

School Catalog: 2011

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WELCOME TO

C.D.E. CAREER INSTITUTE

Investing in education is a serious decision. When you explore training options that may increase your salary level and employment potential, you are, in effect, investing in yourself. At C.D.E. CAREER INSTITUTE, we encourage a student population of responsible adults because we know that they are the best learners. When a work history is combined with new skills, the result is a more competitive and marketable individual.

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

C.D.E. CAREER INSTITUTE offers programs and continuing education courses consistent with the skills required for today's workforce. Whichever type of training you choose, we deliver quality instruction. If you are a motivated student who recognizes the need to stay ahead of your job market competition, then you are the type of individual that we want to participate in our school. The faculty and staff of the school derive tremendous satisfaction from assisting students in making the best of their careers. We hope you will join us so that you, too, will experience satisfaction and enjoy the economic and social rewards of a position ideally suited to your interests and abilities.

OUR HISTORY

During the last decade, a growing disparity has developed between the technology skills required by employers and the number of qualified job applicants with those skills. In order to respond to this growing need, C.D.E. CAREER INSTITUTE was founded in 1996. C.D.E. CAREER INSTITUTE has since experienced phenomenal growth, due to its reputation for quality, fairness and professionalism.

FACILITIES AND EQUIPMENT

C.D.E. CAREER INSTITUTE's facilities are designed to make learning a pleasure. We are conveniently located in Northeastern Pennsylvania in Tannersville and Wilkes-Barre. In each training facility, we offer an environment that is comfortable and accessible to the physically challenged. Classroom facilities contain individual student workstations equipped with modern personal computers and software.

EDUCATIONAL OBJECTIVE

Our educational objective is to prepare students for certifications or better careers. Our programs are

designed to plug the gaps between seasoned work experience and missing technology components. We help students develop skills in the field of computerized office technology. Because the skills taught are diverse, students will be qualified to participate in a number of technical and non-technical positions within the workforce. These skills will provide students with the basis upon which they can work and steadily advance into more demanding jobs. These programs can also assist students in upgrading or improving their existing skills in order to achieve upward or lateral mobility in their current positions.

SCHOOL MISSION

Our Mission is "We help people build more successful lives through Career Education, Professional Development and Employment".

SCHOOL PHILOSOPHY

We are dedicated to the belief that all students should have the opportunity to develop technical skills that will enable them to secure and retain productive and rewarding career positions. C.D.E. CAREER INSTITUTE is committed to providing educational offerings that deliver the maximum amount of training in the minimum amount of time. We are dedicated to the overall success of our students and continually strive to maintain our reputation of delivering the highest quality training possible through a combination of a qualified, experienced staff, current, well-organized curricula and industry-standard equipment. At C.D.E. CAREER INSTITUTE, the delivery of most instruction is "hands-on" with actual hardware and software used in today's modern offices. C.D.E. CAREER INSTITUTE develops all curricula to relate directly to the needs of local business and industry and copyrights course guides and text materials. Courseware is designed to facilitate the development of technical skills that will be required for gainful employment in the area of office technology.

In keeping with its mission and purpose, **C.D.E. CAREER INSTITUTE** strives to:

1. Educate and train students with current equipment and software applications found in today's automated offices;
2. Assist students in developing their technical skills to meet industry standards;
3. Provide students with skilled and experienced staff who are devoted to the personal and career development of every student;
4. Offer individualized job placement assistance services* in the student's pursuit of securing appropriate employment.

*** While C.D.E. CAREER INSTITUTE actively assists students in their job search; we cannot guarantee employment to any student. If local employment opportunities are not available, relocation may be necessary.**

COMPETENCY-BASED LEARNING

C.D.E. CAREER INSTITUTE offers instruction on an individualized basis. All textbooks and course materials are designed so that students can progress at their own pace. Instructors are always available to assist students as they work through “hands-on” projects and ensure that students master objectives sequentially throughout the training.

