918-293-9826

Adult handicapped Walker \$30 text for pics 9188130543

Antique blacklac, leather wrapped, \$100, 918-542-6736

**DENTAL DIRECTIONS, INC. DBA COMMUNITY CARE COLLEGE,  
CLARY SAGE COLLEGE, OKLAHOMA TECHNICAL COLLEGE**

**VALUATION OF 100% INTERES**

**AS OF JANUARY 1, 2015**

**DRAFT**

January 2, 2015

Teresa Knox  
Dental Directions, Inc. DBA Community Care College  
4242 South Sheridan  
Tulsa, Oklahoma 74145

We have prepared and enclosed, herewith, our valuation engagement report of Dental Directions, Inc. DBA Community Care College, Clary Sage College, and Oklahoma Technical College, dated January 2, 2015. The purpose of the valuation is solely to render an opinion as to the fair market value of a 100 percent interest in Dental Directions, Inc., as of January 1, 2015 for potential sale purposes. Dental Directions, Inc. is organized in the State of Oklahoma as an S-Corporation. There is only one owner.

The applicable standard of value is fair market value. The term "fair market value" is defined as the price at which the property would change hands between a willing buyer and a willing seller, when the former is not under any compulsion to buy and the latter is not under any compulsion to sell, and both parties have reasonable knowledge of the relevant facts.

Our report is based on prospective financial information provided to us by management and other third parties. Had we audited or reviewed the underlying data, matters may have come to our attention that would have resulted in our using amounts that differ from those provided. Accordingly, we take no responsibility for the underlying data presented in this report. Users of this valuation report should be aware that business valuations may be based on future earnings potential that may or may not materialize. Therefore, the actual results achieved during any projection period could vary from any projections used in this valuation, and the variations may be material.

Based on our study and analytical review procedures, we have concluded that a reasonable estimate of the fair market value of a 100 percent interest in Dental Directions, Inc., DBA Community Care College, Clary Sage College, and Oklahoma Technical College, as of January 1, 2015, is \$28,000,000. We have no present or contemplated financial interest in Dental Directions, Inc. Our fees for this valuation engagement are based upon our normal hourly billing rates, and are in no way contingent upon the results of our findings. We have no responsibility to update this report for events and circumstances occurring subsequent to the date of this report.

This report is not to be copied or made available to any persons without the express written consent of Curzon, Cumbey & Kunkel, PLLC.

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DRAFT

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## INTRODUCTION

### **PURPOSE**

The purpose of this report is to estimate the fair market value of a 100% percent interest in Dental Directions, Inc., DBA Community Care College, Clary Sage College, and Oklahoma Technical College (hereinafter referred to as "Dental Directions" or the "Company") for potential sale purposes as of January 1, 2015 (the "Valuation Date"). Accordingly, this report is not to be used for any purpose other than that described above nor should it be used by any party other than those listed for any purpose. This detailed report contains a conclusion of value as described in the *Statement on Standards for Valuation Services* ("SSVS") issued by the American Institute of Certified Public Accountants. We have attached the following appendices to this report: Appendix A "Sources of Information Relied Upon in This Valuation," Appendix B "Qualifications" of the valuation analyst, Appendix C "Representations," and Appendix D "Assumptions and Limiting Conditions." These appendices supplement the conclusion found in our report.

### **STANDARD OF VALUE**

The applicable standard of value is *fair market value*. The most commonly used definition of fair market value is located in Revenue Ruling 59-60 of the Internal Revenue Service. This revenue ruling defines fair market value as follows:

The price at which the property would change hands between a willing buyer and a willing seller when the former is not under any compulsion to buy and the latter is not under any compulsion to sell, both parties having reasonable knowledge of relevant facts. Court decisions frequently state in addition that the hypothetical buyer and seller are assumed to be able, as well as willing, to trade and to be well-informed about the property and concerning the market for such property.

This definition of fair market value is the most widely used in valuation practice. The definition also implies that the value is to be stated in cash or cash equivalents and that the property would have been exposed on the open market for a period long enough to allow the market forces to interact to establish the value.

### **PREMISE OF VALUE**

Premise of value is defined as an assumption regarding the most likely set of transactional circumstances that may be applicable to the subject valuation. For the purposes of this report, the premise of value is going-concern value. Going-concern value is the value of a business enterprise that is expected to continue to operate into the future. The intangible elements of going-concern value result from factors such as having a trained work force, an operational facility, and the necessary licenses, systems, and procedures in place.

## SCOPE OF VALUATION

In undertaking our assignment, we have performed a valuation services engagement. Accordingly, this detailed report includes a conclusion of value as defined by the American Institute of Certified Public Accountants ("AICPA") *Statement on Standards for Valuation Services* ("SSVS"). We have relied upon information typically used by valuation analysts and information provided by the Company. These sources are referenced in footnotes to this report or listed in Appendix A.

## LEVEL OF VALUE

There are three basic "levels" of value applicable to a business or business interest. The levels of value are controlling interest, marketable minority interest, and non-marketable minority interest. A controlling interest is the value of the enterprise as a whole, the marketable minority interest is the value of a minority interest, lacking control, but enjoying the benefit of market liquidity, and the non-marketable minority interest is the value of a minority interest, lacking both control and market liquidity. This valuation is prepared on a controlling interest basis.

## APPROACH

We have considered various valuation approaches and methods in estimating the value of the Company as of the Valuation Date. Valuation approaches seek to determine an estimate of value, which would provide a fair and reasonable return on investment to an investor or owner, in view of facts available to the valuation analyst. Our opinion is based on, among other things, our estimate of the risks facing the Company and the return on investment required on alternative investments with similar levels of risk.

We have reviewed and analyzed asset-, income-, and market-based methods to determine which generates the most reasonable estimate of the Company's value as of the Valuation Date. As mentioned above, the fair market value of the Company is to be based on a going-concern premise of value. After careful consideration of each valuation method's underlying assumptions and variables utilized, we concluded that the discounted future economic income method was the most appropriate to value the Company. For further explanation, please refer to the section entitled "Estimate of Value" in this report.

## REVENUE RULING 59-60

One of the most important sets of business valuation guidelines is found in Internal Revenue Service Ruling 59-60. As such, we have considered the following factors in our valuation analysis of the Company:<sup>1</sup>

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<sup>1</sup> Rev. Rul. 59-60, 1959-1 C.B. 237.

1. The nature of the business and history of the enterprise from its inception;
2. The economic outlook in general and the condition and outlook of the specific industry in particular;
3. The book value of the stock and the financial condition of the business;
4. The earnings capacity of the company;
5. The dividend-paying capacity;
6. Whether or not the enterprise has goodwill or other intangible value;
7. Sales of the stock and the size of the block to be valued;
8. The market price of stocks of corporations engaged in the same or a similar line of business having their stocks actively traded in a free and open market, either on an exchange or over-the-counter.

## **COMPANY OVERVIEW**

### **HISTORY AND BACKGROUND INFORMATION**

Dental Directions is a privately-held technical/vocational college located in Tulsa, Oklahoma. The Company's President, Teresa Knox, has owned and operated the Company since its inception in 1995. The Community Care College name has been in use since 1998--when Dental Directions earned accreditation. The Company provides its students with the academic, vocational, and interpersonal skills needed for successful employment and strives to be community-minded. The Company currently operates three related business segments:

- Community Care College (CCC) – CCC provides academic and vocational training in the business, education, health care, paralegal, medical and veterinary fields.
- Clary Sage College (CSC) – CSC provides academic and vocational training in cosmetology, fashion design and interior design using innovative instructors, professional guest artists and contemporary curriculum. Fully-equipped labs and a salon floor with modern salon and spa equipment are provided for training purposes.
- Oklahoma Technical College (OTC) – OTC provides academic and vocational training in the fields of automotive and diesel technology, heat and air refrigeration, and welding technology.

CSC earned dual licensure in 2006 and completed its initial construction phase in 2007. OTC was established in 2009.

### **COMPANY OWNERSHIP**

The Company is 100% owned by founder and acting CEO, Teresa Knox.

### **MANAGEMENT**

Management is as follows:

Teresa Knox – CEO, Community Care College, Clary Sage College and Oklahoma Technical College; President, Clary Sage Salon and Hickory House Properties.

Dr. Kevin Kirk – President, Dental Directions.

Brenda Knox – Human Resources Manager

Linda DeWitt – Career Servicer Manager

Dr. Raye Mahlberg – Campus Director Clary Sage College

Jamie Kidder – Campus Director Oklahoma Technical College

Dr. Celia Stall Meadows – Director of Education

Karissa Marcangeli – Director of Financial Aid

## **FACILITIES**

Dental Directions leases three buildings from Hickory House, LLC. Community Care College is located in a 68,108 sq. ft. building at 4242 South Sheridan Road, Tulsa, OK. Clary Sage College is located in a 49,902 sq. ft. building at 3131 S. Sheridan Road, Tulsa, OK. Oklahoma Technical College is located in a 65,450 sq. ft. building at 4444 South Sheridan Road, Tulsa, OK.

## **OPERATIONS**

### ***Products and Services***

As mentioned above, the Company provides academic and vocational training and operates three related business segments. Some specific product offerings include training in accounting, business administration, health care administration, medical assisting, pharmacy technology, surgical technology, cosmetics, interior and fashion design, automotive and diesel technology and heating and refrigeration.

### ***Competition***

For-profit technical and career schools depend on maintaining low operating costs and achieving recruitment goals. Large companies have advantages in marketing and offering a wide range of classes and services. Small companies can compete effectively through personalized service and customized instruction. Many colleges have begun offering online classes to set themselves apart from competitors.

The companies considered competitors for Community Care College are as follows:

- Platt College  
Located in Tulsa, Oklahoma – Platt is a well-established career training college with programs in healthcare, culinary and nursing.
- Tulsa Welding School (TWS)  
Located in Tulsa, Oklahoma – TWS is a welding training facility established in 1949.

- Vatterott  
Located in Tulsa, Oklahoma - Vatterott offers programs in the fields of business, medical, technical, trades, cosmetology, dental, legal, personal fitness, and veterinary, as well as many continuing education opportunities.
- Wright Career College  
Located in Tulsa, Oklahoma – Wright Career College was founded in 1921 and offers programs in animal science, health and wellness, nursing, technology and business.
- Spartan College of Aeronautics  
Located in Tulsa, Oklahoma – Spartan offers degrees in aviation flight, aviation maintenance technology, nondestructive testing and quality control.

### *Customers*

High school students constitute a large section of the industry's target market, as career and technical colleges offer an alternative to four-year universities. Employment trends drive demand for these programs. Other programs are targeted at adults seeking self-fulfillment through pursuit of continuing education and hobbies; demand for these programs is driven by personal income.

### *Vendors*

The Company's highest paid vendors include leasing, advertising, technology and insurance providers located in the United States.

The Company relied on these four top suppliers for materials in 2013:

- Hickory House Properties, LLC  
Headquartered in Tulsa, Hickory House Properties leases the three buildings Dental Directions uses for Community Care College, Oklahoma Technical College and Clary Sage College.
- Apple Inc.  
Headquartered in Cupertino, California – Apple Inc. is a leading designer, developer and seller of consumer electronics, computer software, online services and personal computers. Classrooms, faculty and staff require steady upgrades in electronics, software and personal computers to keep up with the fields the students are being trained for. New equipment also appeals to students deciding between the many vocational colleges they have to choose from.
- Google  
Headquartered in Mountain View, California – Google is a multinational corporation specializing in Internet-related services and products. These include online advertising technologies, search, cloud computing, and software. Dental Directions uses Google's advertising services to attract new students.
- Community Care of Oklahoma

Headquartered in Tulsa, Oklahoma – Community Care of Oklahoma is a comprehensive insurance provider to employer groups. They provide Dental Directions with health insurance for employees.

### *Employee Relations*

The Company maintains positive employee relations and has experienced relatively small turnover of key personnel; the Community Care College directors have been with the school an average of twelve years. Employees get multiple benefits with the college, including health insurance benefits, retirement services with 401k matching, educational assistance, paid holidays, vacation and personal days, discounted products and gym membership.

### *Strengths and Weaknesses*

Based on information obtained from Company management and our research, the Company has developed the following internal strengths and faces the following weaknesses:

#### Strengths:

- Premier facilities
- Multiple credential, licenses, and accreditations
- Healthy industry metrics
- Single shareholder
- Agile
- High employee loyalty and retention
- Solid core values and culture
- Unique product offerings/diversified

#### Weakness:

- Operating in saturated market
- Single shareholder
- Weak management at branch campuses
- Increased government scrutiny
- Dependent on one market
- Challenges expanding geographical reach

### *Opportunities and Threats*

Based on information obtained from Company management and our research, the Company anticipates the following external opportunities and threats:

#### Opportunities:

- Expansion into new markets
- Increase program offerings
- Convert to non-profit
- Expand nationally

- Mergers and acquisitions
- Increase marketing
- Divestiture of Clary franchise and Clary products

Threats:

- Regulation uncertainty
- Declining market
- Marketing budgets of competition
- “Free” and reduced education costs at government schools

***Strategy and Future Plans***

The Company’s business plan is to increase their target market by implementing new programs at existing locations in 2015. The Company also has plans to convert to a non-profit in 2015, which will aid public relations and add tax benefits.

***Government or Regulatory Environment***

The Company operates in an environment which is subject to many strict federal, state, and local regulations. Student loan debt has been highlighted by federal officials as an area needing stricter regulation, as students may not receive education commensurate in value to the amount of debt incurred. Vocational training schools and for-profit colleges account for approximately thirteen percent of all higher education, but claim about a third of student loan debt and nearly half of student loan defaults. Proposed regulatory changes include disclosure of program costs and related debt, as well as alumni employment status. Debt-to-earnings standards must also be met in order for institutions to be eligible for government student aid programs. These increased regulations could potentially reduce industry revenue.

**CONCLUSION**

As of the Valuation Date, regulatory uncertainty in the federal government threatens industry revenue; however, this threat is reduced by the Company’s superior financial aid metrics, strong profit margin, good employee relations with experienced key personnel, and a planned increase in target market. These strengths indicate a positive outlook for the Company.

**ECONOMY AND INDUSTRY OVERVIEW**

The financial success of an investment in the Company depends in part on conditions within the economy and financial markets in which it operates. A prospective investor will temper the use of projected financial statistics on the basis of anticipated general economic conditions. A study of these factors has been incorporated into our analysis.

## GENERAL ECONOMIC CONDITIONS<sup>2</sup>

The U.S. economy continued to strengthen during September; most notably, the gross domestic product (GDP), which had contracted at an annualized 2.1 percent rate during the first quarter, rebounded more strongly than expected. The economy grew by 4.6 percent during the second quarter, compared to preliminary growth readings of 4.0 percent and 4.2 percent. The first quarter's 2.1 percent GDP decline (upwardly revised from an earlier estimate of a 2.9 percent decline) had previously been the quarterly drop in GDP since the last recession. The U.S. job market also turned around during September. After six consecutive months of job gains in excess of 200,000, the economy added 180,000 jobs in August. However, September saw 248,000 new jobs – the twenty-fifth consecutive monthly jobs gain. The U.S. unemployment rate fell from 6.1 percent to 5.9 percent at this time, its lowest level in six years.

There remain other concerns, however; the U.S. national debt continues to grow, hitting \$17.9 trillion in October, and while the federal budget deficit for fiscal year 2014 dropped for the second consecutive year to \$483 billion – the lowest in six years – both federal spending and taxation hit all-time highs. On the positive side, industrial production was up, the manufacturing sector expanded, auto sales and both new- and existing-home sales increased, consumer spending rose, consumer prices were only up by 0.1 percent, gasoline prices continued to fall, and food prices fell from their previous record highs. On the negative side, stocks declined in October, retail sales fell, and consumer confidence measures were mixed.

## REGIONAL ECONOMIC CONDITIONS

### *The Tenth District<sup>3</sup>*

The Tenth District economy grew modestly in late August and September, and most contacts were optimistic about future activity. Consumer spending was up moderately despite some sluggishness at restaurants and hotels, and expectations for future sales were mostly positive. District manufacturing activity grew modestly, and wholesale trade firms reported improved sales. District real estate activity increased slightly, and activity in the energy sector continued to expand. Transportation, professional, and high-tech firms reported slower growth relative to the previous survey. Bankers reported steady loan demand, better loan quality, and stable deposits. In agriculture, crop conditions remained solid in the District, but lower crop prices weighed on the outlook for farm incomes. Prices grew more slowly in most industries, while some firms reported increased wage pressures as well as labor shortages for specific positions.

### *Tulsa, Oklahoma*

Tulsa is located in Northeast Oklahoma and lies centrally between several large cities; including Kansas City, Dallas, Wichita, Little Rock and Oklahoma City. Industry in the area is served by the Tulsa International Airport, a full line of trucking companies, a large number of railroads,

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<sup>2</sup> Information in this section obtained from Key Value Data September 2014 National Economic Report Summary

<sup>3</sup> Information in this section obtained from the Federal Reserve Board's Regional Economic Update (the Beige Book) October 15, 2014

and easy access to major highways. Ten higher education facilities serve the metropolitan Tulsa area. Options range from community college and vocational studies to undergraduate, graduate, and professional degree programs at both public and private universities.<sup>4</sup>

## **INDUSTRY OUTLOOK<sup>5</sup>**

The U.S. education and training services industry includes about 58,000 establishments (single-location companies and units of multi-location companies) and self-employed individuals collectively generating annual revenue of about \$49 billion. Major domestic players include Career Education Corporation (CEC), Kaplan, Apollo Education Group, and ITT Educational Services. The industry is fragmented, with the fifty largest businesses accounting for approximately thirty percent of total revenue. The industry includes technical and trade schools, business and secretarial schools, and providers of job-specific certification, exam preparation, tutoring, and other instruction; many of the industry's services are categorized as career and technical education (CTE), historically known as vocational education, or "vo-tech." Trade and technical schools, which include real estate, bartending, flight instruction, cosmetology, and professional business institutions, generate approximately thirty percent of industry revenue. Business schools and computer training programs, including court reporting, programming, software, and secretarial instruction, generate about twenty percent. According to the Office of Vocational and Adult Education, approximately 17 million Americans are enrolled in educational and training service programs.

Education and training services are highly regulated at both the federal and state level. Schools are subject to audits and compliance reviews by the US Department of Education (ED); the Office of Inspector General; and state, guaranty, and accrediting agencies. An ED or state-certified agency examines a school's academic standards and administrative quality to determine eligibility for accreditation. Accredited schools are eligible to receive government funds and participate in federal financial aid programs. The FTC and the ED manage complaints of false advertising, unethical recruiting, and misuse of federal funds.

## **IMPACT ON THE COMPANY**

The reported labor shortages in the Tenth District, combined with the slower than average price increases and falling food and gas prices, should cause an increase in demand for career colleges and vocational training, due to higher discretionary income and increased monetary incentive. Increased government regulations and scrutiny should not affect the Company due to strong industry metrics in financial aid default. Expansion of the target market, increased enrollment and an ongoing conservative approach to operating costs should facilitate continued profitability for the Company.

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<sup>4</sup> [www.cityoftulsa.org/our-city-overview](http://www.cityoftulsa.org/our-city-overview)

<sup>5</sup> Information in this section obtained from First Research Education & Training Services Industry Profile, dated June 30, 2014

## FINANCIAL ANALYSIS

### OVERVIEW

This valuation of the Company is prepared on a forward-looking basis. In order to develop an expectation of the future performance of the Company, we analyzed the projected financial performance of the Company. Dental Directions prepared a projection of net income for the years ended December 31, 2015 through December 31, 2017. To assist us in our financial analysis, we examined this projection and found it to be reasonable, based on the Company's historical performance and current trends and initiatives. In our opinion, the period covered in our review and analysis is adequate to identify any projected financial and operational trends that may affect our estimate of value. The following comments are what we consider representative of the financial position and results of operations of the Company as of the date of valuation. The projected financial statements presented in this report are included solely to assist in the development of the value conclusion presented in this report and they should not be used for any other purpose. Comparisons to the industry were made using data from the Risk Management Association's (RMA) Annual Statement Studies®, 2014-2015 edition, for North American Industry Classification System (NAICS) Code 611519, which includes "establishments primarily engaged in offering job or career vocational or technical courses." We used composite data for companies with revenues of 10-25 million dollars and over.

### INCOME STATEMENT ANALYSIS

Exhibit 1 contains the Company's projected income statements for the years ended December 31, 2015 through December 31, 2017. The following paragraphs discuss the significant trends and fluctuations during those periods.

#### *Net Revenues*

Total gross revenue is projected to grow rapidly between 2015 and 2017. Gross revenues are projected to be 22.8 million dollars in 2015, which grow to 26.3 million dollars in 2016, and 29.9 million dollars in 2017. The Company's cost of revenue is expected to keep pace with revenue, having similar growth rates each year. As a result of near identical changes in revenue and cost of sales, gross profit as a percentage of total gross revenue will be consistent; averaging 92.4 percent. It should be noted that the Company's cost of revenue does not include the salaries of its employees, which is its largest expense category.

#### *Net Profit*

Operating expenses are mostly fixed and are marginally affected by changes in gross revenues. Operating expenses are expected to change about 2 percent for every 3 percent change in revenue. Consequently, profitability will experience dramatic growth between 2015 and 2017;

during this period pre-tax net income with interest expense added back will increase from 4.0 million dollars to 5.9 million dollars.

## **FINANCIAL STATEMENT ADJUSTMENTS**

Financial statement adjustments are intended to present the Company's financial information on an economic basis in order to emphasize economic value over historical value. These adjustments can be classified as (1) comparability adjustments, (2) normalizing or non-operating/non-recurring adjustments, and (3) controlling or discretionary, adjustments.

Comparability, normalizing, and discretionary adjustments were necessary and made by Dental Directions to the financial projections provided by Dental Directions. Additionally, based on our analysis of the Company and likely future agreements expected to be in place, we increased the projected executive salary amount by \$175,000 per year and added back interest expense to the projected net income of the Company in order to arrive at the projected cash flows of the Company.

Regarding the added back interest expense; the capital structure of any entity is set at the discretion of the owner(s). Dental Directions had an immaterial amount of interest expense before the projection period; however, in the projection period there is a significant amount of interest expense expected due to the potential purchasers of the Company using a loan to assist in the purchase. Since we are arriving at the value of the Company prior to any new capital structures being implemented as part of a transfer of ownership, we removed the interest expense associated with this potential new capital structure.

## **COMPARATIVE ANALYSIS**

### ***Profitability Ratios***

The Company is projected to be more efficient than the industry and have higher profitability overall. The Company is projected to have an average net profit margin of 11.9 percent from 2015 to 2017 with a range between 9.4 percent and 13.7 percent. The industry achieves a 3 percent ratio.

## **VALUATION METHODOLOGIES**

The three basic approaches that must be considered when performing a business valuation are the *asset-based approach*, and the *income approach* and the *market approach*. Within each of these general approaches are many acceptable valuation methods. All methods, which are applicable to the facts and circumstances of the entity being valued, should be considered.

## THE ASSET-BASED APPROACH

The asset-based approach relies on the principle that the value of a company's assets less the value of its liabilities equals the current value of the owner's interest. An asset-based valuation approach may differ from the accounting book value due to differences between historical cost and current fair market value of assets and liabilities. Both tangible and intangible assets are included when determining a value using an asset-based approach.

### *Adjusted Net Assets Method*

In applying the asset-based approach, we considered the adjusted net assets method. The adjusted net assets method is based on the difference between the fair market value of a company's assets and the fair market value of its liabilities. The valuation analyst adjusts the subject company's operating assets to fair market value, and, if necessary, recognizes off-balance sheet assets. The sum of the adjusted assets is reduced by the fair market value of recorded and materially significant contingent liabilities, yielding a value for net adjusted assets.

The primary drawback of this method is that it does not take into consideration the operating earnings of a business. This method is useful in estimating the value of non-operating businesses, such as holding companies, investment companies, or businesses that are planning to be liquidated or are continually generating losses. This method can sometimes set a "floor value" for a business. Consequently, if the value calculated by another method is lower, it may be an indicator of underperforming assets or unidentified non-operating assets.

An analysis of Dental Directions, Inc. DBA Community Care College was performed using the September 30, 2014 financial statements. Based on our analysis, we found that there is significant goodwill value in the company; consequently, this method will not be used.

## THE INCOME APPROACH

The income approach uses computations that presume the value of the business is equal to the expected future economic income of the business divided by a rate of return. Valuation analysts typically analyze historic financial statements and consider management expectations to forecast future performance of the subject company.

### *Discounted Future Economic Income Method*

This approach estimates the future income of a business by using the principle of the time value of money. This method is used to value a business based on the future estimated benefits. When employing this method, projected cash flows within a specific projected period are discounted back to present value and combined with a terminal value to arrive at a total value of the business.

A critical step in the estimate of the fair market value of an ownership interest using the discounted economic income method is the determination of an appropriate discount rate. The

build-up method is one of the several widely used methods to estimate the discount rate. Rates vary among particular sizes and types of businesses and from one period of time to another. The build-up approach can be summarized as follows:

$$k_e = R_f + R_{Pm} + R_{Ps} + R_{Pu}$$

Where:

$k_e$  = Cost of equity

$R_f$  = Rate of return on a risk-free security

$R_{Pm}$  = Equity risk premium for the market

$R_{Ps}$  = Size premium

$R_{Pu}$  = Company specific (unsystematic) risk

*Risk Free Return ( $R_f$ )*. The rate of return on a risk-free security was found by looking at the yields of United States Treasury securities. Ideally, the duration of the security used as an indication of the risk-free rate should match the horizon of the projected cash flows that are being discounted (which is into perpetuity in the present case). We relied on the 20-year Treasury rate of 2.9 percent as of the engagement letter date of October 2, 2014.

In our effort to determine the rate of return required for an investment that is not considered risk-free, we considered both the systematic and unsystematic risk factors. Systematic risk is that portion of the risk that is related to movements in the general market rather than to the industry or company-specific factors. Unsystematic risk is that portion that relates to the specific industry or company rather than to the general marketplace. It is generally understood that equity returns are less certain (more risky) than the interest and maturity payments of U.S. Treasury obligations. To reflect this relationship, we added an equity risk premium—which indicates the higher rate of return (a premium) required to entice a potential investor to equity securities over investments in the long-term government bond market—to the risk-free rate.

*Market Equity Premium ( $R_{Pm}$ )*. It is important to note that the equity risk premium is a forward-looking concept; that is to say, the equity risk premium used should be based on what investors believe the risk premium will be going forward. However, because it is impossible to quantify what investors believe that risk premium will be going forward, it is necessary to estimate this premium with the use of historical data. We added an equity risk premium based on studies performed by Ibbotson Associates as published in the *Stocks, Bonds, Bills and Inflation* (SBBI) 2013 Yearbook-Valuation Edition. We relied on a market equity risk premium of 6.70 percent.

*Size Risk Premium ( $R_{Ps}$ )*. Research has provided strong evidence that the degree of risk and corresponding cost of capital increase with the decreasing size of a company. In the case of Company, we applied the size premium return in excess of CAPM of companies in the 10th decile of the New York Stock Exchange. The SBBI 2013 Yearbook presents the expected micro-capitalization equity size premium. The indicated small-stock risk premium ( $R_{Ps}$ ) was 6.03 percent.

*Firm Specific (Unsystematic) Risk ( $R_{Pu}$ )*. The risk premium for unsystematic risk attributable to the specific company is designed to account for additional risk factors specific to the Company.

Firm specific risk factors may include the following:

- Industry
- Competition
- Customer Concentration
- Size
- Financial Strength and Stability of Earnings
- Access to Capital
- Management Depth
- Diversification
- Environmental Regulation
- Litigation
- Distribution Channels
- Technology
- Company Outlook

We considered the factors above in determining the company specific risk premium to apply to the cost of equity of Company. We applied a 5 percent company specific risk premium build-up calculation for the Company.

*Additional Adjustment.* Due to the artificially low risk free rate found in the 20-year Treasury rate, we have chosen to add an additional 1 percent.

*Cost of Equity Conclusion.* The build-up model computed a cost of equity discount rate of 21.63 percent (See Exhibit 2). Next, in order to estimate the expected earnings, we used the Company's projected financials and examined it for reasonableness. The Company's projections used a net-profit margin that increased from the 2013 and 2014 results, and a high revenue growth rate created by the introduction of more than 20 new programs at the Company. The expenses related to creating, setting up, and planning for these new programs were incurred in 2014, 2013, and other years prior; however, most of the benefit of the revenues from these programs has not and will not be recognized until 2015 and beyond. Therefore, while the Company's projections estimate a high level of revenue and expense growth, the growth of expenses is limited to the marginal cost of running these new programs and not the cost of creating them. Our analysis of the expected economic conditions factored in with the Company's historical performance allowed us to conclude that the Company's estimate was what a reasonable investor would expect in the future.

We used the discount rate, discussed above, to calculate the present value of the expected future cash flows. The present value of the initial three-year projection period is approximately \$10,013,000. We also calculated a terminal value of the Company at the end of this period, using the long-term growth rate and a capitalization rate, derived from the discount rate. This terminal value was approximately \$17,985,000, for a total Company value of \$28,000,000 (rounded).

## THE MARKET APPROACH

The market approach is the most direct approach for establishing the market value of a business. Using this approach, the appraiser attempts to locate guideline companies (or interests in companies) that have been sold in the marketplace in order to make a comparison of value. This approach may be difficult to use due to the difficulty in locating appropriate guideline company information; however it uses "observable factual evidence of actual sales of other properties to derive indications of value."<sup>6</sup> In addition to seeking information regarding transactions of similar business interests, the valuation analyst searches for transactions of the subject company. We considered this approach when determining the value of the Company.

### *Guideline Public Company Method*

To apply the market approach, we considered a guideline public company method. Comparability is generally difficult to achieve in business valuations, since privately owned businesses tend to adapt to the management of the company. All other things being equal, smaller companies tend to sell at lower multiples of most financial variables than larger companies.

We performed a computerized database search to locate guideline companies that could be considered comparable to the Company. We searched for publicly traded companies classified under the North American Industry Classification System ("NAICS") code 611500 to 611599, described as "Technical and Trade Schools." Queries in the Center for Economic and Industry Research, LLC's KeyValueData website produced 2 publicly traded companies for this NAICS code: Regis (Ticker: RGS), and Universal Technical (Ticker: UTI). We have reviewed the business and financial summaries for each publicly traded company. Based on an analysis of various factors, including size, geographical and product diversification, financial condition, and operating performance, we eliminated those publicly traded companies that we felt were not substantially similar enough to our subject company and were left with no compatible entities. Due to the absence of comparable guideline companies, we will not be relying upon this method.

### *Guideline Transaction Method*

In order to apply the guideline merged and acquired company method, we searched the Pratt's Stats® database for any sales transactions of private companies with an NAICS Code between 611500 and 611599. The main advantage of using this method is that it is possible to find transaction data for smaller businesses, which may be more comparable to the Company. We found 12 transactions. We have reviewed the business and financial summaries for each merged or acquired company. Based on an analysis of various factors including size, financial condition, operating performance, and line of business of the acquired company, geographical location of the parties of the transaction, and timing of the transaction, we eliminated those transactions with circumstances different from the Company's such that we believe they are irrelevant in ascertaining the value of the Company. We found no comparable transactions and will therefore not be using this method.

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<sup>6</sup> See Pratt, *The Market Approach to Valuing Businesses*, p 26.

### *Past Transactions Involving the Subject Company*

Analysis of past transactions of the subject company itself can be one of the most useful market approach methods available to a valuation analyst, however there have been no past transactions of the Company.

## **ESTIMATE OF VALUE**

### **VALUATION METHOD**

As discussed in the introduction, the method of valuation we have selected to estimate the fair market value of the Company is the discounted future economic income method.

### **DISCOUNTS AND PREMIUMS**

The purpose of a discount or premium is to make an adjustment from some base value to reflect the differences between the characteristics of the interest being valued and the interests included in the base group. These discounts or premiums may be the result of differences in elements of control over the investments (minority interest), differences in the liquidity of the investments (lack of marketability), or some other factors.

Since the purpose of our engagement was to estimate the fair market value of a 100 percent interest in the Company for potential sale purposes, and since a buyer exists and is making arrangements to buy the Company, both a discount for lack of control and a discount for lack of marketability should not be considered.

### **ESTIMATE OF VALUE CALCULATION**

Value of Total Annual Cash Flows	\$10,013,000
Terminal Value	<u>17,986,000</u>
Value of Business (Rounded)	<u><u>\$28,000,000</u></u>

### CONCLUSION

It is our considered opinion that the value of a 100% percent interest in Dental Directions, Inc. DBA Community Care College, Clary Sage College, and Oklahoma Technical College, as of January 1, 2015, is best expressed as approximately:

TWENTY-EIGHT MILLION DOLLARS

\$28,000,000

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## **APPENDIX A**

### **SOURCES OF INFORMATION RELIED UPON IN THIS VALUATION**

#### **Research Documents**

1. Business Valuation Fundamentals, Techniques, and Theory. Salt Lake City, UT: National Association of Certified Valuators and Analysts, 2008.
2. Pratt, Shannon P. The Market Approach to Valuing Businesses. 2<sup>nd</sup> ed. Hoboken, NJ: John Wiley & Sons, Inc, 2005.
3. Pratt, Shannon P., and Alina V Niculita. Valuing a Business: The Analysis and Appraisal of Closely Held Companies. 5<sup>th</sup> ed. New York: McGraw-Hill, 2008.
4. Revenue Ruling 59-60.

#### **Company-Provided Data**

1. Internally prepared projected income statements for the period ending December 31, 2015-December 31, 2017
2. Company overview
3. SWOT analysis
4. Organization chart
5. List of local and national competitors
6. Employee benefit summary
7. List of vendors

#### **Internet Sites**

1. naicscode.com
2. keyvaluedata.com
3. firstresearch.com
4. bvresources.com

## **APPENDIX B**

### **QUALIFICATIONS**

#### **TERRY LEE CUMBEY**

##### **Academic and Professional Credentials**

Bachelor of Business Administration, University of Oklahoma, 1978  
Certified Public Accountant, State of Oklahoma #5913, January 1982  
Certified Valuation Analyst, 1995  
Accredited Business Valuator, 2000  
Certified Financial Planner, 2005  
Personal Financial Specialist, 2005

##### **Position and Experience**

Thirty-one years experience in public accounting including the following:  
Partner: Curzon, Cumbey & Kunkel, PLLC  
Past Director at Large for Oklahoma Society of Certified Public Accountants  
Past Member of Estate, Gift, & Trust Committee for American Institute of Certified Public Accountants

##### **Professional Affiliations**

American Institute of Certified Public Accountants  
Oklahoma State Society of Certified Public Accountants  
Tulsa Chapter of the Oklahoma Society of Certified Public Accountants  
National Association of Certified Valuation Analysts

## **APPENDIX C**

### **REPRESENTATIONS**

We represent that, to the best of our knowledge and belief:

1. The statements of fact in this report are true and correct.
2. The analyses, opinions, and conclusion of value included in the valuation report are subject to the specified assumptions and limiting conditions, and they are the personal, unbiased, professional analyses, opinions, and conclusion of value of the valuation analyst.
3. The economic and industry data included in the valuation report have been obtained from various printed or electronic reference sources that the valuation analyst believes to be reliable. The valuation analyst has not performed any corroborating procedures to substantiate that data.
4. This analysis and report were completed in accordance with the National Association of Certified Valuators and Analysts Professional Standards ("NACVA").
5. The valuation engagement was performed in accordance with the American Institute of Certified Public Accountants ("AICPA") Statement on Standards for Valuation Services ("SSVS").
6. The parties for which the information and use of the valuation report is restricted are identified; the valuation report is not intended to be and should not be used by anyone other than such parties.
7. The valuation analyst's compensation is fee-based.
8. The valuation analyst has no obligation to update the report or the opinion of value for information that comes to his attention after the date of the report.

## APPENDIX D

### ASSUMPTIONS AND LIMITING CONDITIONS

The primary assumptions and limiting conditions pertaining to the valuation estimate stated in this report are summarized below. Other assumptions are cited elsewhere in this report.

1. The conclusion of value arrived at herein is valid only for the stated purpose as of the date of the valuation.
2. Financial statements and other related information provided by the Company or its representatives, in the course of this engagement, have been accepted without any verification as fully and correctly reflecting the enterprise's business conditions and operating results for the respective periods, except as specifically noted herein. We have not audited, reviewed, or compiled the financial information provided to us and, accordingly, we express no audit opinion or any other form of assurance on this information.
3. Public, industry, and statistical information have been obtained from sources we believe to be reliable. However, we make no representation as to the accuracy or completeness of such information and have performed no procedures to corroborate the information.
4. We do not provide assurance on the achievability of the results forecasted by the Company, if any, because events and circumstances frequently do not occur as expected; differences between actual and expected results may be material; and achievement of the forecasted results is dependent on actions, plans, and assumptions of management.
5. The conclusion of value arrived at herein is based on the assumption that the current level of management expertise and effectiveness would continue to be maintained, and that the character and integrity of the enterprise through any sale, reorganization, exchange, or diminution of the owners' participation would not be materially or significantly changed.
6. This report and the conclusion of value arrived at herein are for the exclusive use of our client for the sole and specific purposes as noted herein. They may not be used for any other purpose or by any other party for any purpose. Furthermore, the report and conclusion of value are not intended by the author and should not be construed by the reader to be investment advice in any manner whatsoever. The conclusion of value represents our considered opinion based on information furnished by the Company and other sources.
7. Neither all nor any part of the contents of this report (especially the conclusion of value, the identity of any valuation specialist(s), or the firm with which such valuation specialists are connected or any reference to any of their professional designations) should be disseminated to the public through advertising media, public relations, news media, sales media, mail, direct transmittal, or any other means of communication without the prior written consent and approval of Curzon, Cumbey & Kunkel, PLLC.

8. Future services regarding the subject matter of this report, including, but not limited to testimony or attendance in court, shall not be required of us unless previous arrangements have been made in writing.
9. Curzon, Cumbey & Kunkel, PLLC is not an environmental consultant or auditor, and it takes no responsibility for any actual or potential environmental liabilities. Any person entitled to rely on this report, wishing to know whether such liabilities exist, or the scope and their effect on the value of the property, is encouraged to obtain a professional environmental assessment. Curzon, Cumbey & Kunkel, PLLC does not conduct nor provide environmental assessments and has not performed one for the subject property.
10. Curzon, Cumbey & Kunkel, PLLC has not determined independently whether the Company is subject to any present or future liability relating to environmental matters (including, but not limited to CERCLA/Superfund liability) nor the scope of any such liabilities. Our valuation takes no such liabilities into account, except as they have been reported to us by the Company or by an environmental consultant working for the Company, and then only to the extent that the liability was reported to us in an actual or estimated dollar amount. Such matters, if any, are noted in the report. To the extent such information has been reported to us, we have relied on it without verification and offers no warranty or representation as to its accuracy or completeness.
11. Curzon, Cumbey & Kunkel, PLLC has not made a specific compliance survey or analysis of the subject property to determine whether it is subject to, or in compliance with, the Americans with Disabilities Act of 1990, and this valuation does not consider the effect, if any, of noncompliance.
12. No change of any item in this appraisal report shall be made by anyone other than Curzon, Cumbey & Kunkel, PLLC, and we shall have no responsibility for any such unauthorized change.
13. Unless otherwise stated, no effort has been made to determine the possible effect, if any, on the subject business due to future Federal, state, or local legislation, including any environmental or ecological matters or interpretations thereof.
14. If prospective financial information approved by management has been used in our work, we have not examined or compiled the prospective financial information and therefore, do not express an audit opinion or any other form of assurance on the prospective financial information or the related assumptions. Events and circumstances frequently do not occur as expected and there will usually be differences between prospective financial information and actual results, and those differences may be material.
15. We have conducted interviews with the current management of the Company concerning the past, present, and prospective operating results of the company.

16. Except as noted, we have relied on the representations of the owners, management, and other third parties concerning the value and useful condition of all equipment, real estate, investments used in the business, and any other assets or liabilities, except as specifically stated to the contrary in this report. We have not attempted to confirm whether or not all assets of the business are free and clear of liens and encumbrances or that the entity has good title to all assets.