C.D.E. CAREER INSTITUTE’s instructional methodology ensures that students develop the required knowledge and skills necessary before progressing to more advanced levels. This unique system of training is an integrated approach designed to meet the varying needs of the adult learner. This system is clearly focused on the development of specific skill competencies within the parameters of the prescribed qualitative and quantitative objectives. In this system, all learning goals, objectives and activities are pre-planned. Students progress through the training at a pace that is most appropriate for them individually with a trained and qualified instructor to facilitate the process. Self-guided instruction does not mean that students can come and go as they please, learning and developing skills if and when they please. It is a formalized training plan. This method allows students to progress at their own pace within certain prescribed performance parameters with the ability to repeat certain sections or entire lessons as necessary.

C.D.E. CAREER INSTITUTE offers 7 programs available at select campus locations:

Available at Wilkes-Barre (Main) Campus:

PC Applications
Help Desk Comprehensive
Medical Office Assistant
Computerized Office Assistant
Office Systems Specialist
Medical Transcription / Insurance Billing

Available at the Tannersville Campus:

PC Applications
Help Desk Comprehensive
Microsoft Systems Specialist
Computerized Office Assistant
Medical Office Assistant
Medical Transcription/Insurance Billing

Students interested in developing job skills that will enable them to pursue a better job in the workforce are encouraged to enroll in a program that has

specific vocational objectives of interest. All programs are offered during the hours of operation shown on the Campus Schedule. Students create individualized attendance schedules at enrollment. Diplomas are awarded to students meeting the Graduation Requirements of their chosen program.

ADMISSION POLICY/PROCEDURE

The Admissions Office is open Monday through Friday from 9:00 a.m. to 4:00 p.m. Individuals interested in learning more about the school and its programs or Continuing Education courses should contact the school to schedule an appointment to meet with a Career Education Planner.

All applicants are required to complete a personal interview with a Career Education Planner in order to mutually determine what educational offering best meets the needs of the applicant.

ENTRANCE REQUIREMENTS

For admission into a program, an enrollee must be a High School graduate or possess a GED.

STUDENT DISCLAIMER

All applicants are considered for acceptance according to the admissions standards stated in the catalog. If, however, the school administration determines that the prospective student would be unlikely to successfully complete his/her chosen educational offering, or is unlikely to qualify for employment in the vocation or field for which the training is designed, the administration will disclose the decision to the prospective student. If the prospective student expresses a desire to enroll after such disclosure, then the Student Disclaimer shall be signed and dated by the student.

ENROLLMENT PERIODS

Educational offerings are structured around individualized attendance schedules that meet the personal requirements of the student. All courses are offered on an open-entry basis. During the Admission procedure, the Career Education Planner and the student will complete the Enrollment Agreement, including an attendance schedule and a planned enrollment period. The Enrollment Agreement will specify a start, midpoint and end date. The minimum attendance schedule consists of twelve (12) hours per week; Students receiving financial aid must enroll in either a 12, 16 or a 24 hour per week schedule. The attendance schedule is based on the student’s needs and classroom seating availability. Instructors are actively involved in each student’s movement through the courseware and they guide the student’s progression through the Program by delivering the one-on-one attention that each student may require to complete in the published amount of weeks and clock hours.

C.D.E. CAREER INSTITUTE does not recommend attendance schedule modification once the enrollment period has begun. However, if a student must change his/her attendance schedule, the student must submit requested changes, in writing, to the Education / School Director. If the school is able to accommodate the student's request based on seating availability, the Enrollment Agreement will be modified to include the modified attendance schedule and enrollment period. The modified Enrollment Agreement must be initialed and dated by both the student and the Education / School Director

PREVIOUS TRAINING/ADVANCED STANDING

C.D.E. CAREER INSTITUTE will evaluate transfer credits from other institutions on a student by student basis.

If student has previous experience in any of the subject areas included in the program of choice, the student may exempt a training course(s) in order to satisfy prerequisite requirements. Training courses may be exempted by earning a passing grade on all examinations included in the final course grade*. Exempted courses may be replaced with elective courses that are offered within the program. For transfer of C.D.E. CAREER INSTITUTE credits, the acceptance of transfer credits is at the discretion of the institution to which the student is transferring. CDE will transfer full course credit from one CDE program to another CDE program upon the students obtaining a passing grade for the course and provided that the course requirement is comparable in each of the programs. Tuition will be reduced when appropriate on a pro-rata basis.