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**EXHIBIT 1**  
**Community Care College**  
**Profit & Loss Projection**

	Jan - Dec 14	Jan - Dec 15	Jan - Dec 16	Jan - Dec 17
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>4000 · Revenues</b>				
<b>4010 · Tuition</b>				
4021 · Core Tuition	20,909,182.01	23,248,158.29	25,215,730.46	27,222,654.07
4033 · Associate Tuition	4,494,553.80	6,551,488.95	8,559,671.73	10,608,018.16
4022 · Core Tuition - Retakes	337,782.01	364,804.57	393,988.93	425,508.05
4023 · Core Term Adj	-7,665,759.02	-8,279,019.74	-8,941,341.32	-9,656,648.62
4035 · Associate Term Adj	-2,431,067.78	-2,625,553.21	-2,835,597.46	-3,062,445.26
4034 · Associate Tuition - Retakes	98,204.51	106,060.88	114,545.75	123,709.40
4047 · Cash Pymt Disc	-68,992.08	-74,511.44	-80,472.36	-86,910.15
4049 · Internal Scholarships	-497,921.24	-537,754.94	-580,775.34	-627,237.37
4050 · Emp. Tuition Waiver	-86,387.58	-93,298.59	-100,762.47	-108,823.47
4051 · Muscogee Creek Nation Discount	-134,086.48	-144,813.40	-156,398.47	-168,910.35
4010 · Tuition - Other	30.00	32.40	34.99	37.79
<b>Total 4010 · Tuition</b>	<b>14,955,538.15</b>	<b>18,515,593.77</b>	<b>21,588,624.43</b>	<b>24,668,952.26</b>
4012 · Books, Kits & Fees	2,768,322.00	2,989,787.76	3,228,970.78	3,487,288.44
Franchise Marketing Fees	2,063.27	2,785.41	3,760.31	5,076.42
Franchise Royalty Fees	25,499.64	34,424.51	46,473.09	62,738.68
<b>4070 · Service Income</b>				
4071 · Tips	34,808.69	35,072.36	35,346.58	35,631.76
Salon Service Income	239,686.89	323,577.37	436,829.45	589,719.76
Salon Discounts	27,806.39	-37,538.63	-50,677.15	-68,414.15
4070 · Service Income - Other	576,208.08	622,304.73	672,089.10	725,856.23
<b>Total 4070 · Service Income</b>	<b>822,897.27</b>	<b>943,415.83</b>	<b>1,093,587.98</b>	<b>1,282,793.60</b>
4100 · Retail Sales	53,827.75	58,133.97	62,784.69	67,807.46
Franchise Product Sales	78,846.75	106,443.11	143,698.20	193,992.57
Salon Product Income	28,199.16	38,068.87	51,392.97	69,380.51
4700 · Miscellaneous	136,627.43	151,555.12	170,391.84	194,453.08
4800 · Interest Income	27,155.40	29,327.83	30,500.94	32,941.02
<b>Total 4000 · Revenues</b>	<b>18,898,976.82</b>	<b>22,869,536.17</b>	<b>26,420,185.23</b>	<b>30,065,424.04</b>
4099 · Earnings Adjustment	-91,392.24	-98,703.62	-106,599.91	-115,127.91
<b>Total Income</b>	<b>18,807,584.57</b>	<b>22,770,832.55</b>	<b>26,313,585.32</b>	<b>29,950,296.13</b>
<b>Cost of Goods Sold</b>				
5050 · Books, Kits & Fees	794,898.38	922,082.12	1,069,615.26	1,240,753.70
5060 · Program Costs / Supplies	488,673.91	566,861.73	657,559.61	762,769.15
5062 · License, Accred. & Assoc.	36,369.07	42,188.12	42,484.61	48,203.83
5064 · Clinic / Shop Accessories	5,255.59	6,096.48	7,071.92	8,203.43
Salon Backbar and Retail Product Costs	37,994.18	48,537.40	65,525.50	88,459.42
Franchise Wholesale Product Costs	19,578.63	26,610.78	35,924.55	48,498.14
5068 · Student Svcs/Activities	67,913.99	78,780.23	91,385.07	106,006.68

**EXHIBIT 1**  
**Community Care College**  
**Profit & Loss Projection**

	Jan - Dec 14	Jan - Dec 15	Jan - Dec 16	Jan - Dec 17
5080 · LRC Expenses	13,603.41	15,779.96	18,304.75	21,233.51
5095 · Use Tax Expense	34,715.71	0.00	0.00	0.00
Total COGS	1,499,002.87	1,706,936.83	1,987,871.27	2,324,127.86
COGS Margin	8.0%	7.5%	7.6%	7.8%
Gross Profit	17,308,581.71	21,063,895.72	24,325,714.05	27,626,168.28
Expense				
6001 · Salaries	6,503,040.33	7,056,675.28	8,111,796.66	9,335,737.46
6002 · Payroll Tax	577,701.02	598,889.29	687,032.51	789,278.64
6003 · Employee Benefits	132,303.93	153,472.56	184,167.07	221,000.48
6004 · Employee Bonus	95,105.76	110,322.68	132,387.22	158,864.66
6010 · Health Insurance	213,711.20	247,904.99	297,485.99	356,983.19
6041 · Employee Activities	81,806.28	84,991.79	98,243.51	113,615.51
6043 · Emp. Recruiting & Testing	41,494.08	48,133.14	57,759.77	69,311.72
Franchisee Expenses	14,811.08	2,000.00	2,000.00	2,000.00
6046 · Professional Development	7,181.51	7,456.73	8,601.62	9,929.70
6060 · Office Supplies	67,036.28	69,506.37	79,781.95	91,701.61
Salon Supplies, Linens, Laundry	4,104.09	4,104.09	4,104.09	4,104.09
6062 · Empl License, Accred. & Assoc.	15,080.41	15,683.63	18,193.01	21,103.89
6064 · Office Accessories	21,363.67	24,781.85	29,738.23	35,685.87
6091 · Misc Taxes	273,188.60	0.00	0.00	0.00
6100 · Contract Labor	9,636.39	9,920.24	11,101.02	12,470.72
6200 · Advertising & Marketing				
6201 · Radio	232,895.00	300,434.55	324,469.31	352,049.21
6202 · Television	4,675.00	6,030.75	6,513.21	7,066.83
6203 · Internet	544,243.73	702,074.42	758,240.37	822,690.80
6206 · Billboard	14,779.92	19,066.10	20,591.38	22,341.65
6208 · Printed Material	49,648.30	64,046.30	69,170.01	75,049.46
6210 · Marketing Development	22,221.23	28,665.39	30,958.62	33,590.10
6215 · Other	61,981.88	79,956.63	86,353.16	93,693.18
6200 · Advertising & Marketing - Other				
Total 6200 · Advertising & Marketing	930,445.06	1,200,274.13	1,296,296.06	1,406,481.23
6300 · Professional Services				
6301 · Accounting	92,693.18	107,524.09	129,028.91	154,834.69
6302 · Computer Support	21,530.43	24,975.30	29,970.36	35,964.43
6303 · Legal Fees	72,029.85	74,812.54	86,388.52	103,173.70
6305 · Collections	54,768.08	63,530.97	76,237.17	91,484.60
6300 · Professional Services - Other	6,742.26	6,907.85	7,596.69	8,595.52
Total 6300 · Professional Services	247,763.80	277,750.75	329,221.64	394,052.94
6400 · Rent	2,659,957.80	2,972,376.00	2,972,376.00	2,972,376.00

**EXHIBIT 1**  
**Community Care College**  
**Profit & Loss Projection**

	Jan - Dec 14	Jan - Dec 15	Jan - Dec 16	Jan - Dec 17
6401 · Building Operations & Maint	433,043.80	450,298.01	522,075.53	605,337.45
6450 · Utilities	345,097.42	358,757.27	415,582.24	481,499.20
6475 · Insurance	258,728.14	268,943.37	311,438.75	360,733.38
6500 · Leases & Equipment Rental				
6501 · Equip & Furniture Leases	6,038.91	7,005.14	8,406.16	10,087.40
6502 · Auto Lease	21,832.20	25,325.35	0.00	0.00
Total 6500 · Leases & Equipment Rental	27,871.11	32,330.49	8,406.16	10,087.40
6550 · Equip Repairs & Maint	22,952.00	26,624.32	31,949.18	38,339.02
6570 · Auto Expense	8,764.16	10,166.43	12,199.71	14,639.66
6601 · Telephone & DSL	94,916.75	98,569.92	113,767.11	131,395.86
6602 · Postage & Delivery	19,905.05	20,669.87	23,851.52	27,542.23
6610 · Credit Card/Terminal Fees	40,564.42	44,392.12	53,319.43	64,313.70
6700 · Travel & Ent	12,617.06	14,635.79	17,562.95	21,075.54
Royalty Franchise Fees	13,119.83	21,698.77	29,293.33	39,546.02
6780 · Charitable Contributions	59,302.57	0.00	0.00	0.00
6790 · Misc	-4,501.23	-4,355.58	-5,087.29	-5,936.08
6830 · Bad Debt Expense	1,498,375.92	1,738,116.07	2,085,739.28	2,502,887.14
6850 · Interest Expense	451.52	1,869,641.75	1,820,038.43	1,767,187.02
6880 · Depreciation Expense	784,743.27	910,302.20	1,092,362.64	1,310,835.16
6901 · Campus Admin Allocation				
6902 · Shared Corporate Costs				
6903 · Corporate Admin Allocation				
Total Expense	15,511,683.09	18,745,034.31	20,852,785.31	23,364,180.39
Net Ordinary Income	1,796,898.62	2,318,861.41	3,472,928.74	4,261,987.88
Net Income	1,796,898.62	2,318,861.41	3,472,928.74	4,261,987.88
Net Profit Margin	9.55%	10.18%	13.20%	14.23%

Net Income Less:

Increase in Salary

-175,000.00

-175,000.00

-175,000.00

Net Income

2,143,861.41

3,297,928.74

4,086,987.88

9.42%

12.53%

13.65%

Net Income plus Interest

4,013,503.16

5,117,967.17

5,854,174.90

**EXHIBIT 2**

**DENTAL DIRECTIONS  
COST OF EQUITY - IBBOTSON BUILDUP METHOD  
AS OF JANUARY 1, 2015**

Risk-free Rate	2.90%
Equity Risk Premium	6.70%
Small Stock Premium	6.03%
Specific Company Risk	5.00%
Additional Adjustment	<u>1.00%</u>
After-Tax Discount Rate	21.63%
Less Long-term Growth Rate	<u>3.00%</u>
Capitalization Rate For Projected Year	18.63%
Plus Long-term Growth Rate	<u>3.00%</u>
Pre-tax Discount Rate	<u><u>21.63%</u></u>

**EXHIBIT 3**

**DENTAL DIRECTIONS  
CALCULATION OF ESTIMATED FUTURE EARNINGS  
AS OF JANUARY 1, 2015**

<u>Year</u>	<u>Expected Earnings</u>	<u>Adjustment</u>	<u>Adjusted Earnings</u>
2015	\$ 4,013,503	\$ -	\$ 4,013,503
2016	\$ 5,117,967	\$ -	\$ 5,117,967
2017	\$ 5,854,175	\$ -	\$ 5,854,175

Perpetual Growth Factor Post-2020: 1.03

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**EXHIBIT 4**

**DENTAL DIRECTIONS  
DISCOUNTED CASH FLOWS METHOD  
AS OF JANUARY 1, 2015**

**ANNUAL CASH FLOWS**

Discount Rate: 21.63%

<u>Year</u>	<u>Projected Cash Flow</u>	<u>PV Factors</u>	<u>Present Value</u>
2015	\$4,014,000	0.8222	\$3,300,311
2016	\$5,118,000	0.6760	\$3,459,768
2017	\$5,854,000	0.5557	\$3,253,068

Value of Total Annual Cash Flows (Rounded) \$10,013,000

**TERMINAL VALUE**

Annual Cash Flows	6,029,620
Capitalization Rate	<u>18.63%</u>
Capitalized Benefits	32,365,110
PV Factor	<u>0.5557</u>

Terminal Value (Rounded) \$17,985,000

TOTAL VALUE \$27,998,000

**TOTAL VALUE (Rounded) \$28,000,000**

**EXHIBIT 5**

**DENTAL DIRECTIONS  
CALCULATED VALUE  
AS OF JANUARY 1, 2015**

Computation of Discounted Value

Value of Operations		\$28,000,000
Non-operating Assets		<u>\$ -</u>
Value of 100% Equity Interest		\$28,000,000
Discount for Lack of Control	0%	<u>\$ -</u>
Value of 100% Equity Interest		\$28,000,000
Discount for Lack of Marketability	0%	<u>\$ -</u>
Indicated Fair Market Value of 100% Equity Interest		<u>\$28,000,000</u>
(Rounded)		<u><u>\$28,000,000</u></u>



November 21, 2014

Community HigherEd Institute  
4242 South Sheridan Road  
Tulsa, Oklahoma 74145

Re: Community Care College  
Clary Sage College  
Oklahoma Technical College

Dear Board of Directors:

I have been asked to verify the fact that the proposed lease rates (see the chart below) for the above stated properties are reasonable based upon current market conditions.

It is my understanding that the leases are to be structured with Modified Gross Lease terms as opposed to Triple Net ("NNN") terms, even though the properties are all stand-alone, single-tenant properties which for which many Landlords would shift property tax, insurance and major repair responsibility and fluctuation risk to the Tenant.

I have researched and toured each of the properties and performed a comparative market analysis during my evaluation.

Community Care College is located at 4242 S. Sheridan in the central Tulsa business district with great access and exposure with frontage along S. Sheridan just South of 41<sup>st</sup> Street and close to I-44 and Hwy 51 access ramps. The building offers 68,108 RSF and is mostly office and/or classroom configuration.

Clary Sage College is a newer, custom built building located at 3131 S. Sheridan in the central Tulsa business district and has great access and frontage exposure to Hwy 51 ("Broken Arrow Expressway") which feeds the downtown Tulsa area. The building offers 49,902 RSF and is specifically designed and built for the current use.

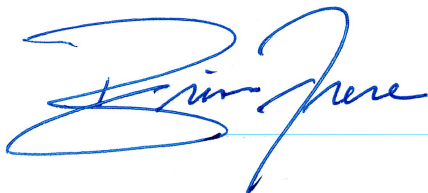
Oklahoma Technical College is located at 4444 S. Sheridan in the central Tulsa business district and has great exposure with frontage along S. Sheridan between 41<sup>st</sup> and 51<sup>st</sup> Streets and is close to I-44 and Hwy 51 access ramps. This property features office, classroom and industrial spaces as well as a significant amount of parking which make it very functional for the current use.

Based on my experience and expertise in the Tulsa, Oklahoma real estate market and current market conditions, I have determined that the following lease rates are within the current market expectations.

Property Name	Rentable SF	RSF Lease Rate	Annual Lease
Community Care College	68,108	\$17.00	\$1,157,836.00
Clary Sage College	49,902	\$18.00	\$892,236.00
Oklahoma Technical College	65,450	\$14.00	\$916,300.00

Further, based upon the tenancy (single-tenant buildings), I would expect that the Landlord would require an initial lease term of something no less than a ten (10) years with periodic rate escalations throughout that initial lease term. I would also suggest, for the Tenant's benefit since it's business will continue to be recognized and associated through these locations, that the Lease include several renewal options.

Please feel free to contact me at 918.298.6900 should you have any further questions.



Brian Frere  
Director  
KW Commercial

Disclaimer: Square Footage data used and included above were obtained from the property owner and not measurement verified by the issuer of this letter, but were cross-referenced to county courthouse records and found to be within 3% to 7% variances which are well within the 5% to 10% variances that we see on a regular basis.



# COMMUNITY HIGHERED INSTITUTE

January 13, 2015

Ms. Teresa L. Knox  
Dental Directions, Inc.  
4242 South Sheridan  
Tulsa, OK 74145

Ms. Teresa L. Knox  
Clary Sage Franchise System, LLC  
4242 South Sheridan  
Tulsa, OK 74145

Re: Letter of Intent for the Acquisition of Assets of Dental Directions, Inc. d/b/a Community Care College, Clary Sage College and Oklahoma Technical College, and Clary Sage Franchise Systems, LLC d/b/a Clary Sage Salon & Spa

Dear Ms. Knox:

We are pleased to provide this letter of intent ("**Letter**") which sets forth the principal terms pursuant to which Community HigherEd Institute ("**CHEI**") proposes to purchase from Dental Directions, Inc. ("**DDI**") and Clary Sage Franchise Systems, LLC ("**CSFS**", who, together with DDI, are collectively referred to herein as the "**College**") substantially all of its assets and business as outlined below:

1. **Asset Purchase.** Pursuant to the terms and conditions of an Asset Purchase Agreement (the "**Definitive Agreement**") CHEI will acquire all of the assets of the College (except for certain specifically excluded assets identified in the Definitive Agreement), free and clear of any and all liens, restrictions, and any non-ordinary course liabilities and encumbrances other than customary permitted liens to be specified in the Definitive Agreement. The Definitive Agreement will be prepared by CHEI and contain representations, warranties, covenants, and indemnities customary to transactions of this type.

2. **Purchase Price.** As consideration for the assets, CHEI shall pay the College an aggregate price of \$29,000,000.00 (the "**Purchase Price**") plus the assumption of defined liabilities as described below. At the closing, CHEI shall pay the Purchase Price to the College by delivering a subordinated, secured promissory note in the amount of the Purchase Price, with interest, on mutually agreeable payment terms (the "**Note**"). The Purchase Price shall be adjusted as follows:

- a. Assumption of Defined Liabilities. It is anticipated that CHEI shall assume the following liabilities of the College: (a) trade and accounts payables and other disclosed liabilities incurred in the ordinary course of business; (b) payroll and sales taxes payable incurred in the ordinary course of business; (c) vacation pay, sick leave and other accrued employee compensation and benefits, whether or not accrued in accordance with U.S. Generally Accepted Accounting Principles consistently applied ("GAAP"), as more particularly specified in the Definitive Agreement; (d) obligations to students under enrollment agreements including but not limited to student refund and return of Title IV student aid and other student refund obligations; (e) obligations arising under assigned contracts; and (f) the outstanding balance on certain vehicle loans (collectively, the "*Assumed Liabilities*"). Except for such Assumed Liabilities and any other liabilities specifically described in the Definitive Agreement, CHEI will not assume any other liability.
- b. Adjustment to Purchase Price. The Purchase Price will be adjusted based on the final valuation report of the College as prepared by Curzon, Cumbey & Kunkel, PLLC.

3. **Conditions.** The obligation of CHEI to purchase the assets of the College and to otherwise consummate the transactions contemplated by this Letter will be contingent upon satisfaction of, among others, the following conditions:

- a. receipt of all third party consents and regulatory approvals specifically described in the Definitive Agreement, including, but not limited to, (i) the favorable determination by the Internal Revenue Service of the status of CHEI as an exempt organization under Section 501(c)(3) of the Internal Revenue Code; and (ii) the Department of Education and all appropriate accreditation bodies and state educational regulatory authorities;
- b. receipt of all appraisals and fairness opinions deemed appropriate by CHEI supporting the fair market value of the assets and business to be acquired from the College;
- c. execution of lease agreements for all of the properties currently occupied by the College upon terms satisfactory to all parties;
- d. obtaining a commitment for a \$4,000,000 letter of credit structured with a \$2,000,000 line of credit;
- e. receipt of all appraisals and/or opinions deemed appropriate by CHEI supporting the fair market value of the rental payments for the properties occupied by the College; and
- f. agreement by all employees of the College having employment agreements as of the date of closing to become employees of CHEI under substantially the same terms and conditions as their existing employment agreements, except that no provisions shall be included pertaining to stock options or "change of control" matters.

4. **Employment of Current Employees.** CHEI shall assume the employment agreements of all employees of the College having employment agreements as of the date of closing. Additionally, CHEI shall employ all other employees of the College in their current roles at the existing compensation and benefits levels.

5. **Non-Competition and Non-Solicitation Agreement.** Teresa L. Knox shall enter into a non-competition and non-solicitation agreement which shall prohibit her from competing with CHEI with respect to its business as and where conducted at the time of the transaction and soliciting current employees of the College for a period of five (5) years from the closing.

6. **Board of Directors.** The Definitive Agreement shall provide that, upon the closing of the transaction, the Board of Directors of CHEI shall consist of five (5) members and DDI shall have the right to appoint two (2) of the members of the Board of Directors of CHEI until the outstanding debt under the Note is paid or satisfied in full.

7. **Exclusivity.** Until this Letter is terminated, neither the College nor its officers, directors, employees, agents or any of their respective advisors, will initiate, encourage, solicit or continue any negotiations or discussions with any third party, other than CHEI, for the purpose of soliciting any proposals relating to the purchase of any assets or equity of the College for a period of ninety (90) days after the signing of this Letter. Should the College or its representatives violate this provision and engage in any material negotiations with a third party during the tenure of this Letter, the College will reimburse CHEI its actual, reasonable out of pocket expenses associated with the transactions contemplated hereby not to exceed \$20,000 in the aggregate for all such expenses. Additionally, the College shall immediately notify CHEI of any unsolicited bids, offers, or proposals received.

8. **Costs.** Each party to this Letter shall be responsible for its own fees and expenses incurred in connection with the preparation and negotiation of the transaction.

9. **Non-Binding.** Except for Paragraphs 7 and 8, this Letter does not constitute a binding obligation of the parties, but is instead subject to the terms of the Definitive Agreement to be executed and delivered in connection with the transaction proposed herein.

10. **Termination and Survival.** This Letter may be terminated at any time upon mutual consent of the parties. Upon such termination, the agreement contained in this Letter shall terminate and become void and of no further force and effect, except for Paragraphs 8 and 9 which shall survive indefinitely.

11. **Entire Agreement.** This Letter supersedes all prior understandings among parties hereto, except any confidentiality agreements entered into among the parties which shall not be terminated or amended by this Letter.

12. **Expiration.** Unless accepted by the College, this proposal will expire on the earlier of (i) its rejection by the College, or (ii) 5:00 p.m. Central Time, January \_\_, 2015.

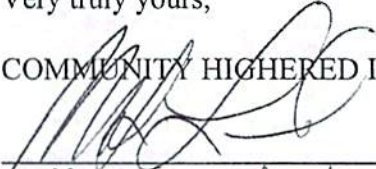
13. **Time Line.** It is anticipated that the transaction shall be consummated on or before March 31, 2015, after the signing of this Letter.

We sincerely look forward to continuing the success the College has had in providing a quality career focused education to the thousands of individuals that might not have otherwise had the opportunity to attend college. Together with our counsel and other advisors, we are prepared to proceed immediately with all aspects of this transaction.

If the foregoing correctly reflects our mutual understanding and agreement, please acknowledge your acceptance of the terms set forth herein by signing this letter in the manner indicated below.

Very truly yours,


COMMUNITY HIGHERED INSTITUTE

By:   
Name: Mark Lewandowski  
Title: Chair Board of Directors

Date: January 13, 2015

ACCEPTED AND AGREED:

DENTAL DIRECTIONS, INC.

By:   
Teresa L. Knox, President

Date: January 14, 2015

CLARY SAGE FRANCHISE SYSTEM, LLC

By:   
Teresa L. Knox, Sole Member

Date: January 14, 2015

## **EMPLOYMENT AGREEMENT**

This EMPLOYMENT AGREEMENT (this “*Agreement*”) is made and entered into as of the 31<sup>st</sup> day of March, 2015 (the “*Effective Date*”), by and between **Community HigherEd Institute**, an Oklahoma non-profit corporation (the “*Company*”), and **Teresa L Knox** (“*Employee*”).

### **Recitals**

A. Company has multiple lines of business and conducts business under multiple “brands” including the registered trade names of Community Care College, Oklahoma Technical College, Clary Sage Salon & Spa, and Clary Sage College (the lines of business conducted under the trade names Community Care College, Oklahoma Technical College and Clary Sage College are referred to herein collectively as “CCC”). CCC is a, non-profit educational institution that is institutionally and programmatically accredited and licensed by the Oklahoma Board of Private Vocational Schools.

B. Effective as of April 1, 2015, the Company’s CEO will be Teresa L. Knox and the Company’s President will be Dr. Kevin Kirk.

C. Company wishes to avail CCC of Employee’s services, managerial experience and her expertise in career education and business for the continued growth and expansion of CCC, and Employee wishes to accept such employment on the terms and conditions hereinafter set forth.

### **Agreement**

NOW, THEREFORE, in consideration of the foregoing premises and of the mutual covenants and promises contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto do hereby agree as follows:

1. **Duties.** Subject to the terms and conditions of this Agreement, the Company hereby employs Employee in the CCC lines of business, and Employee hereby accepts employment with the Company, in its CCC lines of business. Employee shall serve solely CCC and have the title Chief Executive Officer of Community Care College. Employee agrees to devote her full time, attention and best efforts to the performance of her duties and responsibilities as assigned from time to time by the Company’s Board, maintaining regular in-office hours Monday through Friday 8:00 am to 5:00 pm and such other places and times as may be necessary to fulfill her duties and responsibilities to CCC. Employee shall report to and serve under the direction of the Company’s Board. She shall make reports to the Company’s Board concerning all matters under her control or within her knowledge whenever requested by the Board, shall comply with (i) any instructions of the Company’s Board; (ii) all of the Company’s and CCC’s personnel and employment policies, practices and procedures; (iii) all applicable federal, state and local laws, regulations and ordinances; and (iv) all standards and requirements for maintaining CCC’s accreditations, affiliations, approvals and licenses. Company retains the right to modify Employee’s position, title, person to whom she reports, duties and responsibilities at any time, in its sole discretion.

## EMPLOYMENT AGREEMENT

2. **Employment Term.** Subject to the provisions respecting termination of employment set forth in **Section 5** and provisions surviving the termination of this Agreement in **Section 21**, this Agreement shall commence on the Effective Date and continue for a period of one (1) year (the “**Initial Term**”), and thereafter shall automatically renew on an annual basis (each being a “**Renewal Term**”), unless either party provides at least ninety (90) days written notice prior to the end of the then current Initial Term or Renewal Term of its intention to terminate this Agreement at the end of the then current Initial Term or Renewal Term (the Initial Term and any and all Renewal Terms shall be known collectively as the “**Term**”); provided, that this Agreement shall be terminable at any time during the Term by the Company at will and with or without Cause (as defined below), in accordance with **Section 5**.

3. **Compensation.** Subject to the provisions respecting termination of employment set forth in **Section 5**, Employee shall be eligible to receive compensation consisting of the following.

(a) **Base Salary.** The Company agrees to pay Employee an annual base salary (“**Salary**”) of FOUR HUNDRED THOUSAND DOLLARS (\$400,000.00). Payments of Salary will be made in accordance with the Company’s customary payroll policies and procedures. On an annual basis the Company shall evaluate Employee’s performance and shall inform the Employee of the amount of her Salary thereafter and until the next evaluation date, provided that in any event Employee’s Salary shall not be less than her initial Salary, other than a reduction that is similarly applicable to all CCC employees.

(b) **Limitations.** All payments made to Employee hereunder shall be subject to all deductions and withholdings required by law.

4. **Fringe Benefits.** Employee shall be eligible to participate in all of the Company’s sponsored employee benefit programs offered to its employees, which it may amend, revise or terminate in its sole discretion. Such benefits shall be governed by the terms of the Company’s relevant plan documents (where applicable). The Company shall furnish the Employee with a vehicle. Employee shall be reimbursed for all ordinary and necessary travel and entertainment expenses incurred on behalf of the Company by Employee in accordance with the Company’s policies and procedures set forth in its accountable reimbursement plan. Employee shall be entitled to eight (8) weeks of paid vacation time.

5. **Termination.** Subject to the provisions surviving the termination of this Agreement in **Section 21**, the following provisions regarding termination shall apply.

(a) **For Cause.** If Employee’s employment with the Company is terminated by the Company for Cause, as defined below, this Agreement shall terminate. For purposes of this Agreement for “**Cause**” means Employee’s (i) neglect of her duties or responsibilities or refusal or failure to perform any of her obligations under or in connection with this Agreement or oral or written directives of the Company’s President, (ii) willful failure or refusal to comply with the policies and procedures of the Company or CCC, (iii) participation as an employee, officer, principal, shareholder, member or manager in any business or carrying on any activity whether paid or unpaid, that could have an adverse effect on Employee’s ability to perform her duties or responsibilities hereunder, without first obtaining the Company’s written consent,

## EMPLOYMENT AGREEMENT

(iv) Employee's commission of any act not approved of or ratified by the Company involving any conflict of interest or self-dealing relating to any aspect of the Company, CCC or affiliate thereof, (v) conviction of, indictment for, admission or plea of *nolo contendere* by Employee of any felony, offense involving fraud or dishonesty, or of any lesser crime or offense affecting the property, reputation or goodwill of the Company, CCC or affiliate thereof, (vi) Employee's commission or omission of any act constituting gross negligence or fraud in connection with her employment, or her participation in any other willful misconduct, including but not limited to her use of drugs, alcohol or other controlled substances, in connection with the performance of her duties hereunder (and, in the case of any act of gross negligence, such act has a material adverse effect on any aspect of the businesses of the Company, CCC or any affiliate thereof), or (vii) breach of this Agreement. In the event of any breach of this Agreement by the Employee, which would permit the Company to terminate this Agreement for Cause and which may be cured, as determined in the sole discretion of the Company, the Company shall give the Employee written notice of such breach, and following the receipt of such notice the Employee shall have ten (10) days, or such additional time as Company may deem reasonable, in its sole and absolute discretion, to cure the breach to the reasonable satisfaction of the Company. If terminated for Cause, the Company shall not be obligated to pay and the Employee shall not be eligible to receive, any compensation (including Salary) or provide any benefits which might otherwise be due Employee hereunder, other than Salary that has been earned prior to such termination date.

(b) Without Cause. The Company may terminate the Employee's employment without cause upon ninety (90) days' written notice, which notice shall specify the termination date of such employment. If Employee's employment with the Company is terminated by the Company without Cause, this Agreement shall terminate and the Company shall pay Employee any Salary earned as of such termination date but unpaid, together with any accrued but unused annual accrued time-off and continue to pay Employee's Salary for and over the ninety (90) days following the final date of Employee's employment, provided, that Employee executes a release of all employment derived claims. Otherwise, the Company shall have no further obligation to pay and the Employee shall not be eligible to receive any other compensation (including Salary) or benefits which might otherwise be due Employee hereunder.

(c) Death. In the event of Employee's death, this Agreement shall terminate and the Company shall pay Employee any earned but unpaid Salary. Otherwise, the Company shall have no further obligation to pay and the Employee shall not be eligible to receive any other compensation (including Salary) or benefits which might otherwise be due Employee hereunder.

(d) Inability to Perform. If Employee becomes unable, by reason of any injury, disease, or sickness, to carry out her duties and responsibilities hereunder, (i) the Company's applicable FMLA/Medical leave policies and procedures shall apply, (ii) the Company's obligation to pay Salary hereunder shall be suspended until such time as Employee resumes full time performance of her duties and responsibilities, and (iii) Employee shall be entitled to receive her Salary as shall have been earned by her, prior to her inability to carry out her duties and responsibilities hereunder.

## EMPLOYMENT AGREEMENT

(e) Termination by Employee. Employee may terminate her employment with the Company at any time upon thirty (30) days' written notice, which notice shall specify the termination date of such employment. If Employee's employment with the Company is terminated by the Employee, this Agreement shall terminate and the Company shall pay Employee any Salary earned as of such termination date but unpaid, together with any accrued but unused annual accrued time-off, provided, that Employee executes a release of all employment derived claims. Otherwise, the Company shall have no further obligation to pay and the Employee shall not be eligible to receive any other compensation (including Salary) or benefits which might otherwise be due Employee hereunder.

6. Confidentiality. Employee shall not directly or indirectly divulge, disclose or communicate to any business, person, firm, partnership, corporation or other public or private entity, or use, in any manner whatsoever, any "*Confidential Information*," which shall include, but not be limited to, trade secrets, secret processes, computer software applications and processes, formulas or other technical data, production methods, student and vendor lists, independent contractors, business models, business plans, financial affairs, products, services, costs, operations, contract terms, methods or conducting or obtaining business and students, pricing strategies, techniques, policies and procedures, personnel and proprietary information, of or pertaining to the Company, CCC or any affiliate. Employee acknowledges that any such Confidential Information or data that she may have knowledge will be deemed to have been received in confidence and in her capacity as an employee of the Company. Confidential Information shall not include any information which: (a) at the time of disclosure is within the public domain; (b) after disclosure becomes a part of the public domain or generally known within the industry through no fault, act or failure to act, error, effort or breach of this Agreement by Employee; (c) is independently known to Employee at the time received; (d) is subsequently discovered by Employee independently of any disclosure by the Company; (e) is required by order, statute or regulation, of any governmental authority to be disclosed to any federal or state agency, court or other body; or (f) is obtained from a third party with a legal right to possess and disclose it. The parties stipulate that Confidential Information and all elements of it are important, confidential and material to the successful conduct of the businesses of the Company, CCC and affiliates thereof, and that the Company, CCC and affiliates thereof derive an independent economic value from not being known to others. Upon termination of Employee's employment for any reason and at any other time the Company may request, and Employee agrees to deliver to the Company, all memoranda, notes, plans, records, reports, information and other documentation (and copies thereof), however recorded, relating to the businesses of the Company, CCC and affiliates or which contain Confidential Information which she may possess or have under her control.

7. Restrictive Covenants. During the time when the Employee is employed by the Company and for the duration of the Restrictive Period after Employee's termination of employment, the Employee specifically agrees that the Employee shall not (except on the behalf of Company while the Employee is employed by the Company), engage or attempt to engage in any Prohibited Activity, either directly or indirectly, as a stockholder of any corporation, a member of any limited liability company, a partner of any partnership, or otherwise as an owner, investor, principal, agent, officer, director, associate, employee, consultant, creditor, co-venturer or in any other manner within twenty-five (25) miles of the Company's headquarters at 4242 South Sheridan in Tulsa, Oklahoma.

## EMPLOYMENT AGREEMENT

(a) For purposes of this **Section 7**, (i) “**Restrictive Period**” means the period beginning on the Effective Date and ending on a date which is TWO (2) YEARS after the Employee last receives any compensation from Company hereunder; and (ii) “**Prohibited Activity**” means

(1) the solicitation, requesting, or advising, of any Co-worker to terminate or change such employee’s relationship with Company, CCC or affiliate thereof or to work in any business venture or activity that is substantially competitive with any business conducted by Company, CCC or affiliate thereof;

(2) the diversion or attempt to divert from Company, CCC or affiliate thereof any business interest or expectancy whatsoever;

(3) the solicitation, requesting, advising, or attempt to induce, any Customer or student of Company, CCC or affiliate thereof to terminate or change her relationship with Company, CCC or affiliate thereof or to purchase any product or service which is substantially competitive with any product or service provided by Company, CCC or affiliate thereof; and

(4) the requesting, advising, or attempt to induce, any supplier or vendor of Company, CCC or affiliate thereof to terminate or change such supplier’s or such vendor’s relationship with Company, CCC or affiliate.

(b) For purposes of defining a Prohibited Activity: (i) “**Co-worker**” means any person who is, or has been an employee of Company, CCC or affiliate within twelve (12) months prior to Employee’s termination of employment with Company and (ii) “**Customer**” means any person, student or entity who or which is (1) a customer or student of Company, CCC or affiliate on the date Employee ceases employment (or was at anytime within twenty-four (24) months prior thereto) with Company or (2) a solicited business prospect that purchases products or services from the Company, CCC or affiliate within ninety (90) days after such employment ceases or which has purchased products or services from Company, CCC or affiliate within twenty-four (24) months prior to Employee’s termination of employment.

(c) For all purposes herein, the term “**Prohibited Activity**” shall not include any participation on a Board or as a director of any entity that Employee holds as of the date of this Agreement. In addition, the term “**Prohibited Activity**” shall not include the Employee’s participation on a Board or as a director for any educational (or education-related) institution or entity.

(d) The periods of time during which Employee is prohibited from engaging in the specifically identified activities in this **Section 7** shall be extended by any length of time during which the Employee is in breach of any of such restrictive covenants.

**8. Representations, Warranties and Special Agreements.** Employee acknowledges, represents and warrants to the Company and agrees that:

## EMPLOYMENT AGREEMENT

(a) Employee will be granted access to, and will become knowledgeable concerning, the Confidential Information and trade secrets of the Company's businesses following the Effective Date.

(b) The covenants contained in **Sections 6 and 7** are essential to the Company's willingness to employ the Employee.

(c) The Restriction Period, and the activities in which Employee has hereby agreed not to engage, described in **Section 7**, are appropriate and reasonable in all respects in light of the nature of the businesses of the Company, CCC and affiliates and legitimate need to protect its existing customer and student base, employees and vendor relationships, and its investment in businesses of the Company, CCC and affiliates and trade secrets associated therewith.

(d) During the Term of Employee's employment with the Company and after the termination thereof, neither Employee nor the Company will disparage the other, CCC or any affiliate thereof, or the Company's, CCC's or any affiliates' products, services, agents or employees.

### **9. Innovations and Inventions.**

(a) Employee will promptly disclose in writing to the Company all discoveries, developments, designs, ideas, algorithms, innovations, improvements, software, programming, inventions, formulas, processes, techniques, know-how, and data (whether or not patentable or registerable under patent, trademark, copyright or similar statutes) made, conceived, reduced to practice, or learned by Employee (either alone or jointly with others) during the period of her employment with the Company, that Employee reasonably believes are related to or useful in the businesses of the Company, CCC or affiliates thereof, or which result from tasks assigned to Employee by the Company, or which result from the use of premises or equipment owned, leased, or otherwise acquired by the Company, CCC or affiliates thereof (collectively, "**Innovations**").

(b) Employee acknowledges and agrees that all Innovations belong to and shall be the sole property of the Company and shall be Innovations of the Company subject to the provisions of this Agreement. Employee by executing and entering into this Agreement assigns to the Company all right, title and interest Employee may have or may acquire in and to all Innovations. Employee agrees to sign and deliver to the Company (either during or subsequent to her employment with Company) such other documents as the Company considers desirable to evidence (i) the assignment of all rights of Employee, if any, in any Innovations to the Company, or (ii) the Company's ownership of such Innovations.

(c) In the event the Company is unable to secure Employee's signature on any document necessary to apply for, prosecute, obtain, or enforce any patent, copyright, or other right or protection relating to any Innovation, whether due to mental or physical incapacity, or any other cause, Employee irrevocably designates and appoints the Company and each of its duly authorized officers and agents as her agent and attorney-in-fact, to act for and in her behalf and stead to execute and file any such document and to do all other lawfully permitted acts to

## EMPLOYMENT AGREEMENT

further the prosecution, issuance, and enforcement of patents, copyrights, or other rights or protections with the same force and effect as if executed and delivered by the Employee.

(d) If Employee's duties as an employee of the Company involve the creation of computer programs, computer documentation, literary works, publications, published documents, books, artwork, sound recordings, audiovisual works, musical works or computer multimedia software related copyrightable works, Employee specifically agrees and understands that any and all such computer programs, computer documentation, literary works, publications, published documents, books, artwork, sound recordings, audiovisual works, musical works or computer multimedia software related copyrightable works (including all related or corresponding intellectual property, copyrights, patent rights and trade secret rights) shall be considered "works-made-for-hire" within the meaning and purview of Section 101 of the United States Copyright Act, 17 U.S.C. Section 101, and that the Company will be the copyright owner thereof and of all rights, elements and components thereof in which copyright protection might subsist. Furthermore, to the extent, such computer programs, computer documentation, literary works, publications, published documents, books, artwork, sound recordings, audiovisual works, musical works or computer multimedia software related copyrightable works (including all related or corresponding intellectual property, copyrights, patent rights and trade secret rights) do not qualify as "work-made-for-hire," Employee irrevocably transfers, assigns and conveys the exclusive copyright ownership (and all other ownership rights) thereof to the Company, free and clear of any liens, claims and other encumbrances and shall cooperate with the Company in the protection of the Company's copyright therein and, to the extent deemed desirable by the Company, the registration of such copyrights. The provisions of this **Section 9(d)** are in addition to and not in lieu of the other provisions of **Section 9**, which other provisions also apply to such computer programs, computer documentation, literary works, publications, published documents, books, artwork, sound recordings, audiovisual works, musical works or computer multimedia software related copyrightable works.

**10. Prior Relationships and Commitments.** Employee has no other agreements, relationships or commitments, including similar nondisclosure or confidentiality agreements, to any other person or entity which conflict with Employee's obligations to the Company under this Agreement and is free to enter into this Agreement and perform her obligations and duties as an employee of the Company. Employee will not knowingly disclose to the Company, or use, or induce the Company to use, any proprietary information or trade secrets of others. Employee represents and warrants that she has returned all property and confidential information belonging to all prior employers which she is required to so return.

**11. Company Property.** All equipment, notebooks, documents, memoranda, reports, files, samples, books, correspondence, computer programming, computer software documentation, lists, other written, computerized and graphic records, and the like, affecting or relating to the Company's, CCC's or an affiliate's business, which Employee shall prepare, use, construct, observe, possess or control during the course of her employment with the Company shall be and remain the Company's sole property (collectively, "**Property**"). Upon termination of employment with the Company, Employee agrees to deliver promptly to Company without the necessity of notice or demand all items of the Property in or under Employee's possession or control, including all copies of such items. Upon the Company's request, Employee shall certify in writing her compliance with this provision.

**12. Remedies for Breach.**

(a) Employee acknowledges that her violation of her obligations under **Sections 6, 7, 8 or 11** of this Agreement could result in irreparable injury to Company for which there is no adequate remedy at law. Notwithstanding anything else herein to the contrary, Employee agrees that, in the event she breaches or threatens to breach any such provisions, Company shall be entitled to seek injunctive relief, both preliminary and permanent, in addition to any other remedies which may be available to Company. Company shall not be required to post a bond in order to obtain an injunction hereunder.

(b) Employee further agrees that, notwithstanding anything herein to the contrary, in the event Employee has been terminated for an alleged violation of any of the provisions contained in **Sections 6, 7, or 11** of this Agreement, and the Company brings an action against Employee to enforce such provisions, payment of any Salary to Employee hereunder, may be suspended, without penalty to Company, pending the outcome of such litigation. If a court of competent jurisdiction finds that Employee has breached any of such provisions, Employee's right to such unpaid Salary shall cease. However, if such court finds that Employee has not breached such provisions, Employee shall promptly receive any earned but unpaid portion of her Salary.

**13. Reformation.** In case any provision of this Agreement shall be held, by a final determination of a court of competent jurisdiction, invalid, illegal or unenforceable, in any respect, such invalid, illegal or unenforceable provision shall not affect any other provision of this Agreement, and such invalid, illegal or unenforceable provision shall, to the extent possible, be construed or modified in such manner as to be valid, legal and enforceable, so as to most nearly retain the intent of the Parties; provided, that any provision concerning duration or scope of business shall be construed or modified in such manner as to be valid, legal and enforceable to the maximum extent permitted by law.

**14. Assignment.** This Agreement shall be binding upon and inure to the benefit of the parties and their respective heirs, representatives and successors and permitted assigns. This Agreement may be assigned by the Company to any successor. This Agreement and all rights and benefits hereunder are personal to Employee, and neither this Agreement, nor any right or interest herein of Employee shall be voluntarily or involuntarily sold, transferred or assigned by Employee.

**15. Entire Agreement.** This Agreement represents the entire understanding and agreement between the parties with respect to the subject matter hereof, superseding all of the negotiations, understandings and representations (if any) made by and between such parties. Except as otherwise provided herein, terms or provisions hereof may be amended, supplemented, waived or changed only in writing by the Company and Employee, not orally. A finding that any provision of this Agreement is illegal or invalid shall not invalidate any other provision.

**16. Waiver.** The waiver of a breach of any provision of this Agreement by either of the parties or the failure of either of the parties otherwise to insist upon strict performance of any provision hereof shall not constitute a waiver of any subsequent breach or of any subsequent failure to perform. No course of dealing shall alter the obligations of the Employee under this

## EMPLOYMENT AGREEMENT

Agreement or otherwise affect the ability of the Company to strictly enforce the terms of this Agreement.

17. **Notice.** Any notice required by this Agreement may be waived, in writing, by the party entitled to receive such notice. Unless the parties are notified to the contrary, notice required under this Agreement shall be in writing and personally delivered or sent by certified mail as follows:

If to Company: Community HigherEd Institute  
4242 South Sheridan  
Tulsa, Oklahoma 74145  
Attention: Dr. Kevin Kirk, President

If to Employee: Teresa L. Knox

\_\_\_\_\_  
\_\_\_\_\_

Notices shall be deemed delivered when deposited in the United States mail, as above provided. Change of address by either party must be by notice to the other in the same manner as above specified.

18. **Governing Law, Jurisdiction and venue.** This Agreement shall be construed, and the legal relations between the parties hereto determined, in accordance with the local laws of the State of Oklahoma applicable to agreements made and to be performed entirely within the State of Oklahoma, without giving effect to its conflicts of laws provisions. The parties agree that, in any dispute between them relating to this Agreement, exclusive jurisdiction shall be in the trial courts, Federal or State, sitting in the City of Tulsa, Oklahoma, or in Tulsa County, Oklahoma, and that venue shall lie only in such courts; any and all objections as to such jurisdiction and venue are hereby expressly waived by each party.

19. **Gender References.** Words of the masculine gender in this Agreement shall be deemed and construed to include co-relative words of the feminine and neuter genders, and words of the neuter gender shall be deemed and construed to include co-relative words of the masculine and feminine genders.

20. **Counterparts.** This Agreement may be executed in any number of faxed counterparts, each of which when executed and delivered will be deemed to be an original and all of which counterparts taken together will constitute but one and the same instrument.

21. **Survivals.** Sections 5, 6, 7, 8, 9, 11, 12, 13 and 18 of this Agreement shall survive any termination of this Agreement.

**EMPLOYMENT AGREEMENT**

IN WITNESS WHEREOF, the parties have signed this Agreement as of the day and year first written above.

“Employee”

“Company”

**Community HigherEd Institute**

\_\_\_\_\_  
Teresa L. Knox

By: \_\_\_\_\_  
Mark Lewandowski, President

DRAFT

Dental Directions, Inc.

## Book Asset Detail

FYE: 12/31/2014

Asset	Property Description	Date In Service	Book Cost
<b><u>Group: Furniture &amp; Fixtures</u></b>			
69	File Cabinets - 2 Drawer	6/30/00	1,080.00
70	File Cabinets - 4 Tier - Storage	6/30/00	275.00
71	File Cabinets - 6 Tier - Sorters	6/30/00	290.00
72	File Cabinets - 6 Drawer	6/30/00	900.00
73	File Cabinets - Fireproof - 4 Drawer	6/30/00	800.00
74	File Cabinets - Lateral 2-Drawer	6/30/00	2,250.00
88	Chairs & Tables	1/01/01	600.00
92	Chairs - student classroom	6/30/01	2,548.00
95	Classroom Chairs	4/01/01	448.77
103	2 Tables for Classrooms	3/01/01	161.78
108	Classroom Chairs	3/01/01	223.30
109	Classroom Chairs	3/01/01	223.31
119	Student Chairs	12/01/02	207.12
122	File Cabinet	3/01/02	29.56
125	4 Drawer Cabinet	3/01/02	86.32
126	5 Shelf Bookcase	3/01/02	97.11
127	2 Drawer Cabinet	3/01/02	140.28
129	6 Chairs	3/01/02	225.56
135	Chairs	4/01/02	113.28
137	Tables	4/01/02	155.29
139	Tables	4/01/02	396.27
141	2 Task Chairs	7/01/02	99.98
145	4 Folding Tables	1/03/03	264.18
146	2 Folding Tables	1/28/03	132.09
148	Door Name Plate	1/14/03	9.98
149	2 Folding Tables	1/28/03	132.09
150	15 Classroom Chairs	2/19/03	380.57
153	Storage Shelves	3/18/03	251.52
154	5 Round Stools	4/21/03	182.87
156	Picture Frames	5/23/03	57.33
157	4 Classroom Tables	6/06/03	265.48
159	Student Tables, Chair, Computer Table	7/18/03	11,913.57
161	Admissions File Cabinets	7/23/03	269.14
177	4 Drawer Filing Cabinet	8/28/03	134.89

188	50 18 x 16 Folding Tables	10/08/03	2,403.32
189	100 Molded Plastic Stack Chairs	10/08/03	1,884.23
191	Bookshelves	10/01/03	393.50
199	3 3 Shelf Bookcases	10/29/03	123.00
200	5 Leather Chairs	10/29/03	256.00
201	6 4 Drawer Vertical File Cabinets	10/29/03	799.62
203	2 Vertical 4 Drawer Filing Cabinets	11/05/03	266.53
204	4 Leather Chairs	11/05/03	204.78
205	2 Vertical 4 Drawer Filing Cabinets	11/05/03	270.07
206	250 Molded Plastic Stack Chairs	11/07/03	5,117.96
207	8 Oak Lecturnes with Power	11/18/03	6,400.00
209	120 Folding Tables	12/05/03	5,767.95
210	240 Molded Plastic Stack Chairs	12/17/03	4,913.25
211	Podiums	12/23/03	788.95
213	File Cabinets, Bookcases, Chairs	1/14/04	1,306.74
217	7 Desks	1/23/04	969.23
228	Cabinets	3/03/04	244.10
240	Storage Cabinet	4/28/04	113.99
244	Brookcase & Calculator	5/12/04	75.98
253	Lecturns	7/28/04	2,400.00
255	4 Dr. Vertical File	8/04/04	132.99
261	6 Bookcase - 5 Shelf	8/04/04	284.94
262	2 Bookcase - 2 Shelf	8/04/04	75.98
263	4qt File, Vert, DR	8/04/04	531.96
265	2 x 4 drwr 25' ltr Bk	8/10/04	215.96
266	Bookcase 3 Shelf	8/10/04	75.98
270	2 qt 3 Shelf Bookcases	9/29/04	82.06
277	Chair	11/10/04	207.40
284	Bookcase Shelf 2	12/15/04	82.49
286	Brenda Lateral	3/29/05	572.13
287	Rug for 2nd Floor Admissions	3/30/05	786.49
292	Painting	5/04/05	500.00
296	T's Office (Mathis Brothers)	5/30/06	5,499.52
297	Office Furniture - Marlene	10/01/06	4,131.08
299	2 Credenzas, Bookcase, File, and Desk	1/29/06	1,959.89
302	50% Deposit for Clary Sage Furniture	12/27/06	26,274.35
306	Student Chairs	6/30/95	400.00
719	counter	9/30/03	425.00
720	table	10/21/03	127.00
741	2 bookcases	7/21/03	193.17
743	counter	9/30/03	425.00
752	check out stand	7/09/04	2,670.00
753	book shelves	7/21/04	379.92
896	5 swivel stools	7/14/04	332.50
1025	50% deposit for ccc furniture	1/03/07	3,362.50
1026	deposit for ccc furniture-3rd floor	3/13/07	2,700.00
1027	1st pymt for bistro furniture	3/20/07	3,355.08

1030	remaining balance for ccc furniture	4/09/07	3,919.75
1031	10 chairs and 4 storage bookcases	5/01/07	1,688.37
1032	storage cabinet	8/20/07	976.62
1033	storage cabinets	10/02/07	976.62
1037	framed artwork for common areas and	2/01/07	6,771.76
1039	back lobby furniture	2/01/07	4,279.08
1040	front lobby furniture	2/01/07	2,070.78
1041	horizontal bookcase-back lobby	2/01/07	1,409.63
1042	display table square waterfall	2/14/07	1,746.24
1043	display table square waterfall	2/15/07	1,746.24
1044	2 filing drawers	2/28/07	619.00
1045	michael's and tj maxx-clary sage decor	2/28/07	1,146.22
1046	kitchen accesories-18 carts for rooms	2/28/07	4,122.00
1047	trash cans and brooms	2/28/07	1,315.58
1049	4 filing drawers	3/07/07	679.77
1050	deposit for csc furniture - admin office	3/13/07	1,150.00
1051	furniture	4/09/07	36,978.96
1052	remaining balance for csc furniture - a	4/16/07	4,550.88
1053	filing cabinets	10/25/07	1,015.10
1100	6 Storage Cabinets	11/14/07	1,561.67
1101	Office Furniture	11/06/07	157,158.82
1102	Office Furniture	3/20/07	74,299.86
1137	Mirrors	1/31/08	5,179.00
1138	4 Podiums/Drawer Unit	2/19/08	4,449.20
1146	Furniture	6/01/08	2,473.32
1147	Furniture	6/01/08	4,389.09
1148	Furniture	10/28/08	8,974.20
1162	Shelving	11/28/08	7,097.66
1163	110 Tables	12/11/08	4,600.00
1164	Furniture for break room	12/28/08	8,191.00
1165	Furniture	12/29/08	5,008.27
1240	Deposit for Office Desk Furniture	3/26/09	9,060.50
1242	Furniture	4/01/09	9,060.50
1243	Furniture	5/05/09	825.82
1244	File Cabinets	5/19/09	1,642.08
1245	4 Workstations -Room 272	6/05/09	2,775.00
1246	Faculty Resource Work Stations	3/31/09	3,820.00
1247	Projector, mount, brackets, screen, an	5/01/09	1,753.30
1248	Shelving	5/22/09	1,158.29
1249	4 Storage Cabinets, ofc 120	9/17/09	657.00
1250	Fire & Alarm Equipment	1/26/09	5,176.76
1251	Window Treatments-manual clutch ro	1/27/09	10,435.00
1252	Fire & Alarm Equipment	2/04/09	4,349.87
1253	Internally Illuminated Double Face Pyl	2/06/09	30,199.43
1254	Internally Illuminated Single Face Wall	2/06/09	3,922.43
1255	Burglar Alarm Equipment	2/06/09	3,046.23
1256	Burglar Alarm Equipment	2/06/09	800.01

1258	Rod Oven	3/01/09	655.80
1259	Cutting Machine, Outfit, Torches	3/01/09	4,564.86
1260	Balance for shelving, island for Chrom	3/01/09	4,312.44
1261	Chrome City Displays	3/01/09	2,278.48
1262	Storage Shelves for Tool Crib	3/11/09	1,541.73
1263	Crown-Ropes Around Cars in Lobby	3/30/09	1,970.08
1264	7x45 Gallon Waste Containers	3/30/09	1,038.86
1265	Storage Cabinets for OTC Media Equip	4/07/09	2,995.00
1266	Furniture	5/05/09	825.79
1267	Shelves for Welding Booths/Curtain R	5/16/09	1,553.00
1269	Fan-Auto Shop	6/24/09	506.31
1270	Fan- Welding Shop	6/24/09	506.31
1271	Storage Shelves for Tool Crib	6/25/09	1,548.23
1272	New Phone System	8/03/09	10,705.17
1273	1 Ea. Barber Pole	9/01/09	720.49
1274	1 Ea. Barber Chair	9/01/09	701.28
1290	2 Showcases & Register Counter Well	1/12/09	2,426.81
1350	LTC Fixtures	1/01/09	303,416.00
1363	labor & material/new water heater	8/03/10	6,041.75
1367	chiller fan control/labor	3/31/10	2,677.00
1371	10 exterior banner signage	8/03/10	16,564.63
1375	shelves/canopies/fixtures	1/22/10	2,200.77
1377	shelves/panels/gondola sections	2/01/10	3,374.02
1386	photoelectric detector/pull station/ho	3/30/10	1,392.23
1387	paint booth exhaust	3/31/10	5,197.79
1389	install air piping to 3 lifts and connecti	4/15/10	1,150.00
1393	fixtures/hookups	5/05/10	2,334.65
1394	service sink/ice maker hookups	5/10/10	4,165.00
1400	barbershop sign	6/16/10	4,621.56
1402	labor and material to replace 2 compr	7/28/10	4,637.25
1448	oak storage cabinets	1/08/10	1,755.00
1449	bookcases and work stations	1/20/10	5,520.00
1450	9 chairs for conference room	1/21/10	1,195.30
1451	new telephone system and programm	4/01/10	1,645.39
1452	new phones 4	5/05/10	1,135.63
1453	new phones 4	6/07/10	1,141.06
1454	telephone work and new phones 4; 1 c	9/20/10	2,379.41
1455	chairs 9 for nail tech	3/08/10	1,388.90
1456	2 desks w/returns; 1 table top; 1 table	4/28/10	2,326.60
1457	refrigerator 2; icemaker 2	5/01/10	1,300.03
1480	Cubicle Circuits	10/06/10	1,100.00
1481	19 Ft Elec Scissorlift	10/15/10	6,782.31
1482	Cubicles	10/19/10	12,511.60
1483	Conf Room Chairs/Table	11/25/10	1,024.29
1484	Furniture	12/01/10	1,111.12
1485	Desk Unit	12/08/10	2,201.03
1486	7 Vertical File Cabinets	11/02/10	1,076.38

1487	Sign	11/30/10	23,374.55
1488	Shampoo Bowls & Faucets	12/14/10	3,154.93
1489	Manual Shades	11/16/10	2,849.93
1578	Office Desk & hutch - Furn Land South	2/21/11	3,849.68
1579	Rug for Lobby	3/11/11	1,084.08
1580	Corp Bicycle Fleet	3/11/11	2,769.18
1581	Bike racks for bicycle fleet	3/17/11	625.93
1582	6 chairs for call center	4/14/11	808.72
1583	Table for Dr. Breschia's office	4/14/11	606.50
1584	Furniture Clary Expansion	2/11/11	23,778.29
1585	Serenity Room Furnishings	2/11/11	23,711.54
1586	124 Tables, 62 Chairs, 12 File Cabinets	2/18/11	70,253.58
1587	Bean Bag Chairs for CSC Reading Alcov	2/25/11	749.70
1588	Art/Wall decor	3/01/11	30,836.81
1589	Rolling Storage Carts	3/01/11	501.98
1590	Lobby Chairs	3/02/11	5,207.25
1592	Corporate Bicycle Fleet	3/11/11	2,769.16
1593	Clocks for Clary	3/14/11	777.22
1594	38 Trash Cans	3/17/11	1,547.86
1595	Linen Hamper Frames	3/18/11	648.95
1596	Set Sinks & Ecetra shampoo bowls	3/28/11	6,925.30
1597	3 filing cabinets	4/15/11	712.96
1598	Trim & Glass handrail	5/01/11	650.00
1599	5 desks w/returns, 5 3-drwr files, 5 key	5/18/11	5,575.00
1600	1x2" clear anodized u-channel glazed t	5/21/11	1,187.00
1601	Manuf & Install 3 frames for digital fac	7/06/11	12,540.35
1602	3 chairs for front desk	7/06/11	765.96
1603	desk w/ return, 3-drwr file, keyboard s	5/18/11	1,141.00
1604	Large Cooling Fan	8/01/11	1,097.00
1605	Large Cooling Fan	8/01/11	1,469.00
1606	4 large Cooling Fans	8/02/11	5,876.00
1607	Millennium Software upgrade	1/06/11	695.00
1624	Furn/Supplies for Interior Design Dept	1/31/11	12,285.18
1672	Reupholster Waiting Room Chairs	12/16/11	825.00
1673	Interior Sign	12/16/11	640.00
1676	Keyboard Sliding Drawers-16	11/03/11	989.50
1677	Reupholster Chairs	12/16/11	2,475.00
1684	Podium	4/01/11	16,127.82
1685	Clary Furniture	2/01/11	8,574.00
1686	Clary Library Furniture	2/01/11	3,440.29
1694	Perforated Vertical Replacement Vane	3/14/12	640.46
1695	Manual clutch roller shades	3/14/12	1,155.56
1726	Decals for Fitness Center	8/27/12	1,150.00
1727	Mirrors in Barber Shop	6/21/12	1,206.00
1728	Shade & Install-East Windows	8/01/12	2,472.02
1729	Vending Machine for Campus Store	6/11/12	1,000.00
1730	Pool Table-Game Room	7/05/12	881.25

1731	Air Hockey Table-Game Room	7/20/12	423.02
1732	Vending Machine for Student Lounge	8/01/12	4,394.00
1733	Foosball Table & Billard Accessories	8/02/12	467.49
1736	Styling Chairs	5/01/12	2,190.32
1748	Maintenance Trailer & Access.	8/01/12	2,359.95
1749	Armchairs	8/30/12	898.00
1750	3 Traingle coffee tables for reading alc	8/07/12	797.00
1762	Meraki MR24-HW 3 stream dual radio	9/24/12	1,298.00
1763	Desk for TK's office	9/05/12	2,085.00
1764	Magazine Racks for reading room	9/15/12	550.26
1765	Beanbag chairs for reading room	9/17/12	399.92
1766	Entry mat for CCC lobby	10/01/12	2,079.00
1767	Artwork for lobby/CEO office	10/25/12	968.00
1831	Clary Signage	3/05/13	3,565.05
1832	Fireproof Filing Cabinets	5/09/13	9,888.90
1833	Fireproof Filing Cabinets	5/09/13	1,977.78
1834	Fireproof Filing Cabinets	5/10/13	1,977.78
1835	LED Letter for Signage	1/22/13	4,396.32
1836	HVAC - Restroom	4/08/13	1,040.00
1837	Timeout of Fire System Remodel	4/22/13	1,747.42
1838	Trimout of Fire System Remodel	4/22/13	1,121.93
1839	New Campus Signage	4/24/13	1,884.50
1840	Fireproof Filing Cabinets	5/08/13	4,495.00
1841	Lab Cooling Fans	6/18/13	1,299.00
1872	Pool Table for Student Lounge	12/17/13	3,581.05
1873	Pool Table for Student Lounge	12/17/13	3,581.05
1881	Foosball table for CCC Student Lounge	1/15/14	500.00
1882	Guest Chairs	6/17/14	901.62
1883	LED Light fixtures in restrooms	8/15/14	967.97
1897	Ice Machine	1/09/14	1,410.72
1898	50% Deposit for banner affixed to buil	9/10/14	13,800.00
1899	Material and labor required for 3 mirr	9/18/14	519.00
1904	Install power and hook up new OTC Si	2/17/14	460.00
1905	OTC Exterior signage	1/14/14	2,240.00
1906	OTC Exterior signage	6/21/14	3,053.56
<b>Furniture &amp; Fixtures</b>			<b><u>1,382,992.58</u></b>

**Group: Machinery & Equipment**

317	Fire-proof Cabinet	6/30/97	1,600.00
388	cpr - adult mannequin w/ functioning	6/30/00	1,800.00
389	cpr - prediatric faces	6/30/00	120.00
390	cpr fces - adult	6/30/00	140.00
391	cpr pediatric mannequin w/ functionir	6/30/00	600.00
392	cpr pediatric mannequin/functioning l	6/30/00	1,100.00
423	5 blood pressure cuffs	6/17/03	104.75

424	9 medical carts	7/15/03	770.00
425	surgery tech videos qty 3	7/21/03	525.00
426	24' treatment table	7/23/03	317.79
427	4 blood drawing chairs	7/23/03	1,303.96
428	4 tyco wall aneroid sphyg adult	7/23/03	557.16
429	2 iv stands	9/03/03	208.58
430	shelves for st class	9/10/03	447.38
431	onyx pulse oximeter for st class	9/11/03	279.95
432	surgery instruments	9/17/03	674.19
433	surgery table, mayo stand, instrument :	9/22/03	5,245.00
434	mayo stand foot operated	9/29/03	358.95
435	2 mayo stand reinf cover	10/03/03	213.16
436	anatomical models (torso, hand mode	10/08/03	826.04
437	shelves	10/09/03	236.64
438	stand, iv 2 hook thumb cntrl s/s	10/20/03	208.58
439	7 tables	10/21/03	762.00
440	instrument syringe 12' (2)	10/24/03	219.14
441	sterilizing trays w/handles (2)	10/24/03	330.66
442	measuring vital signs: bp video	10/30/03	315.00
443	stainless cart	11/05/03	157.00
444	surgery instruments	11/07/03	5,065.75
445	see asset list	11/14/03	1,324.08
446	2 mayo stands s/s push	11/20/03	1,056.68
448	surgical instruments	12/08/03	383.82
449	mini 200 otoscope w/ hndl black	12/10/03	139.98
450	schuco refractometer	12/11/03	389.00
451	parts for patient paul	12/17/03	420.00
453	surg assets	12/19/03	5,543.05
454	st shelves	12/29/03	92.25
455	tough ted for st class	10/16/03	5,294.95
456	stereo - walmart	10/23/03	86.29
457	posters of instruments & suture (12)	11/11/03	320.00
458	manual or table	12/31/03	4,900.00
459	electric or table	12/31/03	6,900.00
460	st instrument table, mayo type (2)	2/13/04	180.00
461	equipment	3/04/04	1,718.00
462	stethoscopes	5/07/04	267.52
463	stirrups	5/12/04	20.00
464	leg holders	6/17/04	500.00
465	st lab shelves	7/14/04	403.81
466	cork boards	7/21/04	108.24
467	leg holders	7/30/04	542.59
468	applicator gage set	8/26/04	79.85
469	wheel chair	11/03/04	135.65
470	2 bowel resection simulators	1/16/05	589.00
471	micro-hematocrit centrifuge	3/23/05	665.00
472	blood drawing chairs	4/27/05	4,762.08

473	gemini surgery light	5/19/06	1,976.18
502	face bow	6/30/00	100.00
503	finder (apex)	6/30/00	600.00
504	grinder - model	6/30/00	600.00
505	hans pc w/ units for adex machines	6/30/00	6,740.00
506	impression trays	6/30/00	12,000.00
507	lights - operator (crane lf ll)	6/30/00	4,290.00
508	lights - overhead operator - kavo	6/30/00	1,430.00
509	lights - overhead operator - kavo	6/30/00	1,430.00
510	lights - overhead operator - kavo	6/30/00	1,430.00
511	lights - overhead operator - kavo	6/30/00	1,430.00
512	lights - overhead operator (kavo)	6/30/00	1,430.00
513	lights - overhead operator (kavo)	6/30/00	1,430.00
514	oxygen - emergency unit	6/30/00	200.00
530	air vac systems	1/01/01	655.75
532	compressor	6/30/01	3,500.00
533	vacuum system	6/30/01	3,500.00
534	vacuum system & air compressor	8/01/01	1,750.00
535	dental terminology tapes	2/01/02	635.77
536	dental chair mannequin	3/01/02	606.00
537	visual aid (protecting pat from med er	4/01/01	315.00
538	slow speed hand piece	5/01/02	508.24
539	810-9000 daylight loader	7/01/02	620.00
540	810 basic film processor	7/01/02	3,650.35
541	portion of cpr asset - medic first aid	2/20/03	194.18
542	getting ready terrorism	4/01/03	345.00
543	hipaa guide	4/01/03	345.00
544	e-xray developer piece	12/05/03	65.00
545	dental x-ray machine	12/24/03	2,545.95
546	equipment	2/25/04	2,073.33
547	equipment	3/09/04	191.69
548	extension to lights	3/29/04	125.00
549	ultralume led 2- natural	3/29/04	865.97
550	6325	3/29/04	115.00
551	human skull	4/28/04	5,522.36
552	equipment	5/28/04	738.36
553	equipment	7/02/04	469.99
554	16 round stools	10/21/04	563.49
555	dental equipment	2/11/05	783.59
556	adult dexter skull	10/20/06	2,800.89
557	washer dryer module 810B x-ray	11/21/06	543.00
559	instructors pharmacy technician book	4/01/02	39.75
560	weight set	4/01/02	125.00
561	torison balance	7/01/02	1,422.00
563	beakers, supp mold calibration mass, \	8/01/02	183.51
564	hot plate	8/01/02	343.00
565	balance, ohaus av-150	1/06/03	673.00

566	portion of cpr asset - medic first aid	2/20/03	194.18
567	register	10/13/03	99.74
568	pharmacy reference/teaching books	10/23/03	596.15
569	pht books purchased on amazon.com	12/23/03	627.90
570	register	7/13/04	99.74
575	massage tables (stationary)	5/01/01	4,127.95
578	massage chair	12/01/01	537.72
579	equipment	12/01/01	347.41
580	massage chairs and tables	10/01/02	2,583.85
581	cd boom box	1/01/02	38.73
582	paraffin bath	1/01/02	156.48
583	thermal blankets	1/01/02	180.95
594	acct #134099	7/18/03	4,753.60
596	hydrocollator	8/11/03	900.00
597	letterboard	10/09/03	94.00
598	bates mult style e number mach	10/31/03	186.00
599	sage aurora tables, face rest platform	11/05/03	367.08
601	equipment	9/08/04	264.00
602	massage equipment	9/08/04	1,352.80
603	equipment	9/10/04	832.50
605	diagnostic set with diagnostic hd 3.5v	7/30/03	1,456.88
606	instrument spray pack	7/30/03	178.70
607	power pro cordless clipper	7/30/03	214.75
608	econoline x-ray viewbox single	7/30/03	134.90
609	canine dental model kit	7/30/03	178.06
610	feline dental model kit	7/30/03	178.06
611	disarticulated cat	10/17/03	125.00
612	dirochek lab pack (3)	12/30/03	859.77
613	vme anesthesia machine	1/08/04	1,569.00
614	ayres non-breathing sys complete	1/08/04	149.95
615	pregnant cat model	1/12/04	442.04
616	Canine Dog skeleton anatomically	2/04/04	84.99
617	equipment	3/09/04	515.26
618	equipment	3/18/04	160.69
619	isotec vaporizer, vip 3000	3/29/04	1,216.46
620	mammal urogenital anst. museum mt.	4/21/04	247.60
621	cabinets for vet lab	5/18/04	1,369.83
622	simulated flow hood	6/20/04	350.00
623	shelf set 24 x 60 zinc	8/18/04	386.92
624	6 cages	9/23/04	995.47
625	equipment	11/03/04	3,197.99
633	dry erase boards	12/11/03	3,080.00
634	microscope binoculars	12/22/03	2,749.75
635	equipment	1/01/04	130.11
636	8 vcr's & 1 tv	3/05/04	1,208.00
637	3 oak lecturns	7/28/04	2,400.00
642	papoose board	11/08/04	143.50

643	papoose board	11/08/04	143.50
788	15 computers	7/25/03	16,124.29
789	2 tv's & a vcr for classrooms	8/05/03	441.17
790	final expense reimbursement for last 2	8/11/03	1,000.00
791	projector	8/27/03	1,312.15
792	hp color laserjet 1500l printer	8/23/03	862.54
793	overhead projector & cart	8/28/03	280.69
794	3 employee computers	9/26/03	3,234.11
795	scanner (vis ot)	10/13/03	80.73
796	veritas backup exec 9.0 retail	10/15/03	485.63
797	10 student computers	10/20/03	7,014.61
798	3 employee computers	10/23/03	3,234.11
800	d-link 24 port 10/100 siwtch, model de	10/27/03	141.19
801	2 employee computers	10/27/03	2,156.07
802	overhead projector lamp	11/11/03	102.47
803	projector, overhead	11/12/03	279.96
804	d-link 24 port 10/10 switch	11/12/03	134.90
805	projector, overhead	11/19/03	140.41
806	3 hp4 laser printers	12/04/03	1,050.00
807	projectors	12/11/03	8,367.14
808	8 computers for the new classrooms	12/20/03	4,278.68
809	cd burner	12/22/03	193.85
810	last payment for projectors & screens	12/23/03	8,610.98
811	3 tvs, 3 dvd/vcr combos	12/23/03	1,222.29
820	2 speakers for pa system	3/29/04	418.88
824	student database software	4/28/04	9,000.00
826	monitors	5/03/04	565.12
828	computers	5/05/04	1,585.50
829	computers	5/10/04	6,679.72
830	amplifier & microphones	5/17/04	893.09
831	monitor for server	5/25/04	278.00
832	2 servers	5/27/04	6,866.65
833	2 servers	5/31/04	4,121.80
834	hr software	6/10/04	2,314.00
836	virus software - additional licenses	6/24/04	374.38
837	fax machine	6/29/04	137.64
838	printer	7/27/04	300.00
839	4 computers	7/27/04	2,789.28
840	dk280 expansion cabinet	8/24/04	271.29
841	rstu card	8/24/04	325.55
842	8 digital part card	8/24/04	217.03
843	52x cdrw drive	8/25/04	81.47
844	4 port auto kvm switch w/ cable	8/26/04	94.95
845	60x80 screens, mounts audio equip	9/16/04	3,562.76
846	coin counter	9/29/04	51.58
847	5 dell precision workstations	10/15/04	6,356.05
848	hp 4 plus printer	10/19/04	300.00

849	2 laser printers	10/19/04	1,024.90
850	link switch for network	10/24/04	424.95
851	2 credit card machines	11/02/04	421.20
852	teleprompter for falva plus video	11/08/04	943.00
853	equipment	11/10/04	15,240.00
854	2hp jet direct 500x	11/12/04	584.00
855	projector & multimedia speakers	11/23/04	1,903.39
856	16 computers	12/13/04	16,319.20
857	multimedia cart	12/14/04	357.02
858	computer software 16 microsoft xp	12/15/04	1,199.20
859	1 dell inspiron notebook xps	12/15/04	3,072.76
860	router	12/21/04	124.95
861	2-way radio	12/30/04	44.87
864	5 15in black monitors	1/01/05	1,735.74
867	maintenance for student exam printer	2/04/05	600.00
868	purchase leased computers	2/18/05	944.00
869	paper shredder	3/02/05	3,124.21
870	cd-rw drives, 15' monitors	3/07/05	894.85
871	hard drives and monitors	3/08/05	604.85
872	comptuer from wal-mart	3/23/05	661.18
873	2 monitors	8/15/05	509.90
874	computer	8/15/05	874.95
875	lab workstation (3 computers)	8/31/05	3,420.00
877	test case project (classroom)	3/10/06	679.95
878	audio dimensions	4/29/06	3,846.84
879	amd workstation w/ 1gb and lcd	6/02/06	1,134.95
880	2 classroom computers	8/23/06	1,359.90
881	2 projector and speaker kits	8/31/06	4,868.80
882	amd workstation w/ 1gb & 17'lcd	10/09/06	1,139.95
883	color laser jet printer	11/01/06	1,312.91
884	Scantron Machine	11/30/06	7,982.51
885	classroom desktop computer	12/18/06	699.95
886	classroom desktop computer	12/18/06	699.95
888	amd turion 64x2	12/25/06	1,084.00
889	amd workstation	12/12/05	1,359.95
890	amd workstation	12/12/05	1,159.82
891	audio equipment	12/30/06	8,000.00
893	equipment	1/01/04	258.91
894	wool blanket	1/12/04	520.82
895	5 bolster 6x25 semi round zippered	7/14/04	98.00
897	1 nova product	7/14/04	229.50
898	1 quicklock face rest platform	7/14/04	32.50
899	1 face rest pad	7/14/04	15.00
900	2 massage tables from teh ba to li	7/31/04	1,132.00
901	stereo system	9/13/04	401.91
902	dividers	9/27/04	1,401.00
903	portal pro tt heron	10/08/04	274.50

904	cd display holder	11/09/04	117.69
905	massage equipment	12/28/05	2,486.25
906	cosmetology supplies	12/20/05	6,300.00
907	2 computer notebooks	2/28/06	1,664.38
908	shampoo stations	12/20/06	5,800.00
909	facial steamer new life	3/30/06	1,477.97
911	nail technician equipment	11/15/06	1,440.19
914	face rest platforms, face pads, and swi	2/26/07	4,987.25
915	6 maple table spa clinicians	2/26/07	7,673.40
916	3 massage lights	4/06/07	2,204.40
917	wimex spa table	8/28/07	1,027.00
919	adams compact centrifuge	2/13/07	851.31
920	4 integ diagnostic systems w/ stp	2/13/07	4,139.63
921	dry heat sterilizer model	2/23/07	401.32
922	hb201 promo	5/03/07	575.55
923	surgical instrument set	8/27/07	1,006.42
924	moore medical-medical suite	10/28/07	4,173.52
925	patient exam tables	11/02/07	8,184.12
978	amd workstation w/ 1gb & 17' lcd	1/04/07	1,139.95
979	14 pc systems w/lcd monitors	1/23/07	12,600.00
980	6 pc systems w/ no lcd monitors	1/23/07	4,200.00
981	router and switches for csc	1/23/07	8,810.00
982	hp prollant dl 380 g4 computer system	1/26/07	2,125.50
983	3 layer switch, ethernet, and rack mou	2/01/07	1,129.45
984	instructor computer	2/02/07	699.95
985	7 ceiling projectors	2/16/07	5,433.00
986	30 pc systems for csc lab	2/20/07	27,000.00
987	spare layer 3 switch	2/28/07	819.95
988	fht equipment-nustep - trs 4000	3/12/07	3,850.00
989	7 eiki lc-xb23 projectors	3/13/07	7,558.21
990	laptop 15.4' wide nb bundle	3/25/07	1,314.86
991	clary sage pos machine	3/26/07	1,149.90
992	lab pc system w/lcd monitor	3/26/07	899.95
993	renewal of academic client server-2 ye	3/30/07	2,557.47
994	csc salon software	3/30/07	8,893.00
995	pc system w/ lcd monitor	4/09/07	880.00
996	software for vending machines	4/09/07	1,719.47
997	3 pc systems w/17' lcd	4/13/07	2,640.00
998	ivan's entra pass machine	4/24/07	899.95
1000	new tape backup	5/01/07	4,124.40
1001	network labor for blackberries and e-n	5/01/07	1,000.00
1002	24 lab pc systems w/ lcd monitor	5/01/07	21,600.00
1003	6 lcd's for lab machines	5/01/07	1,080.00
1004	vending machine pc	5/01/07	699.95
1005	paypal-francomssof-rx software	6/28/07	1,035.00
1007	backup exec upgrade software	7/23/07	2,019.75
1008	pc system	7/30/07	699.95

1009	installed 2 ip phones and connected to	8/01/07	1,430.04
1010	hp dl320g4 sas/sata mod-fx server	8/14/07	1,971.00
1011	projector system	8/22/07	1,766.66
1012	speaker system	8/27/07	3,802.44
1013	barracuda spam firewall 300	9/01/07	2,545.00
1014	teresa's computer	9/28/07	1,499.95
1015	labor to install computers	10/01/07	4,380.00
1016	6 pc's for podium pc	10/01/07	4,320.00
1017	keyboard	10/10/07	19.95
1018	2 lab systems w/17 inch lcd's	11/05/07	1,720.00
1019	hp prollant dl380 g4 computer system	1/26/07	2,125.50
1020	computer for csc	6/11/07	899.95
1021	computer speakers	7/02/07	19.95
1022	pc system w/out monitor	7/30/07	679.95
1023	sam's popcorn machine	10/28/07	514.76
1024	ultimate electronics audio/video equip	8/28/07	1,802.24
1056	small rotating h&n care center display	10/01/07	1,471.08
1063	body composition scale	3/22/07	1,302.33
1064	stability ball storage rack, exercise bal	5/01/07	1,166.61
1065	intech products - steel plates accesorie	8/01/07	1,111.05
1066	styling stalons	1/05/07	13,095.00
1067	42 freestylist styling systems	2/15/07	26,746.40
1068	5 stone warmers (csc)	2/20/07	509.07
1069	styling stalons	2/21/07	13,095.00
1070	7 backrest stools	2/26/07	659.79
1071	pedicure and styling stations	2/27/07	13,095.00
1072	4 seat nail dryer - idi day spa equipme	2/28/07	2,424.12
1073	tourmaline dryers, irons, and diffusers	3/05/07	2,719.08
1074	csc styling stations	3/30/07	6,543.50
1075	marianna imports - cosm equipment	3/31/07	548.14
1076	wig dryer spr 9/3 shlvs (07011)	4/03/07	1,029.29
1077	lifetime skeleton for clary sage - grx m	4/27/07	219.28
1078	manikins miss lori-kin	5/01/07	671.75
1079	flat irons, spring irons, mirrors, dryers	5/01/07	5,318.32
1080	judis wigs and boutique	5/01/07	766.06
1081	30 shear sets and 30 miss amerikin ma	7/13/07	2,563.98
1082	skincare area furniture	2/01/07	1,100.66
1083	paypal-5, towel warmers, 8 facial stea	2/28/07	2,524.37
1084	new lfe-deluxe steamer w/ base & rep	10/28/07	573.55
1085	7 backrest stools	2/26/07	659.71
1086	Scantron Software	12/20/06	1,632.96
1088	Medical Suite	11/28/07	6,179.70
1089	Mobile Treatment Cabinet / EKG carts	12/28/07	4,126.34
1096	Barracuda Web Filter 310	11/01/07	2,545.00
1097	Instructor Computer	11/13/07	758.90
1098	Barracuda Module 300 Spam Blocker	11/16/07	900.00
1099	2 Computers for Clary Lab	11/05/07	1,720.00

1103	Fitness Equipment	3/01/07	60,051.71
1122	EKG Machine	4/11/08	2,068.90
1123	Dental Stools	9/03/08	3,250.00
1124	Dental Chairs	11/20/08	23,955.79
1125	Vacuum	11/20/08	3,387.52
1140	Podium System	1/02/08	2,022.00
1141	Battery Back-Up	1/29/08	3,002.50
1142	HPU Notebook	4/16/08	1,951.92
1143	30 HP Computers	4/25/08	18,005.92
1144	Wireless Network	7/01/08	1,694.00
1145	Harms Software Program	4/28/08	1,810.00
1149	Platforms & Blocks	2/01/08	3,157.62
1150	Weight Training System	3/01/08	4,420.61
1151	Dermatouch Microderm	3/26/08	4,045.00
1152	Handheld Mouthpiece Tool	11/01/08	1,283.62
1153	Computer Memory	4/15/08	1,295.92
1154	Cast Cutter Equipment	12/23/08	1,196.62
1155	Autoclave Sterilizer	11/28/08	1,670.00
1156	Evac Pump CS50	12/01/08	3,387.52
1157	Security Software	12/10/08	1,425.00
1159	2 Computer Systems	12/04/08	1,828.90
1160	Network Switch	12/15/08	1,009.80
1161	4 Computers	12/23/08	2,983.20
1166	20 Welding Stands	12/19/08	4,000.00
1167	Face rest pads, Nova, swivel stool	2/04/09	3,687.60
1168	Massage Tables	7/16/09	3,096.40
1169	3@ Basic Buddy 5 Pack	2/17/09	1,137.00
1170	3@ Basic Buddy 5 Pack	2/17/09	1,137.00
1171	8@ AED Practi-Trainer	2/17/09	1,039.60
1172	Teaching Models	3/02/09	2,612.99
1173	5 Dental Lights/Wall Mounted	8/01/09	9,533.48
1257	Equipment	2/24/09	4,685.77
1268	Positioner/Chuck/Chuck Adapter/Foot	5/27/09	5,281.08
1275	Thermal Dynamics Cutmaster	1/01/09	1,819.71
1276	9 Amp Grinders w/Paddle Switch	1/01/09	1,113.37
1277	11 Amp Grinders w/Paddle Switch	1/01/09	1,348.27
1278	Welding Equipment	1/15/09	38,845.29
1279	18 ea of Magnum Torches, Foot Ampt	1/16/09	3,666.79
1280	2 Python Plus 15 ft. Air Cooled	1/16/09	2,806.39
1281	18x 1-1.2MM Drive Roll Kits, 2x 0.9MM	1/16/09	890.83
1282	Welding Equipment	1/16/09	28,607.26
1283	Welding Equipment	2/01/09	4,862.53
1284	Oxygen, Petroleum	2/25/09	243.37
1285	Grizzly Industrial-Rollerstand & Bands	2/28/09	1,628.65
1286	Flow/Regulator	3/01/09	1,604.05
1287	Vistamation-7 Work Benches & 1 Wor	3/30/09	3,710.84
1288	Rod Oven	8/14/09	250.00

1289	ISI-Ind Solutions & Innovation, LLC	9/04/09	2,945.00
1291	Tool Kit Computer System	1/09/09	34,050.04
1292	OTC Auto Shop-Wheel Lift	2/11/09	13,062.58
1293	Vehicle Lifts-PO#OTC12008	3/01/09	42,641.11
1294	Vehicle Lift Under Car Equipment PO#	3/01/09	35,127.98
1295	Auto Shop Tool Boxes, Lift, Brake Lath	4/09/09	330,981.82
1296	Storage Cabinet/Tool Boxes	6/01/09	2,994.71
1297	19 Barber Chairs	9/24/09	11,511.72
1301	Sterilizer Autoclave	11/02/09	1,756.50
1302	3@stand Mayo Foot Operated	11/23/09	1,729.67
1303	Dental Film X-Ray Processor	11/04/09	1,875.00
1341	Gauge Machine	11/05/09	3,427.81
1342	Vehicle Lifts-Freight Charge PO#OTC9C	11/10/09	1,950.00
1343	Vehicle lifts- PO# OTC09042819	11/12/09	15,125.60
1345	Dryer Chairs (3)	10/22/09	3,379.22
1346	10-Dual (20 indiv) styling stations	10/23/09	25,840.50
1347	Barber Mats (20)	12/08/09	1,974.00
1348	Misc. Shop Tools	7/01/09	96,704.11
1351	OTC Cowen Const. Equip.	3/11/09	166,925.00
1354	massage tables/chairs (4)	4/01/10	1,597.00
1355	stand mayo foot operated (3)	1/25/10	786.06
1460	welding cart	2/22/10	1,267.11
1461	horizontal band saw	6/03/10	3,295.00
1462	1996 pontiac grand prix-classroom tra	9/29/10	1,492.00
1463	blowdryers 20 and flatirons	1/30/10	2,034.90
1464	manicuring tables	2/25/10	1,072.37
1465	door mats and runners	3/08/10	2,848.86
1490	Automotive Electronic Trainers	10/28/10	1,605.00
1492	Massage Tables/Carrying cases (2)	4/26/11	773.30
1493	Digital XRAY Equipment	1/06/11	7,248.00
1494	Dexter Human Skull	3/02/11	8,281.53
1495	Dental Remodel	6/27/11	32,861.13
1496	Wash Tub/Exam Table	2/15/11	2,626.00
1497	Vet Lab Equipment Materials & Installa	3/21/11	4,200.00
1610	Coffe Bar refrigerator	3/07/11	1,874.03
1611	Coffee Bar - 2 sinks, 1 floor sink, count	3/31/11	3,075.00
1612	espresso machine, 3 grinders,2 blende	4/05/11	14,695.95
1613	Coffe Bar sink material and install	5/01/11	825.40
1614	Ice Machine for Clary Coffee Shop	6/03/11	3,916.00
1615	Plumbing/Install for ice machine	6/03/11	540.95
1616	17 Forms (ladies, mens, arms)	2/09/11	3,448.80
1617	Storage Unit, 25 student chairs, 4 art e	2/10/11	6,123.70
1618	12 Half Scale dress forms	3/04/11	889.08
1619	8 Cutting Tables	3/31/11	2,502.00
1620	10 sewing machines	5/01/11	2,400.00
1621	Sewing Equipment	5/01/11	6,595.00
1622	4 sewing machines + accesories	5/16/11	1,092.92

1623	2 4x5 cutting tables	6/08/11	960.40
1625	Minuteman Plus Tester w/ cart	1/27/11	2,054.50
1626	1999 Ford Taurus	5/11/11	660.00
1627	Ethos Software upgrades	7/16/11	5,000.00
1628	Barber Equip - Massagers	3/31/11	1,251.09
1629	Corp Bicycle Fleet	3/11/11	2,769.16
1679	Sketch Boards, Portfolios & Marker Se	9/23/11	1,483.60
1680	Embroidery Machine	10/01/11	6,999.00
1681	Embroidery Table	10/12/11	630.00
1682	8-Silver Omni Glide Sewing Machines	11/07/11	2,672.19
1683	4-Silver Omni Glide Sewing Machines	11/07/11	1,111.08
1691	CCC computer classroom 7	1/04/12	994.55
1692	New Computer - T Knox	1/07/12	1,193.68
1693	Computer for TK	1/08/12	868.13
1711	Art Phlebotomy Lab	5/01/12	780.64
1712	3 Compartment Sink	5/02/12	725.00
1713	Faucets/Valves for Phlebotomy Lab	5/22/12	785.25
1714	3 Compartment Sink Install	6/05/12	1,007.98
1734	Fitness Center Equipment	8/02/12	349.98
1735	Wall Mount Pull Up Bars	8/13/12	833.15
1768	Welding Booths	11/21/12	18,050.00
1769	Welding Equipment	12/05/12	2,622.60
1770	Engine Cores	3/07/13	6,000.00
1771	Radiograph Machine	4/01/13	1,300.00
1772	CDR Elite Sensor and Remote	6/20/13	6,922.06
1773	2 Frasco Patient Simulators	6/27/13	2,790.00
1842	1999 Freightliner OTR Truck	3/07/13	10,000.00
1843	Transmission Jack 72550B	3/28/13	1,219.38
1844	1996 Ford Ranger	5/10/13	1,110.00
1845	4S 2Bay 25" Rollaway	7/02/13	2,013.90
1846	Tools	5/01/13	6,707.40
1847	1.5 Ton Heat Pump	6/18/13	613.00
1863	Shampoo Station	8/12/13	649.00
1864	Used Tools	11/14/13	900.00
1867	20 Ton Service Jack	8/07/13	2,713.68
1868	Wheel Dolly	8/20/13	538.12
1869	2 Allison AT545 Transmissions	8/22/13	1,382.32
1870	Pro Link IQ Strtr	9/04/13	2,085.99
1875	1" Impact Wrench	12/04/13	806.68
1876	1" Super HvyDty Imp Wr	12/04/13	1,250.15
1877	11-Drw 54x24 Roll Cab	12/04/13	3,360.51
1878	Classic 96 Black	12/04/13	3,751.93
1879	SQ Pistol HDL Impact Wrench	12/06/13	913.27
1880	Shop Tools SC Comb Wrench	12/09/13	935.18
1887	X-Ray Processor from Dr. Randy McCo	9/18/14	600.00
1900	Barber Chairs	6/02/14	12,091.00
1907	1999 GMC Yukon	2/28/14	500.00

1908	2000 Ford F150 Vin#1FTRX17W4YKA4	6/26/14	2,110.00
1909	2007 Impala Vin#2G1WB58K17937381	6/26/14	4,110.00
1910	2004 Buick, VIN#1G4HP52K444112355	6/26/14	2,110.00
1911	Tool Set with Toolbox	1/02/14	657.06
1912	2007 Freightliner VIN#1FUJBBCK27LXC	2/28/14	31,500.00
1913	2007 Freightliner VIN#1FUJBBCK47LXC	2/28/14	31,500.00
1914	OMG43000-Floor Trans Jack 3000LB	3/24/14	1,588.43
1915	Alternator-DEL860066	6/09/14	582.51
1916	TU-100 Trainer	4/11/14	9,722.86
1917	4 Ton Heat Pump	9/18/14	800.00