ATTENDANCE, TARDINESS, MAKE-UP TIME AND LEAVE OF ABSENCE

ATTENDANCE & ACADEMIC PROGRESS STANDARDS

It is difficult to successfully develop marketable skills without regular, consistent attendance. Therefore, students are expected to progress and complete according to their attendance schedule and within their planned enrollment period.

If students experience problems with their attendance schedules, they may request a revised schedule. If a student needs to lower the number of contact hours scheduled per week, that number cannot be less than any minimum number of hours required by their funding.

TARDINESS

C.D.E. CAREER INSTITUTE expects students to be prompt for all activities, appointments, and training sessions.

ABSENCES

The School regards students who miss a training session, for which they are scheduled, to be absent for that session. The School does not distinguish between types of absences. There are no "excused" absences. Any student who misses a training session included on his/her attendance schedule should make up that session as soon as possible by scheduling make-up session with an Instructor.

MAKE-UP POLICY

At CDE Career Institute, we believe our students are responsible adults, and as such are responsible for their own actions. It is difficult to successfully develop marketable skills without regular, consistent attendance. Student's attendance is recorded daily.

As students are expected to progress and complete according to their attendance schedule of record, they are encouraged to attend their training sessions as scheduled. Students are strongly encouraged to arrange make-up sessions (during normal off days/hours) so that skill competencies develop within the student's planned enrollment period. Due to the individualized nature of the training, if a student must miss a training session, he/she is able to progress without any missed coursework until a make-up session can be completed. There will be no charge for make-up sessions.

LEAVE OF ABSENCE

Requests for leave must be submitted to the Education/School Director in writing and must include an effective date, return date and student signature. If the Education/School Director feels that there is a reasonable expectation that the student will return, the leave of absence will be approved, indicated as such by the director's signature on the request. If a student fails to return from a Leave of Absence on or before the approved return date, the student will be terminated from the program on the scheduled return date. Refunds for students terminated for failure to return from a Leave of Absence will be made according to the guidelines in the Cancellation and Refund Policy. For purposes of Return of Title IV funds, the withdrawal/termination date will be the last date of academic attendance. Students are limited* to one leave of absence, not exceeding 180 days, in a 12-month period. Upon return from a leave of absence, students will resume coursework started prior to the leave.

* Exceptions: 1) One leave of absence subsequent to an approved leave may be permitted if the subsequent leave of absence does not exceed 30 days and the school determines that the subsequent leave of absence is necessary due to unforeseen

circumstances; and 2) Subsequent leaves of absence may be approved for jury duty, military reasons, or circumstances covered under the Family and Medical Leave Act of 1993.

STUDENT SERVICES

OUR "OPEN DOOR" POLICY

All members of the faculty and staff are available to students for assistance. C.D.E. CAREER INSTITUTE accepts feedback from students regarding policy, instruction and curriculum. Administration's door is always open should a problem arise or if you would like to share your enthusiasm and excitement about the program.

STUDENT FINANCIAL ASSISTANCE

In the event that a student is unable to pay the entire cost of tuition and fees at the time of enrollment, C.D.E. CAREER INSTITUTE may be able to assist with a payment plan, a third-party loan or a grant that is consistent with the individual's budget or qualifications. Federal financial aid is available for those who qualify. Financial Aid staff is available M-F 9-4.

PLACEMENT ASSISTANCE SERVICES

For students enrolled in any program, placement assistance begins with skill and interest evaluation at enrollment. Students will receive counseling and assistance in securing employment and moving into new positions as they move along the career path. **While Placement Assistance Services are available to all students enrolled in a program, C.D.E. CAREER INSTITUTE cannot guarantee employment to any student.**

STUDENT RECORDS/ACADEMIC TRANSCRIPTS STUDENT RECORDS & ACADEMIC TRANSCRIPTS (FERPA)

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

1. Parents' Confidential Statement, Financial Need Analysis Report, and Institutional Student Information Record
2. Letters of recommendations received after December 31, 1974, the Act permits students to waive their right to access if the

letters are related to admissions, employment, or honors.

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

Confidentiality of Education Records

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

1. FERPA affords the right to inspect and review the student's education records within forty-five days of the day the school receives a request for access. Students should submit to the registrar or other appropriate official written requests that identify the records they wish to inspect. The school official makes arrangements for access and notifies the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request is submitted, the official advises the student of the correct official to whom the request should be addressed.
2. FERPA affords the right to request the amendment of the student's education records that the student believes are inaccurate or misleading. A student may ask the school to amend a record that he or she believes is inaccurate or misleading. The student should write the Education Director, clearly identify the part of the record he or she wants changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the student, the school notifies the student of the decision and advises the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the appeal procedures is listed in this publication.
3. FERPA affords the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to

School officials, or officials of institutions with which the school has consortia agreements, with legitimate educational interests. A school official is a person employed by CDE Career Institute in an administrative, supervisory, academic, or support-staff position a person or company with whom the school has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a student assisting another School official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

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

Directory Information

CDE Career Institute identifies the following as directory information: name; CDE Career Institute student identification (ID) number; address (home and e-mail); telephone listings; major and secondary-concentration fields of study; dates of attendance; certificates, and awards received from the school; and individually identifiable photographs and electronic images of the student solicited or maintained directly by CDE Career Institute as part of the educational record.

CDE Career Institute maintains Student Records for all students enrolled. Student Records include enrollment data, payment of fees, attendance, progress information, certificates earned and various placement information. These records will be maintained for at least five (5) years following a student's departure. Student's Grade Records and Transcripts will be retained in perpetuity by the school. Should students desire an official copy of

their academic transcript, a written request should be provided to the Career Education Planner for processing. There is no charge for the initial request. There will be a \$3.00 fee for each request thereafter.

Academic transcripts are prepared at the scheduled completion dates of each evaluation period when grades and academic progress are formally reviewed. In accordance with the Family Educational Rights and Privacy Act of 1974, student records are only open for inspection to students and parents/guardians of dependent students to review and challenge any and all parts of said records. This inspection is welcomed by appointment during regular hours of operation.

STUDENT COMPLAINT PROCEDURE

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

Students may also call the Education/School Director to schedule an appointment at any time if they prefer not to follow the written complaint procedure.

If a student's questions or concerns are not resolved to the student's satisfaction, then the student may bring the situation to the attention of: Pennsylvania Department of Education, State Board of Private Licensed Schools, 333 Market Street, 12th Floor, Harrisburg, PA 17126-0333. The institution also follows the policies of The Council of Occupational Education (C.O.E.). Complaints can also be forwarded to C.O.E. at 41 Perimeter Center East, NE, Suite 640, Atlanta, GA 30346.

CAMPUS SECURITY AND CRIME AWARENESS POLICY

It is the policy of CDE Career Institute to provide a safe, secure and crime free learning environment. As required by Public Law 101-542, as amended by Public Law 102-325, Title II, Crime Awareness and

Campus Security Act of 1990, Section 294, Policy and Statistical Disclosures, CDE Career Institute., has implemented these policies regarding campus security.

CRIME STATISTICS

By October 1ST of each year, CDE Career Institute will distribute a copy of its annual security report to all enrolled students via their student e-mail accounts. Additionally, a copy of the annual security report will be provided to all employees. Hard copies will be available. This report will include statistics for crimes, which occurred on or near the campus.

CRIME REPORTING POLICY

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

TIMELY WARNING

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

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

PREPARATION OF ANNUAL CRIME STATISTICS

In preparing annual crime statistics, CDE Career Institute will tabulate data on all reported incidents on campus. In addition, the institution will contact the appropriate law enforcement agencies to gather data

on crimes that have occurred in close proximity to the campus. These statistics will be included with the statistics gathered through campus reporting. All cumulative data will be included in the annual security report and distributed to students, faculty and administrative staff by October 1ST of each year.