**Machinery & Equipment** 2,108,954.98

**Group: Office Equipment**

247	Admissions Tracking Board	5/28/04	451.43
1188	POS System	1/27/09	1,061.95
1189	Quickbooks Enterprise Upgrade	1/29/09	5,045.94
1190	HP Home Store-1 HP Touchscreen PC	1/29/09	1,993.66
1193	Software Shelf-Ivan's Card	2/28/09	995.00
1194	David Gross Computer	3/13/09	964.90
1195	Dedicated Micros 32 Channel DVR	3/18/09	6,959.44
1196	Millennium Server	3/19/09	6,566.00
1197	1 GB Instructor Computer	4/01/09	925.00
1198	Lexmark C782dtn XL COLC Printer	4/29/09	2,918.02
1199	Dr. Paul Shuler Computer	5/01/09	954.55
1200	Sara Harper Computer	5/07/09	954.55
1201	Lisa Rahm Computer	5/11/09	950.85
1202	Leonda Clements Computer	5/20/09	855.00
1203	New Computer Systems-L Russell/B Pc	6/12/09	1,834.80
1204	Network Upgrade	6/17/09	7,780.52
1205	Becky Post Computer	6/23/09	999.38
1206	James/Shawntele Taylor Computers	6/29/09	1,944.80
1207	Network Upgrade	7/09/09	945.49
1208	Computer Shantele Taylor Rm 272	7/22/09	969.55
1209	New Barracuda	8/01/09	12,223.44
1210	ASA VPN per Ivan/Jeremiah	8/04/09	3,525.97
1211	Spam & Virus Firewall	9/03/09	1,149.00
1212	Computer	9/18/09	2,523.71
1213	19 Ea.-LRC Computers	9/18/09	17,052.40
1214	T-1 Lines	1/23/09	2,619.19
1215	T-1 Lines	2/04/09	1,060.75
1216	Add Telephones to Clary	4/15/09	1,922.92
1217	Computer and Network	4/24/09	994.45
1218	6 Instructor Computers	4/27/09	5,727.30
1219	2 Computers	6/02/09	1,524.95
1220	Network Upgrade	6/17/09	7,780.52

1221	Neil Elliott Computer	6/23/09	999.37
1222	Network Upgrade	7/09/09	945.50
1223	Security Camera Replacement	9/25/09	992.75
1224	Instructor Computer	1/12/09	1,699.95
1225	POS System	1/27/09	1,061.95
1226	1 Instructor Computer	2/11/09	974.90
1227	2x System w/mouse/keyboard/monitc	3/17/09	1,799.00
1228	Projectors, mounts, audio speakers, ca	3/18/09	18,739.15
1229	Voice-drops	3/24/09	1,464.98
1230	PC -Tulsa-2 Computer Towers	3/30/09	1,559.96
1231	PC -Tulsa-4 Computer Towers	3/30/09	2,684.63
1232	PC -Tulsa-7 Computers w/no monitor	3/30/09	5,081.85
1233	2 Computer Towers, CAT5 Cables, 3 N	3/30/09	5,515.14
1234	Computer and Network (Kris Cox)	4/24/09	994.45
1235	OTC Used Car Lot Computer	6/06/09	789.95
1236	Network Upgrade	6/17/09	7,780.53
1237	Network Upgrade	7/09/09	945.49
1238	Software	7/28/09	1,249.00
1317	20 ea MS Ofc Licenses-LRC computers	10/08/09	1,599.00
1318	2 New Systems	11/01/09	1,829.00
1319	Software	11/01/09	1,043.40
1320	3 ea, Computer Systems	11/03/09	2,328.80
1321	New Computers (1) R Banuelos/(3) ext	11/10/09	3,918.00
1322	Computer for Leonda	12/14/09	978.34
1323	Projector & Setup	12/22/09	2,664.92
1324	Lexmark C782dtn Color Printer *(1)	10/09/09	2,820.36
1325	New Employee's Computer	10/09/09	941.47
1326	Computer System-Richard Ryan	10/08/09	934.40
1327	New Employee's Computer	10/09/09	941.48
1328	Server for OTC	11/19/09	1,258.50
1329	Millennium Software	12/08/09	3,854.00
1330	Computer for Blaze	12/14/09	978.35
1331	Server for Barber Shop	12/17/09	987.82
1332	Computer for Paul Jacobs	12/23/09	1,078.00
1333	Smartboard-T Knox's Office	10/27/09	5,093.32
1334	Podium Monitors	11/10/09	1,146.90
1335	Conference Room Table	11/12/09	1,244.00
1336	Conference Room Chairs	11/17/09	1,475.77
1337	Cubicles	12/11/09	3,050.00
1338	Tables for T Knox	12/11/09	1,865.58
1339	Break Rm Furn (36 chairs, 9 tables/tbl	10/21/09	5,305.00
1340	Podium Monitors	11/10/09	1,146.89
1406	4 computer systems	1/11/10	4,049.00
1407	it network switch	1/13/10	2,509.72
1408	it network switch	1/13/10	2,509.72
1409	accounting computer	1/26/10	3,209.95
1410	computer systems (2)	2/16/10	2,147.55

1411	(1) computer system	2/26/10	1,590.81
1412	new classroom computer system 8	2/26/10	8,248.38
1413	new computer systems 2	2/26/10	2,624.97
1414	new computer system-brenda knox	3/30/10	1,639.47
1415	server back up licenses (5)	4/01/10	2,217.82
1416	server upgrade	4/15/10	11,648.46
1417	new builds for new employees 2	4/21/10	2,550.10
1418	exchange server/zeus consultant	4/30/10	1,098.75
1419	server upgrade installation	5/03/10	1,640.00
1420	computer system 4	5/04/10	5,207.68
1421	lrc software server	5/19/10	1,215.28
1422	new computer for engineering and ma	5/27/10	1,540.89
1423	lrc computer	6/01/10	1,084.74
1424	server monitor 1	6/01/10	1,694.47
1425	computer system 2	6/01/10	2,094.95
1426	computer system 1	6/01/10	1,084.08
1427	web filter	6/01/10	6,099.00
1428	domain controller server	6/23/10	1,334.70
1429	ups battery replacement	6/24/10	5,664.77
1430	new computer - bursar	6/25/10	1,231.61
1431	computer systems 3	8/03/10	3,038.42
1432	computer systems 2	8/11/10	2,167.51
1433	spam & virus firewall	8/16/10	1,249.00
1434	thecus N8800 removable storage devi	8/27/10	2,658.40
1435	new software server-Dental	9/09/10	1,388.96
1436	eaglesoft laptops 3	9/21/10	2,587.97
1437	replacement computers 2	9/24/10	2,387.21
1438	new telephone system & programmin	4/01/10	1,203.18
1439	new xp towers 2 for retail store	6/14/10	1,991.23
1440	computer systems 4: front desk/dispe	8/20/10	4,883.21
1441	computer systems 2 fashion/int desigr	8/26/10	2,387.32
1442	computer systems 2 for new employe	8/31/10	2,408.91
1443	computer upgrade	9/07/10	1,534.42
1444	new computer system	3/10/10	1,176.27
1445	computer system-chrome city	3/25/10	1,030.86
1446	computer systems 2 , monitors 8	5/05/10	4,177.85
1447	ups for used car bldg 1	5/20/10	1,824.99
1458	millenium software for big apple	6/22/10	1,022.50
1459	medium opi rotating display	8/17/10	1,038.38
1466	4 Phone Systems	11/15/10	1,136.97
1467	Adobe Software Update	12/01/10	2,935.20
1468	Quickbooks Software Upgrade	12/06/10	2,976.49
1469	2 Computer Systems	12/17/10	2,284.27
1470	2 Computer Systems	12/22/10	1,844.73
1471	Computer System	10/26/10	1,234.32
1472	Computer System	10/26/10	1,234.33
1473	2 Computer Systems	10/28/10	6,133.37

1474	2 Computer Systems	11/01/10	2,387.32
1475	10 Computer Systems	11/01/10	9,223.89
1476	Telephone Equipment Upgrade	11/10/10	1,149.33
1478	Computer System	12/03/10	1,139.37
1479	6 Computers	10/08/10	6,858.44
1520	2 new computers - call center	1/05/11	2,290.78
1521	4 new computer systems	1/19/11	4,573.94
1522	Lexmark Printer TS654DN - Student La	1/28/11	2,486.00
1523	Roxanne Bolks - New computer	2/08/11	1,133.95
1524	P. Gaines - New computer	2/08/11	1,074.95
1525	New Phones	2/09/11	1,922.30
1526	2 Laptops and cases	2/10/11	1,159.80
1527	New computer system - call center	2/10/11	922.34
1528	2 Plasma TV's	2/17/11	972.18
1529	Gooch/Hughes new computers	3/04/11	1,936.97
1530	4 new phones	3/09/11	1,394.50
1531	Print Server	3/09/11	1,599.95
1532	Teresa Knox - Laptop	3/11/11	929.98
1533	2 new comp - Admissions/Maint	3/14/11	2,128.95
1534	NAS/email Hard drives	3/16/11	737.70
1535	2 New computers	3/29/11	2,149.95
1536	4 New phones	4/14/11	1,227.50
1537	2 each keyboards,mice,monitors-call c	4/29/11	531.41
1538	M. Flaherty - New computer	5/06/11	834.55
1539	3 computer systems	5/19/11	3,279.95
1540	Call Center	5/20/11	1,829.85
1541	Camera - Canon T3I	5/23/11	879.00
1542	Computer - call center	5/24/11	1,048.61
1543	2 computers	5/24/11	2,097.22
1544	Camera Light set-up	5/27/11	599.00
1545	2 Color Check Scanners fo accounting	6/15/11	522.05
1546	Dr. Brescia - Sonar Computer Software	6/16/11	2,400.00
1547	Software - IT	6/27/11	2,918.50
1548	A. Bringham - new computer	7/14/11	1,187.45
1549	Software	7/27/11	3,310.00
1550	New Computer	7/28/11	1,099.95
1551	3 computers-2 for call center-1 for Fin	8/05/11	3,775.05
1552	4 computer systems	8/23/11	3,399.95
1553	VGA, Video & Speaker Cable	1/19/11	4,035.51
1554	Projectors, screens, mounts & bracket	1/26/11	2,498.39
1555	Projectors, screens, mounts & bracket	1/26/11	2,498.39
1556	Projectors, screens, mounts & bracket	1/26/11	4,996.78
1557	Projectors, screens, mounts & bracket	1/26/11	3,140.05
1558	Cisco Wireless Equip - Student lounge	2/03/11	2,244.07
1559	Wall Speakers & Cables	2/07/11	629.73
1560	Wall Speakers & Cables	2/07/11	629.73
1561	11 Monitors for Podiums	2/07/11	1,069.30

1562	Data Server Wiring	2/15/11	12,606.89
1563	Phase II - new computer system	2/15/11	938.67
1564	2 LCD TV's for Student Lounge	2/15/11	1,660.29
1565	12 new projectors for new classrooms	2/18/11	4,374.22
1566	2 new phones	3/07/11	626.80
1567	New Computer - Fashion Design	7/14/11	1,187.45
1568	3 new monitors for front desk	8/11/11	899.97
1569	Wide Angle Projector and Mount	1/10/11	1,197.92
1571	Television Sets	2/14/11	2,929.95
1572	DLC12 card including instalation	3/07/11	3,512.32
1573	Computer System for library	5/16/11	1,099.95
1574	New Security System	7/01/11	52,538.48
1575	27 Security Camers, 3 hard drives, 3 D'	8/02/11	26,260.41
1576	Debbie Burke - new computer	8/05/11	1,258.35
1577	Access Control Add-on	8/27/11	2,475.74
1634	Parts for Servers	12/02/11	6,152.85
1635	4 Server Cards	12/02/11	2,759.96
1638	2 phones	9/02/11	750.40
1639	2 Monitors and Accessories	9/02/11	503.80
1640	Access Control Equipment	9/18/11	1,745.54
1641	New Computer-Clsm 8	9/19/11	922.34
1642	Software-"Joule"	9/22/11	22,075.00
1643	Memory & Video Card for Hire	10/05/11	674.85
1644	Laptops for Career Services-2	10/06/11	1,047.98
1645	Projector for Beth Bell	10/06/11	549.99
1646	Computer-Teresa Knox	10/19/11	1,372.18
1647	19" Monitors-4	10/20/11	867.92
1648	New Computer	10/24/11	927.71
1649	New Computer-Kurr, B	11/01/11	1,001.83
1650	Spare Hard Drives-10	11/01/11	699.90
1651	Computer System	11/14/11	1,199.98
1652	IT Parts for CSC/Millennium connectio	11/21/11	944.99
1653	3 ACAD Windows Service	12/01/11	1,122.17
1654	Computer System	12/01/11	922.34
1655	2 Computers for Call Center	12/02/11	2,199.95
1656	Server Memory Upgrade	12/02/11	2,999.95
1657	Computer Systems-4	12/08/11	4,099.95
1658	2 Monitors and Accessories	9/02/11	503.80
1659	Coffee Bar Wireless Equipment	9/23/11	876.00
1660	Digitizing Software	10/01/11	1,099.00
1661	Replacement Tower	10/04/11	829.95
1662	AccuMark Professional Software	10/13/11	1,000.00
1663	Adobe Creatvie 5.5 Standard	11/01/11	6,120.00
1664	Adobe Creative 5.5 Standard	11/01/11	1,080.00
1665	Computer System	11/14/11	1,199.97
1667	2 Monitors and Accessories	9/02/11	503.80
1668	Laptop-Admissions	9/27/11	549.99

1669	Projector-Admissions	9/27/11	599.99
1670	New Computer-Welding Instructor	11/01/11	1,001.83
1688	Web Filter	1/05/12	5,099.00
1689	Great Plains Software	4/02/12	5,350.00
1722	Computer Hardware for TK	6/01/12	2,493.72
1723	New Phone for TK	7/13/12	705.35
1724	Meraki MR24-HW radio	7/23/12	1,298.00
1759	Adobe Creative Suite Software	10/22/12	883.28
1760	Camera	11/01/12	1,149.99
1761	Moodlerooms e-portfolio	11/01/12	8,000.00
1818	Adobe Creative Suite 6	2/07/13	959.95
1819	Microsoft Windows Pro 8	4/25/13	600.00
1820	Computer for Rebecca Banuelos	5/01/13	1,039.82
1821	Computer for Chris Hutton	7/09/13	1,124.10
1822	Residual Buyout of Lease - Minolta Biz	2/22/13	3,041.86
1823	32 Ruckus ZoneFlex 7363 Dual Band	3/07/13	12,000.00
1824	1 Ruckus ZoneDirector 3050 Support	3/07/13	4,995.00
1825	Install Cable Runs for Access Point	3/13/13	3,328.22
1826	Computer	4/01/13	4,976.05
1827	Residual Buyout of Lease - Minolta Biz	2/22/13	3,041.86
1828	Install Cable Runs for Access Points	3/14/13	980.99
1829	Install Cable Runs for Access Points	3/14/13	613.12
1830	Cisco Catalyst 24 Port PoE EN	3/07/13	3,990.00
1857	1 Mac	9/11/13	1,899.00
1858	Staff Computers	9/13/13	1,617.00
1859	UPS for Switch Room	10/21/13	455.98
1860	2 CPUs	11/01/13	1,387.31
1861	Microsoft WinPro Upgrades	11/12/13	6,881.60
1862	Switch for Chrome City	10/14/13	2,853.08
1871	iMAC for Marketing Team	12/27/13	1,843.70
1884	iMac for MKTG Dept	1/08/14	2,256.07
1885	iMac for MKTG Dept	1/08/14	2,402.57
1886	iMac for Teresa Knox	1/24/14	1,236.01
1895	Basic CPU for CSC Classroom	5/07/14	623.65
1896	Samsung 27" Monitor	6/18/14	757.58
1901	Lexmark printer for front desk	2/24/14	2,917.94
1902	Overhead projector for classroom	3/20/14	587.44
1903	Overhead projector for classroom	4/23/14	587.27

<b>Office Equipment</b>	<b>723,114.83</b>
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<b>Grand Total</b>	<b>4,215,062.39</b>
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**Dental Directions, Inc.**  
*dba*  
**Community Care College and Clary Sage College and Oklahoma Technical College**  
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**December 31, 2013 and 2012**

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**SALMON SIMS THOMAS**

*Accountants and Consultants*

## **INDEPENDENT AUDITORS' REPORT**

To the Stockholder  
of Dental Directions, Inc.

*dba* Community Care College and Clary Sage College and Oklahoma Technical College

### **Report on the Financial Statements**

We have audited the accompanying financial statements of Dental Directions, Inc. *dba* Community Care College and Clary Sage College and Oklahoma Technical College (an Oklahoma corporation), which comprise the balance sheets as of December 31, 2013 and 2012, and the related statements of income and retained earnings, and cash flows for the years then ended, and the related notes to the financial statements.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditors' Responsibility***

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## ***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Dental Directions, Inc. *dba* Community Care College and Clary Sage College and Oklahoma Technical College as of December 31, 2013 and 2012, and the results of its operations and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

## ***Other Matters***

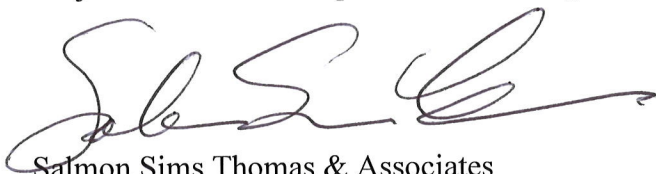
Our audit of the 2013 financial statements was conducted for the purpose of forming an opinion on the basic financial statements taken as a whole. The accompanying Note 4 on Dental Directions, Inc. *dba* Community Care College and Clary Sage College and Oklahoma Technical College's calculation of its Title IV 90/10 revenue test and Note 2 on related party transactions are required by the U.S. Department of Education and are presented for purposes of additional analysis and are not a required part of the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

## **Report on Supplementary Information**

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The supplemental schedule on page 17 is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

## **Report on Other Legal and Regulatory Requirements**

In accordance with *Government Auditing Standards*, we have also issued our report dated May 6, 2014, on our consideration of Dental Directions, Inc. *dba* Community Care College and Clary Sage College and Oklahoma Technical College's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.



Salmon Sims Thomas & Associates  
A Professional Limited Liability Company

May 6, 2014

**Dental Directions, Inc.**  
*dba*  
**Community Care College and Clary Sage College and Oklahoma Technical College**  
**Balance Sheets**  
**December 31, 2013 and 2012**

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**ASSETS**

	<u><b>2013</b></u>	<u><b>2012</b></u>
<b>Current Assets</b>		
Cash	\$ 1,576,991	\$ 832,526
Accounts receivable, students, net of allowance for doubtful accounts of \$5,415,660 and \$5,292,000, respectively	1,682,170	3,174,276
Inventory	88,803	123,423
Prepaid expenses	101,021	121,563
Other assets	10,057	6,252
Total Current Assets	<u>3,459,042</u>	<u>4,258,040</u>
<b>Property and Equipment</b>		
Computers and equipment	1,555,328	1,827,885
Furniture and fixtures	2,488,350	2,425,899
Leasehold improvements	5,592,555	5,192,187
Total Property and Equipment	9,636,233	9,445,971
Less accumulated depreciation and amortization	<u>(4,785,116)</u>	<u>(3,971,596)</u>
Net Property and Equipment	<u>4,851,117</u>	<u>5,474,375</u>
<b>Other Assets</b>		
Deposit	<u>4,958</u>	<u>4,958</u>
<b>TOTAL ASSETS</b>	<u><u>\$ 8,315,117</u></u>	<u><u>\$ 9,737,373</u></u>

**Dental Directions, Inc.**  
*dba*  
**Community Care College and Clary Sage College and Oklahoma Technical College**  
**Balance Sheets (Continued)**  
**December 31, 2013 and 2012**

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**LIABILITIES AND STOCKHOLDER'S EQUITY**

	<b>2013</b>	<b>2012</b>
<b>Current Liabilities</b>		
Accounts payable	\$ 128,743	\$ 195,603
Credit cards payable	40,636	40,875
Accrued expenses	335,581	291,896
Prepaid tuition	1,379,368	1,325,378
Current portion of capital leases	-	5,172
Total Current Liabilities	<u>1,884,328</u>	<u>1,858,924</u>
 <b>TOTAL LIABILITIES</b>	 <u>1,884,328</u>	 <u>1,858,924</u>
 <b>Stockholder's Equity</b>		
Common stock, \$1 par value; authorized 5,000 shares;		
Issued and outstanding 1,000 shares	1,000	1,000
Additional paid-in capital	2,481,213	2,481,213
Retained earnings	<u>3,948,576</u>	<u>5,396,236</u>
<b>TOTAL STOCKHOLDER'S EQUITY</b>	<u>6,430,789</u>	<u>7,878,449</u>
 <b>TOTAL LIABILITIES AND STOCKHOLDER'S EQUITY</b>	 <u><u>\$ 8,315,117</u></u>	 <u><u>\$ 9,737,373</u></u>

The accompanying notes are an integral part of these financial statements.

**Dental Directions, Inc.**  
*dba*  
**Community Care College and Clary Sage College and Oklahoma Technical College**  
**Statements of Income and Retained Earnings**  
**For the Years Ended December 31, 2013 and 2012**

	<u>2013</u>	<u>2012</u>
<b>Revenue</b>		
Tuition revenue, net of refunds of \$ 1,639,379 and \$ 1,598,011	\$ 14,445,249	\$ 14,477,491
Service Income	574,213	632,268
Other operating revenue	2,379,245	2,330,992
Total Revenue	<u>17,398,707</u>	<u>17,440,751</u>
<b>Cost of Sales</b>		
Books and supplies	1,238,453	1,104,709
Other costs	84,670	103,815
Total Cost of Sales	<u>1,323,123</u>	<u>1,208,524</u>
Gross Profit	<u>16,075,584</u>	<u>16,232,227</u>
<b>Expenses</b>		
Advertising	757,214	770,826
Bad debt	1,725,346	1,982,228
Depreciation and amortization	934,738	979,837
General and administrative	1,165,413	1,104,077
Occupancy	3,082,706	3,016,811
Professional fees	352,773	369,221
Salaries and related expenses	6,938,228	6,837,636
Total Expenses	<u>14,956,418</u>	<u>15,060,636</u>
Income from Operations	<u>1,119,166</u>	<u>1,171,591</u>
<b>Other Income (Expense)</b>		
Loss on the disposal of fixed assets	(203,171)	(62,265)
Interest income	10,144	2,515
Interest expense	(8,308)	(82,906)
Net Other Expense	<u>(201,335)</u>	<u>(142,656)</u>
Net Income	917,831	1,028,935
<b>Retained Earnings, beginning of year</b>	5,396,236	4,781,757
Stockholder distributions	<u>(2,365,491)</u>	<u>(414,456)</u>
<b>Retained Earnings, end of year</b>	<u>\$ 3,948,576</u>	<u>\$ 5,396,236</u>

The accompanying notes are an integral part of these financial statements.

**Dental Directions, Inc.**  
*dba*  
**Community Care College and Clary Sage College and Oklahoma Technical College**  
**Statements of Cash Flows**  
**For the Years Ended December 31, 2013 and 2012**

	<b>2013</b>	<b>2012</b>
<b>Cash Flows from Operating Activities</b>		
Net Income	\$ 917,831	\$ 1,028,935
Adjustments to reconcile net income to net cash provided (used) by operating activities:		
Depreciation and amortization	934,738	979,837
Bad debt expense	1,725,346	1,982,228
Loss on the disposal of fixed assets	203,171	62,265
Changes in operating assets and liabilities:		
(Increase) decrease in:		
Accounts receivable	(233,240)	(907,898)
Inventory	34,620	56,691
Other assets	(3,805)	(1,573)
Prepaid expenses	20,542	29,636
Deposits	-	2,589
Increase (decrease) in:		
Accounts payable, trade	(66,865)	(107,752)
Prepaid tuition	53,990	254,371
Credit cards payable	(239)	40,875
Accrued expenses	43,685	(87,601)
Net Cash Provided by Operating Activities	<u>3,629,774</u>	<u>3,332,603</u>
<b>Cash Flows from Investing Activities</b>		
Proceeds from the sale of fixed assets	36,600	18,361
Purchase of fixed assets	(551,246)	(474,755)
Net Cash Used by Investing Activities	<u>(514,646)</u>	<u>(456,394)</u>
<b>Cash Flows from Financing Activities</b>		
Borrowings on the line of credit	-	1,825,000
Payments on line of credit	-	(3,570,000)
Payments on capital leases	(5,172)	(40,558)
Distributions	(2,365,491)	(414,456)
Net Cash Used by Financing Activities	<u>(2,370,663)</u>	<u>(2,200,014)</u>
Net Increase in Cash	744,465	676,195
<b>Cash Balance, beginning of year</b>	<u>832,526</u>	<u>156,331</u>
<b>Cash Balance, end of year</b>	<u><u>\$ 1,576,991</u></u>	<u><u>\$ 832,526</u></u>
<b>SUPPLEMENTAL INFORMATION</b>		
Interest paid	<u><u>\$ 8,308</u></u>	<u><u>82,906</u></u>

The accompanying notes are an integral part of these financial statements.

**Dental Directions, Inc.**  
***dba***  
**Community Care College and Clary Sage College and Oklahoma Technical College**  
**Notes to Financial Statements**  
**December 31, 2013 and 2012**

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**Note 1 – Summary of Significant Accounting Policies**

The summary of significant accounting policies of Dental Directions, Inc. *dba* Community Care College and Clary Sage College and Oklahoma Technical College (Company) is presented to assist in understanding the financial statements. The financial statements and notes are representations of the Company's management, which is responsible for their integrity and objectivity. These accounting policies conform to accounting principles generally accepted in the United States of America and have been consistently applied in the preparation of the financial statements.

**Organization**

The Company was incorporated on September 5, 1995 and has three campuses located in Tulsa, Oklahoma. Under Community Care College, the Company offers various Diploma and Associate degree programs in various disciplines including Pharmacy Technician, Medical Assistant, Dental Assistant, Massage Therapy, Surgical Technologist, Veterinary Assistant, Early Childhood Education, Fitness & Health Trainer, Medical Billing & Coding, Paralegal Studies and Business Administration. Under Clary Sage College, the Company offers a Diploma and Associate degree programs which include Basic Cosmetology, Esthetician, Nail Technician, Master Instructor, Cosmetician/Makeup Artistry, Fashion Design, and Interior Design. Under Oklahoma Technical College, the Company offers a Diploma and Associate degree in the Automotive, Welding and Barbering disciplines.

The Company is accredited by the Accrediting Counsel for Independent Colleges and Schools (ACICS). Additional accreditations include the Accrediting Bureau of Health Education Schools (ABHES) for the Medical Assistant programs and the Commission on Accreditation of Allied Health Education (CAAHEP) for the Surgical Technologist programs.

The Company is licensed by the Oklahoma Board of Private Vocational Schools, the Oklahoma State Board of Cosmetology and Oklahoma Department of Health. It is approved by the Department of Education to provide Federal student financial aid to qualified students under the Federal Pell Grant program and the Federal Direct Loan program. The Company is classified as a Level 1 participant. This allows the Company to create loan origination records, handle promissory notes, and draw down Federal funds to make payments to borrowers.

**Dental Directions, Inc.**  
*dba*  
**Community Care College and Clary Sage College and Oklahoma Technical College**  
**Notes to Financial Statements**  
**December 31, 2013 and 2012**

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**Note 1 – Summary of Significant Accounting Policies (Continued)**

**Use of Estimates**

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and reported revenues and expenses. Significant estimates used in preparing the financial statements include those assumed in recording depreciation and amortization, and the realizable value of accounts receivable. It is at least reasonably possible that the significant estimates used will change within the next year. Actual results could vary from estimates.

**Cash and Cash Equivalents**

The Company defines cash equivalents as highly liquid investments having an original maturity of ninety days or less. The Company had no cash equivalents at December 31, 2013 and 2012. The Company places its cash, which, at times, may exceed federally insured limits, with high credit quality financial institutions. The Company has not experienced any losses on such amounts.

**Inventory**

Inventory, consisting of books and school supplies, is stated at the lower of cost, using the first-in, first out (FIFO) valuation method, or market.

**Property and Equipment**

Property and equipment are recorded at cost less accumulated depreciation and amortization. Major additions and improvements are capitalized, while replacements, maintenance and repairs, which do not improve or extend the lives of the respective assets, are expensed when incurred.

**Depreciation and Amortization**

Depreciation and amortization is provided for over the estimated useful lives of the assets using the straight-line method as follows:

Leasehold improvements	10 – 12 years
Furniture and fixtures	4 – 10 years
Computers and equipment	4 – 10 years

**Dental Directions, Inc.**  
*dba*  
**Community Care College and Clary Sage College and Oklahoma Technical College**  
**Notes to Financial Statements**  
**December 31, 2013 and 2012**

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**Note 1 – Summary of Significant Accounting Policies (Continued)**

**Federal Income Taxes**

The Company, with the consent of its stockholder, operates under the subchapter S statute of the Internal Revenue Code; therefore, income tax liability is not reflected in the financial statements. The Company's net income or loss is reported on the stockholder's individual tax return and taxed to the individual on her personal return.

**Accounting for Uncertainty in Income Taxes**

Management has concluded that any tax positions that would not meet the more-likely-than-not criterion of FASB ASC Topic 740-10, *Accounting for Income Taxes*, would be immaterial to the financial statements taken as a whole. Accordingly, the accompanying financial statements does not include any provision for uncertain tax positions, and no related interest or penalties have been recorded in the operating statement or accrued in the statement of financial position. Federal and state tax returns of the entity are generally open to examination by the relevant taxing authorities for a period of three years from the date the returns are filed.

**Tuition Revenue Recognition**

Tuition is earned based upon each student's progression throughout the courses for which that student is enrolled. When a student begins a course of study, a contract receivable is recorded for the total tuition with a corresponding amount of unearned tuition. As tuition is recognized as earned, the deferred tuition and contract receivable accounts are reduced. For the purposes of this report, the Company has recognized income based on a prorate basis.

Many students receive government financial aid through the United States Department of Education (ED) Pell Grant, Supplemental Educational Opportunity Grant, Federal Direct Loan and Federal Family Education Loan programs. The Company receives tuition payments through advances against the student's financial aid from ED. If the student withdraws from a course before the full advance has been earned, the Company refunds any excess monies advanced back to the Federal funds and then seeks to collect any unpaid tuition from the student.

**Dental Directions, Inc.**  
*dba*  
**Community Care College and Clary Sage College and Oklahoma Technical College**  
**Notes to Financial Statements**  
**December 31, 2013 and 2012**

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**Note 1 – Summary of Significant Accounting Policies (Continued)**

**Allowance for Doubtful Accounts**

The company policy as it related to bad debt and allowance is to write off out of school balances that remain outstanding that are older than 24 month. For the accounts that are more recent than 24 months, the client assigns a gradual allowance based on the aging of the accounts. Recovered bad debts are credited to income when collected.

**Date of Management’s Review**

Subsequent events have been evaluated for potential recognition or disclosure through May 6, 2014, which is the date the financial statements were available to be issued.

**Advertising**

Advertising costs, except for costs associated with direct-response advertising, are charged to operations when incurred. The costs of direct-response advertising are capitalized and amortized over the period during which future benefits are expected to be received. At December 31, 2013 and 2012, the Company had no costs associated with direct-response advertising.

**Note 2 – Related Party Activity**

The Company participates in Student Financial Aid (SFA) under the Title IV programs administered by the ED pursuant to the Higher Education Act of 1965, as amended (HEA). The Company must comply with the regulations promulgated under the HEA. Those regulations require that all related party transactions be disclosed, regardless of their materiality to the financial statements. This information is required by the ED and is presented for purposes of additional analysis.

The Company leases buildings used for operations from a company that is owned by the stockholder. The average monthly rent was approximately \$202,000. The leases expire on July 1, 2014, January 1, 2016, and February 29, 2016. Payments to the related party in 2013 and 2012 were \$2,424,492 and \$2,424,492, respectively.

The Company made distributions to the stockholder totaling \$2,365,491 and \$414,456 during the year ended December 31, 2013 and 2012.

**Dental Directions, Inc.**  
*dba*  
**Community Care College and Clary Sage College and Oklahoma Technical College**  
**Notes to Financial Statements**  
**December 31, 2013 and 2012**

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**Note 3 – Commitments**

**Operating Leases**

The Company has facility leases with the stockholder for \$75,000 per month until July 2014 for the Community Care College campus facility, \$68,166 per month for the Clary Sage College campus facility and the lease expires February 2016, and \$58,875 Oklahoma Technical College campus facility and expires in January 2016 (see Note 2). The Company leases equipment and vehicles under various operating leases that expire on various dates through 2015. Total lease commitments and rent expense for 2013 and 2012 were approximately \$2,465,200 and \$2,486,300 respectively.

The minimum rental commitments are approximately as follows:

For the years ending December 31,

2014	\$ 2,003,500
2015	1,546,300
2016	195,200
2017 and thereafter	-
Total	<u>\$ 3,745,000</u>

**Capital Leases**

The Company leases furniture and equipment under a capital lease. The lease has monthly payments of \$3,223 including principal and interest computed at 7.7%. Payments commenced in November 2007 and expired in February 2013. The Company opted to use the \$1 buyout option to purchase the furniture and equipment.

There are no future minimum lease payments under the capital lease.

**Unearned Tuition**

The Company has educational commitments to provide training for students in 2014 of \$7,655,158.

**Dental Directions, Inc.**  
*dba*  
**Community Care College and Clary Sage College and Oklahoma Technical College**  
**Notes to Financial Statements**  
**December 31, 2013 and 2012**

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**Note 4 – Department of Education/Concentration of Risk**

The Company participates in Title IV funding provided by ED. ED regulations include numerous requirements that the Company must comply with to continue its participation in Title IV funding including financial responsibility and the 90/10 rule. In addition to these financial requirements, the Company must maintain student loan default rates below certain thresholds. Noncompliance with one or more of these requirements could lead to termination of Title IV funding that could have a significant negative impact on the Company's cash flow, revenues and results of operations.

**Financial Responsibility**

ED regulations require the Company to maintain the following financial criteria to continue to participate in Title IV programs.

Composite score  $> 1.5 \leq 3.0$

Primary reserve ratio	.57
Equity ratio	1.20
Net income ratio	<u>.83</u>
Composite score	<u>2.60</u>

Maintain compliance with loan agreements and covenants	Not applicable
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Maintain current status on debt service	Not applicable
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If past due on debt service greater than 120 days, no creditor has filed for collection	Not applicable
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**Refund Information**

ED requires participating institutions to report the following information:

1. The average period of time between a student's withdrawal and the posting of the related liability is approximately 1-45 days. The withdrawal records are reviewed on a monthly basis by the financial aid officer.
2. The Company had no obligations payable to ED as a result of any audits or program reviews.
3. All refund liabilities are paid within 45 days of their due date. There were no Title IV refunds due at year end.

**Dental Directions, Inc.**  
*dba*  
**Community Care College and Clary Sage College and Oklahoma Technical College**  
**Notes to Financial Statements**  
**December 31, 2013 and 2012**

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**Note 4 – Department of Education/Concentration of Risk (Continued)**

**Refund Information**

Title IV refunds to ED for the years ended December 31, 2013 and 2012 were \$1,461,510 and \$1,747,382, respectively.

The Company was in compliance with financial responsibility requirements at December 31, 2013 and 2012.

**90/10 Revenue Test**

The Company derives a substantial portion of its revenues from Student Financial Aid (SFA) received by its students under the Title IV programs administered by the ED pursuant to the HEA. To continue to participate in the programs, the Company must comply with the regulations promulgated under the HEA. The regulations restrict the proportion of cash receipts for tuition and fees from eligible programs to not more than 90 percent from Title IV programs. If a school receives more than 90 percent of its revenue from Title IV programs during its fiscal year, the school becomes provisionally certified for the next two fiscal years. The failure of the Company to meet the 90 percent limitation for two consecutive years will result in the loss of the Company's ability to participate in Title IV programs. This information is required by the ED and is presented for purposes of additional analysis and is not a required part of the basic financial statements.

For the year ended December 31, 2013, the Company was in compliance with the regulation for the year ended December 31, 2013. See the supplemental schedule for a detailed calculation.

**Default rates**

A Company's student cohort default rate may not exceed 25% for three consecutive years or 40% for one year. The Company was in compliance with default rate thresholds for the current and two preceding years.

**Concentration of Risk**

The Company's tuition-related accounts receivable are from students, most of whom receive federal financial aid. The students are concentrated in the geographic areas where the Company's campuses are located.

**Dental Directions, Inc.**  
*dba*  
**Community Care College and Clary Sage College and Oklahoma Technical College**  
**Notes to Financial Statements**  
**December 31, 2013 and 2012**

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**Note 5 – Notes Payable and Line of Credit**

**Line of Credit**

In September 2005, the Company secured a line of credit with the financial institution for \$500,000, secured by fixed assets. The line of credit increased to \$1.5 million in 2009. During September 2011, the line of credit increased to \$2 million and was renewed for another year in September 2013. The line of credit expires in September 2014. Interest only payments are made on the line of credit with the balloon payment at maturity. The interest rate in 2013 and 2012 was approximately 5% and the outstanding balance on the line of credit was \$- and \$- at December 31, 2013 and 2012.

**Note 6 – Revenue by Campus**

Following is the breakdown of gross revenue by campus for 2013, as required by accrediting and licensing agencies.

	<u>Gross Tuition Earned</u>	<u>Total Revenue</u>
Community Care College	\$ 8,284,775	\$ 9,402,431
Clary Sage College	3,511,223	4,823,128
Oklahoma Technical College	<u>2,649,251</u>	<u>3,173,148</u>
	\$ <u>14,445,249</u>	\$ <u>17,398,707</u>

**Note 7 – Retirement Plan**

The Company sponsors a retirement plan which allows eligible employees to make voluntary contributions under Section 401(k) of the Internal Revenue Code. The employer matches up to 4% of employee's salary. During the year ended December 31, 2013 and 2012, the Company made non-discretionary employer matching contributions of \$57,944 and \$60,327, respectively.



**SALMON SIMS THOMAS**

*Accountants and Consultants*

## **REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING**

To the Board of Directors and Stockholder  
Dental Directions, Inc. *dba* Community Care College

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Dental Directions, Inc. *dba* Community Care College and Clary Sage College and Oklahoma Technical College which comprise the balance sheets as of December 31, 2013 and December 31, 2012, and the related statements of income and retained earnings, and cash flows for the years then ended, and the related notes to the financial statements, and have issued our report thereon dated May 6, 2014.

### **Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Dental Directions, Inc. *dba* Community Care College and Clary Sage College and Oklahoma Technical College's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Dental Directions, Inc. *dba* Community Care College and Clary Sage College and Oklahoma Technical College's internal control. Accordingly, we do not express an opinion on the effectiveness of Dental Directions, Inc. *dba* Community Care College and Clary Sage College and Oklahoma Technical College's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

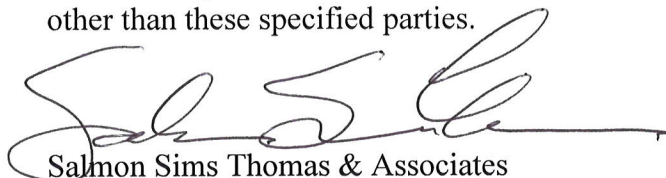
## **Compliance**

As part of obtaining reasonable assurance about whether Dental Directions, Inc. *dba* Community Care College and Clary Sage College and Oklahoma Technical College's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

This report is intended solely for the information and use of the shareholders, management, and the U.S. Department of Education and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink, appearing to read 'Salmon Sims Thomas & Associates', written over a horizontal line.

Salmon Sims Thomas & Associates  
A Professional Limited Liability Company

May 6, 2014

## SUPPLEMENTAL SCHEDULE

**Dental Directions, Inc.*****dba* Community Care College and Clary Sage College and Oklahoma Technical College  
90/10 Calculation****December 31, 2013**

	<b>Amount Disbursed</b>	<b>Adjusted Amount</b>
<b>Adjusted Student Title IV Revenue</b>		
Subsidized loan	\$ 4,617,880	\$ 4,617,880
Unsubsidized loan up to pre-ECASLA loan limits	6,366,080	6,366,080
PLUS loan	225,974	225,974
Federal Pell Grant	5,589,588	5,589,588
FSEOG	-	-
Federal Work Study applied to tuition and fees	-	-
ACG/SMART Grant	-	-
<b>Student Title IV Revenue</b>		<b>16,799,522</b>
Revenue adjustment		(161,112)
Title IV funds returned due to withdrawal		(1,776,786)
<b>Adjusted Student Title IV Revenue</b>		<b>\$ 14,861,624</b>
<b>Student Non-Title IV Revenue</b>		
Grant funds for the student from non-Federal public agencies or private sources independent of the institution		\$ 789,500
Funds provided for the student under a contractual arrangement with a Federal, State, or local government agency for the purpose of providing job training to low-income individuals		-
Funds used by a student from savings plans for educational expenses established by or on behalf of the student that qualify for special tax treatment under the Internal Revenue Code		-
Institutional scholarships disbursed to the student		-
Amount of unsubsidized loan over the pre-ECASLA loan limits		-
Student payments		1,224,120
<b>Student Non-Title IV Revenue</b>		<b>\$ 2,013,620</b>
<b>Revenue from Other Sources</b>		
Activities conducted by the institution that are necessary for education and training		\$ 574,213
Funds paid to the institution by, or on behalf of, students for education and training in qualified non-Title IV eligible programs		-
The net present value (NPV) of institutional loans disbursed to students		-
<b>Revenue from Other Sources</b>		<b>\$ 574,213</b>
Title IV Funds Received		14,861,624
Total Eligible Cash Receipts		17,449,457
<b>90/10 Ratio</b>		<b>85.17%</b>

# Statement of Financial Position

<b>Assets</b>	<b>2015</b>
Cash	1,000,000.00
Net Accounts Receivable	2,000,000.00
Fixed Assets	2,000,000.00
Goodwill	24,000,000.00
Total Assets	29,000,000.00
<b>Liabilities</b>	
Note Payable	29,000,000.00
Total Liabilities	29,000,000.00
<b>Net Assets</b>	-
Total Liabilities & Net Assets	29,000,000.00

## COMMERCIAL LEASE

### Parties:

This Commercial Lease Agreement ("Lease") is entered into between Community Care College ("Lessee") and Hickory House Properties, LLC ("Lessor").

### Premises:

Lessor rents to Lessee, and Lessee rents from Lessor the commercial property situated at 4242 S. Sheridan, in the City of Tulsa, County of Tulsa, State of Oklahoma also described as an additional location Community Care College ("the premises"), of which Lessor is the owner, together with the following furnishings and appliances: (see attachment) subject to the terms and conditions in this Agreement.

### Term:

The term of this Lease ("Term") and the rental associated with said agreement will begin on the 1st Day of January 2015 ("Commencement Date") and end on the last day of December 2024 unless sooner terminated as herein set forth or unless extended in accordance with the provisions hereof.

### Definitions:

Adjacent Facilities - all sidewalks, grounds, areas, vaults, chutes, sidewalk hoists, railings, gutters, water and sewer connections, streets, alleys and curbs, parking areas, malls or passageways in front of, adjacent to or appurtenant to the Premises.

Requirements - all present and future laws, statutes, rules, orders, ordinances, regulations or other requirements (including without limitation Environmental Laws) of any governmental, public or quasi-public authority now existing or hereafter created, and of any and all of their departments and bureaus, and of any applicable fire rating bureau or other body exercising similar functions, and all covenants or restrictions applicable to or affecting the Premises or any Adjacent Facilities.

Prime - the interest rate per annum announced from time to time by Summit Bank, (or any successor bank thereto) to be its base rate and may not necessarily be the most favorable rate charged by such Bank.

The words "herein," "hereof," "hereunder" and words of similar import refer to this Lease as a whole and not to any particular Section or Subsection thereof unless the context shall otherwise require.

### Use:

Lessee shall use and occupy the premise for the purpose of: The delivery of educational services including, but not limited to cosmetology services, esthetic services, retail, computer laboratory, massage clinic, spa services and classroom instruction.

Lessee shall have the right at its own expense to contest, by appropriate proceedings diligently conducted in good faith, any allegation by public authorities that Lessee, the Premises or any Improvements are in violation of any Requirements or any certificate of occupancy affecting the Premises, but only so long as:

- (a) Neither the Premises nor any part thereof would by reason of such contest be, in Lessor's sole judgment, in danger of being forfeited or lost;
- (b) Lessor shall not in its sole judgment be in danger of being subject to criminal liability or penalty by reason of such contest; and
- (c) Lessee shall have indemnified and shall continue to indemnify Lessor with a surety bond, or other means satisfactory to Lessor in its sole discretion, in an amount sufficient to pay any fines, penalties or other charges that may or might be assessed against or become a charge on the Premises if such contest is unsuccessful.