REPORT CRIMES TO:

Students and employees should report criminal offenses to:

Main Campus:

Wilkes Barre Police Department
15 South Washington Avenue
Wilkes Barre, PA 18702
(570) 208-4207

Pennsylvania State Police
475 Wyoming Avenue
Wyoming, PA 18644
(570) 687-2000

Luzerne County Sheriff's Department
200 North River Street
Wilkes Barre, PA 18702
(570) 825-1651

Tannersville Campus:

Pocono Township Police Department
State Route 611
Tannersville, PA 18372
(570) 629-7323

Pennsylvania State Police
State Route 611
Swiftwater, PA 18370
(570) 839-7701

BUILDING SECURITY & ACCESS

The Main Campus in Wilkes Barre, PA is located in a large commercial office complex, which is open to the public. This location has maintained an excellent safety record in part due to security measures employed by the property managers.

Faculty and administrative staff are to take whatever measures are required to protect themselves and students in the event of a safety or security emergency.

The Extension Campus in Tannersville of CDE Career Institute is located on a main artery, Route 611. The school is open to the public. Due to its size, location and excellent safety record, the school does not employ campus security personnel. Faculty and Administrative staff are to take whatever measures are required to protect themselves and students in the event of a safety or security emergency,

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

CAMPUS SECURITY AUTHORITY

CDE Career Institute does not employ any security personnel and no employees have any law enforcement authority. The Managing Director or his/her designee is responsible for the campus security. Students and employees are encouraged to accurately and promptly report all crimes to the local authorities and to notify the Managing Director of the incident being reported. Students are encouraged to discuss sensitive concerns they may have with the Managing Director or Education Director, who may be able to assist students to report crimes on a voluntary and confidential basis.

CAMPUS SECURITY INFORMATION PROGRAMS

Crime prevention and personal safety are issues that concern all students, faculty and administrative staff. It is the policy of CDE Career Institute that all students will receive a copy of the School Catalog prior to beginning classes. That Catalog will contain the Campus Security and Crime Awareness policies of the institution. These policies will be addressed during new student orientation. All new employees receive the CDE Career Institute School Catalog, containing the Campus Security and Crime Awareness policies of the institution. These policies will be addressed during new employee orientation, which is conducted by the Career Education Planner and or Instructor staff. Students and employees are responsible for their own security and safety both on campus and off campus and must be considerate of the security and safety of others. The institution has no responsibility or obligation for any personal belongings that are lost, stolen or damaged, whether on or off campus premises or during any school activities.

OFF-CAMPUS LOCATIONS

All CDE Career Institute instructional programs occur at either the Main Campus or Extension Campus.

ALCOHOL, DRUG & WEAPONS

The possession, use and/or sale of alcoholic beverages and/or any illegal drugs is strictly forbidden on the campus (including the parking lot and adjacent areas) of CDE Career Institute. All students and employees receive the CDE Career Institute alcohol, drug and weapons policies during new student or new employee orientation and sign the Student Conduct Agreement. Any student or employee in violation of this policy may be terminated from school or employment immediately.

The possession and/or use of any weapons, including but not limited to knives and firearms, is strictly prohibited on campus and are cause for immediate termination.

STUDENT CONDUCT REQUIREMENTS

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

CDE Career Institute prohibits copyright infringement. The school will take disciplinary action against any student who distributes unauthorized copyrighted materials including peer-to-peer file sharing and the prohibited use of the institution's information technology system for those activities. Any student involved in such an act will be reported to the proper authorities and charges will be pressed.

Refunds for students terminated because of not maintaining the school's Conduct Requirements will be made according to the guidelines in the Cancellation and Refund Policy.

DRUG OR ALCOHOL ABUSE EDUCATION PROGRAMS

CDE Career Institute does not provide substance abuse counseling or educational programs to students. Students are encouraged to seek assistance from community agencies that provide these services.

SEX OFFENSES

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

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

CAMPUS SAFETY POLICY

MEDICAL EMERGENCIES

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

1. If you become ill or are injured in an accident on campus, notify your instructor immediately.
2. If the illness or accident requires emergency care, the school will obtain emergency assistance by calling 9-1-1.
3. The school will notify the individual you have designated as your Emergency Contact.
4. First-Aid Kits are located throughout the Institution for minor emergencies. All staff members are aware of the location of the First-Aid Kits.
5. In the event of illness or injury your instructor will complete an Incident Report and submit that report to the Managing Director or his/her designee.

BUILDING EMERGENCIES

Fire Emergency

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

- Immediately notify an instructor so that a fire evacuation may be initiated if the alarm has not already sounded.
- Remain calm; cooperate with the instructor and follow directions given.
- Assist the instructor in closing all windows and doors behind you as you leave.
- Crawl low under the smoke to escape.
- If escape through the doors is not possible, your instructor will assist you in exiting through the nearest unobstructed window.
- If your clothing catches fire, stop right where you are. Drop to the ground. Roll over and over to put out the flames.

- It is the responsibility of ALL students to follow these procedures. No student should leave his/her group and wander around the building alone. Students and instructors will gather in the front parking lot at a safe distance from the building following evacuation.

Natural Disaster

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

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

Emergency Evacuation for Students with Special Needs:

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

ACADEMIC GRADING POLICY

Academic performance for students enrolled in a program is measured through the assignment of grades and grade points. The school measures progress using a 4-point scale as follows:

| | <u>Grade</u> | <u>Grade Points</u> |
|---|--------------|---------------------|
| A | 100% - 90% | 4.0 |
| B | 89% - 80% | 3.0 |
| C | 79% - 70% | 2.0 |
| D | 69% - 60% | 1.0 |
| F | Below 60% | 0.0 |
| I | Incomplete * | |

A grade of "C" is considered a passing grade.

* An "Incomplete" will be changed to an "F" grade if the course work is not satisfactorily completed within the maximum time frame for completion of the program (see Maximum Time Frame for Completion).

Students receive course grades based on the evaluation method described in the individual course outline. Grade points earned for each course will be multiplied by the unit value assigned to the course to determine quality points earned for that course.

Quality points are totaled for all courses in the program and then divided by the program's total number of units to determine the student's GPA.

ACADEMIC PROGRESS

MEASUREMENT OF PROGRESS

All educational offerings are expressed in clock hours. One clock hour consists of 50 minutes of instruction within a 60-minute period.

ACADEMIC PROGRESS

Students are expected to satisfactorily complete their program of study in a timely manner. This Satisfactory Academic Progress policy will be applied consistently to all students. Each student has a prescribed **Enrollment Period**, which specifies his or her Start date and expected Graduation date. Students are expected to complete training by their Graduation date. However, students have a **Maximum Time Frame** of no more than 150% times the normal length of the program as measured in clock hours scheduled. Periods of non-enrollment such as approved Leaves of Absence are not considered part of the Maximum Time Frame.

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

PROGRESS REVIEW

When students reach the calendar midpoint date of their program or midpoint of a standard award year (450) hours for federal aid students, a formal progress evaluation occurs. Progress is checked in three areas:

1. Attendance;
2. Number of Grades posted; and
3. Grade Point Average (GPA)

PROBATION GUIDELINES

Progress is checked in three areas: (1.) the student's performance is measured by the number of hours scheduled vs. the number of hours attended. (2.) The student's quantitative performance as measured by the number of courses passed vs. scheduled course hours in the period and (3.) the student's qualitative performance as measured by the Grade Point Average / G.P.A. earned.

1. At the midpoint progress review, a student should have attended (through regularly scheduled attendance or make-up training sessions) a minimum of 50% of scheduled clock hours. If student has not met this requirement, he/she is placed on probation for a period of six weeks. During this time period, the student must attend make-up sessions to meet the 50% requirement, in addition to regularly scheduled hours. If this

requirement is not met, the student will be terminated from the program.

2. Number of Grades Posted: During their enrollment period every student will have a prescribed schedule of courses and expected number of class hours to complete based on the courses standard hours. Final grades are assigned at the end of each course completed. All courses will appear on the student transcripts and be included in the evaluation of Satisfactory Academic Progress.

At the midpoint progress review, students must have the following minimum number of grades posted on their Academic Progress Report:

| | |
|-----------------------------------|----|
| PC Applications | 2 |
| Help Desk Comprehensive | 3 |
| Medical Office Assistant | 5 |
| Computerized Office Assistant | 16 |
| Office Systems Specialist | 15 |
| Medical Trans./Ins. Billing Spec. | 7 |
| Microsoft Systems Specialist | 5 |

If students do not have the minimum number of grades posted, they are placed on probation for a period of six weeks. At the end of this time period, students must have posted at least the minimum number of grades for midpoint progress review, plus one additional grade. If this requirement is not met, students will be terminated from the program.