Any such contest may be made in the name of Lessor or Lessee or both, as Lessee shall determine; and Lessor agrees to cooperate reasonably with Lessee in any such contest but without expense to Lessor. Lessee shall pay all costs and expenses (including, but not limited to, Lessor's attorneys' fees) incurred by Lessor in connection therewith. If Lessee upon the conclusion of any contests

or proceedings shall fail to pay any fines, penalties or other charges thereby determined to be due, or if prior thereto Lessor, in the exercise of its sole judgment, shall determine that either condition (a) or (b) of this Section is no longer satisfied, Lessor may apply all or any part of any security provided under this Section to the payment, removal and discharge of such amounts and any costs, expenses (including, but not limited to, Lessor's attorneys' fees) and other liabilities accruing in such proceedings, and shall refund to Lessee the balance of any security not so applied, if any. Lessee shall promptly pay to Lessor any deficiency resulting from such application, with the amount of such deficiency to be due as Additional Rent due on the next rent day after any such deficiency is determined, with interest thereon at the rate of Prime plus three percent (3%) per annum from the date of such determination.

Lessee shall not suffer or permit the Premises or any portion thereof to be used in any manner as might tend to impair Lessor's title to the Building or Land or any portion thereof, or in such manner as might make possible a claim or claims of adverse usage or adverse possession or of implied dedication of the Building or Land or any portion thereof for public use.

Notwithstanding the forgoing, Lessee shall not use the premises for the purposes of storing, manufacturing or selling any explosives, flammables or other inherently dangerous substance, chemical, thing or device.

#### **Payment of Rent:**

This lease is a Step-up lease and will have annual rent increases after the first 5 years. The lease payments will be as set forth in the schedule below. The first payment on the Rent Commencement Date and subsequent monthly payments on the first (1st) day of each succeeding month during the Term, except when that day falls on a weekend or a legal holiday, in which case rent is due on the next business day. Lessee will pay to Lessor a monthly rental of ninety-six thousand four hundred eighty seven dollars (\$ 96,487.00) payable in equal installments in advance of the first day of each month, for the first 5 years of this lease (January 1<sup>st</sup> 2015 thru December 31<sup>st</sup>, 2019). Lessee will pay to Lessor a monthly rental of ninety-nine thousand three hundred and eighty two dollars (\$ 99,382.00) payable in equal installments in advance of the first day of each month, beginning on January 2020 thru December 31, 2020. Lessee will pay to Lessor a monthly rental of one hundred thousand three hundred and forty six dollars (\$ 100,346) payable in equal installments in advance of the first day of each month, beginning on January 2021 thru December 31, 2021. Lessee will pay to Lessor a monthly rental of One hundred one thousand three hundred and eleven dollars (\$ 101,311.00) payable in equal installments in advance of the first day of each month, beginning on January 2022 thru December 31, 2022. Lessee will pay to Lessor a monthly rental of One hundred two thousand two hundred seventy six dollars (\$102,276.00) payable in equal installments in advance of the first day of each month, beginning on January 2023 thru December 31, 2023. Lessee will pay to Lessor a monthly rental of One hundred three thousand two hundred forty one dollars (\$103,241.00) payable in equal installments in advance of the first day of each month, beginning on January 2024 thru December 31, 2024. Payment shall be made to the person and at the address the Lessor shall designate in writing. Rental is to be paid in cash, check, money order, cashier's check and/or certified check, or, at the option of the Lessor, in any other fashion.

**Graduating Lease Schedule (Monthly Payment)**

<b>2015</b>	\$ 96,487.00
<b>2016</b>	\$ 96,487.00
<b>2017</b>	\$ 96,487.00
<b>2018</b>	\$ 96,487.00
<b>2019</b>	\$ 96,487.00
<b>2020</b>	\$ 99,382.00
<b>2021</b>	\$ 100,346.00
<b>2022</b>	\$ 101,311.00
<b>2023</b>	\$ 102,276.00
<b>2024</b>	\$ 103,241.00

Commencing on the Commencement Date, Lessee also covenants and agrees to pay as "Additional Rent" prior to the respective due dates thereof all Impositions, as defined in the Section entitled Impositions contained herein, insurance premiums, charges, costs, expenses, and payments required to be paid by Lessee in accordance with any of the provisions of this Lease.

All amounts payable by Lessee under this Section shall collectively comprise the rent due and payable under this Lease ("Rent").

**Late Charges:**

Any installment of Rent or any part thereof which is not made when due shall bear interest at the rate of Prime plus three percent (3%) per annum from the date when the same is due hereunder until the same shall be paid ("Late Charge"). In the event of non-payment of any Late Charge, Lessor shall have, in addition to all other rights and remedies, all rights and remedies provided for in this Lease and by law in the case of non-payment of Rent. No failure by Lessor to insist upon strict performance by Lessee of its obligations to pay Late Charges shall constitute a waiver by Lessor of its rights to enforce the provisions of this Section in any instance thereafter, nor shall acceptance of Late Charges be deemed to extend the time for payment of Rent or any part thereof under this Lease.

The provisions for Late Charges stated herein shall not limit or affect Lessor's other remedies against Lessee under this Lease or under law, including, but not limited to, Lessor's right to charge Lessee for all costs and expenses (including, but not limited to, Lessor's attorneys' fees) incurred in connection with the collection of Rent and Late Charges from Lessee.

**Prorated first month's rent:**

For the period from Lessee's move-in date or beginning date of this agreement, whichever is earlier, through the end of the month, Lessee will pay to Lessor a prorated monthly rent of N/A Dollars. This amount will be paid on or before the date the Lessee moves in.

**Utilities:**

All applications and connections for necessary utility services on the demised premises shall be made in the name of Lessee only, and Lessee shall be solely liable for utility charges as they become due, including those for sewer, water, gas, electricity, and telephone services.

**Security Deposit:**

Lessee will pay to Lessor the sum of zero Dollars (\$0) as security deposit for the performance of Lessee's obligations under this lease, including without limitation the surrender of possession of the premises to Lessor as herein provided. It is expressly understood that the Security Deposit shall not be considered an advance payment of rental or a measure of Lessor's damages in case of default by Lessee. Unless otherwise provided by mandatory non-waivable law or regulation, Lessor may commingle the Security Deposit with Lessor's other funds. Lessor may, from time to time, without prejudice to any other remedy, use the Security Deposit to the extent necessary to make good any arrearages of rent or to satisfy any other covenant, obligation or default of Lessee hereunder. Following any such application of the Security Deposit, Lessee shall pay to Lessor on demand the amount so applied in order to restore the Security Deposit to its original amount. If Lessor transfers Lessor's interest in the premises during the term of this Lease, Lessor may assign the Security Deposit to the transferee and thereafter shall have no further liability for the return of such Security Deposit.

**Default:**

Each of the following shall be an "Event of Default":

1. If Lessee shall fail to pay rent when due, the Lessor, at his option, may terminate all rights of the Lessee herein after not less than five (5) days written notice of such default given in a manner required by law unless Lessee rectifies or cures the default within the said time.
2. If Lessee shall fail to pay any other payment of money, costs or expenses to be paid by Lessee under this Lease, when due, and the continuance of such failure for a period of ten (10) days after written notice from Lessor specifying such failure;
3. In the event of a default made by Lessee in any of the other covenants or conditions to be kept, observed and performed by Lessee, Lessee shall have thirty (30) days after receipt of written notice thereof to cure such default. In the event that the Lessee shall fail to cure any default within the time allowed under this paragraph, Lessor may declare the term of this Lease ended and terminated by giving Lessee written notice of such intention, and if possession of the premises is not surrendered, Lessor may reenter said premises. Lessor shall have, in addition to the remedy above provided, any other right or remedy available to Lessor on account of any Lessee default, either in law or equity. Lessor shall use reasonable efforts to mitigate its damages.
4. The filing or execution or occurrence of any of the following will be considered a Default on the part of Lessee:

- (a) A petition in bankruptcy by or against Lessee;
  - (b) A petition against or answer by Lessee seeking a reorganization, arrangement, composition, readjustment, liquidation, dissolution or other relief of the same or different kind under any provision of any bankruptcy laws;
  - (c) Adjudication of Lessee as a bankrupt or insolvent;
  - (d) An assignment by Lessee for the benefit of creditors;
  - (e) A petition against or proceeding by Lessee for, or the appointment of, a trustee, receiver, guardian, conservator or liquidator of Lessee with respect to the Premises or with respect to all or substantially all of Lessee's property; or
  - (f) A petition against or proceeding by or against Lessee for its dissolution or liquidation or the taking of possession of Lessee's property by any governmental authority in connection with dissolution or liquidation.
- Where in the case of a petition filed against Lessee under (a), (b), (e) or (f) above, such petition is not dismissed within ninety (90) days after the filing thereof;
- (g) Entry of an order, judgment or decree by any court of competent jurisdiction granting any prayer or demand contained in any petition under (a), (b), (e) or (f) above, which order, judgment or decree is not reversed or vacated within ninety (90) days after it is entered;
  - (h) Vacation or abandonment of the Premises; or
  - (i) Taking by any person of Lessee's interest in this Lease upon execution, attachment or other process of law or equity.

In the event of Default on the part of Lessee, Lessor, at its option, without further notice or demand to Lessee, may, in addition to all other rights and remedies provided in this Lease, at law or in equity: (a) terminate this Lease and Lessee's right of possession of the Premises, and recover all damages to which Lessor is entitled at law, specifically including, without limitation, the excess of the aggregate Fixed Rent and Additional Rent that would have accrued for the balance of the Term over the then current fair market rental value of the Premises for the balance of the Term, together with all of Lessor's expenses of re-leasing (including repairs, alterations, improvements, additions, decorations, legal fees and brokerage commissions) or (b) terminate Lessee's right of possession of the Premises without terminating this Lease. In all events, Lessor may re-lease the Premises, or any part thereof for the account of Lessee, for such rent and term and upon such terms and conditions as are acceptable to Lessor. If Lessor shall have elected to pursue its right to terminate Lessee's right of possession of the Premises without terminating the Lease, then Lessor shall have the further right and remedy to subsequently rescind such election and terminate the Lease. For purposes of any such re-leasing, Lessor is authorized to decorate, repair, alter and improve the Premises to the extent deemed necessary by Lessor, in its reasonable discretion, all at Lessee's expense. If Lessor fails to re-lease the Premises, or if the Premises are re-leased and a sufficient sum is not realized therefrom after payment of all Lessor's expenses of re-leasing (including without limitation repairs, alterations, improvements, additions, decorations, legal fees and brokerage commissions) to satisfy the payment, when due, of Fixed Rent and Additional Rent reserved under this Lease for any monthly period, then Lessee shall pay Lessor a sum equal to the amount of Fixed Rent and Additional Rent due under this Lease for each such monthly period, or if the Premises have been re-leased, Lessee shall pay any such deficiency on the rent day applicable to such month. Nothing in the foregoing sentence, however, shall be deemed to mean that Lessor can only collect damages from Lessee hereunder in monthly installments, it being expressly acknowledged by Lessee that Lessor shall always have the right to collect, in a lump sum, from Lessee, damages equal to the excess of the aggregate Fixed Rent and Additional Rent that would have accrued for the balance of the Term over the then current fair market rental value of the Premises for the balance of the Term. Lessee agrees that Lessor may file suit to recover any sums due to Lessor hereunder at any time or from time to time and that such suit or recovery of any amount due Lessor hereunder shall not be any defense to any subsequent action brought for any amount not theretofore reduced to judgment in favor of Lessor. In the event Lessor elects to terminate Lessee's right of possession only, without terminating this Lease, Lessor may, at Lessor's option, enter into the Premises, remove Lessee's signs, Lessee's property, and other evidences of tenancy, and take and hold possession thereof; provided, however, that such entry and possession shall not terminate this Lease or release Lessee, in whole or

**DENTAL DIRECTIONS, INC.**

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**COMMUNITY CARE COLLEGE**

**AND**

**CLARY SAGE COLLEGE**

**AND**

**OKLAHOMA TECHNICAL COLLEGE**

**FINANCIAL STATEMENTS**

**AND**

**INDEPENDENT AUDITORS' REPORT**

**DECEMBER 31, 2013 AND 2012**

**Entity Identification Number**

**73-1480285**

**OPE Identification Number**

**03367400**

**DUNS Identification Number**

**933479842**

in part, from Lessee's obligation to pay the Fixed Rent and Additional Rent reserved hereunder for the full Term or from any other obligation of Lessee under this Lease. Any and all property which may be removed from the Premises by the Lessor pursuant to the authority of the Lease or of law, to which the Lessee is or may be entitled, may be handled, removed or stored by the Lessor at the risk, cost and expense of the Lessee, and the Lessor shall in no event be responsible for the value, preservation or safekeeping thereof. Lessee shall pay to the Lessor, upon demand, any and all reasonable expenses incurred in such removal and all storage charges against such property so long as the same shall be in the Lessor's possession or under the Lessor's control.

In the event Lessor exercises any remedy provided under this Section, all deposits theretofore made by Lessee with utility companies or under this Lease, all unearned insurance premiums and all rights of Lessee under all insurance policies required under this Lease, any claims for refund of any Imposition, any pending insurance claims or condemnation awards, and all fuel and supplies on the Premises shall be deemed to be and are hereby assigned to and transferred to Lessor, to be applied in payment of Lessee's liability under this Lease.

No waiver of any default of Lessee hereunder shall be implied from any omission to take any action on account of such default if such default persists or is repeated, and no express waiver shall affect any default other than the default specified in the express waiver and that only for the time and to the extent therein stated. One or more waivers by Lessor or Lessee shall not be construed as a waiver of a subsequent breach of the same covenant, term or condition.

#### **Option to Renew - Right of First Opportunity:**

Prior to offering the Premises for let to third parties following the expiration of the Term, Lessor shall first offer to re-lease the Premises to Lessee by delivering notice thereof to Lessee not less than one hundred eighty (180) days prior to the expiration of the Term, with the Fixed Rent during such renewal term to be equal to the then fair market rental value of the Premises ("FMV"), and otherwise on the same terms and conditions set forth herein. Following the receipt by Lessee of such notice, Lessor and Lessee shall negotiate in good faith to determine the FMV of the Premises and, for a period of sixty (60) days following Lessee's receipt of such notice, Lessor shall not offer the Premises for let to any third party. In the event that Lessor and Lessee are unable to agree on the FMV within sixty (60) days of Lessee's receipt of such notice, the right of first offer set forth in this Section shall be null and void and Lessor shall have the right to let the Premises, following the expiration of the Term, to third parties.

#### **Lessor's Failure to Deliver Possession:**

If Lessor is unable to deliver possession of the premises to Lessee for any reason not within Lessor's control, including but not limited to partial or complete destruction of the premises, Lessee will have the right to terminate this Agreement upon proper notice as required by law. In such event, Lessor's liability to Lessee will be limited to the return of all sums previously paid by Lessee to Lessor. Lessee agrees to hold Lessor and Lessor's agents harmless for loss or damage for any reason not within Lessor's control. In any case, Lessor's liability to Lessee will be limited to the return of all sums previously paid by Lessee to Lessor.

#### **Condemnation:**

If any legally, constituted authority condemns the premises or such part thereof which shall make the premises unsuitable for leasing, this Lease shall cease when the public authority takes possession, and Lessor and Lessee shall account for rental as of that date. In such an event any award, compensation or damages paid as a consequence of any legal proceedings ("Award") shall be paid to and be the sole property of Lessor whether such Award shall be made as compensation for diminution of the value of the leasehold or the fee of the Building or Land or otherwise and Lessee hereby assigns to Lessor all of Lessee's right, title and interest in and to any such Award.

#### **Eminent Domain:**

If the premises or any part thereof or any estate therein, or any other part of the building materially affecting Lessee's use of the premise, shall be taken by eminent domain, this lease shall terminate on the date when title vests pursuant to such taking. The rent shall be apportioned as of the termination date, and any rent paid for and period beyond that date shall be repaid to Lessee. Lessee shall not be entitled to any part of the Award for such taking or any payment in lieu thereof.

#### **Assignment of Agreement and Subletting:**

Lessee shall have the right without Lessor's consent, to assign this Lease to a corporation with which Lessee may merge or consolidate, to any subsidiary of Lessee, to any corporation under common control with Lessee, or to a purchaser of substantially all of Lessee's assets provided that (a) the net worth of such assignee after such merger, reorganization or consolidation shall be no less than that of Lessee immediately prior to such merger, reorganization or consolidation, (b) Lessee is not at such time in Default hereunder, and (c) such successor shall execute an instrument in writing fully assuming all of the obligations and liabilities imposed upon Lessee hereunder and deliver the same to Lessor; whereupon Lessee shall be discharged from any further liability hereunder.

Except as set forth above, Lessee will not sublet any part of the premises or assign this Agreement without the prior written consent of Lessor. Any such assignment or subletting without consent shall be void and, at the option of the Lessor, may terminate this lease.

No assignment or transfer of this Lease by Lessee consented to by Lessor shall be effective, unless the assignee or transferee shall, at the time of such assignment or transfer, assume all the terms, covenants and conditions of this Lease thereafter to be performed by Lessee and shall agree to be bound thereby. Notwithstanding such assignment or transfer or the acceptance by Lessor from such assignee of any rent or other monies or other performance of the obligations of Lessee hereunder, Lessee shall remain liable and obligated as a principal (and not as a surety or guarantor) to perform all the terms, conditions and covenants, including the payment of rental and other monies, herein provided to be performed by Lessee.

#### **Violation of Laws:**

Lessee, guests and invitees of either Lessee or guests will not use the premises in such a manner that violates any law, ordinance, statutes or requirement of any municipal, state or federal authority now in force, or which may hereafter be in force, pertaining to the premises, occasioned by or affecting the use thereof by Lessee.

Lessor shall comply with all laws, orders, ordinances, statutes or requirements now or hereafter affecting the premises.

#### **Insurance:**

Lessee, at its sole cost and expense, shall maintain at all times during the term of this Lease policies of insurance as follows:

- (a) Insurance against loss or damage to the Building and all other Improvements by fire and such other hazards as may be covered by the form of "all-risk" coverage then customarily in use, in such amount to be sufficient to cover one hundred percent (100%) of the full replacement value from time to time of the Building and all other Improvements, the proceeds of which shall be payable to Lessee;
- (b) Comprehensive general public liability insurance against claims for bodily injury, death, and property damage occurring in or about the Premises or Adjacent Facilities, to afford protection in such limits as shall be reasonably requested by Lessor from time to time.

Whenever (a) any loss, cost, damage or expense resulting from fire or other casualty or occurrence is incurred by either of the parties to this Lease, or anyone claiming by, through or under it, in connection with the Premises, and (b) such party is then covered in whole or in part by insurance with respect to such loss, cost, damage or expense, then the party so insured hereby releases the other party from any liability it may have on account of such loss, cost, damage or expense to the extent of any amount recovered by reason of such insurance and waives any right of subrogation which might otherwise exist in or accrue to any person on account thereof, provided that such release of liability and waiver of the right of subrogation shall not be operative in any case when the effect thereof is to invalidate such insurance coverage or increase the cost thereof (provided that in the case of increased cost the other party shall have the right, within thirty (30) days following written notice, to pay such increased cost, thereupon keeping such release and waiver in full force and effect).

In case any action or proceeding shall be commenced against Lessor growing out of any loss, cost, damage or expense under this Section, Lessor may give written notice of the same to Lessee and thereafter Lessee shall assume and discharge all obligation to defend the same and save and keep Lessor harmless from all costs, expenses (including, but not limited to, Lessor's attorneys' fees), liabilities, judgments and executions in any manner growing out of, pertaining to or connected therewith.

In case Lessee shall at any time fail, neglect or refuse to procure or renew any insurance hereinabove provided, then Lessor shall have the right, but not the obligation, to procure or renew such insurance and any amounts paid therefore by Lessor shall be so much Additional Rent due at the next rent day after any such payment, with interest thereon at the rate of Prime plus three percent (3%) per annum from the date of payment thereof.

#### **Property Damage And Destruction:**

If the Premises or any part thereof are damaged or destroyed by any casualty or any other cause of any kind or nature, ordinary or extraordinary, foreseen or unforeseen, insured or uninsured, Lessee shall give Lessor immediate notice thereof, and Lessee shall promptly repair, restore or rehabilitate the Premises at Lessee's own expense, to an extent that, upon the completion of such repairs, restoration or rehabilitation, the value and rental value of the Building and other Improvements shall be substantially equal to the value and rental value of the Building and other Improvements immediately prior to the happening of such casualty; provided, however, that if Lessee has met its obligations to maintain insurance as required herein and such insurance proceeds are made available by any mortgagee of Lessor for such repair, restoration or rehabilitation, then Lessor shall provide such funds for such repair, restoration or rehabilitation. Rent shall not abate during the period of such repair, restoration or rehabilitation regardless of whether the Improvements are unusable by Lessee because of such damage or destruction.

If any excavation or other building operation shall be made upon the Premises or any adjoining property by Lessee, Lessee agrees to assume all obligations of both the owner and the occupant of the Premises with respect to shoring and lateral support and to do all things necessary or desirable to preserve and protect the Premises.

Lessee shall not sign any petition, consent or other instrument in writing whereby any party shall hereafter directly or indirectly acquire the right to use or occupy any portion of any street, driveway or alley that abuts the Premises, or the space above or under the surface thereof, without Lessor joining in such instrument or consenting in writing to the execution thereof, which consent may be withheld in Lessor's sole discretion.

#### **Hazardous Material:**

Lessee hereby indemnifies and holds Lessor and Lessor's officers, directors, shareholders, managers, members, agents and employees harmless from and against, and shall reimburse Lessor and Lessor's officers, directors, shareholders, managers, members, agents and employees for, any and all "Losses" (as hereinafter defined) arising from, out of or as a consequence, directly or indirectly, of the release or presence of any Hazardous Materials on the Premises which first occurs during the Term of this Lease, whether foreseeable or unforeseeable, and whether or not known to Lessee, it being understood and agreed that the foregoing indemnity includes, but is not limited to, all costs of removal, remediation of any kind, detoxification, clean up and disposal of such Hazardous Materials and the preparation of any closure or other required plans, all costs of determining whether the Premises is in compliance and causing the Premises to be in compliance with all applicable Environmental Laws, all costs and fees associated with claims for damages to persons, property, or natural resources, and Lessor's reasonable attorneys' fees and consultants' fees and court costs in respect thereto whether or not litigation or administrative proceedings shall occur, including all costs and expenses incurred or suffered by Lessor by reason of any violation of any applicable Environmental Law which occurs, or has occurred, upon the Premises during the Term of this Lease, or by reason of the imposition of any governmental lien for the recovery of environmental clean-up costs expended by reason of such violation, it being expressly understood and agreed that to the extent Lessor and Lessor's officers, directors, shareholders, managers, members, agents and employees, or any of them are strictly liable under any applicable statute or regulation pertaining to the protection of the environment, this indemnity shall likewise be without regard to fault on the part of Lessee with respect to the violation of law which results in such liability. "Losses" shall mean any and all loss, claim, liability, damages, injuries to person, property or natural resources, cost, expense, action or cause of action.

Lessee hereby covenants and agrees that all obligations of Lessee under this Section shall survive any termination of the Lease, it being further understood and agreed that the rights of Lessor under this Section shall be in addition to any other rights and remedies under this Lease or at law or in equity.

Any amount due to Lessor under this Section not paid by Lessee within ten (10) days after written demand therefor from Lessor shall bear interest at Prime plus three percent (3%) per annum.

Lessee shall comply with all Environmental Laws throughout the Term

#### **Alterations and Repairs by Lessee:**

Lessee shall not replace, alter or repair the Premises or any part thereof or any equipment or appurtenance thereto if the cost thereof exceeds in the aggregate Fifty Thousand and No/100 Dollars (\$50,000.00) (any such action being hereinafter referred to as a "Capital Improvement"), unless Lessee shall comply with the following requirements, which shall be applicable to all Capital Improvements:

(a) Lessee shall, before the commencement of the work, obtain Lessor's prior consent to the proposed Capital Improvement and shall at least ten (10) days prior to the commencement of the work furnish the Lessor with the following:

(1) Complete plans and specifications for the work prepared by a licensed architect approved by Lessor, which plans and specifications shall also meet with Lessor's approval, together with the approval thereof by any governmental board, bureau or body then exercising jurisdiction over the Premises, which plans and specifications shall be and become Lessor's sole and absolute property in the event that this Lease shall be terminated for any reason;

(2) A fixed-sum contract in assignable form made with a reputable and responsible contractor satisfactory to Lessor, providing for the erection, completion and terms of payment for all work, labor and materials necessary to perform the work within the fixed price provided for in such contract;

(3) An assignment to Lessor of such contract, duly executed and acknowledged by Lessee, to be effective upon any termination of this Lease or upon Lessor's re-entry upon the Premises following an Event of Default prior to complete performance of such contract, such assignment also to include the benefits of all payments made on account of such contract, including payments made prior to the effective date of such assignment; and

(4) A surety company completion bond, in form and from an insurer satisfactory to Lessor, issued by an insurer licensed to do business in the State in which the Premises are located, guaranteeing the full completion of the work and payment therefor within a reasonable time, free and clear of all mechanics' or similar liens, encumbrances, chattel mortgages, conditional bills of sale and other charges, in accordance with the plans and specifications approved by Lessor, or other security satisfactory to Lessor, in Lessor's sole discretion.

(b) Lessee shall (1) at its expense carry or cause to be carried the necessary worker's compensation insurance and cause the insurance policies required under the Section entitled Insurance to be endorsed to cover the additional risk during the course of the work, and (2) procure all necessary permits from all governmental agencies and departments having jurisdiction in connection with such work. Lessee shall deliver evidence of compliance with the foregoing requirements to Lessor prior to the commencement of the work. Whenever requested by Lessor during the period of work, Lessee shall cause the architect in charge of the work (or if there is no architect in charge, the general contractor performing the work) to report in writing to Lessor as to whether the work is being done promptly and in a good and workmanlike manner, and in substantial compliance with the plans and specifications for the work. Lessee shall also deliver to Lessor copies of any and all interim or progress certificates or other reports submitted by Lessee's architect, engineer or contractor.

(c) The Capital Improvements shall be made promptly, in a first-class and workmanlike manner, in compliance with all Requirements and shall not lessen the value of the Premises.

Title to any Building, Improvements, fixtures, (other than Trade Fixtures), additions, alterations, restorations, repairs and replacements constructed, made or installed by Lessee, whether or not resulting from any Capital Improvement and including, but not limited to, any repairs, restoration and other work required to be done pursuant to the provisions of other Sections of this Lease, shall be and become Lessor's sole property at the end of the Term without the necessity of Lessee's execution and delivery of any instrument transferring title thereto. Notwithstanding the foregoing, Lessee covenants and agrees upon Lessor's request to execute, acknowledge and deliver to Lessor any instrument reasonably requested by Lessor to confirm such title, and if Lessee shall fail or refuse to execute, and deliver any such instrument, Lessor is hereby irrevocably appointed Lessee's attorney-in-fact to execute, acknowledge and deliver such instrument in Lessee's name.

#### **Lessor's Right to Access:**

In the event of an emergency, to make repairs or improvements or to show the premises to prospective buyers or Lessees or for purposes of inspection to determine Lessee's compliance with this Lease or to conduct an annual inspection or to address a safety

or maintenance problem, for the purposes of inspecting the same, Lessor or Lessor's agents may enter the premises at reasonable hours, provided Lessor shall not thereby unreasonably interfere with Lessee's business on the premises. Except in cases of emergency, Lessee's abandonment of the premises, court order or where it is impractical to do so, Lessor shall give Lessee twenty-four hour notice before entering.

If Lessee shall at any time fail to make any payment or perform any act to be made or performed by Lessee under this Lease beyond any applicable notice and cure periods, Lessor may at its option (but shall not be required to) make any payment or perform any such act, and for such purpose. Lessor may enter upon the Premises and take all such action thereon as may be necessary therefor and any amounts paid by Lessor in connection therewith shall be deemed Additional Rent due on the next rent day after such payment together with interest thereon at Prime plus three percent (3%) per annum from the date of payment thereof

#### **Lessee's Maintenance:**

Lessee shall, at its sole expense, keep the Premises in good repair and in a clean condition and fully comply at all times with all Requirements and shall keep the Premises and Adjacent Facilities safe and secure and in full conformance with the Requirements, including, but not limited to, the lawful and valid requirements of any municipality in which such Premises may be situated and of all other public authorities, and shall make, at Lessee's own expense, all additions, improvements, alterations and repairs on the Premises and on and to the Improvements, interior and exterior, structural and nonstructural, ordinary and extraordinary, foreseen and unseen, required by any lawful authorities or to keep the Premises in good repair or which may be made necessary by the act or neglect of any person or corporation (public or private), including supporting the streets and alleys adjoining the Premises, and, to the fullest extent permitted by law, Lessee shall keep Lessor harmless and indemnified at all times against any loss, damage, cost or expense by reason of the failure so to do in any respect or by reason of any accident, loss or damage resulting to persons or property from any use which may be made of such Premises or of any Improvements or by reason of or growing out of any act or thing done or omitted to be done upon such Premises or in any Improvements; and Lessee agrees that it shall save, hold and keep Lessor and the Premises free and clear of and from any and all claims, demands, penalties, liabilities, judgments, costs and expenses (including, but not limited to, attorneys' fees), arising out of any loss or damage which may be sustained by adjoining property or adjoining owners or other persons or property in connection with the remodeling, altering, erection, or repairing of the Improvements, except to the extent occasioned by the acts of Lessor, its agents, employees or contractors. Lessee shall not commit or suffer, and shall use all reasonable precautions to prevent, waste, damage or injury to all of the foregoing. Notwithstanding anything contained herein to the contrary, Lessor shall keep in good order and repair the roof, foundation and structural walls of the Premises and Lessee shall have no repair or maintenance obligations with respect to the foregoing except to the extent occasioned by the acts of Lessee, its agents, employees or contractors.

Lessee shall also at its own cost and expense keep the Premises fully and adequately furnished and equipped throughout the Term with all equipment, fixtures and articles of personal property necessary for the operation of the Premises for the purposes herein permitted, and shall make all necessary replacements, renewals, alterations and additions required to maintain all portions of the Premises in first-class rent able condition.

Lessee shall also at its own cost and expense keep the Premises and (if not so maintained by any other party having legal responsibility for such) all Adjacent Facilities clean and reasonably free from dirt, snow, ice, rubbish, obstructions and encumbrances.

Lessee shall also at its own cost and expense promptly comply (subject to its right to contest under the Section entitled Use) with any and all Requirements applicable to or affecting the Premises or the Improvements or any Adjacent Facilities, irrespective of the nature of the work required to be done, extraordinary as well as ordinary, whether or not the same involve or require any structural changes or additions in or to the Premises or the Improvements and irrespective of whether or not such changes or additions be required on account of any particular use to which the Premises or the Improvements or any part thereof may be put.

Lessor shall not be required to furnish any services or facilities whatsoever to the Premises. Lessee hereby assumes full and sole responsibility for the condition, operation, repair, alteration, improvement, replacement, maintenance and management of the Premises, except for the roof, foundation and structural walls of the Premises as aforesaid. Lessor shall not be responsible for any loss or damage to any property of Lessee.

#### **Liens:**

Lessee shall not do any act which shall in any way encumber the title of Lessor in and to the Premises, nor shall Lessee create or permit to be created, and shall promptly discharge, any such lien (including, but not limited to, any mechanic's, contractor's, subcontractor's or material man's lien or any lien, encumbrance or charge arising out of any Imposition, conditional sale, title retention agreement, chattel mortgage, security agreement, financing statement or otherwise) upon the Premises or any part thereof or the income therefrom or any personal property used in connection with the operation of the Premises, and Lessee shall not suffer any other matter or thing whereby the estate, rights and interest of Lessor in the Premises or any part thereof might be impaired.

If Lessee shall fail to cause any such lien to be discharged of record, then Lessor, after five (5) days notice of its intention to do so, shall have the right, but not the obligation, in addition to any other right or remedy, to discharge such lien either by paying the amount claimed to be due or by procuring the discharge of such lien by deposit or bonding proceedings, and in any such event Lessor shall be entitled if it so elects to compel the prosecution of an action for foreclosure of such lien by the lienor and to pay the amount of judgment in favor of the lien owner with interest, costs and allowances. Any amount so paid by Lessor and all costs and expenses (including reasonable attorneys' fees) incurred by Lessor in connection therewith shall constitute Additional Rent payable by Lessee under this Lease, due from Lessee to Lessor at the next rent day after any such payment, with interest thereon at Prime plus three percent (3%) per annum from the date of payment thereof.

This Lease shall constitute notice that Lessor shall not be liable for any work performed or to be performed, or any materials furnished or to be furnished, at the Premises for Lessee upon credit, and that no mechanic's or other lien for such work or materials shall attach to or affect the estate or interest of Lessor in and to the Premises, unless specifically ordered by Lessor in writing.

Lessee shall have no power to do any act or make any contract that may create or be the foundation for any lien, mortgage or other encumbrance upon the estate of Lessor, or any other interest of Lessor in the Premises, the Building or the other Improvements or any part thereof.

#### **Surrender of Possession:**

Lessee shall on the last day of the Term or upon any sooner termination thereof, whether by lapse of time or by reason of Lessee's Default or otherwise, surrender and deliver to Lessor the Premises and all Improvements in clean, wholesome, good and safe order and condition and in good repair, ordinary wear and tear excepted, and if Lessee shall thereafter remain in possession thereof, it shall be deemed guilty of forcible detainer of the Premises and shall be subject to all the conditions and provisions contained herein and to ejection and removal, forcibly and otherwise, with or without process of law.

Upon the termination of this Lease by lapse of time, Lessee may remove furniture, trade fixtures and other personal property belonging to Lessee that are incident to the business of Lessee (as distinguished from personal property used in the operation of the Premises); such furniture, trade fixtures and other personal property belonging to Lessee and incident to the business of Lessee are hereinafter referred to as "Trade Fixtures". Lessee shall repair any injury or damage to the Premises or the Improvements that may result from such removal. If Lessee does not remove such Trade Fixtures from the Premises prior to the end of the Term, however ended, Lessor may, at its option, remove the same and deliver the same to any other place of business of Lessee or warehouse the same, and Lessee shall pay the cost of such removal (including the repair of any injury or damage to the Premises or the Improvements resulting from such removal), delivery and warehousing to Lessor on demand, or Lessor may treat such Trade Fixtures as having been conveyed to Lessor with this Lease as a bill of sale, without further payment or credit by Lessor or Lessee.

Any holding over by Lessee of the Premises after the expiration of this Lease shall operate and be construed to be a tenancy from month to month only, at one hundred fifty percent (150%) of the monthly installments of Fixed Rent, plus Additional Rent and other sums otherwise payable hereunder for the Term. Nothing contained in this Section shall be construed to give Lessee the right to hold over after the expiration of this Lease, and Lessor may exercise any and all remedies at law or in equity to recover possession of the Premises and may seek damages in the event of such a hold over tenancy.

#### **Signs:**

Unless expressly waived in writing, Lessor shall have the right, exercisable without notice, without any liability to Lessee for damage or injury to person, property or business, without being deemed an eviction or disturbance in any manner of Lessee's use or possession of the Premises and without relieving Lessee from its Obligation to pay Rent when due or from any other obligation

under this Lease, during the last three (3) months of the Term to install, affix and maintain "For Rent" or "For Sale" signs on the exterior of the Premises.

**Subordination:**

This Lease shall be subject and subordinate at all times to the lien of all mortgages and trust deeds in any amount or amounts whatsoever now or hereafter placed on or against the Building or the Premises or on or against Lessor's interest or estate therein, all without the necessity of having further instruments executed on the part of Lessee to effectuate such subordination; provided that in the event of a foreclosure of any such mortgage or trust deed or any other action or proceeding for the enforcement thereof, or of any sale thereunder, this Lease will not be barred, terminated, cut off or foreclosed nor will the rights and possession of Lessee hereunder be disturbed if there shall exist no Event of Default with respect to the payment of Rent or any other Event of Default hereunder. Lessee shall attorn to the purchaser at any such foreclosure, sale or other action or proceeding or, if requested, enter into a new lease for the balance of the Term then remaining upon the same terms and provisions as are in this Lease contained. Lessee agrees to execute and deliver upon demand such further instruments evidencing such subordination of this Lease to the lien of any such mortgages or trust deeds as may be required by Lessor.

Notwithstanding the foregoing, Lessee shall from time to time on request from Lessor execute and deliver any documents or instruments that may be required by any lender to effectuate such subordination. If Lessee fails to execute and deliver any documents or instruments, Lessee irrevocably constitutes and appoints Lessor as Lessee's attorney in fact to execute and deliver such documents or instruments.

**Agents and Authority to Receive Legal Papers:**

Any notice, which either party may or is required to give, may be given by mailing the same, by certified mail, to Lessee at the premises. The Lessor, any person managing the premises and anyone designated by the Lessor as agent are authorized to accept service of process and receive other notices and demands, which may be delivered to:

[ X ] The Lessor, at the following address: 3131 South Sheridan, Tulsa, Oklahoma 74145

**Brokerage Fees, Commissions:**

Lessee represents that Lessee was not shown the premises by any real estate broker or agent and that Lessee has not otherwise engaged in, any activity which could form the basis for a claim for real estate commission, brokerage fee, finder's fee or other similar charge, in connection with this Lease.

**Estoppel Certificate:**

At any time and from time to time but on not less than ten (10) days prior written request by either party hereto, the other party shall execute, acknowledge and deliver to the requesting party, promptly upon request, a certificate certifying (a) that this Lease is unmodified and in full force and effect (or, if there have been modifications, that this Lease is in full force and effect, as modified, and stating the date and nature of each modification), (b) the date, if any, to which Fixed Rent and other sums payable hereunder have been paid, (c) that no notice has been received by such party of any Default which has not been cured, except as to Defaults specified in the certificate, and (d) such other matters as may be reasonably requested by the requesting party. Any such certificate may be relied upon by any prospective purchaser, mortgagee or beneficiary under any trust deed of the Premises or any part thereof and by any collateral assignee of this Lease.

**Indemnification of Lessor:**

To the fullest extent permitted by Law, Lessee agrees to indemnify and save Lessor and its respective agents and employees harmless from and against all liabilities, claims, suits, fines, penalties, damages, losses, fees, costs and expenses (including, but not limited to, Lessor's attorneys' fees) that may be imposed upon, incurred by or asserted against Lessor by reason of:

- (a) Any work or thing to be done in, on or about the Premises or any part thereof other than Lessor's Work;
- (b) Any use, occupation, condition, operation of the Premises or any part thereof or of any Adjacent Facility or any occurrence on any of the same;

(c) Any action or omission on the part of Lessee or any Sub Lessee or any of its or their agents, contractors, servants, employees, licensees or invitees;

(d) Any accident, injury (including death) or damage, regardless of the cause thereof, to any person or property occurring in, on or about the Premises or any part thereof or any Adjacent Facility; and/or

(e) Any failure on Lessee's part to perform or comply with any of the covenants, agreements, terms or conditions in this Lease or in any sublease, license, concession or other agreement entered into by Lessee.

The provisions of this Section shall survive the expiration or earlier termination of this Lease.

Lessee agrees to pay, and to indemnify Lessor against, all costs and expenses (including, but not limited to, Lessor's reasonable attorneys' fees) incurred by or imposed upon Lessor by or in connection with any litigation to which Lessor becomes or is made a party without fault in its part, whether commenced by or against Lessee, or that may be incurred by Lessor in enforcing any of the covenants and agreements of this Lease (with or without the institution of any action or proceeding relating to the Premises or this Lease) or in obtaining possession of the Premises after an Event of Default or upon expiration or earlier termination of this Lease.

Lessor may, but shall not be obligated to, cure any Default by Lessee hereunder. All sums expended and all costs and expenses (including, but not limited to, reasonable attorneys' fees) incurred by Lessor pursuant to the provisions of this Lease or on account of any Default by Lessee under this Lease shall bear interest thereon from the respective dates when expended or incurred by Lessor at Prime plus three per cent (3%) per annum until repaid by Lessee to Lessor, and all such sums together with such interest shall become Additional Rent under this Lease, payable by Lessee to Lessor on the next rent date after such expenditure.

All Rent and other amounts payable by Lessee under this Lease shall be and are hereby declared to be a valid and first lien upon Lessee's interest in the Premises and upon the rents, issues and profits in any manner arising or growing out of the same, and upon Lessee's interest in this Lease.

In the event of any breach or threatened breach by Lessee of any of the covenants, agreements, terms or conditions contained in this Lease, Lessor shall be entitled to enjoin such breach or threatened breach and shall have the right to invoke any right and remedy allowed at law or in equity or by statute or otherwise as though re-entry, summary proceedings and other remedies were not provided for in this Lease.

No receipt of monies by Lessor from Lessee after termination of this Lease or after the giving of any notice of termination of this Lease shall reinstate, continue or extend the Term or affect any notice theretofore given to Lessee, or operate as a waiver of Lessor's right to enforce the payment of Rent and any other payments or charges herein reserved and agreed to be paid by Lessee then or thereafter falling due, or operate as a waiver of Lessor's right to recover possession of the Premises, it being agreed that after the service of notice to terminate this Lease or the commencement of suit or summary proceedings, or after final order or judgment for the possession of the Premises, Lessor may demand, receive and collect any monies due or thereafter falling due without in any manner affecting such notice, proceeding, order, suit or judgment, all such monies collected being deemed payments on account of the use and occupation of the Premises or at Lessor's election on account of Lessee's liability hereunder.

Lessor's granting of any consent under this Lease, or Lessor's failure to object to any action taken by Lessee without Lessor's consent required under this Lease, shall not be deemed a waiver by Lessor of its rights to require such consent for any further similar act by Lessee. No waiver by Lessor of any other breach of the covenants of this Lease shall be construed, taken or held to be a waiver of any other breach or to be a waiver, acquiescence in or consent to any further or succeeding breach of the same covenant. None of Lessee's covenants under this Lease, and no breach thereof, shall be waived, altered or modified except by a written instrument executed by Lessor.

No remedy conferred upon or reserved to Lessor under this Lease or under law shall be considered exclusive of any other remedy, but such remedies shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise, and every power and remedy given by this Lease to Lessor may be exercised from time to time and as often as occasion may arise or as may be deemed expedient, without precluding Lessor's simultaneous or later exercise of any or all other rights or remedies. No delay or omission of Lessor to exercise any right or power arising from any Default or Event of Default shall impair any such right to power or shall be construed to be a waiver of any such Default or Event of Default or acquiescence therein.

**Peaceable Enjoyment:**

Lessor covenants that if and so long as Lessee shall faithfully perform the covenants and agreements of this Lease, Lessee shall and may (subject to the exceptions, reservations, terms and conditions of this Lease) peaceably and quietly have, hold and enjoy the Premises for the Term free of any interference by Lessor or anyone claiming through or by Lessor except those to which this Lease is expressly made subject and subordinate.

**Paragraph Headings:**

The headings of particular paragraphs and subparagraphs are inserted only for convenience and are not part of this Agreement and are not to act as a limitation on the scope of the particular paragraph to which the heading refers.

**Court Costs and Attorneys Fees:**

In any action or legal proceeding to enforce any part of this Agreement, the prevailing party shall recover reasonable attorneys' fees and court costs.

Lessee agrees that, in the event Lessee shall have any claim against Lessor under this Lease arising out of the subject matter of this Lease, Lessee's sole recourse shall be against Lessor's interest in the Premises, for the satisfaction of any claim, judgment or decree requiring the payment of money by Lessor as a result of a breach hereof or otherwise in connection with this Lease, and no other property or assets of Lessor, its successor or assigns, shall be subject to the levy, execution or other enforcement procedure for the satisfaction of any such claim, judgment, injunction or decree.

**Prevailing Law:**

This Lease shall be construed and enforced in accordance with the laws of the State of Oklahoma.

**Binding on Successors:**

All covenants, agreements, conditions and undertakings contained in this Lease shall extend and inure to and be binding upon Lessor's successors and assigns and Lessee's permitted successors and assigns as if such successors and assigns were in each case specifically named, and shall be construed as covenants running with the land. Wherever reference is made in this Lease to either party, it shall be held to include and apply to such successors and assigns. The provisions of this Section shall not be construed to grant or to confer any greater rights of assignment upon Lessee than are provided in the Section entitled Assignment of Agreement and Subletting.