3. Grade Point Average / G.P.A.: At the midpoint progress review, students must have a grade point average (GPA) of at least 2.0 for all grades posted. If students do not meet this requirement, they will be placed on probation for a period of six weeks. During this time period, students may re-take examinations to improve their GPA.

Students will be verbally counseled and notified in writing of any violation of Satisfactory Academic Progress policies. Students will be notified in writing of probationary status or termination of their enrollment.

MAXIMUM TIME FRAME FOR COMPLETION

Students enrolled in a program are allowed no more than 150% of their program's published number of weeks in which to meet all requirements for graduation. Failure to meet graduation requirements within the maximum time frame for completion will result in dismissal.

Satisfactory progress for both qualitative and quantitative standards shall be reviewed at the midpoint of the student's enrollment or at the midpoint of the standard award year (450) hours.

ACADEMIC HONESTY

Academic honesty is expected of all CDE Career Institute students. Academic dishonesty includes, but is not limited to cheating, plagiarism, and theft. Any student found guilty of academic dishonesty is subject to disciplinary action.

Disciplinary action against a student found guilty of academic dishonesty may include, but is not limited to: (1) a failing grade for the test or assignment in question; (2) a failing grade for the course; and/or (3) a recommendation for dismissal from the school.

Students may appeal the Academic Dishonesty determination by submitting a written notice of appeal to the Education Director within seven (7) days of the date they were notified of determination. The written notice of appeal submitted by the student must document any mitigating circumstances that might lead to the removal of the academic dishonesty determination. The Education Director will notify the student in writing of the outcome of their appeal within seven (7) days of receipt of the appeal. The appeal and its outcome will be documented in the student's file.

TERMINATION, APPEAL AND REINSTATEMENT

Students will be dismissed the earlier of (1) receipt of notification by the student of a desire to withdraw, (2) date on which a progress review for a probationary student indicates that the student did not meet minimum criteria for being released from probation, (3) date on which a student is dismissed from school for failure to uphold school conduct requirements, and (4) date on which student fails to uphold financial obligations as agreed upon with the school, or (5) failure to return from a Leave of Absence. Whether termination of enrollment is voluntary or involuntary, students should realize that they remain obligated for the amount of tuition and fees due the school based on the Cancellation and Refund Policy. If termination occurs, the student will no longer be eligible for financial aid.

APPEAL

Students have the right to appeal dismissal decisions made by the school administration by submitting a written request to the Education/School Director describing any mitigating circumstances or conditions that warrant special consideration. If the appeal is accepted, the student may be reinstated according to special terms and conditions stipulated by the Lead Instructor.

REINSTATEMENT

If an appeal is denied or if the student chooses not to appeal the decision, an application for reinstatement may be submitted to the school no later than 30 days from the date of termination. Students who do not pursue or win an appeal may be reinstated under special conditions. Financial Aid eligibility will be retained upon a successful appeal decision.

GRADUATION REQUIREMENTS

Students must meet the following requirements in order to be considered for graduation:

1. Successful completion of all academic requirements of the program with a minimum GPA of 2.0 within the maximum allowable time frame; and
2. Attend a minimum of 70% of the program's total clock hours (hours specified in the outline of the program of choice) through scheduled attendance or make-up sessions; and
3. Meet all financial obligations to the school.

A Diploma will be awarded to all students who meet the Graduation Requirements of the chosen program.

FINANCIAL AID

CDE Career Institute believes that students and their families have primary responsibility for a student's educational costs. However, many families are unable to immediately fund the entire cost of education. To that end, CDE Career Institute participates in several federal Title IV financial assistance programs that are available to students who qualify. The following sections describe the policies and procedures that govern financial aid at DE Career Institute.

WHAT IS FINANCIAL AID?

Financial aid encompasses all funding that students receive because of their enrollment in a postsecondary institution. Such financial aid includes, but is not limited to, loans, grants, employment, agency funds, Veterans Benefits and employer reimbursement.

TITLE IV PROGRAMS IN WHICH CDE CAREER INSTITUTE PARTICIPATES

CDE Career Institute participates in the Federal Pell Grant program, the Stafford Loan Program and the Federal PLUS Loan Program.