**Time is of the Essence:**

Time is of the essence with respect to every provision of this Lease.

**Entire Agreement:**

This document and any Attachments constitutes the entire Agreement between the parties, and no promises or representations, other than those contained here and those implied by law, have been made by Lessor or Lessee. Any modifications to this Agreement must be in writing and signed by Lessor and Lessee.

**Severability:**

The provisions of this Lease are severable and in the event any provision, clause, sentence, section or part thereof is held to be invalid, illegal, unconstitutional, inapplicable or unenforceable to any person or circumstances, such invalidity, illegality, unconstitutionality, inapplicability or unenforceability shall not affect or impair any of the remaining provisions, sentences, clauses, sections, parts of the lease or their application to Tenant or other persons or circumstances. It is understood and agreed that the terms, conditions and covenants of this Lease would have been made by both parties if such invalid, illegal, unconstitutional, inapplicable or unenforceable provision, sentence, clause, section or part had not been included therein. To the extent that any portion of this agreement found to be invalid, illegal, unconstitutional, inapplicable or unenforceable may be valid by striking of certain words or phrases, such words or phrases shall be deemed to be stricken and the remainder of the provisions

and the remainder of the other portions of this Lease agreement shall remain in full force and effect. It is further agreed that this Lease may be executed in counterparts, each of which when considered together shall constitute the original contract.

**Lessee:** Community Care College

By (signature):



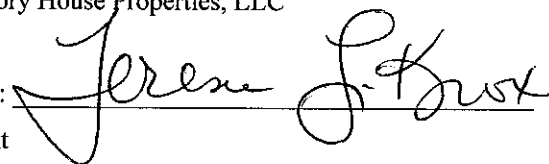
Title: Chief Executive Officer

Print name: Teresa Knox

Date: 01/01/2015

**Lessor:** Hickory House Properties, LLC

By (signature):



Title: President

Print name: Teresa Knox

Date: 01/01/2015

## COMMERCIAL LEASE

### Parties:

This Commercial Lease Agreement ("Lease") is entered into between Clary Sage College ("Lessee") and Hickory House Properties, LLC ("Lessor").

### Premises:

Lessor rents to Lessee, and Lessee rents from Lessor the commercial property situated at 3131 South Sheridan, in the City of Tulsa, County of Tulsa, State of Oklahoma also described as an additional location Community Care College ("the premises"), of which Lessor is the owner, together with the following furnishings and appliances: (see attachment) subject to the terms and conditions in this Agreement.

### Term:

The term of this Lease ("Term") and the rental associated with said agreement will begin on 1st Day of January 2015 ("Commencement Date") and end on the last day of December 2024 unless sooner terminated as herein set forth or unless extended in accordance with the provisions hereof.

### Definitions:

Adjacent Facilities - all sidewalks, grounds, areas, vaults, chutes, sidewalk hoists, railings, gutters, water and sewer connections, streets, alleys and curbs, parking areas, malls or passageways in front of, adjacent to or appurtenant to the Premises.

Requirements - all present and future laws, statutes, rules, orders, ordinances, regulations or other requirements (including without limitation Environmental Laws) of any governmental, public or quasi-public authority now existing or hereafter created, and of any and all of their departments and bureaus, and of any applicable fire rating bureau or other body exercising similar functions, and all covenants or restrictions applicable to or affecting the Premises or any Adjacent Facilities.

Prime - the interest rate per annum announced from time to time by Summit Bank, (or any successor bank thereto) to be its base rate and may not necessarily be the most favorable rate charged by such Bank.

The words "herein," "hereof," "hereunder" and words of similar import refer to this Lease as a whole and not to any particular Section or Subsection thereof unless the context shall otherwise require.

### Use:

Lessee shall use and occupy the premise for the purpose of: The delivery of educational services including, but not limited to cosmetology services, esthetic services, retail, computer laboratory, massage clinic, spa services and classroom instruction.

Lessee shall have the right at its own expense to contest, by appropriate proceedings diligently conducted in good faith, any allegation by public authorities that Lessee, the Premises or any Improvements are in violation of any Requirements or any certificate of occupancy affecting the Premises, but only so long as:

(a) Neither the Premises nor any part thereof would by reason of such contest be, in Lessor's sole judgment, in danger of being forfeited or lost;

(b) Lessor shall not in its sole judgment be in danger of being subject to criminal liability or penalty by reason of such contest; and

(c) Lessee shall have indemnified and shall continue to indemnify Lessor with a surety bond, or other means satisfactory to Lessor in its sole discretion, in an amount sufficient to pay any fines, penalties or other charges that may or might be assessed against or become a charge on the Premises if such contest is unsuccessful.

Any such contest may be made in the name of Lessor or Lessee or both, as Lessee shall determine; and Lessor agrees to cooperate reasonably with Lessee in any such contest but without expense to Lessor. Lessee shall pay all costs and expenses (including, but not limited to, Lessor's attorneys' fees) incurred by Lessor in connection therewith. If Lessee upon the conclusion of any contests

or proceedings shall fail to pay any fines, penalties or other charges thereby determined to be due, or if prior thereto Lessor, in the exercise of its sole judgment, shall determine that either condition (a) or (b) of this Section is no longer satisfied, Lessor may apply all or any part of any security provided under this Section to the payment, removal and discharge of such amounts and any costs, expenses (including, but not limited to, Lessor's attorneys' fees) and other liabilities accruing in such proceedings, and shall refund to Lessee the balance of any security not so applied, if any. Lessee shall promptly pay to Lessor any deficiency resulting from such application, with the amount of such deficiency to be due as Additional Rent due on the next rent day after any such deficiency is determined, with interest thereon at the rate of Prime plus three percent (3%) per annum from the date of such determination.

Lessee shall not suffer or permit the Premises or any portion thereof to be used in any manner as might tend to impair Lessor's title to the Building or Land or any portion thereof, or in such manner as might make possible a claim or claims of adverse usage or adverse possession or of implied dedication of the Building or Land or any portion thereof for public use.

Notwithstanding the forgoing, Lessee shall not use the premises for the purposes of storing, manufacturing or selling any explosives, flammables or other inherently dangerous substance, chemical, thing or device.

#### **Payment of Rent:**

This lease is a Step-up lease and will have annual rent increases after the first 5 years. The lease payments will be as set forth in the schedule below. The first payment on the Rent Commencement Date and subsequent monthly payments on the first (1st) day of each succeeding month during the Term, except when that day falls on a weekend or a legal holiday, in which case rent is due on the next business day. Lessee will pay to Lessor a monthly rental of Seventy four thousand eight hundred fifty three dollars (\$74,853.00) payable in equal installments in advance of the first day of each month, for the first 5 years of this lease (January 1<sup>st</sup> 2015 thru December 31<sup>st</sup>, 2019). Lessee will pay to Lessor a monthly rental of Seventy seven thousand ninety nine dollars (\$77,099.00) payable in equal installments in advance of the first day of each month, beginning on January 2020 thru December 31, 2020. Lessee will pay to Lessor a monthly rental of Seventy seven thousand eight hundred forty seven dollars (\$77,847.00) payable in equal installments in advance of the first day of each month, beginning on January 2021 thru December 31, 2021. Lessee will pay to Lessor a monthly rental of Seventy eight thousand five hundred ninety six dollars (\$78,596.00) payable in equal installments in advance of the first day of each month, beginning on January 2022 thru December 31, 2022. Lessee will pay to Lessor a monthly rental of Seventy nine thousand three hundred forty four dollars (\$79,344.00) payable in equal installments in advance of the first day of each month, beginning on January 2023 thru December 31, 2023. Lessee will pay to Lessor a monthly rental of Eighty thousand ninety three dollars (\$80,093.00) payable in equal installments in advance of the first day of each month, beginning on January 2024 thru December 31, 2024. Payment shall be made to the person and at the address the Lessor shall designate in writing. Rental is to be paid in cash, check, money order, cashier's check and/or certified check, or, at the option of the Lessor, in any other fashion.

#### **Graduating Lease Schedule (Monthly Payment)**

<b>2015</b>	\$ 74,853.00
<b>2016</b>	\$ 74,853.00
<b>2017</b>	\$ 74,853.00
<b>2018</b>	\$ 74,853.00
<b>2019</b>	\$ 74,853.00
<b>2020</b>	\$ 77,099.00
<b>2021</b>	\$ 77,847.00
<b>2022</b>	\$ 78,596.00
<b>2023</b>	\$ 79,344.00
<b>2024</b>	\$ 80,093.00

Commencing on the Commencement Date, Lessee also covenants and agrees to pay as "Additional Rent" prior to the respective due dates thereof all Impositions, as defined in the Section entitled Impositions contained herein, insurance premiums, charges, costs, expenses, and payments required to be paid by Lessee in accordance with any of the provisions of this Lease.

All amounts payable by Lessee under this Section shall collectively comprise the rent due and payable under this Lease ("Rent").

**Late Charges:**

Any installment of Rent or any part thereof which is not made when due shall bear interest at the rate of Prime plus three percent (3%) per annum from the date when the same is due hereunder until the same shall be paid ("Late Charge"). In the event of non-payment of any Late Charge, Lessor shall have, in addition to all other rights and remedies, all rights and remedies provided for in this Lease and by law in the case of non-payment of Rent. No failure by Lessor to insist upon strict performance by Lessee of its obligations to pay Late Charges shall constitute a waiver by Lessor of its rights to enforce the provisions of this Section in any instance thereafter, nor shall acceptance of Late Charges be deemed to extend the time for payment of Rent or any part thereof under this Lease.

The provisions for Late Charges stated herein shall not limit or affect Lessor's other remedies against Lessee under this Lease or under law, including, but not limited to, Lessor's right to charge Lessee for all costs and expenses (including, but not limited to, Lessor's attorneys' fees) incurred in connection with the collection of Rent and Late Charges from Lessee.

**Prorated first month's rent:**

For the period from Lessee's move-in date or beginning date of this agreement, whichever is earlier, through the end of the month, Lessee will pay to Lessor a prorated monthly rent of N/A Dollars. This amount will be paid on or before the date the Lessee moves in.

**Utilities:**

All applications and connections for necessary utility services on the demised premises shall be made in the name of Lessee only, and Lessee shall be solely liable for utility charges as they become due, including those for sewer, water, gas, electricity, and telephone services.

**Security Deposit:**

Lessee will pay to Lessor the sum of zero Dollars (\$0) as security deposit for the performance of Lessee's obligations under this lease, including without limitation the surrender of possession of the premises to Lessor as herein provided. It is expressly understood that the Security Deposit shall not be considered an advance payment of rental or a measure of Lessor's damages in case of default by Lessee. Unless otherwise provided by mandatory non-waivable law or regulation, lessor may commingle the Security Deposit with Lessor's other funds. Lessor may, from time to time, without prejudice to any other remedy, use the Security Deposit to the extent necessary to make good any arrearages of rent or to satisfy any other covenant, obligation or default of Lessee hereunder. Following any such application of the Security Deposit, Lessee shall pay to Lessor on demand the amount so applied in order to restore the Security Deposit to its original amount. If Lessor transfers Lessor's interest in the premises during the term of this Lease, Lessor may assign the Security Deposit to the transferee and thereafter shall have no further liability for the return of such Security Deposit.

**Default:**

Each of the following shall be an "Event of Default":

1. If Lessee shall fail to pay rent when due, the Lessor, at his option, may terminate all rights of the Lessee herein after not less than five (5) days written notice of such default given in a manner required by law unless Lessee rectifies or cures the default within the said time.
2. If Lessee shall fail to pay any other payment of money, costs or expenses to be paid by Lessee under this Lease, when due, and the continuance of such failure for a period of ten (10) days after written notice from Lessor specifying such failure;
3. In the event of a default made by Lessee in any of the other covenants or conditions to be kept, observed and performed by Lessee, Lessee shall have thirty (30) days after receipt of written notice thereof to cure such default. In the event that the Lessee shall fail to cure any default within the time allowed under this paragraph, Lessor may declare the term of this Lease ended and terminated by giving Lessee written notice of such intention, and if possession of the premises is not surrendered, Lessor may reenter said premises. Lessor shall have, in addition to the remedy above provided, any other right or remedy available to Lessor on account of any Lessee default, either in law or equity. Lessor shall use reasonable efforts to mitigate its damages.
4. The filing or execution or occurrence of any of the following will be considered a Default on the part of Lessee:

- (a) A petition in bankruptcy by or against Lessee;
- (b) A petition against or answer by Lessee seeking a reorganization, arrangement, composition, readjustment, liquidation, dissolution or other relief of the same or different kind under any provision of any bankruptcy laws;
- (c) Adjudication of Lessee as a bankrupt or insolvent;
- (d) An assignment by Lessee for the benefit of creditors;
- (e) A petition against or proceeding by Lessee for, or the appointment of, a trustee, receiver, guardian, conservator or liquidator of Lessee with respect to the Premises or with respect to all or substantially all of Lessee's property; or
- (f) A petition against or proceeding by or against Lessee for its dissolution or liquidation or the taking of possession of Lessee's property by any governmental authority in connection with dissolution or liquidation.

Where in the case of a petition filed against Lessee under (a), (b), (e) or (f) above, such petition is not dismissed within ninety (90) days after the filing thereof;

- (g) Entry of an order, judgment or decree by any court of competent jurisdiction granting any prayer or demand contained in any petition under (a), (b), (e) or (f) above, which order, judgment or decree is not reversed or vacated within ninety (90) days after it is entered;
- (h) Vacation or abandonment of the Premises; or
- (i) Taking by any person of Lessee's interest in this Lease upon execution, attachment or other process of law or equity.

In the event of Default on the part of Lessee, Lessor, at its option, without further notice or demand to Lessee, may, in addition to all other rights and remedies provided in this Lease, at law or in equity: (a) terminate this Lease and Lessee's right of possession of the Premises, and recover all damages to which Lessor is entitled at law, specifically including, without limitation, the excess of the aggregate Fixed Rent and Additional Rent that would have accrued for the balance of the Term over the then current fair market rental value of the Premises for the balance of the Term, together with all of Lessor's expenses of re-leasing (including repairs, alterations, improvements, additions, decorations, legal fees and brokerage commissions) or (b) terminate Lessee's right of possession of the Premises without terminating this Lease. In all events, Lessor may re-lease the Premises, or any part thereof for the account of Lessee, for such rent and term and upon such terms and conditions as are acceptable to Lessor. If Lessor shall have elected to pursue its right to terminate Lessee's right of possession of the Premises without terminating the Lease, then Lessor shall have the further right and remedy to subsequently rescind such election and terminate the Lease. For purposes of any such re-leasing, Lessor is authorized to decorate, repair, alter and improve the Premises to the extent deemed necessary by Lessor, in its reasonable discretion, all at Lessee's expense. If Lessor fails to re-lease the Premises, or if the Premises are re-leased and a sufficient sum is not realized therefrom after payment of all Lessor's expenses of re-leasing (including without limitation repairs, alterations, improvements, additions, decorations, legal fees and brokerage commissions) to satisfy the payment, when due, of Fixed Rent and Additional Rent reserved under this Lease for any monthly period, then Lessee shall pay Lessor a sum equal to the amount of Fixed Rent and Additional Rent due under this Lease for each such monthly period, or if the Premises have been re-leased, Lessee shall pay any such deficiency on the rent day applicable to such month. Nothing in the foregoing sentence, however, shall be deemed to mean that Lessor can only collect damages from Lessee hereunder in monthly installments, it being expressly acknowledged by Lessee that Lessor shall always have the right to collect, in a lump sum, from Lessee, damages equal to the excess of the aggregate Fixed Rent and Additional Rent that would have accrued for the balance of the Term over the then current fair market rental value of the Premises for the balance of the Term. Lessee agrees that Lessor may file suit to recover any sums due to Lessor hereunder at any time or from time to time and that such suit or recovery of any amount due Lessor hereunder shall not be any defense to any subsequent action brought for any amount not theretofore reduced to judgment in favor of Lessor. In the event Lessor elects to terminate Lessee's right of possession only, without terminating this Lease, Lessor may, at Lessor's option, enter into the Premises, remove Lessee's signs, Lessee's property, and other evidences of tenancy, and take and hold possession thereof; provided, however, that such entry and possession shall not terminate this Lease or release Lessee, in whole or in part, from Lessee's obligation to pay the Fixed Rent and Additional Rent reserved hereunder for the full Term or from any other

obligation of Lessee under this Lease. Any and all property which may be removed from the Premises by the Lessor pursuant to the authority of the Lease or of law, to which the Lessee is or may be entitled, may be handled, removed or stored by the Lessor at the risk, cost and expense of the Lessee, and the Lessor shall in no event be responsible for the value, preservation or safekeeping thereof. Lessee shall pay to the Lessor, upon demand, any and all reasonable expenses incurred in such removal and all storage charges against such property so long as the same shall be in the Lessor's possession or under the Lessor's control.

In the event Lessor exercises any remedy provided under this Section, all deposits theretofore made by Lessee with utility companies or under this Lease, all unearned insurance premiums and all rights of Lessee under all insurance policies required under this Lease, any claims for refund of any Imposition, any pending insurance claims or condemnation awards, and all fuel and supplies on the Premises shall be deemed to be and are hereby assigned to and transferred to Lessor, to be applied in payment of Lessee's liability under this Lease.

No waiver of any default of Lessee hereunder shall be implied from any omission to take any action on account of such default if such default persists or is repeated, and no express waiver shall affect any default other than the default specified in the express waiver and that only for the time and to the extent therein stated. One or more waivers by Lessor or Lessee shall not be construed as a waiver of a subsequent breach of the same covenant, term or condition.

#### **Option to Renew - Right of First Opportunity:**

Prior to offering the Premises for let to third parties following the expiration of the Term, Lessor shall first offer to re-lease the Premises to Lessee by delivering notice thereof to Lessee not less than one hundred eighty (180) days prior to the expiration of the Term, with the Fixed Rent during such renewal term to be equal to the then fair market rental value of the Premises ("FMV"), and otherwise on the same terms and conditions set forth herein. Following the receipt by Lessee of such notice, Lessor and Lessee shall negotiate in good faith to determine the FMV of the Premises and, for a period of sixty (60) days following Lessee's receipt of such notice, Lessor shall not offer the Premises for let to any third party. In the event that Lessor and Lessee are unable to agree on the FMV within sixty (60) days of Lessee's receipt of such notice, the right of first offer set forth in this Section shall be null and void and Lessor shall have the right to let the Premises, following the expiration of the Term, to third parties.

#### **Lessor's Failure to Deliver Possession:**

If Lessor is unable to deliver possession of the premises to Lessee for any reason not within Lessor's control, including but not limited to partial or complete destruction of the premises, Lessee will have the right to terminate this Agreement upon proper notice as required by law. In such event, Lessor's liability to Lessee will be limited to the return of all sums previously paid by Lessee to Lessor. Lessee agrees to hold Lessor and Lessor's agents harmless for loss or damage for any reason not within Lessor's control. In any case, Lessor's liability to Lessee will be limited to the return of all sums previously paid by Lessee to Lessor.

#### **Condemnation:**

If any legally, constituted authority condemns the premises or such part thereof which shall make the premises unsuitable for leasing, this Lease shall cease when the public authority takes possession, and Lessor and Lessee shall account for rental as of that date. In such an event any award, compensation or damages paid as a consequence of any legal proceedings ("Award") shall be paid to and be the sole property of Lessor whether such Award shall be made as compensation for diminution of the value of the leasehold or the fee of the Building or Land or otherwise and Lessee hereby assigns to Lessor all of Lessee's right, title and interest in and to any such Award.

#### **Eminent Domain:**

If the premises or any part thereof or any estate therein, or any other part of the building materially affecting Lessee's use of the premise, shall be taken by eminent domain, this lease shall terminate on the date when title vests pursuant to such taking. The rent shall be apportioned as of the termination date, and any rent paid for and period beyond that date shall be repaid to Lessee. Lessee shall not be entitled to any part of the Award for such taking or any payment in lieu thereof.

#### **Assignment of Agreement and Subletting:**

Lessee shall have the right without Lessor's consent, to assign this Lease to a corporation with which Lessee may merge or consolidate, to any subsidiary of Lessee, to any corporation under common control with Lessee, or to a purchaser of substantially all of Lessee's assets provided that (a) the net worth of such assignee after such merger, reorganization or consolidation shall be no less than that of Lessee immediately prior to such merger, reorganization or consolidation, (b) Lessee is not at such time in Default hereunder, and (c) such successor shall execute an instrument in writing fully assuming all of the obligations and liabilities imposed upon Lessee hereunder and deliver the same to Lessor; whereupon Lessee shall be discharged from any further liability hereunder.

Except as set forth above, Lessee will not sublet any part of the premises or assign this Agreement without the prior written consent of Lessor. Any such assignment or subletting without consent shall be void and, at the option of the Lessor, may terminate this lease.

No assignment or transfer of this Lease by Lessee consented to by Lessor shall be effective, unless the assignee or transferee shall, at the time of such assignment or transfer, assume all the terms, covenants and conditions of this Lease thereafter to be performed by Lessee and shall agree to be bound thereby. Notwithstanding such assignment or transfer or the acceptance by Lessor from such assignee of any rent or other monies or other performance of the obligations of Lessee hereunder, Lessee shall remain liable and obligated as a principal (and not as a surety or guarantor) to perform all the terms, conditions and covenants, including the payment of rental and other monies, herein provided to be performed by Lessee.

#### **Violation of Laws:**

Lessee, guests and invitees of either Lessee or guests will not use the premises in such a manner that violates any law, ordinance, statutes or requirement of any municipal, state or federal authority now in force, or which may hereafter be in force, pertaining to the premises, occasioned by or affecting the use thereof by Lessee.

Lessor shall comply with all laws, orders, ordinances, statutes or requirements now or hereafter affecting the premises.

#### **Insurance:**

Lessee, at its sole cost and expense, shall maintain at all times during the term of this Lease policies of insurance as follows:

(a) Insurance against loss or damage to the Building and all other Improvements by fire and such other hazards as may be covered by the form of "all-risk" coverage then customarily in use, in such amount to be sufficient to cover one hundred percent (100%) of the full replacement value from time to time of the Building and all other Improvements, the proceeds of which shall be payable to Lessee.

(b) Comprehensive general public liability insurance against claims for bodily injury, death, and property damage occurring in or about the Premises or Adjacent Facilities, to afford protection in such limits as shall be reasonably requested by Lessor from time to time.

Whenever (a) any loss, cost, damage or expense resulting from fire or other casualty or occurrence is incurred by either of the parties to this Lease, or anyone claiming by, through or under it, in connection with the Premises, and (b) such party is then covered in whole or in part by insurance with respect to such loss, cost, damage or expense, then the party so insured hereby releases the other party from any liability it may have on account of such loss, cost, damage or expense to the extent of any amount recovered by reason of such insurance and waives any right of subrogation which might otherwise exist in or accrue to any person on account thereof, provided that such release of liability and waiver of the right of subrogation shall not be operative in any case when the effect thereof is to invalidate such insurance coverage or increase the cost thereof (provided that in the case of increased cost the other party shall have the right, within thirty (30) days following written notice, to pay such increased cost, thereupon keeping such release and waiver in full force and effect).

In case any action or proceeding shall be commenced against Lessor growing out of any loss, cost, damage or expense under this Section, Lessor may give written notice of the same to Lessee and thereafter Lessee shall assume and discharge all obligation to defend the same and save and keep Lessor harmless from all costs, expenses (including, but not limited to, Lessor's attorneys' fees), liabilities, judgments and executions in any manner growing out of, pertaining to or connected therewith.

In case Lessee shall at any time fail, neglect or refuse to procure or renew any insurance hereinabove provided, then Lessor shall have the right, but not the obligation, to procure or renew such insurance and any amounts paid therefore by Lessor shall be so much Additional Rent due at the next rent day after any such payment, with interest thereon at the rate of Prime plus three percent (3%) per annum from the date of payment thereof.

#### **Property Damage And Destruction:**

If the Premises or any part thereof are damaged or destroyed by any casualty or any other cause of any kind or nature, ordinary or extraordinary, foreseen or unforeseen, insured or uninsured, Lessee shall give Lessor immediate notice thereof, and Lessee shall promptly repair, restore or rehabilitate the Premises at Lessee's own expense, to an extent that, upon the completion of such repairs, restoration or rehabilitation, the value and rental value of the Building and other Improvements shall be substantially equal to the value and rental value of the Building and other Improvements immediately prior to the happening of such casualty; provided, however, that if Lessee has met its obligations to maintain insurance as required herein and such insurance proceeds are made available by any mortgagee of Lessor for such repair, restoration or rehabilitation, then Lessor shall provide such funds for such repair, restoration or rehabilitation. Rent shall not abate during the period of such repair, restoration or rehabilitation regardless of whether the Improvements are unusable by Lessee because of such damage or destruction.

If any excavation or other building operation shall be made upon the Premises or any adjoining property by Lessee, Lessee agrees to assume all obligations of both the owner and the occupant of the Premises with respect to shoring and lateral support and to do all things necessary or desirable to preserve and protect the Premises.

Lessee shall not sign any petition, consent or other instrument in writing whereby any party shall hereafter directly or indirectly acquire the right to use or occupy any portion of any street, driveway or alley that abuts the Premises, or the space above or under the surface thereof, without Lessor joining in such instrument or consenting in writing to the execution thereof, which consent may be withheld in Lessor's sole discretion.

#### **Hazardous Material:**

Lessee hereby indemnifies and holds Lessor and Lessor's officers, directors, shareholders, managers, members, agents and employees harmless from and against, and shall reimburse Lessor and Lessor's officers, directors, shareholders, managers, members, agents and employees for, any and all "Losses" (as hereinafter defined) arising from, out of or as a consequence, directly or indirectly, of the release or presence of any Hazardous Materials on the Premises which first occurs during the Term of this Lease, whether foreseeable or unforeseeable, and whether or not known to Lessee, it being understood and agreed that the foregoing indemnity includes, but is not limited to, all costs of removal, remediation of any kind, detoxification, clean up and disposal of such Hazardous Materials and the preparation of any closure or other required plans, all costs of determining whether the Premises is in compliance and causing the Premises to be in compliance with all applicable Environmental Laws, all costs and fees associated with claims for damages to persons, property, or natural resources, and Lessor's reasonable attorneys' fees and consultants' fees and court costs in respect thereto whether or not litigation or administrative proceedings shall occur, including all costs and expenses incurred or suffered by Lessor by reason of any violation of any applicable Environmental Law which occurs, or has occurred, upon the Premises during the Term of this Lease, or by reason of the imposition of any governmental lien for the recovery of environmental clean-up costs expended by reason of such violation, it being expressly understood and agreed that to the extent Lessor and Lessor's officers, directors, shareholders, managers, members, agents and employees, or any of them are strictly liable under any applicable statute or regulation pertaining to the protection of the environment, this indemnity shall likewise be without regard to fault on the part of Lessee with respect to the violation of law which results in such liability. "Losses" shall mean any and all loss, claim, liability, damages, injuries to person, property or natural resources, cost, expense, action or cause of action.

Lessee hereby covenants and agrees that all obligations of Lessee under this Section shall survive any termination of the Lease, it being further understood and agreed that the rights of Lessor under this Section shall be in addition to any other rights and remedies under this Lease or at law or in equity.

Any amount due to Lessor under this Section not paid by Lessee within ten (10) days after written demand therefor from Lessor shall bear interest at Prime plus three percent (3%) per annum.

Lessee shall comply with all Environmental Laws throughout the Term

#### **Alterations and Repairs by Lessee:**

Lessee shall not replace, alter or repair the Premises or any part thereof or any equipment or appurtenance thereto if the cost thereof exceeds in the aggregate Fifty Thousand and No/100 Dollars (\$50,000.00) (any such action being hereinafter referred to as a "Capital Improvement"), unless Lessee shall comply with the following requirements, which shall be applicable to all Capital Improvements:

(a) Lessee shall, before the commencement of the work, obtain Lessor's prior consent to the proposed Capital Improvement and shall at least ten (10) days prior to the commencement of the work furnish the Lessor with the following:

(1) Complete plans and specifications for the work prepared by a licensed architect approved by Lessor, which plans and specifications shall also meet with Lessor's approval, together with the approval thereof by any governmental board, bureau or body then exercising jurisdiction over the Premises, which plans and specifications shall be and become Lessor's sole and absolute property in the event that this Lease shall be terminated for any reason;

(2) A fixed-sum contract in assignable form made with a reputable and responsible contractor satisfactory to Lessor, providing for the erection, completion and terms of payment for all work, labor and materials necessary to perform the work within the fixed price provided for in such contract;

(3) An assignment to Lessor of such contract, duly executed and acknowledged by Lessee, to be effective upon any termination of this Lease or upon Lessor's re-entry upon the Premises following an Event of Default prior to complete performance of such contract, such assignment also to include the benefits of all payments made on account of such contract, including payments made prior to the effective date of such assignment; and

(4) A surety company completion bond, in form and from an insurer satisfactory to Lessor, issued by an insurer licensed to do business in the State in which the Premises are located, guaranteeing the full completion of the work and payment therefor within a reasonable time, free and clear of all mechanics' or similar liens, encumbrances, chattel mortgages, conditional bills of sale and other charges, in accordance with the plans and specifications approved by Lessor, or other security satisfactory to Lessor, in Lessor's sole discretion.

(b) Lessee shall (1) at its expense carry or cause to be carried the necessary worker's compensation insurance and cause the insurance policies required under the Section entitled Insurance to be endorsed to cover the additional risk during the course of the work, and (2) procure all necessary permits from all governmental agencies and departments having jurisdiction in connection with such work. Lessee shall deliver evidence of compliance with the foregoing requirements to Lessor prior to the commencement of the work. Whenever requested by Lessor during the period of work, Lessee shall cause the architect in charge of the work (or if there is no architect in charge, the general contractor performing the work) to report in writing to Lessor as to whether the work is being done promptly and in a good and workmanlike manner, and in substantial compliance with the plans and specifications for the work. Lessee shall also deliver to Lessor copies of any and all interim or progress certificates or other reports submitted by Lessee's architect, engineer or contractor.

(c) The Capital Improvements shall be made promptly, in a first-class and workmanlike manner, in compliance with all Requirements and shall not lessen the value of the Premises.

Title to any Building, Improvements, fixtures, (other than Trade Fixtures), additions, alterations, restorations, repairs and replacements constructed, made or installed by Lessee, whether or not resulting from any Capital Improvement and including, but not limited to, any repairs, restoration and other work required to be done pursuant to the provisions of other Sections of this Lease, shall be and become Lessor's sole property at the end of the Term without the necessity of Lessee's execution and delivery of any instrument transferring title thereto. Notwithstanding the foregoing, Lessee covenants and agrees upon Lessor's request to execute, acknowledge and deliver to Lessor any instrument reasonably requested by Lessor to confirm such title, and if Lessee shall fail or refuse to execute, and deliver any such instrument, Lessor is hereby irrevocably appointed Lessee's attorney-in-fact to execute, acknowledge and deliver such instrument in Lessee's name.

#### **Lessor's Right to Access:**

In the event of an emergency, to make repairs or improvements or to show the premises to prospective buyers or Lessees or for purposes of inspection to determine Lessee's compliance with this Lease or to conduct an annual inspection or to address a safety

or maintenance problem, for the purposes of inspecting the same, Lessor or Lessor's agents may enter the premises at reasonable hours, provided Lessor shall not thereby unreasonably interfere with Lessee's business on the premises. Except in cases of emergency, Lessee's abandonment of the premises, court order or where it is impractical to do so, Lessor shall give Lessee twenty-four hour notice before entering.

If Lessee shall at any time fail to make any payment or perform any act to be made or performed by Lessee under this Lease beyond any applicable notice and cure periods, Lessor may at its option (but shall not be required to) make any payment or perform any such act, and for such purpose. Lessor may enter upon the Premises and take all such action thereon as may be necessary therefor and any amounts paid by Lessor in connection therewith shall be deemed Additional Rent due on the next rent day after such payment together with interest thereon at Prime plus three percent (3%) per annum from the date of payment thereof

#### **Lessee's Maintenance:**

Lessee shall, at its sole expense, keep the Premises in good repair and in a clean condition and fully comply at all times with all Requirements and shall keep the Premises and Adjacent Facilities safe and secure and in full conformance with the Requirements, including, but not limited to, the lawful and valid requirements of any municipality in which such Premises may be situated and of all other public authorities, and shall make, at Lessee's own expense, all additions, improvements, alterations and repairs on the Premises and on and to the Improvements, interior and exterior, structural and nonstructural, ordinary and extraordinary, foreseen and unseen, required by any lawful authorities or to keep the Premises in good repair or which may be made necessary by the act or neglect of any person or corporation (public or private), including supporting the streets and alleys adjoining the Premises, and, to the fullest extent permitted by law, Lessee shall keep Lessor harmless and indemnified at all times against any loss, damage, cost or expense by reason of the failure so to do in any respect or by reason of any accident, loss or damage resulting to persons or property from any use which may be made of such Premises or of any Improvements or by reason of or growing out of any act or thing done or omitted to be done upon such Premises or in any Improvements; and Lessee agrees that it shall save, hold and keep Lessor and the Premises free and clear of and from any and all claims, demands, penalties, liabilities, judgments, costs and expenses (including, but not limited to, attorneys' fees), arising out of any loss or damage which may be sustained by adjoining property or adjoining owners or other persons or property in connection with the remodeling, altering, erection, or repairing of the Improvements, except to the extent occasioned by the acts of Lessor, its agents, employees or contractors. Lessee shall not commit or suffer, and shall use all reasonable precautions to prevent, waste, damage or injury to all of the foregoing. Notwithstanding anything contained herein to the contrary, Lessor shall keep in good order and repair the roof, foundation and structural walls of the Premises and Lessee shall have no repair or maintenance obligations with respect to the foregoing except to the extent occasioned by the acts of Lessee, its agents, employees or contractors.

Lessee shall also at its own cost and expense keep the Premises fully and adequately furnished and equipped throughout the Term with all equipment, fixtures and articles of personal property necessary for the operation of the Premises for the purposes herein permitted, and shall make all necessary replacements, renewals, alterations and additions required to maintain all portions of the Premises in first-class rent able condition.

Lessee shall also at its own cost and expense keep the Premises and (if not so maintained by any other party having legal responsibility for such) all Adjacent Facilities clean and reasonably free from dirt, snow, ice, rubbish, obstructions and encumbrances.

Lessee shall also at its own cost and expense promptly comply (subject to its right to contest under the Section entitled Use) with any and all Requirements applicable to or affecting the Premises or the Improvements or any Adjacent Facilities, irrespective of the nature of the work required to be done, extraordinary as well as ordinary, whether or not the same involve or require any structural changes or additions in or to the Premises or the Improvements and irrespective of whether or not such changes or additions be required on account of any particular use to which the Premises or the Improvements or any part thereof may be put.

Lessor shall not be required to furnish any services or facilities whatsoever to the Premises. Lessee hereby assumes full and sole responsibility for the condition, operation, repair, alteration, improvement, replacement, maintenance and management of the Premises, except for the roof, foundation and structural walls of the Premises as aforesaid. Lessor shall not be responsible for any loss or damage to any property of Lessee.

#### **Liens:**

Lessee shall not do any act which shall in any way encumber the title of Lessor in and to the Premises, nor shall Lessee create or permit to be created, and shall promptly discharge, any such lien (including, but not limited to, any mechanic's, contractor's, subcontractor's or material man's lien or any lien, encumbrance or charge arising out of any Imposition, conditional sale, title retention agreement, chattel mortgage, security agreement, financing statement or otherwise) upon the Premises or any part thereof or the income therefrom or any personal property used in connection with the operation of the Premises, and Lessee shall not suffer any other matter or thing whereby the estate, rights and interest of Lessor in the Premises or any part thereof might be impaired.

If Lessee shall fail to cause any such lien to be discharged of record, then Lessor, after five (5) days notice of its intention to do so, shall have the right, but not the obligation, in addition to any other right or remedy, to discharge such lien either by paying the amount claimed to be due or by procuring the discharge of such lien by deposit or bonding proceedings, and in any such event Lessor shall be entitled if it so elects to compel the prosecution of an action for foreclosure of such lien by the lienor and to pay the amount of judgment in favor of the lien owner with interest, costs and allowances. Any amount so paid by Lessor and all costs and expenses (including reasonable attorneys' fees) incurred by Lessor in connection therewith shall constitute Additional Rent payable by Lessee under this Lease, due from Lessee to Lessor at the next rent day after any such payment, with interest thereon at Prime plus three percent (3%) per annum from the date of payment thereof.

This Lease shall constitute notice that Lessor shall not be liable for any work performed or to be performed, or any materials furnished or to be furnished, at the Premises for Lessee upon credit, and that no mechanic's or other lien for such work or materials shall attach to or affect the estate or interest of Lessor in and to the Premises, unless specifically ordered by Lessor in writing.

Lessee shall have no power to do any act or make any contract that may create or be the foundation for any lien, mortgage or other encumbrance upon the estate of Lessor, or any other interest of Lessor in the Premises, the Building or the other Improvements or any part thereof.

#### **Surrender of Possession:**

Lessee shall on the last day of the Term or upon any sooner termination thereof, whether by lapse of time or by reason of Lessee's Default or otherwise, surrender and deliver to Lessor the Premises and all Improvements in clean, wholesome, good and safe order and condition and in good repair, ordinary wear and tear excepted, and if Lessee shall thereafter remain in possession thereof, it shall be deemed guilty of forcible detainer of the Premises and shall be subject to all the conditions and provisions contained herein and to ejection and removal, forcibly and otherwise, with or without process of law.

Upon the termination of this Lease by lapse of time, Lessee may remove furniture, trade fixtures and other personal property belonging to Lessee that are incident to the business of Lessee (as distinguished from personal property used in the operation of the Premises); such furniture, trade fixtures and other personal property belonging to Lessee and incident to the business of Lessee are hereinafter referred to as "Trade Fixtures". Lessee shall repair any injury or damage to the Premises or the Improvements that may result from such removal. If Lessee does not remove such Trade Fixtures from the Premises prior to the end of the Term, however ended, Lessor may, at its option, remove the same and deliver the same to any other place of business of Lessee or warehouse the same, and Lessee shall pay the cost of such removal (including the repair of any injury or damage to the Premises or the Improvements resulting from such removal), delivery and warehousing to Lessor on demand, or Lessor may treat such Trade Fixtures as having been conveyed to Lessor with this Lease as a bill of sale, without further payment or credit by Lessor or Lessee.

Any holding over by Lessee of the Premises after the expiration of this Lease shall operate and be construed to be a tenancy from month to month only, at one hundred fifty percent (150%) of the monthly installments of Fixed Rent, plus Additional Rent and other sums otherwise payable hereunder for the Term. Nothing contained in this Section shall be construed to give Lessee the right to hold over after the expiration of this Lease, and Lessor may exercise any and all remedies at law or in equity to recover possession of the Premises and may seek damages in the event of such a hold over tenancy.

#### **Signs:**

Unless expressly waived in writing, Lessor shall have the right, exercisable without notice, without any liability to Lessee for damage or injury to person, property or business, without being deemed an eviction or disturbance in any manner of Lessee's use or possession of the Premises and without relieving Lessee from its Obligation to pay Rent when due or from any other obligation

under this Lease, during the last three (3) months of the Term to install, affix and maintain "For Rent" or "For Sale" signs on the exterior of the Premises.

**Subordination:**

This Lease shall be subject and subordinate at all times to the lien of all mortgages and trust deeds in any amount or amounts whatsoever now or hereafter placed on or against the Building or the Premises or on or against Lessor's interest or estate therein, all without the necessity of having further instruments executed on the part of Lessee to effectuate such subordination; provided that in the event of a foreclosure of any such mortgage or trust deed or any other action or proceeding for the enforcement thereof, or of any sale thereunder, this Lease will not be barred, terminated, cut off or foreclosed nor will the rights and possession of Lessee hereunder be disturbed if there shall exist no Event of Default with respect to the payment of Rent or any other Event of Default hereunder. Lessee shall attorn to the purchaser at any such foreclosure, sale or other action or proceeding or, if requested, enter into a new lease for the balance of the Term then remaining upon the same terms and provisions as are in this Lease contained. Lessee agrees to execute and deliver upon demand such further instruments evidencing such subordination of this Lease to the lien of any such mortgages or trust deeds as may be required by Lessor.

Notwithstanding the foregoing, Lessee shall from time to time on request from Lessor execute and deliver any documents or instruments that may be required by any lender to effectuate such subordination. If Lessee fails to execute and deliver any documents or instruments, Lessee irrevocably constitutes and appoints Lessor as Lessee's attorney in fact to execute and deliver such documents or instruments.

**Agents and Authority to Receive Legal Papers:**

Any notice, which either party may or is required to give, may be given by mailing the same, by certified mail, to Lessee at the premises. The Lessor, any person managing the premises and anyone designated by the Lessor as agent are authorized to accept service of process and receive other notices and demands, which may be delivered to:

[ X ] The Lessor, at the following address: 3131 South Sheridan, Tulsa, Oklahoma 74145

**Brokerage Fees, Commissions:**

Lessee represents that Lessee was not shown the premises by any real estate broker or agent and that Lessee has not otherwise engaged in, any activity which could form the basis for a claim for real estate commission, brokerage fee, finder's fee or other similar charge, in connection with this Lease.

**Estoppel Certificate:**

At any time and from time to time but on not less than ten (10) days prior written request by either party hereto, the other party shall execute, acknowledge and deliver to the requesting party, promptly upon request, a certificate certifying (a) that this Lease is unmodified and in full force and effect (or, if there have been modifications, that this Lease is in full force and effect, as modified, and stating the date and nature of each modification), (b) the date, if any, to which Fixed Rent and other sums payable hereunder have been paid, (c) that no notice has been received by such party of any Default which has not been cured, except as to Defaults specified in the certificate, and (d) such other matters as may be reasonably requested by the requesting party. Any such certificate may be relied upon by any prospective purchaser, mortgagee or beneficiary under any trust deed of the Premises or any part thereof and by any collateral assignee of this Lease.

**Indemnification of Lessor:**

To the fullest extent permitted by Law, Lessee agrees to indemnify and save Lessor and its respective agents and employees harmless from and against all liabilities, claims, suits, fines, penalties, damages, losses, fees, costs and expenses (including, but not limited to, Lessor's attorneys' fees) that may be imposed upon, incurred by or asserted against Lessor by reason of:

- (a) Any work or thing to be done in, on or about the Premises or any part thereof other than Lessor's Work;
- (b) Any use, occupation, condition, operation of the Premises or any part thereof or of any Adjacent Facility or any occurrence on any of the same;

- (c) Any action or omission on the part of Lessee or any Sub Lessee or any of its or their agents, contractors, servants, employees, licensees or invitees;
- (d) Any accident, injury (including death) or damage, regardless of the cause thereof, to any person or property occurring in, on or about the Premises or any part thereof or any Adjacent Facility; and/or
- (e) Any failure on Lessee's part to perform or comply with any of the covenants, agreements, terms or conditions in this Lease or in any sublease, license, concession or other agreement entered into by Lessee.

The provisions of this Section shall survive the expiration or earlier termination of this Lease.

Lessee agrees to pay, and to indemnify Lessor against, all costs and expenses (including, but not limited to, Lessor's reasonable attorneys' fees) incurred by or imposed upon Lessor by or in connection with any litigation to which Lessor becomes or is made a party without fault in its part, whether commenced by or against Lessee, or that may be incurred by Lessor in enforcing any of the covenants and agreements of this Lease (with or without the institution of any action or proceeding relating to the Premises or this Lease) or in obtaining possession of the Premises after an Event of Default or upon expiration or earlier termination of this Lease.

Lessor may, but shall not be obligated to, cure any Default by Lessee hereunder. All sums expended and all costs and expenses (including, but not limited to, reasonable attorneys' fees) incurred by Lessor pursuant to the provisions of this Lease or on account of any Default by Lessee under this Lease shall bear interest thereon from the respective dates when expended or incurred by Lessor at Prime plus three per cent (3%) per annum until repaid by Lessee to Lessor, and all such sums together with such interest shall become Additional Rent under this Lease, payable by Lessee to Lessor on the next rent date after such expenditure.

All Rent and other amounts payable by Lessee under this Lease shall be and are hereby declared to be a valid and first lien upon Lessee's interest in the Premises and upon the rents, issues and profits in any manner arising or growing out of the same, and upon Lessee's interest in this Lease.

In the event of any breach or threatened breach by Lessee of any of the covenants, agreements, terms or conditions contained in this Lease, Lessor shall be entitled to enjoin such breach or threatened breach and shall have the right to invoke any right and remedy allowed at law or in equity or by statute or otherwise as though re-entry, summary proceedings and other remedies were not provided for in this Lease.

No receipt of monies by Lessor from Lessee after termination of this Lease or after the giving of any notice of termination of this Lease shall reinstate, continue or extend the Term or affect any notice theretofore given to Lessee, or operate as a waiver of Lessor's right to enforce the payment of Rent and any other payments or charges herein reserved and agreed to be paid by Lessee then or thereafter falling due, or operate as a waiver of Lessor's right to recover possession of the Premises, it being agreed that after the service of notice to terminate this Lease or the commencement of suit or summary proceedings, or after final order or judgment for the possession of the Premises, Lessor may demand, receive and collect any monies due or thereafter falling due without in any manner affecting such notice, proceeding, order, suit or judgment, all such monies collected being deemed payments on account of the use and occupation of the Premises or at Lessor's election on account of Lessee's liability hereunder.

Lessor's granting of any consent under this Lease, or Lessor's failure to object to any action taken by Lessee without Lessor's consent required under this Lease, shall not be deemed a waiver by Lessor of its rights to require such consent for any further similar act by Lessee. No waiver by Lessor of any other breach of the covenants of this Lease shall be construed, taken or held to be a waiver of any other breach or to be a waiver, acquiescence in or consent to any further or succeeding breach of the same covenant. None of Lessee's covenants under this Lease, and no breach thereof, shall be waived, altered or modified except by a written instrument executed by Lessor.

No remedy conferred upon or reserved to Lessor under this Lease or under law shall be considered exclusive of any other remedy, but such remedies shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise, and every power and remedy given by this Lease to Lessor may be exercised from time to time and as often as occasion may arise or as may be deemed expedient, without precluding Lessor's simultaneous or later exercise of any or all other rights or remedies. No delay or omission of Lessor to exercise any right or power arising from any Default or Event of Default shall impair any such right to power or shall be construed to be a waiver of any such Default or Event of Default or acquiescence therein.

**Peaceable Enjoyment:**

Lessor covenants that if and so long as Lessee shall faithfully perform the covenants and agreements of this Lease, Lessee shall and may (subject to the exceptions, reservations, terms and conditions of this Lease) peaceably and quietly have, hold and enjoy the Premises for the Term free of any interference by Lessor or anyone claiming through or by Lessor except those to which this Lease is expressly made subject and subordinate.

**Paragraph Headings:**

The headings of particular paragraphs and subparagraphs are inserted only for convenience and are not part of this Agreement and are not to act as a limitation on the scope of the particular paragraph to which the heading refers.

**Court Costs and Attorneys Fees:**

In any action or legal proceeding to enforce any part of this Agreement, the prevailing party shall recover reasonable attorneys' fees and court costs.

Lessee agrees that, in the event Lessee shall have any claim against Lessor under this Lease arising out of the subject matter of this Lease, Lessee's sole recourse shall be against Lessor's interest in the Premises, for the satisfaction of any claim, judgment or decree requiring the payment of money by Lessor as a result of a breach hereof or otherwise in connection with this Lease, and no other property or assets of Lessor, its successor or assigns, shall be subject to the levy, execution or other enforcement procedure for the satisfaction of any such claim, judgment, injunction or decree.

**Prevailing Law:**

This Lease shall be construed and enforced in accordance with the laws of the State of Oklahoma.

**Binding on Successors:**

All covenants, agreements, conditions and undertakings contained in this Lease shall extend and inure to and be binding upon Lessor's successors and assigns and Lessee's permitted successors and assigns as if such successors and assigns were in each case specifically named, and shall be construed as covenants running with the land. Wherever reference is made in this Lease to either party, it shall be held to include and apply to such successors and assigns. The provisions of this Section shall not be construed to grant or to confer any greater rights of assignment upon Lessee than are provided in the Section entitled Assignment of Agreement and Subletting.

**Time is of the Essence:**

Time is of the essence with respect to every provision of this Lease.

**Entire Agreement:**

This document and any Attachments constitute the entire Agreement between the parties, and no promises or representations, other than those contained here and those implied by law, have been made by Lessor or Lessee. Any modifications to this Agreement must be in writing and signed by Lessor and Lessee.

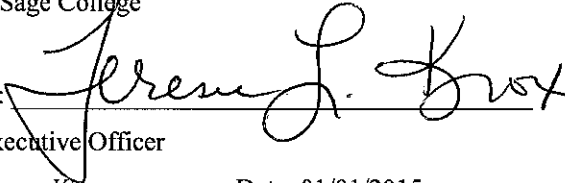
**Severability:**

The provisions of this Lease are severable and in the event any provision, clause, sentence, section or part thereof is held to be invalid, illegal, unconstitutional, inapplicable or unenforceable to any person or circumstances, such invalidity, illegality, unconstitutionality, inapplicability or unenforceability shall not affect or impair any of the remaining provisions, sentences, clauses, sections, parts of the lease or their application to Tenant or other persons or circumstances. It is understood and agreed that the terms, conditions and covenants of this Lease would have been made by both parties if such invalid, illegal, unconstitutional, inapplicable or unenforceable provision, sentence, clause, section or part had not been included therein. To the extent that any portion of this agreement found to be invalid, illegal, unconstitutional, inapplicable or unenforceable may be valid by striking of certain words or phrases, such words or phrases shall be deemed to be stricken and the remainder of the provisions

and the remainder of the other portions of this Lease agreement shall remain in full force and effect. It is further agreed that this Lease may be executed in counterparts, each of which when considered together shall constitute the original contract.

**Lessee:** Clary Sage College

By (signature):

A handwritten signature in black ink, appearing to read "Teresa Knox", written over a horizontal line.

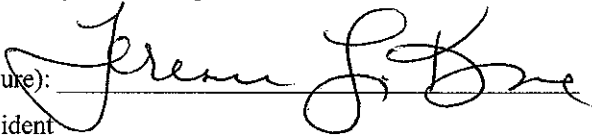
Title: Chief Executive Officer

Print name: Teresa Knox

Date: 01/01/2015

**Lessor:** Hickory House Properties, LLC

By (signature):

A handwritten signature in black ink, appearing to read "Teresa Knox", written over a horizontal line.

Title: President

Print name: Teresa Knox

Date: 01/01/2015

## COMMERCIAL LEASE

### Parties:

This Commercial Lease Agreement ("Lease") is entered into between Oklahoma Technical College ("Lessee") and Hickory House Properties, LLC ("Lessor").

### Premises:

Lessor rents to Lessee, and Lessee rents from Lessor the commercial property situated at 4444 S. Sheridan, in the City of Tulsa, County of Tulsa, State of Oklahoma also described as an additional location Community Care College ("the premises"), of which Lessor is the owner, together with the following furnishings and appliances: (see attachment) subject to the terms and conditions in this Agreement.

### Term:

The term of this Lease ("Term") and the rental associated with said agreement will begin on 1st Day of January 2015 ("Commencement Date") and end on the last day of December 2024 unless sooner terminated as herein set forth or unless extended in accordance with the provisions hereof.

### Definitions:

Adjacent Facilities - all sidewalks, grounds, areas, vaults, chutes, sidewalk hoists, railings, gutters, water and sewer connections, streets, alleys and curbs, parking areas, malls or passageways in front of, adjacent to or appurtenant to the Premises.

Requirements - all present and future laws, statutes, rules, orders, ordinances, regulations or other requirements (including without limitation Environmental Laws) of any governmental, public or quasi-public authority now existing or hereafter created, and of any and all of their departments and bureaus, and of any applicable fire rating bureau or other body exercising similar functions, and all covenants or restrictions applicable to or affecting the Premises or any Adjacent Facilities.

Prime - the interest rate per annum announced from time to time by Summit Bank, (or any successor bank thereto) to be its base rate and may not necessarily be the most favorable rate charged by such Bank.

The words "herein," "hereof," "hereunder" and words of similar import refer to this Lease as a whole and not to any particular Section or Subsection thereof unless the context shall otherwise require.

### Use:

Lessee shall use and occupy the premise for the purpose of: The delivery of educational services. Lessee shall have the right at its own expense to contest, by appropriate proceedings diligently conducted in good faith, any allegation by public authorities that Lessee, the Premises or any Improvements are in violation of any Requirements or any certificate of occupancy affecting the Premises, but only so long as:

(a) Neither the Premises nor any part thereof would by reason of such contest be, in Lessor's sole judgment, in danger of being forfeited or lost;

(b) Lessor shall not in its sole judgment be in danger of being subject to criminal liability or penalty by reason of such contest; and

(c) Lessee shall have indemnified and shall continue to indemnify Lessor with a surety bond, or other means satisfactory to Lessor in its sole discretion, in an amount sufficient to pay any fines, penalties or other charges that may or might be assessed against or become a charge on the Premises if such contest is unsuccessful.

Any such contest may be made in the name of Lessor or Lessee or both, as Lessee shall determine; and Lessor agrees to cooperate reasonably with Lessee in any such contest but without expense to Lessor. Lessee shall pay all costs and expenses (including, but not limited to, Lessor's attorneys' fees) incurred by Lessor in connection therewith. If Lessee upon the conclusion of any contests or proceedings shall fail to pay any fines, penalties or other charges thereby determined to be due, or if prior thereto Lessor, in the

exercise of its sole judgment, shall determine that either condition (a) or (b) of this Section is no longer satisfied, Lessor may apply all or any part of any security provided under this Section to the payment, removal and discharge of such amounts and any costs, expenses (including, but not limited to, Lessor's attorneys' fees) and other liabilities accruing in such proceedings, and shall refund to Lessee the balance of any security not so applied, if any. Lessee shall promptly pay to Lessor any deficiency resulting from such application, with the amount of such deficiency to be due as Additional Rent due on the next rent day after any such deficiency is determined, with interest thereon at the rate of Prime plus three percent (3%) per annum from the date of such determination.

Lessee shall not suffer or permit the Premises or any portion thereof to be used in any manner as might tend to impair Lessor's title to the Building or Land or any portion thereof, or in such manner as might make possible a claim or claims of adverse usage or adverse possession or of implied dedication of the Building or Land or any portion thereof for public use.

Notwithstanding the forgoing, Lessee shall not use the premises for the purposes of storing, manufacturing or selling any explosives, flammables or other inherently dangerous substance, chemical, thing or device.

#### **Payment of Rent:**

This lease is a Step-up lease and will have annual rent increases after the first 5 years. The lease payments will be as set forth in the schedule below. The first payment on the Rent Commencement Date and subsequent monthly payments on the first (1st) day of each succeeding month during the Term, except when that day falls on a weekend or a legal holiday, in which case rent is due on the next business day. Lessee will pay to Lessor a monthly rental of Seventy six thousand three hundred fifty eight dollars (\$76,358.00) payable in equal installments in advance of the first day of each month, for the first 5 years of this lease (January 1<sup>st</sup> 2015 thru December 31<sup>st</sup>, 2019). Lessee will pay to Lessor a monthly rental of Seventy eight thousand six hundred forty nine dollars (\$78,649.00) payable in equal installments in advance of the first day of each month, beginning on January 2020 thru December 31, 2020. Lessee will pay to Lessor a monthly rental of Seventy nine thousand four hundred twelve dollars (\$79,412.00) payable in equal installments in advance of the first day of each month, beginning on January 2021 thru December 31, 2021. Lessee will pay to Lessor a monthly rental of Eighty thousand one hundred seventy six dollars (\$80,176.00) payable in equal installments in advance of the first day of each month, beginning on January 2022 thru December 31, 2022. Lessee will pay to Lessor a monthly rental of Eight thousand nine hundred thirty nine dollars (\$80,939.00) payable in equal installments in advance of the first day of each month, beginning on January 2023 thru December 31, 2023. Lessee will pay to Lessor a monthly rental of Eighty one thousand seven hundred three dollars (\$81,703.00) payable in equal installments in advance of the first day of each month, beginning on January 2024 thru December 31, 2024. Payment shall be made to the person and at the address the Lessor shall designate in writing. Rental is to be paid in cash, check, money order, cashier's check and/or certified check, or, at the option of the Lessor, in any other fashion.

**Graduating Lease Schedule (Monthly Payment)**

<b>2015</b>	\$ 76,358.00
<b>2016</b>	\$ 76,358.00
<b>2017</b>	\$ 76,358.00
<b>2018</b>	\$ 76,358.00
<b>2019</b>	\$ 76,358.00
<b>2020</b>	\$ 78,649.00
<b>2021</b>	\$ 79,412.00
<b>2022</b>	\$ 80,176.00
<b>2023</b>	\$ 80,939.00
<b>2024</b>	\$ 81,703.00

Commencing on the Commencement Date, Lessee also covenants and agrees to pay as "Additional Rent" prior to the respective due dates thereof all Impositions, as defined in the Section entitled Impositions contained herein, insurance premiums, charges, costs, expenses, and payments required to be paid by Lessee in accordance with any of the provisions of this Lease.

All amounts payable by Lessee under this Section shall collectively comprise the rent due and payable under this Lease ("Rent").

#### **Late Charges:**

Any installment of Rent or any part thereof which is not made when due shall bear interest at the rate of Prime plus three percent (3%) per annum from the date when the same is due hereunder until the same shall be paid ("Late Charge"). In the event of non-payment of any Late Charge, Lessor shall have, in addition to all other rights and remedies, all rights and remedies provided for in this Lease and by law in the case of non-payment of Rent. No failure by Lessor to insist upon strict performance by Lessee of its obligations to pay Late Charges shall constitute a waiver by Lessor of its rights to enforce the provisions of this Section in any instance thereafter, nor shall acceptance of Late Charges be deemed to extend the time for payment of Rent or any part thereof under this Lease.

The provisions for Late Charges stated herein shall not limit or affect Lessor's other remedies against Lessee under this Lease or under law, including, but not limited to, Lessor's right to charge Lessee for all costs and expenses (including, but not limited to, Lessor's attorneys' fees) incurred in connection with the collection of Rent and Late Charges from Lessee.

**Prorated first month's rent:**

For the period from Lessee's move-in date or beginning date of this agreement, whichever is earlier, through the end of the month, Lessee will pay to Lessor a prorated monthly rent of N/A Dollars. This amount will be paid on or before the date the Lessee moves in.

**Utilities:**

All applications and connections for necessary utility services on the demised premises shall be made in the name of Lessee only, and Lessee shall be solely liable for utility charges as they become due, including those for sewer, water, gas, electricity, and telephone services.

**Security Deposit:**

Lessee will pay to Lessor the sum of zero Dollars (\$0) as security deposit for the performance of Lessee's obligations under this lease, including without limitation the surrender of possession of the premises to Lessor as herein provided. It is expressly understood that the Security Deposit shall not be considered an advance payment of rental or a measure of Lessor's damages in case of default by Lessee. Unless otherwise provided by mandatory non-waivable law or regulation, Lessor may commingle the Security Deposit with Lessor's other funds. Lessor may, from time to time, without prejudice to any other remedy, use the Security Deposit to the extent necessary to make good any arrearages of rent or to satisfy any other covenant, obligation or default of Lessee hereunder. Following any such application of the Security Deposit, Lessee shall pay to Lessor on demand the amount so applied in order to restore the Security Deposit to its original amount. If Lessor transfers Lessor's interest in the premises during the term of this Lease, Lessor may assign the Security Deposit to the transferee and thereafter shall have no further liability for the return of such Security Deposit.

**Default:**

Each of the following shall be an "Event of Default":

1. If Lessee shall fail to pay rent when due, the Lessor, at his option, may terminate all rights of the Lessee herein after not less than five (5) days written notice of such default given in a manner required by law unless Lessee rectifies or cures the default within the said time.
2. If Lessee shall fail to pay any other payment of money, costs or expenses to be paid by Lessee under this Lease, when due, and the continuance of such failure for a period of ten (10) days after written notice from Lessor specifying such failure;
3. In the event of a default made by Lessee in any of the other covenants or conditions to be kept, observed and performed by Lessee, Lessee shall have thirty (30) days after receipt of written notice thereof to cure such default. In the event that the Lessee shall fail to cure any default within the time allowed under this paragraph, Lessor may declare the term of this Lease ended and terminated by giving Lessee written notice of such intention, and if possession of the premises is not surrendered, Lessor may

reenter said premises. Lessor shall have, in addition to the remedy above provided, any other right or remedy available to Lessor on account of any Lessee default, either in law or equity. Lessor shall use reasonable efforts to mitigate its damages.

4. The filing or execution or occurrence of any of the following will be considered a Default on the part of Lessee:

- (a) A petition in bankruptcy by or against Lessee;
  - (b) A petition against or answer by Lessee seeking a reorganization, arrangement, composition, readjustment, liquidation, dissolution or other relief of the same or different kind under any provision of any bankruptcy laws;
  - (c) Adjudication of Lessee as a bankrupt or insolvent;
  - (d) An assignment by Lessee for the benefit of creditors;
  - (e) A petition against or proceeding by Lessee for, or the appointment of, a trustee, receiver, guardian, conservator or liquidator of Lessee with respect to the Premises or with respect to all or substantially all of Lessee's property; or
  - (f) A petition against or proceeding by or against Lessee for its dissolution or liquidation or the taking of possession of Lessee's property by any governmental authority in connection with dissolution or liquidation.
- Where in the case of a petition filed against Lessee under (a), (b), (e) or (f) above, such petition is not dismissed within ninety (90) days after the filing thereof;
- (g) Entry of an order, judgment or decree by any court of competent jurisdiction granting any prayer or demand contained in any petition under (a), (b), (e) or (f) above, which order, judgment or decree is not reversed or vacated within ninety (90) days after it is entered;
  - (h) Vacation or abandonment of the Premises; or
  - (i) Taking by any person of Lessee's interest in this Lease upon execution, attachment or other process of law or equity.

In the event of Default on the part of Lessee, Lessor, at its option, without further notice or demand to Lessee, may, in addition to all other rights and remedies provided in this Lease, at law or in equity: (a) terminate this Lease and Lessee's right of possession of the Premises, and recover all damages to which Lessor is entitled at law, specifically including, without limitation, the excess of the aggregate Fixed Rent and Additional Rent that would have accrued for the balance of the Term over the then current fair market rental value of the Premises for the balance of the Term, together with all of Lessor's expenses of re-leasing (including repairs, alterations, improvements, additions, decorations, legal fees and brokerage commissions) or (b) terminate Lessee's right of possession of the Premises without terminating this Lease. In all events, Lessor may re-lease the Premises, or any part thereof for the account of Lessee, for such rent and term and upon such terms and conditions as are acceptable to Lessor. If Lessor shall have elected to pursue its right to terminate Lessee's right of possession of the Premises without terminating the Lease, then Lessor shall have the further right and remedy to subsequently rescind such election and terminate the Lease. For purposes of any such re-leasing, Lessor is authorized to decorate, repair, alter and improve the Premises to the extent deemed necessary by Lessor, in its reasonable discretion, all at Lessee's expense. If Lessor fails to re-lease the Premises, or if the Premises are re-leased and a sufficient sum is not realized therefrom after payment of all Lessor's expenses of re-leasing (including without limitation repairs, alterations, improvements, additions, decorations, legal fees and brokerage commissions) to satisfy the payment, when due, of Fixed Rent and Additional Rent reserved under this Lease for any monthly period, then Lessee shall pay Lessor a sum equal to the amount of Fixed Rent and Additional Rent due under this Lease for each such monthly period, or if the Premises have been re-leased, Lessee shall pay any such deficiency on the rent day applicable to such month. Nothing in the foregoing sentence, however, shall be deemed to mean that Lessor can only collect damages from Lessee hereunder in monthly installments, it being expressly acknowledged by Lessee that Lessor shall always have the right to collect, in a lump sum, from Lessee, damages equal to the excess of the aggregate Fixed Rent and Additional Rent that would have accrued for the balance of the Term over the then current fair market rental value of the Premises for the balance of the Term. Lessee agrees that Lessor may file suit to recover any sums due to Lessor hereunder at any time or from time to time and that such suit or recovery of any amount due Lessor hereunder shall not be any defense to any subsequent action brought for any amount not theretofore reduced to judgment in favor of Lessor.

In the event Lessor elects to terminate Lessee's right of possession only, without terminating this Lease, Lessor may, at Lessor's option, enter into the Premises, remove Lessee's signs, Lessee's property, and other evidences of tenancy, and take and hold possession thereof; provided, however, that such entry and possession shall not terminate this Lease or release Lessee, in whole or in part, from Lessee's obligation to pay the Fixed Rent and Additional Rent reserved hereunder for the full Term or from any other obligation of Lessee under this Lease. Any and all property which may be removed from the Premises by the Lessor pursuant to the authority of the Lease or of law, to which the Lessee is or may be entitled, may be handled, removed or stored by the Lessor at the risk, cost and expense of the Lessee, and the Lessor shall in no event be responsible for the value, preservation or safekeeping thereof. Lessee shall pay to the Lessor, upon demand, any and all reasonable expenses incurred in such removal and all storage charges against such property so long as the same shall be in the Lessor's possession or under the Lessor's control.

In the event Lessor exercises any remedy provided under this Section, all deposits theretofore made by Lessee with utility companies or under this Lease, all unearned insurance premiums and all rights of Lessee under all insurance policies required under this Lease, any claims for refund of any Imposition, any pending insurance claims or condemnation awards, and all fuel and supplies on the Premises shall be deemed to be and are hereby assigned to and transferred to Lessor, to be applied in payment of Lessee's liability under this Lease.

No waiver of any default of Lessee hereunder shall be implied from any omission to take any action on account of such default if such default persists or is repeated, and no express waiver shall affect any default other than the default specified in the express waiver and that only for the time and to the extent therein stated. One or more waivers by Lessor or Lessee shall not be construed as a waiver of a subsequent breach of the same covenant, term or condition.

#### **Option to Renew - Right of First Opportunity:**

Prior to offering the Premises for let to third parties following the expiration of the Term, Lessor shall first offer to re-lease the Premises to Lessee by delivering notice thereof to Lessee not less than one hundred eighty (180) days prior to the expiration of the Term, with the Fixed Rent during such renewal term to be equal to the then fair market rental value of the Premises ("FMV"), and otherwise on the same terms and conditions set forth herein. Following the receipt by Lessee of such notice, Lessor and Lessee shall negotiate in good faith to determine the FMV of the Premises and, for a period of sixty (60) days following Lessee's receipt of such notice, Lessor shall not offer the Premises for let to any third party. In the event that Lessor and Lessee are unable to agree on the FMV within sixty (60) days of Lessee's receipt of such notice, the right of first offer set forth in this Section shall be null and void and Lessor shall have the right to let the Premises, following the expiration of the Term, to third parties.

#### **Lessor's Failure to Deliver Possession:**

If Lessor is unable to deliver possession of the premises to Lessee for any reason not within Lessor's control, including but not limited to partial or complete destruction of the premises, Lessee will have the right to terminate this Agreement upon proper notice as required by law. In such event, Lessor's liability to Lessee will be limited to the return of all sums previously paid by Lessee to Lessor. Lessee agrees to hold Lessor and Lessor's agents harmless for loss or damage for any reason not within Lessor's control. In any case, Lessor's liability to Lessee will be limited to the return of all sums previously paid by Lessee to Lessor.

#### **Condemnation:**

If any legally, constituted authority condemns the premises or such part thereof which shall make the premises unsuitable for leasing, this Lease shall cease when the public authority takes possession, and Lessor and Lessee shall account for rental as of that date. In such an event any award, compensation or damages paid as a consequence of any legal proceedings ("Award") shall be paid to and be the sole property of Lessor whether such Award shall be made as compensation for diminution of the value of the leasehold or the fee of the Building or Land or otherwise and Lessee hereby assigns to Lessor all of Lessee's right, title and interest in and to any such Award.

#### **Eminent Domain:**

If the premises or any part thereof or any estate therein, or any other part of the building materially affecting Lessee's use of the premise, shall be taken by eminent domain, this lease shall terminate on the date when title vests pursuant to such taking. The rent shall be apportioned as of the termination date, and any rent paid for and period beyond that date shall be repaid to Lessee. Lessee shall not be entitled to any part of the Award for such taking or any payment in lieu thereof.

**Assignment of Agreement and Subletting:**

Lessee shall have the right without Lessor's consent, to assign this Lease to a corporation with which Lessee may merge or consolidate, to any subsidiary of Lessee, to any corporation under common control with Lessee, or to a purchaser of substantially all of Lessee's assets provided that (a) the net worth of such assignee after such merger, reorganization or consolidation shall be no less than that of Lessee immediately prior to such merger, reorganization or consolidation, (b) Lessee is not at such time in Default hereunder, and (c) such successor shall execute an instrument in writing fully assuming all of the obligations and liabilities imposed upon Lessee hereunder and deliver the same to Lessor; whereupon Lessee shall be discharged from any further liability hereunder.

Except as set forth above, Lessee will not sublet any part of the premises or assign this Agreement without the prior written consent of Lessor. Any such assignment or subletting without consent shall be void and, at the option of the Lessor, may terminate this lease.

No assignment or transfer of this Lease by Lessee consented to by Lessor shall be effective, unless the assignee or transferee shall, at the time of such assignment or transfer, assume all the terms, covenants and conditions of this Lease thereafter to be performed by Lessee and shall agree to be bound thereby. Notwithstanding such assignment or transfer or the acceptance by Lessor from such assignee of any rent or other monies or other performance of the obligations of Lessee hereunder, Lessee shall remain liable and obligated as a principal (and not as a surety or guarantor) to perform all the terms, conditions and covenants, including the payment of rental and other monies, herein provided to be performed by Lessee.

**Violation of Laws:**

Lessee, guests and invitees of either Lessee or guests will not use the premises in such a manner that violates any law, ordinance, statutes or requirement of any municipal, state or federal authority now in force, or which may hereafter be in force, pertaining to the premises, occasioned by or affecting the use thereof by Lessee.

Lessor shall comply with all laws, orders, ordinances, statutes or requirements now or hereafter affecting the premises.

**Insurance:**

Lessee, at its sole cost and expense, shall maintain at all times during the term of this Lease policies of insurance as follows:

(a) Insurance against loss or damage to the Building and all other Improvements by fire and such other hazards as may be covered by the form of "all-risk" coverage then customarily in use, in such amount to be sufficient to cover one hundred percent (100%) of the full replacement value from time to time of the Building and all other Improvements, the proceeds of which shall be payable to Lessee.

(b) Comprehensive general public liability insurance against claims for bodily injury, death, and property damage occurring in or about the Premises or Adjacent Facilities, to afford protection in such limits as shall be reasonably requested by Lessor from time to time.

Whenever (a) any loss, cost, damage or expense resulting from fire or other casualty or occurrence is incurred by either of the parties to this Lease, or anyone claiming by, through or under it, in connection with the Premises, and (b) such party is then covered in whole or in part by insurance with respect to such loss, cost, damage or expense, then the party so insured hereby releases the other party from any liability it may have on account of such loss, cost, damage or expense to the extent of any amount recovered by reason of such insurance and waives any right of subrogation which might otherwise exist in or accrue to any person on account thereof, provided that such release of liability and waiver of the right of subrogation shall not be operative in any case when the effect thereof is to invalidate such insurance coverage or increase the cost thereof (provided that in the case of increased cost the other party shall have the right, within thirty (30) days following written notice, to pay such increased cost, thereupon keeping such release and waiver in full force and effect).

In case any action or proceeding shall be commenced against Lessor growing out of any loss, cost, damage or expense under this Section, Lessor may give written notice of the same to Lessee and thereafter Lessee shall assume and discharge all obligation to

defend the same and save and keep Lessor harmless from all costs, expenses (including, but not limited to, Lessor's attorneys' fees), liabilities, judgments and executions in any manner growing out of, pertaining to or connected therewith.

In case Lessee shall at any time fail, neglect or refuse to procure or renew any insurance hereinabove provided, then Lessor shall have the right, but not the obligation, to procure or renew such insurance and any amounts paid therefore by Lessor shall be so much Additional Rent due at the next rent day after any such payment, with interest thereon at the rate of Prime plus three percent (3%) per annum from the date of payment thereof.

#### **Property Damage And Destruction:**

If the Premises or any part thereof are damaged or destroyed by any casualty or any other cause of any kind or nature, ordinary or extraordinary, foreseen or unforeseen, insured or uninsured, Lessee shall give Lessor immediate notice thereof, and Lessee shall promptly repair, restore or rehabilitate the Premises at Lessee's own expense, to an extent that, upon the completion of such repairs, restoration or rehabilitation, the value and rental value of the Building and other Improvements shall be substantially equal to the value and rental value of the Building and other Improvements immediately prior to the happening of such casualty; provided, however, that if Lessee has met its obligations to maintain insurance as required herein and such insurance proceeds are made available by any mortgagee of Lessor for such repair, restoration or rehabilitation, then Lessor shall provide such funds for such repair, restoration or rehabilitation. Rent shall not abate during the period of such repair, restoration or rehabilitation regardless of whether the Improvements are unusable by Lessee because of such damage or destruction.

If any excavation or other building operation shall be made upon the Premises or any adjoining property by Lessee, Lessee agrees to assume all obligations of both the owner and the occupant of the Premises with respect to shoring and lateral support and to do all things necessary or desirable to preserve and protect the Premises.

Lessee shall not sign any petition, consent or other instrument in writing whereby any party shall hereafter directly or indirectly acquire the right to use or occupy any portion of any street, driveway or alley that abuts the Premises, or the space above or under the surface thereof, without Lessor joining in such instrument or consenting in writing to the execution thereof, which consent may be withheld in Lessor's sole discretion.

#### **Hazardous Material:**

Lessee hereby indemnifies and holds Lessor and Lessor's officers, directors, shareholders, managers, members, agents and employees harmless from and against, and shall reimburse Lessor and Lessor's officers, directors, shareholders, managers, members, agents and employees for, any and all "Losses" (as hereinafter defined) arising from, out of or as a consequence, directly or indirectly, of the release or presence of any Hazardous Materials on the Premises which first occurs during the Term of this Lease, whether foreseeable or unforeseeable, and whether or not known to Lessee, it being understood and agreed that the foregoing indemnity includes, but is not limited to, all costs of removal, remediation of any kind, detoxification, clean up and disposal of such Hazardous Materials and the preparation of any closure or other required plans, all costs of determining whether the Premises is in compliance and causing the Premises to be in compliance with all applicable Environmental Laws, all costs and fees associated with claims for damages to persons, property, or natural resources, and Lessor's reasonable attorneys' fees and consultants' fees and court costs in respect thereto whether or not litigation or administrative proceedings shall occur, including all costs and expenses incurred or suffered by Lessor by reason of any violation of any applicable Environmental Law which occurs, or has occurred, upon the Premises during the Term of this Lease, or by reason of the imposition of any governmental lien for the recovery of environmental clean-up costs expended by reason of such violation, it being expressly understood and agreed that to the extent Lessor and Lessor's officers, directors, shareholders, managers, members, agents and employees, or any of them are strictly liable under any applicable statute or regulation pertaining to the protection of the environment, this indemnity shall likewise be without regard to fault on the part of Lessee with respect to the violation of law which results in such liability. "Losses" shall mean any and all loss, claim, liability, damages, injuries to person, property or natural resources, cost, expense, action or cause of action.

Lessee hereby covenants and agrees that all obligations of Lessee under this Section shall survive any termination of the Lease, it being further understood and agreed that the rights of Lessor under this Section shall be in addition to any other rights and remedies under this Lease or at law or in equity.

Any amount due to Lessor under this Section not paid by Lessee within ten (10) days after written demand therefor from Lessor shall bear interest at Prime plus three percent (3%) per annum.

Lessee shall comply with all Environmental Laws throughout the Term

**Alterations and Repairs by Lessee:**

Lessee shall not replace, alter or repair the Premises or any part thereof or any equipment or appurtenance thereto if the cost thereof exceeds in the aggregate Fifty Thousand and No/100 Dollars (\$50,000.00) (any such action being hereinafter referred to as a "Capital Improvement"), unless Lessee shall comply with the following requirements, which shall be applicable to all Capital Improvements:

(a) Lessee shall, before the commencement of the work, obtain Lessor's prior consent to the proposed Capital Improvement and shall at least ten (10) days prior to the commencement of the work furnish the Lessor with the following:

- (1) Complete plans and specifications for the work prepared by a licensed architect approved by Lessor, which plans and specifications shall also meet with Lessor's approval, together with the approval thereof by any governmental board, bureau or body then exercising jurisdiction over the Premises, which plans and specifications shall be and become Lessor's sole and absolute property in the event that this Lease shall be terminated for any reason;
- (2) A fixed-sum contract in assignable form made with a reputable and responsible contractor satisfactory to Lessor, providing for the erection, completion and terms of payment for all work, labor and materials necessary to perform the work within the fixed price provided for in such contract;
- (3) An assignment to Lessor of such contract, duly executed and acknowledged by Lessee, to be effective upon any termination of this Lease or upon Lessor's re-entry upon the Premises following an Event of Default prior to complete performance of such contract, such assignment also to include the benefits of all payments made on account of such contract, including payments made prior to the effective date of such assignment; and
- (4) A surety company completion bond, in form and from an insurer satisfactory to Lessor, issued by an insurer licensed to do business in the State in which the Premises are located, guaranteeing the full completion of the work and payment therefor within a reasonable time, free and clear of all mechanics' or similar liens, encumbrances, chattel mortgages, conditional bills of sale and other charges, in accordance with the plans and specifications approved by Lessor, or other security satisfactory to Lessor, in Lessor's sole discretion.

(b) Lessee shall (1) at its expense carry or cause to be carried the necessary worker's compensation insurance and cause the insurance policies required under the Section entitled Insurance to be endorsed to cover the additional risk during the course of the work, and (2) procure all necessary permits from all governmental agencies and departments having jurisdiction in connection with such work. Lessee shall deliver evidence of compliance with the foregoing requirements to Lessor prior to the commencement of the work. Whenever requested by Lessor during the period of work, Lessee shall cause the architect in charge of the work (or if there is no architect in charge, the general contractor performing the work) to report in writing to Lessor as to whether the work is being done promptly and in a good and workmanlike manner, and in substantial compliance with the plans and specifications for the work. Lessee shall also deliver to Lessor copies of any and all interim or progress certificates or other reports submitted by Lessee's architect, engineer or contractor.

(c) The Capital Improvements shall be made promptly, in a first-class and workmanlike manner, in compliance with all Requirements and shall not lessen the value of the Premises.

Title to any Building, Improvements, fixtures, (other than Trade Fixtures), additions, alterations, restorations, repairs and replacements constructed, made or installed by Lessee, whether or not resulting from any Capital Improvement and including, but not limited to, any repairs, restoration and other work required to be done pursuant to the provisions of other Sections of this Lease, shall be and become Lessor's sole property at the end of the Term without the necessity of Lessee's execution and delivery of any instrument transferring title thereto. Notwithstanding the foregoing, Lessee covenants and agrees upon Lessor's request to execute, acknowledge and deliver to Lessor any instrument reasonably requested by Lessor to confirm such title, and if Lessee shall fail or refuse to execute, and deliver any such instrument, Lessor is hereby irrevocably appointed Lessee's attorney-in-fact to execute, acknowledge and deliver such instrument in Lessee's name.

**Lessor's Right to Access:**

In the event of an emergency, to make repairs or improvements or to show the premises to prospective buyers or Lessees or for purposes of inspection to determine Lessee's compliance with this Lease or to conduct an annual inspection or to address a safety or maintenance problem, for the purposes of inspecting the same, Lessor or Lessor's agents may enter the premises at reasonable hours, provided Lessor shall not thereby unreasonably interfere with Lessee's business on the premises. Except in cases of emergency, Lessee's abandonment of the premises, court order or where it is impractical to do so, Lessor shall give Lessee twenty-four hour notice before entering.

If Lessee shall at any time fail to make any payment or perform any act to be made or performed by Lessee under this Lease beyond any applicable notice and cure periods, Lessor may at its option (but shall not be required to) make any payment or perform any such act, and for such purpose. Lessor may enter upon the Premises and take all such action thereon as may be necessary therefor and any amounts paid by Lessor in connection therewith shall be deemed Additional Rent due on the next rent day after such payment together with interest thereon at Prime plus three percent (3%) per annum from the date of payment thereof

#### **Lessee's Maintenance:**

Lessee shall, at its sole expense, keep the Premises in good repair and in a clean condition and fully comply at all times with all Requirements and shall keep the Premises and Adjacent Facilities safe and secure and in full conformance with the Requirements, including, but not limited to, the lawful and valid requirements of any municipality in which such Premises may be situated and of all other public authorities, and shall make, at Lessee's own expense, all additions, improvements, alterations and repairs on the Premises and on and to the Improvements, interior and exterior, structural and nonstructural, ordinary and extraordinary, foreseen and unseen, required by any lawful authorities or to keep the Premises in good repair or which may be made necessary by the act or neglect of any person or corporation (public or private), including supporting the streets and alleys adjoining the Premises, and, to the fullest extent permitted by law, Lessee shall keep Lessor harmless and indemnified at all times against any loss, damage, cost or expense by reason of the failure so to do in any respect or by reason of any accident, loss or damage resulting to persons or property from any use which may be made of such Premises or of any Improvements or by reason of or growing out of any act or thing done or omitted to be done upon such Premises or in any Improvements; and Lessee agrees that it shall save, hold and keep Lessor and the Premises free and clear of and from any and all claims, demands, penalties, liabilities, judgments, costs and expenses (including, but not limited to, attorneys' fees), arising out of any loss or damage which may be sustained by adjoining property or adjoining owners or other persons or property in connection with the remodeling, altering, erection, or repairing of the Improvements, except to the extent occasioned by the acts of Lessor, its agents, employees or contractors. Lessee shall not commit or suffer, and shall use all reasonable precautions to prevent, waste, damage or injury to all of the foregoing. Notwithstanding anything contained herein to the contrary, Lessor shall keep in good order and repair the roof, foundation and structural walls of the Premises and Lessee shall have no repair or maintenance obligations with respect to the foregoing except to the extent occasioned by the acts of Lessee, its agents, employees or contractors.

Lessee shall also at its own cost and expense keep the Premises fully and adequately furnished and equipped throughout the Term with all equipment, fixtures and articles of personal property necessary for the operation of the Premises for the purposes herein permitted, and shall make all necessary replacements, renewals, alterations and additions required to maintain all portions of the Premises in first-class rent able condition.

Lessee shall also at its own cost and expense keep the Premises and (if not so maintained by any other party having legal responsibility for such) all Adjacent Facilities clean and reasonably free from dirt, snow, ice, rubbish, obstructions and encumbrances.

Lessee shall also at its own cost and expense promptly comply (subject to its right to contest under the Section entitled Use) with any and all Requirements applicable to or affecting the Premises or the Improvements or any Adjacent Facilities, irrespective of the nature of the work required to be done, extraordinary as well as ordinary, whether or not the same involve or require any structural changes or additions in or to the Premises or the Improvements and irrespective of whether or not such changes or additions be required on account of any particular use to which the Premises or the Improvements or any part thereof may be put.

Lessor shall not be required to furnish any services or facilities whatsoever to the Premises. Lessee hereby assumes full and sole responsibility for the condition, operation, repair, alteration, improvement, replacement, maintenance and management of the Premises, except for the roof, foundation and structural walls of the Premises as aforesaid. Lessor shall not be responsible for any loss or damage to any property of Lessee.

**Liens:**

Lessee shall not do any act which shall in any way encumber the title of Lessor in and to the Premises, nor shall Lessee create or permit to be created, and shall promptly discharge, any such lien (including, but not limited to, any mechanic's, contractor's, subcontractor's or material man's lien or any lien, encumbrance or charge arising out of any Imposition, conditional sale, title retention agreement, chattel mortgage, security agreement, financing statement or otherwise) upon the Premises or any part thereof or the income therefrom or any personal property used in connection with the operation of the Premises, and Lessee shall not suffer any other matter or thing whereby the estate, rights and interest of Lessor in the Premises or any part thereof might be impaired.

If Lessee shall fail to cause any such lien to be discharged of record, then Lessor, after five (5) days notice of its intention to do so, shall have the right, but not the obligation, in addition to any other right or remedy, to discharge such lien either by paying the amount claimed to be due or by procuring the discharge of such lien by deposit or bonding proceedings, and in any such event Lessor shall be entitled if it so elects to compel the prosecution of an action for foreclosure of such lien by the lienor and to pay the amount of judgment in favor of the lien owner with interest, costs and allowances. Any amount so paid by Lessor and all costs and expenses (including reasonable attorneys' fees) incurred by Lessor in connection therewith shall constitute Additional Rent payable by Lessee under this Lease, due from Lessee to Lessor at the next rent day after any such payment, with interest thereon at Prime plus three percent (3%) per annum from the date of payment thereof.

This Lease shall constitute notice that Lessor shall not be liable for any work performed or to be performed, or any materials furnished or to be furnished, at the Premises for Lessee upon credit, and that no mechanic's or other lien for such work or materials shall attach to or affect the estate or interest of Lessor in and to the Premises, unless specifically ordered by Lessor in writing.

Lessee shall have no power to do any act or make any contract that may create or be the foundation for any lien, mortgage or other encumbrance upon the estate of Lessor, or any other interest of Lessor in the Premises, the Building or the other Improvements or any part thereof.

**Surrender of Possession:**

Lessee shall on the last day of the Term or upon any sooner termination thereof, whether by lapse of time or by reason of Lessee's Default or otherwise, surrender and deliver to Lessor the Premises and all Improvements in clean, wholesome, good and safe order and condition and in good repair, ordinary wear and tear excepted, and if Lessee shall thereafter remain in possession thereof, it shall be deemed guilty of forcible detainer of the Premises and shall be subject to all the conditions and provisions contained herein and to ejection and removal, forcibly and otherwise, with or without process of law.

Upon the termination of this Lease by lapse of time, Lessee may remove furniture, trade fixtures and other personal property belonging to Lessee that are incident to the business of Lessee (as distinguished from personal property used in the operation of the Premises); such furniture, trade fixtures and other personal property belonging to Lessee and incident to the business of Lessee are hereinafter referred to as "Trade Fixtures". Lessee shall repair any injury or damage to the Premises or the Improvements that may result from such removal. If Lessee does not remove such Trade Fixtures from the Premises prior to the end of the Term, however ended, Lessor may, at its option, remove the same and deliver the same to any other place of business of Lessee or warehouse the same, and Lessee shall pay the cost of such removal (including the repair of any injury or damage to the Premises or the Improvements resulting from such removal), delivery and warehousing to Lessor on demand, or Lessor may treat such Trade Fixtures as having been conveyed to Lessor with this Lease as a bill of sale, without further payment or credit by Lessor or Lessee.

Any holding over by Lessee of the Premises after the expiration of this Lease shall operate and be construed to be a tenancy from month to month only, at one hundred fifty percent (150%) of the monthly installments of Fixed Rent, plus Additional Rent and other sums otherwise payable hereunder for the Term. Nothing contained in this Section shall be construed to give Lessee the right to hold over after the expiration of this Lease, and Lessor may exercise any and all remedies at law or in equity to recover possession of the Premises and may seek damages in the event of such a hold over tenancy.

**Signs:**

Unless expressly waived in writing, Lessor shall have the right, exercisable without notice, without any liability to Lessee for damage or injury to person, property or business, without being deemed an eviction or disturbance in any manner of Lessee's use

or possession of the Premises and without relieving Lessee from its Obligation to pay Rent when due or from any other obligation under this Lease, during the last three (3) months of the Term to install, affix and maintain "For Rent" or "For Sale" signs on the exterior of the Premises.

**Subordination:**

This Lease shall be subject and subordinate at all times to the lien of all mortgages and trust deeds in any amount or amounts whatsoever now or hereafter placed on or against the Building or the Premises or on or against Lessor's interest or estate therein, all without the necessity of having further instruments executed on the part of Lessee to effectuate such subordination; provided that in the event of a foreclosure of any such mortgage or trust deed or any other action or proceeding for the enforcement thereof, or of any sale thereunder, this Lease will not be barred, terminated, cut off or foreclosed nor will the rights and possession of Lessee hereunder be disturbed if there shall exist no Event of Default with respect to the payment of Rent or any other Event of Default hereunder. Lessee shall attorn to the purchaser at any such foreclosure, sale or other action or proceeding or, if requested, enter into a new lease for the balance of the Term then remaining upon the same terms and provisions as are in this Lease contained. Lessee agrees to execute and deliver upon demand such further instruments evidencing such subordination of this Lease to the lien of any such mortgages or trust deeds as may be required by Lessor.

Notwithstanding the foregoing, Lessee shall from time to time on request from Lessor execute and deliver any documents or instruments that may be required by any lender to effectuate such subordination. If Lessee fails to execute and deliver any documents or instruments, Lessee irrevocably constitutes and appoints Lessor as Lessee's attorney in fact to execute and deliver such documents or instruments.

**Agents and Authority to Receive Legal Papers:**

Any notice, which either party may or is required to give, may be given by mailing the same, by certified mail, to Lessee at the premises. The Lessor, any person managing the premises and anyone designated by the Lessor as agent are authorized to accept service of process and receive other notices and demands, which may be delivered to:

[ X ] The Lessor, at the following address: 3131 South Sheridan, Tulsa, Oklahoma 74145

**Brokerage Fees, Commissions:**

Lessee represents that Lessee was not shown the premises by any real estate broker or agent and that Lessee has not otherwise engaged in, any activity which could form the basis for a claim for real estate commission, brokerage fee, finder's fee or other similar charge, in connection with this Lease.

**Estoppel Certificate:**

At any time and from time to time but on not less than ten (10) days prior written request by either party hereto, the other party shall execute, acknowledge and deliver to the requesting party, promptly upon request, a certificate certifying (a) that this Lease is unmodified and in full force and effect (or, if there have been modifications, that this Lease is in full force and effect, as modified, and stating the date and nature of each modification), (b) the date, if any, to which Fixed Rent and other sums payable hereunder have been paid, (c) that no notice has been received by such party of any Default which has not been cured, except as to Defaults specified in the certificate, and (d) such other matters as may be reasonably requested by the requesting party. Any such certificate may be relied upon by any prospective purchaser, mortgagee or beneficiary under any trust deed of the Premises or any part thereof and by any collateral assignee of this Lease.

**Indemnification of Lessor:**

To the fullest extent permitted by Law, Lessee agrees to indemnify and save Lessor and its respective agents and employees harmless from and against all liabilities, claims, suits, fines, penalties, damages, losses, fees, costs and expenses (including, but not limited to, Lessor's attorneys' fees) that may be imposed upon, incurred by or asserted against Lessor by reason of:

- (a) Any work or thing to be done in, on or about the Premises or any part thereof other than Lessor's Work;

- (b) Any use, occupation, condition, operation of the Premises or any part thereof or of any Adjacent Facility or any occurrence on any of the same;
- (c) Any action or omission on the part of Lessee or any Sub Lessee or any of its or their agents, contractors, servants, employees, licensees or invitees;
- (d) Any accident, injury (including death) or damage, regardless of the cause thereof, to any person or property occurring in, on or about the Premises or any part thereof or any Adjacent Facility; and/or
- (e) Any failure on Lessee's part to perform or comply with any of the covenants, agreements, terms or conditions in this Lease or in any sublease, license, concession or other agreement entered into by Lessee.

The provisions of this Section shall survive the expiration or earlier termination of this Lease.

Lessee agrees to pay, and to indemnify Lessor against, all costs and expenses (including, but not limited to, Lessor's reasonable attorneys' fees) incurred by or imposed upon Lessor by or in connection with any litigation to which Lessor becomes or is made a party without fault in its part, whether commenced by or against Lessee, or that may be incurred by Lessor in enforcing any of the covenants and agreements of this Lease (with or without the institution of any action or proceeding relating to the Premises or this Lease) or in obtaining possession of the Premises after an Event of Default or upon expiration or earlier termination of this Lease.

Lessor may, but shall not be obligated to, cure any Default by Lessee hereunder. All sums expended and all costs and expenses (including, but not limited to, reasonable attorneys' fees) incurred by Lessor pursuant to the provisions of this Lease or on account of any Default by Lessee under this Lease shall bear interest thereon from the respective dates when expended or incurred by Lessor at Prime plus three per cent (3%) per annum until repaid by Lessee to Lessor, and all such sums together with such interest shall become Additional Rent under this Lease, payable by Lessee to Lessor on the next rent date after such expenditure.

All Rent and other amounts payable by Lessee under this Lease shall be and are hereby declared to be a valid and first lien upon Lessee's interest in the Premises and upon the rents, issues and profits in any manner arising or growing out of the same, and upon Lessee's interest in this Lease.

In the event of any breach or threatened breach by Lessee of any of the covenants, agreements, terms or conditions contained in this Lease, Lessor shall be entitled to enjoin such breach or threatened breach and shall have the right to invoke any right and remedy allowed at law or in equity or by statute or otherwise as though re-entry, summary proceedings and other remedies were not provided for in this Lease.

No receipt of monies by Lessor from Lessee after termination of this Lease or after the giving of any notice of termination of this Lease shall reinstate, continue or extend the Term or affect any notice theretofore given to Lessee, or operate as a waiver of Lessor's right to enforce the payment of Rent and any other payments or charges herein reserved and agreed to be paid by Lessee then or thereafter falling due, or operate as a waiver of Lessor's right to recover possession of the Premises, it being agreed that after the service of notice to terminate this Lease or the commencement of suit or summary proceedings, or after final order or judgment for the possession of the Premises, Lessor may demand, receive and collect any monies due or thereafter falling due without in any manner affecting such notice, proceeding, order, suit or judgment, all such monies collected being deemed payments on account of the use and occupation of the Premises or at Lessor's election on account of Lessee's liability hereunder.

Lessor's granting of any consent under this Lease, or Lessor's failure to object to any action taken by Lessee without Lessor's consent required under this Lease, shall not be deemed a waiver by Lessor of its rights to require such consent for any further similar act by Lessee. No waiver by Lessor of any other breach of the covenants of this Lease shall be construed, taken or held to be a waiver of any other breach or to be a waiver, acquiescence in or consent to any further or succeeding breach of the same covenant. None of Lessee's covenants under this Lease, and no breach thereof, shall be waived, altered or modified except by a written instrument executed by Lessor.

No remedy conferred upon or reserved to Lessor under this Lease or under law shall be considered exclusive of any other remedy, but such remedies shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise, and every power and remedy given by this Lease to Lessor may be exercised from time to time and as often as occasion may arise or as may be deemed expedient, without precluding Lessor's simultaneous or later exercise of any or all other rights or remedies. No delay or omission of Lessor to exercise any right or power arising from any

Default or Event of Default shall impair any such right to power or shall be construed to be a waiver of any such Default or Event of Default or acquiescence therein.

**Peaceable Enjoyment:**

Lessor covenants that if and so long as Lessee shall faithfully perform the covenants and agreements of this Lease, Lessee shall and may (subject to the exceptions, reservations, terms and conditions of this Lease) peaceably and quietly have, hold and enjoy the Premises for the Term free of any interference by Lessor or anyone claiming through or by Lessor except those to which this Lease is expressly made subject and subordinate.

**Paragraph Headings:**

The headings of particular paragraphs and subparagraphs are inserted only for convenience and are not part of this Agreement and are not to act as a limitation on the scope of the particular paragraph to which the heading refers.

**Court Costs and Attorneys Fees:**

In any action or legal proceeding to enforce any part of this Agreement, the prevailing party shall recover reasonable attorneys' fees and court costs.

Lessee agrees that, in the event Lessee shall have any claim against Lessor under this Lease arising out of the subject matter of this Lease, Lessee's sole recourse shall be against Lessor's interest in the Premises, for the satisfaction of any claim, judgment or decree requiring the payment of money by Lessor as a result of a breach hereof or otherwise in connection with this Lease, and no other property or assets of Lessor, its successor or assigns, shall be subject to the levy, execution or other enforcement procedure for the satisfaction of any such claim, judgment, injunction or decree.

**Prevailing Law:**

This Lease shall be construed and enforced in accordance with the laws of the State of Oklahoma.

**Binding on Successors:**

All covenants, agreements, conditions and undertakings contained in this Lease shall extend and inure to and be binding upon Lessor's successors and assigns and Lessee's permitted successors and assigns as if such successors and assigns were in each case specifically named, and shall be construed as covenants running with the land. Wherever reference is made in this Lease to either party, it shall be held to include and apply to such successors and assigns. The provisions of this Section shall not be construed to grant or to confer any greater rights of assignment upon Lessee than are provided in the Section entitled Assignment of Agreement and Subletting.

**Time is of the Essence:**

Time is of the essence with respect to every provision of this Lease.

**Entire Agreement:**

This document and any Attachments constitutes the entire Agreement between the parties, and no promises or representations, other than those contained here and those implied by law, have been made by Lessor or Lessee. Any modifications to this Agreement must be in writing and signed by Lessor and Lessee.

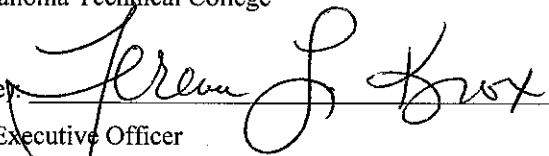
**Severability:**

The provisions of this Lease are severable and in the event any provision, clause, sentence, section or part thereof is held to be invalid, illegal, unconstitutional, inapplicable or unenforceable to any person or circumstances, such invalidity, illegality, unconstitutionality, inapplicability or unenforceability shall not affect or impair any of the remaining provisions, sentences, clauses, sections, parts of the lease or their application to Tenant or other persons or circumstances. It is understood and agreed that the terms, conditions and covenants of this Lease would have been made by both parties if such invalid, illegal,

unconstitutional, inapplicable or unenforceable provision, sentence, clause, section or part had not been included therein. To the extent that any portion of this agreement found to be invalid, illegal, unconstitutional, inapplicable or unenforceable may be valid by striking of certain words or phrases, such words or phrases shall be deemed to be stricken and the remainder of the provisions and the remainder of the other portions of this Lease agreement shall remain in full force and effect. It is further agreed that this Lease may be executed in counterparts, each of which when considered together shall constitute the original contract.

**Lessee:** Oklahoma Technical College

By (signature):



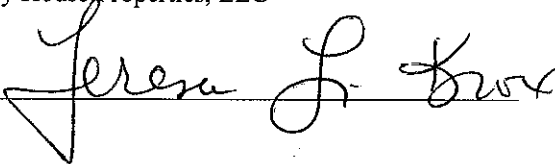
Title: Chief Executive Officer

Print name: Teresa Knox

Date: 01/01/2015

**Lessor:** Hickory House Properties, LLC

By (signature):



Title: President

Print name: Teresa Knox

Date: 01/01/2015



*It Takes A Community*

## **ASSISTANCE AVAILABLE FROM FEDERAL PROGRAMS**

Community Care College, Clary Sage College, and Oklahoma Technical College have many Federal assistance programs available to students who qualify.

### **Financial Aid**

Students attending the School may receive various types of student aid depending upon their eligibility and qualifications. All students entering the School are required to meet with the School's financial aid adviser who can provide the student with the information and applications necessary to apply for financial aid. Determinations regarding eligibility for financial assistance, as well as the amount of financial assistance and the date of payment are made by the U.S. Department of Education. The school has no control over financial aid programs and makes no promises/representations regarding these matters. In addition, the amount of financial aid received and the timing of the receipt of the financial aid may vary due to conditions beyond the School's control. Therefore, the School cannot and does not guarantee any particular amounts of financial aid or the timing of the receipt of financial aid.

In regard to student loans, students are cautioned to carefully evaluate their needs. Failure to repay loans can have adverse consequences including negative credit ratings for at least seven years for the student, ineligibility for any additional federal financial aid, loss of the generous repayment schedule and deferment options, possible seizure of federal and state income tax refunds, exposure to civil suit, liability for collection costs, possible referral of the account to a collection agency, and garnishment of wages if the borrower is a federal employee. Students are responsible to repay student loans regardless of whether the student graduates or achieves his/her career or other educational goals.

The following is a list of different types of financial aid for which the student may qualify at this Institution:

1. **GRANTS** – Grants are considered gift assistance and are given on the basis of financial need.

a. **Federal Pell Grant Program** – Students who qualify for the 2012/2013 award year may receive a maximum award of \$5550. This money is not a loan and does not have to be paid back; however, the student may be required to pay back part of the grant if the student does not complete the term for which the grant was issued. The exact amount each student receives will depend upon financial information provided by the student on the student's application. You are not eligible to receive any pell grants if you already have a bachelor's degree or have reached the maximum Lifetime Eligibility Used at 600%.

2. **LOANS** – Students must repay monies received under loan programs, whether or not they are successful in completing their program and/or obtaining employment. Under the Stafford program, payments begin six months after graduation or the student ceases at least half-time enrollment. Under the PLUS (Parent Loan) program, payment begins approximately 60 days after the final disbursement of the loan, but may be deferred until after graduation or the student ceases half-time enrollment at the request of the parent.

a. **Federal Direct Loan Program** – The Direct Loan is either subsidized or unsubsidized. A Subsidized loan is awarded on the basis of financial need. The student will not be charged any



*It Takes A Community*

interest before beginning repayment or during authorized periods of deferment. The Federal Government “subsidizes” the interest during these periods.

b. A **Direct Unsubsidized Loan** is not awarded on the basis of need. A student will be charged interest from the time the loan is disbursed until it is paid in full. A student can choose to pay this interest while in school or let it capitalize.

c. The maximum loan amounts an independent student may be eligible for is \$9,500 for the student’s first year and \$10,500 for the student’s second year, divided between subsidized and unsubsidized student loans.

d. **Federal PLUS (Parent Loans)** for Undergraduate Students are for parents of dependent students and are the counterpart to the Direct Unsubsidized Loan program for independent students. The parent may borrow up to the student’s cost of attendance minus other financial assistance. The parent must pass a credit check for eligibility.

## **HOW AND WHEN YOUR FEDERAL FINANCIAL AID WILL BE DISBURSED**

Your Federal Financial Aid funds will be disbursed directly to the college by Electronic Funds Transfer (EFT). After all fees have been satisfied, the school will issue the student any funds necessary to cover other educationally related expenses in the form of a check.

Funds will be disbursed equally during each Term of enrollment for each packaging period. You will receive a Financial Aid Award Letter informing you of your Financial Aid Awards and their distribution schedule.

## **CONDITIONS OF AWARD**

Your financial aid award is subject to the following conditions:

1. If additional outside assistance is received, you must notify the Financial Aid Office, so that it may be incorporated into your existing award.
2. Your Federal Financial Aid Awards will not be disbursed until all necessary documentation has been submitted to the F.A. Office, including but not limited to your Professional Judgment Documentation and Verification Documentation.
3. Awards may be paid only if you maintain satisfactory progress. You must be enrolled at least half-time to receive a Direct Loan.

# MITCHELL | WILLIAMS

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March 6, 2015

## VIA FEDERAL EXPRESS

Internal Revenue Service  
Attn: Mr. Tyrone Thomas  
Group 7887  
9350 Flair Drive, 3rd Floor  
El Monte, CA 91731-2885

Re: Community HigherEd Institute  
EIN: 47-2654761

Dear Mr. Thomas:

On January 14, 2015, Community HigherEd Institute (the "College") filed a Form 1023 (the "Application") with the Internal Revenue Service seeking recognition as a tax exempt, educational institution under § 501(c)(3) of the Internal Revenue Code. In your March 3, 2015, letter, a copy of which is attached, you asked that the College provide additional information related to the Application. A copy of Form 2848, Power of Attorney, is attached. The following "question" references are references to the questions contained within the Letter.

### **Board of Directors**

***Question 1(a). Describe the compensation arrangements that you have (or will have) with related parties.*** After the closing of the transaction, the compensation committee of the Board of Directors of the College (the "Compensation Committee") will retain the services of an executive compensation consultant to advise it with respect to the appropriate amount, if any, of compensation to be made to all officers and employees of the College, the limitations placed on total compensation and whether such payments are consistent with the compensation paid by similarly situated tax-exempt organizations. If, after such consultation, the Compensation Committee believes that such compensation is appropriate and advisable, it will implement a plan that incorporates the advise of the consultant and such other terms that it deems advisable and appropriate taken into consideration all relevant facts and circumstances. The Compensation Committee will be comprised solely of directors who are not officers or employees of the College.

***Question 1(b). Specify the related parties that are eligible for compensation and their relationship to your organization.*** Teresa L. Knox and Brenda Knox are sisters. Teresa L. Knox is the owner of the seller of the for-profit schools and will be an officer and director after the closing of the transaction. Brenda Knox is an employee.

***Question 1(c). Explain how you determine amounts of compensation and the approval process for direct and indirect compensation for board members or other related employees.*** As more fully described in Question 1(a) above, the compensation of Teresa L. Knox and Brenda Knox will be determined by the Compensation Committee. Neither Teresa L. Knox nor Brenda Knox will participate in the Compensation Committee's determination of their income. In addition, Teresa L. Know (as a director) will abstain from voting on her compensation and the compensation of Brenda Knox.

It is anticipated that Rose Washington and Jack Allen (as directors) will receive a small stipend of \$4,000 annually. This amount will be reviewed on an annual basis by the other directors of the Board to determine if it is appropriate. If necessary, the directors will engage a compensation consultant to determine if this amount is appropriate and whether such payments are consistent with compensation paid by similarly situated tax-exempt organizations. Rose Washington and Jack Allen will abstain from voting with respect to compensation paid to them so that an independent board determines the appropriateness of such compensation.

Mark Lewandowski is currently serving as chairman of the Board of Directors and may continue serving in such capacity after the closing of the transaction. It is anticipated that Mark Lewandowski (as director) will receive a small stipend of \$20,000 annually. This amount will be reviewed on an annual basis by the other directors of the Board to determine if it is appropriate. If necessary, the directors will engage a compensation consultant to determine if this amount is appropriate and whether such payments are consistent with compensation paid by similarly situated tax-exempt organizations. Mark Lewandowski will abstain from voting with respect to compensation paid to him so that an independent board determines the appropriateness of such compensation.

***Question 1(d). Describe the limits you place on total compensation for related parties.*** The Compensation Committee will use salary studies to ensure that compensation is consistent with the compensation paid by similarly situated tax-exempt organizations. In addition, the Compensation Committee will retain the services of an executive compensation consultant to advise it with respect to the appropriate amount, if any, of compensation to be made to officers and employees of the College, the limitations placed on total compensation and whether such payments are consistent with the compensation paid by similarly situated tax-exempt organizations.

***Question 1(e). Provide any other information regarding your related party compensation arrangements, including copies of any employment or compensation contracts or agreements.*** At present, Dental Directions, Inc. (the seller) has no employment agreements with any of its employees, including Teresa L. Knox. The only employment agreement that will be entered into at closing will be an agreement with Teresa L. Knox. It is anticipated that the Board of Directors will approve a draft substantially similar to the enclosed employment agreement. Note that the terms of this employment agreement are still being negotiated.

**Question 1(f).** *Will Ms. Teresa L. and/or Ms. Brenda Knox received any other compensation after your proposed acquisition? If yes, please explain.* Brenda Knox will only receive salary from the College.

In addition to salary from the College, Teresa L. Knox (as the sole owner of Hickory House Properties, LLC) will also receive rental income from the College's lease of real property where all of the campuses are located.

**Question 1(g).** *Will any other former or future board members receive any other compensation after your proposed acquisition? If yes, please explain.* The directors (who are not also employees of the College) are anticipated to receive compensation as discussed above in Question 1(c) on an annual basis. As further discussed in Question 1(c) above, these amounts will be reviewed on an annual basis to determine if the amounts are appropriate or if they need to be adjusted.

**Question 1(h).** *Will you make loans to any of board members and/or officers in your organization? Please explain.* No. The College will not loan funds to any of its directors or officers. Such loans are strictly prohibited by Article 5, Section 5.4, of the College's Bylaws. A copy of the Bylaws are enclosed.

#### **Successor Organization and Schedule "G"**

**Questions 3(a) and (b).** *Send a profit and loss statement for the three for-profit schools, year ending 2013. Send a balance sheet for the three for-profit schools, year ending 2013.* Dental Directions, Inc. owns all three for-profit schools and operates them as separate divisions. However, for financial reporting purposes, the schools are presented on a combined basis. Dental Directions, Inc.'s audited financial statements for the year ending December 31, 2013, are enclosed. These financial statements include Statements of Income and Retained Earnings and a Balance Sheet.

**Question 3(c).** *Did any of the three for-profit schools issue any type Stocks? If yes, explain how the stocks will be resolved after the proposed acquisition.* As discussed above in Questions 3(a) and (b), Dental Directions, Inc. owns all three for-profit schools and operates them as separate divisions and not as separate entities. None of the divisions (i.e., the for-profit schools) have capital stock. The only stock issued by Dental Directions, Inc. is the stock owned by Teresa L. Knox, who owns 100% of the capital stock of Dental Directions, Inc.

#### **Property Leases Valuation by Hickory House Properties, LLC**

**Questions 2(a) and (b).** *This LLC is owned by one of your board members (Ms. Teresa L. Knox) and the organization did an appraisal on the lease contracts. Need an independent valuation. Please have another appraisal done by a certified independent appraiser on the lease property.* As set forth on Exhibit 17 to the Application for Exemption, the College

provided an opinion of value with respect to the leases from KW Commercial, an independent third party real estate broker. A copy of this opinion of value is enclosed. Teresa L. Knox is not related to KW Commercial. In addition, the College (and not Teresa L. Knox) retained KW Commercial to provide this opinion of value.

***Question 2(c). How much were the three for-profit schools paying to the LLC before the proposed acquisition?*** Copies of the current leases for the three properties were submitted as Exhibit 22 to the Application for Exemption. A copy of the leases are enclosed. The College will assume these leases at closing.

The following is a summary of the current rent and the rent after closing to be paid by the College:

<u>School</u>	<u>Current Rent</u>	<u>Rent After Closing</u>
Community Care College	\$96,487 per month	\$96,487 per month
Clary Sage College	\$74,853 per month	\$74,853 per month
Oklahoma Technical College	\$76,358 per month	\$76,358 per month

***Question 2(d). Please explain the automatic future property rental increases? How will you verify that the rental increases will be at fair market rental value? Please explain.*** The rent escalator clause in each of the leases is a customary and standard rental provision for commercial real estate. We are in the processing of obtaining a letter from an unrelated commercial realtor that these types of rent escalation clauses are in line with industry standards.

#### **Conflict of Interest Policy**

***Question 3(a). Please explain how you will avoid any type of conflict of interest with related parties in your proposed new organization as board members/officers in your organization.*** A copy of the College's conflict of interest policy was included as Exhibit 7 of the Application for Exemption. A copy of this policy is enclosed. Section 5 of the Conflict of Interest Policy addresses how conflicts with related parties will be managed.

#### **Letter of Intent: By Curzon, Cumbey & Kunkel, PLLC**

***Question 4(a). Is anyone on your board and/or family member related to this organization above? If yes, please explain.*** Curzon, Cumbey & Kunkel, PLLC is an independent accounting and valuation firm. None of the directors nor any of their family members are related to this organization.

***Question 4(b). The organization above valued the purchase price of approximately \$29,000,000 less any adjustment. For how many years and paid to whom?*** As indicated on the Letter of Intent (Exhibit 18 of the Application for Exemption), the College will purchase all of the assets of the schools from Dental Directions, Inc., which is wholly owned by Teresa L. Knox.

The purchase price will be paid to Dental Directions, Inc. over a number of years. We will supplement this response next week with the payment terms and a draft of the promissory note.

**Question 4(c).** *Send us a copy of proposed "Purchase Agreement."* The Asset Purchase Agreement still being negotiated. The majority of the terms have been agreed upon. However, certain provisions with respect to warranties, representations and indemnification are still be negotiated. We will supplement this response next week with a draft of the Asset Purchase Agreement.

**Clary Sage Salon & Spa**

**Question 5(a).** *What is the organization's purpose/programs: Salon & Spa?* Clary Sage College utilizes the salon and spa in its educational programs to provide hands on training for its students. The following is a list of the resident programs offered at Clary Sage College:

- AOS Barber
- AOS Cosmetology
- AOS Fashion Design
- AOS Interior Design
- Barber
- Basic Cosmetology
- Esthetician
- Fashion Design
- Hair Braiding Technician
- Interior Design
- Nail Technician
- Makeup Artistry/Cosmetician
- Master Instructor

The following is a list of the online programs offered at Clary Sage College:

- AOS Barber
- AOS Cosmetology
- AOS Fashion Design
- AOS Interior Design
- Fashion Design
- Interior Design
- AOS Fashion Design
- AOS Interior Design

**Question 5(b).** *Will this organization be part of your acquisition program? If yes, how does the organization qualify under IRS 501(c)(3)?* It is anticipated that Clary Sage

Internal Revenue Service  
March 6, 2015  
Page 6

Franchising Systems, LLC will be merged with and into Dental Directions, Inc. immediately prior to the acquisition. The College will acquire all of Dental Directions, Inc.'s assets, including the salon and spa operations. While the College will be acquiring the salon and spa operations as a training tool for students, the College's income (if any) from the operation of such salon and spa will be unrelated business income and subject to the unrelated business income tax.

After you have had a chance to review this information, please give me a call so that I can answer any further questions that you may have. I look forward to hearing from you on this matter soon and resolving this issue.

Very truly yours,

MITCHELL, WILLIAMS, SELIG,  
GATES & WOODYARD, P.L.L.C.

By

Jennifer R. Pierce

jp  
Enclosures

cc: Mr. Mark Lewandowski (w/o encl.)  
Ms. Teresa L. Knox (w/o encl.)

# MITCHELL | WILLIAMS

Jennifer R. Pierce  
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Telephone: 501-688-8800  
Fax: 501-688-8807

March 17, 2015

**VIA FEDERAL EXPRESS**

Internal Revenue Service  
Attn: Mr. Tyrone Thomas  
Group 7887  
9350 Flair Drive, 3rd Floor  
El Monte, CA 91731-2885

Re: Community HigherEd Institute  
EIN: 47-2654761

Dear Mr. Thomas:

On March 6, 2015, I sent a partial response to the additional information requested related to the Form 1023 ("Application") filed by Community HigherEd Institute (the "College") seeking recognition as a tax exempt, educational institution under § 501(c)(3) of the Internal Revenue Code. The following is a partial response to your March 3 letter.

**Property Leases Valuation by Hickory House Properties, LLC**

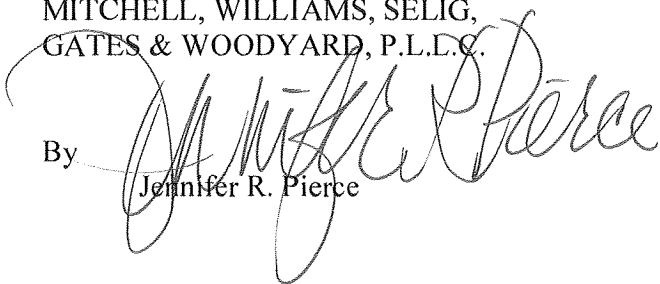
*Question 2(d). Please explain the automatic future property rental increases? How will you verify that the rental increases will be at fair market rental value? Please explain.* The rent escalator clause in each of the leases is a customary and standard rental provision for commercial real estate. The College has previously provided an opinion of value with respect to the leases from KW Commercial, an independent third party real estate broker. Enclosed is an addendum to that opinion of value with respect to the rent escalator clause.

After you have had a chance to review this information, please give me a call so that I can answer any further questions that you may have. I look forward to hearing from you on this matter soon and resolving this issue.

Very truly yours,

MITCHELL, WILLIAMS, SELIG,  
GATES & WOODYARD, P.L.L.C.

By

  
Jennifer R. Pierce

:jp

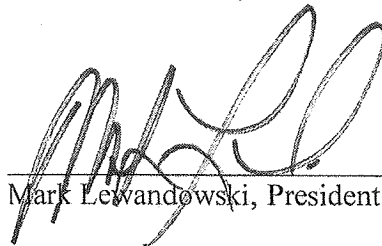
Enclosures

cc: Mr. Mark Lewandowski (w/o encl.)  
Ms. Teresa L. Knox (w/o encl.)

MITCHELL, WILLIAMS, SELIG, GATES & WOODYARD, P.L.L.C. | ATTORNEYS AT LAW  
MITCHELLWILLIAMSLLAW.COM

3807287.1

Under penalties of perjury, I declare that I have examined this information, including the accompanying documents, and, to the best of my knowledge and belief, the information contains all the relevant facts relating to the request for the information, and such facts are true, correct and complete.



Mark Lewandowski, President



March 10, 2015

Community HigherEd Institute  
4242 South Sheridan Road  
Tulsa, Oklahoma 74145

Re: Community Care College  
Clary Sage College  
Oklahoma Technical College

Dear Board of Directors:

Please integrate this letter in my letter dated November 21, 2014.

I wanted to be clear that in commercial lease arrangements, it is very common to have scheduled built-in lease rate escalations. Many leases will provide for an annual adjustment or other periodic adjustments. It is pretty rare to see a lease with a rate that is fixed for more than 3 to 5 years. These periodic escalations can be based upon some published index, a certain percentage or a straight dollar amount. Many leases seem to provide for somewhere between 2% to 5% annual increases. A rate could be fixed for the initial 3 to 5 years with a larger increase one year flowed by smaller increases annually thereafter. Of course, all such terms are negotiable between the Landlord and the Tenant and the terms above are simply examples of what I see in the market commonly.

Please feel free to contact me at 918.298.6900 should you have any further questions.

A handwritten signature in black ink, appearing to read "B. Frere", written over a horizontal line.

Brian Frere  
Director  
KW Commercial



4745 East 91<sup>st</sup> Street, Suite 100, Tulsa, OK 74137 | 918.298.6900

# MITCHELL || WILLIAMS

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Little Rock, Arkansas 72201-3525  
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March 20, 2015

## VIA FEDERAL EXPRESS

Internal Revenue Service  
Attn: Mr. Tyrone Thomas  
Group 7887  
9350 Flair Drive, 3rd Floor  
El Monte, CA 91731-2885

Re: Community HigherEd Institute  
EIN: 47-2654761

Dear Mr. Thomas:

On March 6 and March 17, I sent a partial responses to the additional information requested related to the Form 1023 ("Application") filed by Community HigherEd Institute (the "College") seeking recognition as a tax exempt, educational institution under § 501(c)(3) of the Internal Revenue Code. This response should complete the information requested in your March 3 letter.

### **Letter of Intent: By Curzon, Cumbey & Kunkel, PLLC**

***Question 4(b). The organization above valued the purchase price of approximately \$29,000,000 less any adjustment. For how many years and paid to whom?*** The College will purchase all of the assets of the Schools from Dental Directions, Inc., which is wholly owned by Teresa L. Knox. The purchase price will be adjusted based upon the final valuation report of Curzon, Cumbey & Kunkel, PLLC. The purchase price will be paid to Dental Directions, Inc. pursuant to the delivery of three promissory notes. Note 1 will be in the amount of \$10,000,000, with a 10-year maturity and an interest rate of 7.5% per annum. Note 2 will be in the amount of \$10,000,000, with a 15-year maturity and an interest rate of 9.5% per annum. Note 3 will be for the balance of the purchase price, with a 20-year maturity and an interest rate of 12.5% per annum. Payment of each of the Notes will be from all excess cash flow determined by gross cash flow less the sum of the Capital Expenditure Reserve (\$250,000), the Letter of Credit Reserve (\$2,000,000), and the Working Capital Reserve (\$1,000,000). The Notes will be secured by a pledge of all of the assets of the Schools. This lien will be subordinated to the primary lien of the College's bank. Drafts of the Notes are attached as exhibits to the Asset Purchase Agreement.

***Question 4(c). Send us a copy of proposed "Purchase Agreement."*** A draft of the Asset Purchase Agreement is enclosed. Note that the Asset Purchase Agreement still being

Internal Revenue Service  
March 20, 2015  
Page 2

negotiated. We anticipate that most of the major issues have been resolved and only minor revisions will be made to this draft.

After you have had a chance to review this information, please give me a call so that I can answer any further questions that you may have. As earlier indicated, we cannot file our change of control filing with the United States Department of Education until we receive a determination letter from the IRS.

I look forward to hearing from you on this matter soon and resolving this issue.

Very truly yours,

MITCHELL, WILLIAMS, SELIG,  
GATES & WOODYARD, P.L.L.C.

By

  
Jennifer R. Pierce

:jp  
Enclosures

cc: Mr. Mark Lewandowski (w/o encl.)  
Ms. Teresa L. Knox (w/o encl.)

# MITCHELL | WILLIAMS

Jennifer R. Pierce  
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Fax: 501-688-8807

April 9, 2015

## VIA FACSIMILE (626-312-5061)

Internal Revenue Service  
Attn: Mr. Tyrone Thomas  
Group 7887  
9350 Flair Drive, 3rd Floor  
El Monte, CA 91731-2885

Re: Community HigherEd Institute  
EIN: 47-2654761

Dear Mr. Thomas:

Thank you for your voicemail earlier today. If I understood your voicemail correctly, your question relates to the goodwill.

The Schools were valued by Curzon, Cumbey & Kunkel, PLLC ("CCK"), an independent third party. A draft of the CCK valuation report was included with the application. CCK valued the Schools using an income approach. Excerpts from the CCK draft valuation report are attached. Using this valuation method, CCK determined the value of the Schools to be \$28,000,000.

The goodwill was determined as follows:

\$28,000,000	Fair Market Value of the Schools (rounded)
(2,000,000)	Net Accounts Receivable (rounded)
<u>(2,000,000)</u>	Fixed Assets (rounded)
<u>\$24,000,000</u>	Goodwill

A fixed asset detail (listing the assets at their original cost) of the tangible assets being acquired was submitted with the application. The following is a summary of those assets:

\$1,300,000	Furniture & Fixtures (rounded)
\$2,100,000	Machinery & Equipment (rounded)
<u>\$700,000</u>	Office Equipment (rounded)
<u>\$4,100,000</u>	Total
<u>\$4,000,000</u>	Total Fixed Assets (rounded)
<u>\$2,000,000</u>	Fair Market Value of Fixed Assets (50% of original cost)

The goodwill to be acquired by Community HigherEd Institute ("CHEI") is an intangible asset that has a direct and substantial relationship to the performance of the exempt functions of CHEI and will enable CHEI to further its charitable purpose of operating educational institutions. Among other assets, CHEI is acquiring the Schools' assembled and trained workforce, its new/future student relationships, its curriculum, its expertise, its good labor relations, its favorable locations for its schools, its marketing and marketing strategies and its going-concern/synergistic value.

Revenue Ruling 76-91 provides an example of an organization claiming exemption under § 501(c)(3) which purchased intangible assets such as goodwill for a use that is directly and substantially related to its exempt purpose. The Ruling notes that the capitalization of excess earning formula is an acceptable method of determining their value. Revenue Ruling 76-91 further demonstrates that the purchase of goodwill and other intangible assets by a nonprofit organization from a for-profit organization is acceptable when the value of such assets have been established by an independent appraiser.

Furthermore, CHEI is required to record the acquisition of goodwill at fair value for financial reporting purposes. Accounting Standards Codification ("ASC") Topics 805, 954 and 958 (formerly FASB Statement No. 164), *Mergers and Acquisitions by Nonprofits*, became effective for acquisitions with an effective date on or after the beginning of the first annual reporting period beginning on or after December 15, 2009. Because the transaction is an acquisition, the above standard requires that for financial statement reporting purposes CHEI follow ASC 805 (formerly FAS 141(R)), which requires assets acquired (including identifiable intangible assets) and liabilities assumed to be recorded at fair value. Under ASC 805, in the event the remaining cost of the acquisition exceeds the fair value of the identifiable assets less liabilities assumed, the cost must be categorized as unidentifiable non-separable intangible assets, or goodwill.

I hope that this information resolves the question with respect to goodwill. If you need any additional information, please let me know.

Very truly yours,

MITCHELL, WILLIAMS, SELIG,  
GATES & WOODYARD, P.A.L.L.C.

By

Jennifer R. Pierce

:jp

Attachment

cc: Mr. Mark Lewandowski (w/o encl.)  
Ms. Teresa L. Knox (w/o encl.)

**DENTAL DIRECTIONS, INC. DBA COMMUNITY CARE COLLEGE,  
CLARY SAGE COLLEGE, OKLAHOMA TECHNICAL COLLEGE**

**VALUATION OF 100% INTEREST**

**AS OF JANUARY 1, 2015**

**DRAFT**

## THE ASSET-BASED APPROACH

The asset-based approach relies on the principle that the value of a company's assets less the value of its liabilities equals the current value of the owner's interest. An asset-based valuation approach may differ from the accounting book value due to differences between historical cost and current fair market value of assets and liabilities. Both tangible and intangible assets are included when determining a value using an asset-based approach.

### *Adjusted Net Assets Method*

In applying the asset-based approach, we considered the adjusted net assets method. The adjusted net assets method is based on the difference between the fair market value of a company's assets and the fair market value of its liabilities. The valuation analyst adjusts the subject company's operating assets to fair market value, and, if necessary, recognizes off-balance sheet assets. The sum of the adjusted assets is reduced by the fair market value of recorded and materially significant contingent liabilities, yielding a value for net adjusted assets.

The primary drawback of this method is that it does not take into consideration the operating earnings of a business. This method is useful in estimating the value of non-operating businesses, such as holding companies, investment companies, or businesses that are planning to be liquidated or are continually generating losses. This method can sometimes set a "floor value" for a business. Consequently, if the value calculated by another method is lower, it may be an indicator of underperforming assets or unidentified non-operating assets.

An analysis of Dental Directions, Inc. DBA Community Care College was performed using the September 30, 2014 financial statements. Based on our analysis, we found that there is significant goodwill value in the company; consequently, this method will not be used.

## THE INCOME APPROACH

The income approach uses computations that presume the value of the business is equal to the expected future economic income of the business divided by a rate of return. Valuation analysts typically analyze historic financial statements and consider management expectations to forecast future performance of the subject company.

### *Discounted Future Economic Income Method*

This approach estimates the future income of a business by using the principle of the time value of money. This method is used to value a business based on the future estimated benefits. When employing this method, projected cash flows within a specific projected period are discounted back to present value and combined with a terminal value to arrive at a total value of the business.

A critical step in the estimate of the fair market value of an ownership interest using the discounted economic income method is the determination of an appropriate discount rate. The

build-up method is one of the several widely used methods to estimate the discount rate. Rates vary among particular sizes and types of businesses and from one period of time to another. The build-up approach can be summarized as follows:

$$k_e = R_f + R_{Pm} + R_Ps + R_{Pu}$$

Where:

$k_e$  = Cost of equity

$R_f$  = Rate of return on a risk-free security

$R_{Pm}$  = Equity risk premium for the market

$R_Ps$  = Size premium

$R_{Pu}$  = Company specific (unsystematic) risk

*Risk Free Return ( $R_f$ )*. The rate of return on a risk-free security was found by looking at the yields of United States Treasury securities. Ideally, the duration of the security used as an indication of the risk-free rate should match the horizon of the projected cash flows that are being discounted (which is into perpetuity in the present case). We relied on the 20-year Treasury rate of 2.9 percent as of the engagement letter date of October 2, 2014.

In our effort to determine the rate of return required for an investment that is not considered risk-free, we considered both the systematic and unsystematic risk factors. Systematic risk is that portion of the risk that is related to movement in the general market rather than to the industry or company-specific factors. Unsystematic risk is that portion that relates to the specific industry or company rather than to the general marketplace. It is generally understood that equity returns are less certain (more risky) than the interest and maturity payments of U.S. Treasury obligations. To reflect this relationship, we added an equity risk premium—which indicates the higher rate of return (a premium) required to entice a potential investor to equity securities over investments in the long-term government bond market—to the risk-free rate.

*Market Equity Premium ( $R_{Pm}$ )*. It is important to note that the equity risk premium is a forward-looking concept; that is, to say, the equity risk premium used should be based on what investors believe the risk premium will be going forward. However, because it is impossible to quantify what investors believe that risk premium will be going forward, it is necessary to estimate this premium with the use of historical data. We added an equity risk premium based on studies performed by Ibbotson Associates as published in the *Stocks, Bonds, Bills and Inflation (SBBI)* 2013 Yearbook-Valuation Edition. We relied on a market equity risk premium of 6.70 percent.

*Size Risk Premium ( $R_Ps$ )*. Research has provided strong evidence that the degree of risk and corresponding cost of capital increase with the decreasing size of a company. In the case of Company, we applied the size premium return in excess of CAPM of companies in the 10th decile of the New York Stock Exchange. The SBBI 2013 Yearbook presents the expected micro-capitalization equity size premium. The indicated small-stock risk premium ( $R_Ps$ ) was 6.03 percent.

*Firm Specific (Unsystematic) Risk ( $R_{Pu}$ )*. The risk premium for unsystematic risk attributable to the specific company is designed to account for additional risk factors specific to the Company.

Firm specific risk factors may include the following:

- Industry
- Competition
- Customer Concentration
- Size
- Financial Strength and Stability of Earnings
- Access to Capital
- Management Depth
- Diversification
- Environmental Regulation
- Litigation
- Distribution Channels
- Technology
- Company Outlook

We considered the factors above in determining the company specific risk premium to apply to the cost of equity of Company. We applied a 5 percent company specific risk premium build-up calculation for the Company.

*Additional Adjustment.* Due to the artificially low risk-free rate found in the 20-year Treasury rate, we have chosen to add an additional 1 percent.

*Cost of Equity Conclusion.* The build-up model computed a cost of equity discount rate of 21.63 percent (See Exhibit 2). Next, in order to estimate the expected earnings, we used the Company's projected financials and examined it for reasonableness. The Company's projections used a net-profit margin that increased from the 2013 and 2014 results, and a high revenue growth rate created by the introduction of more than 20 new programs at the Company. The expenses related to creating, setting up, and planning for these new programs were incurred in 2014, 2013, and other years prior; however, most of the benefit of the revenues from these programs has not and will not be recognized until 2015 and beyond. Therefore, while the Company's projections estimate a high level of revenue and expense growth, the growth of expenses is limited to the marginal cost of running these new programs and not the cost of creating them. Our analysis of the expected economic conditions factored in with the Company's historical performance allowed us to conclude that the Company's estimate was what a reasonable investor would expect in the future.

We used the discount rate, discussed above, to calculate the present value of the expected future cash flows. The present value of the initial three-year projection period is approximately \$10,013,000. We also calculated a terminal value of the Company at the end of this period, using the long-term growth rate and a capitalization rate, derived from the discount rate. This terminal value was approximately \$17,985,000, for a total Company value of \$28,000,000 (rounded).

**EXHIBIT 4**

**DENTAL DIRECTIONS  
DISCOUNTED CASH FLOWS METHOD  
AS OF JANUARY 1, 2015**

**ANNUAL CASH FLOWS**

Discount Rate: 21.63%

Year	Projected Cash Flow	PV Factors	Present Value
2015	\$4,014,000	0.8222	\$3,300,311
2016	\$5,118,000	0.6760	\$3,459,768
2017	\$5,854,000	0.5557	\$3,253,068

Value of Total Annual Cash Flows (Rounded) \$10,013,000

**TERMINAL VALUE**

Annual Cash Flows	6,029,620
Capitalization Rate	18.63%
Capitalized Benefits	\$32,365,110
PV Factor	0.5557

Terminal Value (Rounded) \$17,985,000

TOTAL VALUE \$27,998,000

TOTAL VALUE (Rounded) \$28,000,000