Pell Grant. The Pell Grant is an award that does not have to be repaid. Pell Grants are awarded only to undergraduates who have not earned a bachelor's or

professional degree. Applying for the Federal Pell Grant is the first step of the financial aid process.

Prospective students must complete a Free Application for Federal Student Aid (FAFSA) to determine eligibility for the Pell Grant. Awards are based on student eligibility, cost and length of the program. The FAFSA may be filled out on-line at FAFSA on the Web at www.fafsa.ed.gov or manually using the FAFSA form.

Stafford Loan Program (Subsidized). This loan program provides a maximum of \$3,500 for programs one year in length. These loans are interest free while a student is in school and for six months after graduation or withdrawal. Eligibility for this loan program is determined by the successful completion of the FAFSA. The same application used in applying for the Pell Grant awards.

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

Federal Parent PLUS Loan Program. This loan program is for parents who wish to take out a loan for their child's education. The amount a parent can borrow is determined on an individual basis utilizing the cost of attendance and the amount of other financial aid received. Interest accrues from the point the loan money is received. Payments must begin within 60 days of the second disbursement of the loan.

APPLYING FOR FINANCIAL AID

Anyone wishing to apply for federal Title IV financial assistance must complete a Free Application for Federal Student Aid (FAFSA). Our school code is **041275**. These applications are available in the Financial Aid Office or on-line at www.fafsa.ed.gov. The Financial Aid Office will assist students with application completion, and answer any questions. In order to insure that applicants have a complete aid package no later than they want to begin class, required documents should be brought to your financial aid appointment and any requested paperwork should be completed as soon as possible.

ELIGIBILITY REQUIREMENTS FOR FEDERAL TITLE IV AID

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

- Be enrolled as a regular student in an eligible program
- Be a U.S. citizen or eligible non-citizen

- Not be in default on any Federally Guaranteed Student Loan
- Not owe a repayment on any federal grant
- Not be enrolled at another institution receiving Title IV funds at the same time

STUDENT COST OF ATTENDANCE

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

REQUIREMENT FOR FINANCIAL AID TRANSCRIPTS

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

REQUIREMENTS FOR CITIZENSHIP VERIFICATION

If a student applies for federal Title IV financial assistance, a database match will be conducted to determine the student's eligibility status with the Social Security Administration (SSA) and the Immigration and Naturalization Service (INS). If the SSA or the INS is unable to complete the match, the student will be asked to submit additional documentation. The Financial Aid Office will assist the student in completing and submitting the necessary federal forms for additional SSA or INS verification. Financial aid disbursements will not be made until citizenship status has been verified.

REQUIREMENTS FOR FINANCIAL VERIFICATION

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

TIME PERIOD WITHIN WHICH REQUIREMENT DOCUMENTATION MUST BE PROVIDED

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

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

Students will receive no disbursement of funds if they fail to provide the information required for verification. In addition, they will be expected to make cash payments to the Institution to cover their cost of education.

If the results of the verification satisfy the requirements, the funds for which the student is eligible will be released. If the verification results are inconsistent with previously provided information, the student will be called into the Financial Aid Office and the items that were not valid will be discussed.

If the Institution has reason to believe that any application has been intentionally submitted under false or fraudulent circumstance, such application will be referred to the Office of the Inspector General.

REQUIRED DOCUMENTATION

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

Each applicant has the following rights and responsibilities with regard to verification:

- The right to be informed that he/she has been selected for verification and what the responsibilities of such selection are.
- The consequences for not meeting those responsibilities, explained in detail orally and, when necessary, in writing.

The applicant will be informed of his/her right to appeal aid decisions. Such appeals must be made in writing to the Financial Aid Director within 10 calendar days of the date of the decision. The school will inform the applicant of the results of the appeal within 30 calendar days of the receipt of the applicant's appeal.

- Information must be correct as of the date of verification or as of the date the first Institutional Student Information Record (ISIR) is received by the Institution.

ELECTRONIC APPLICATION PROCESSING

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

Federal Aid Applications

The Free Application for Federal Student Aid (FAFSA) must be completed by the applicant. This can occur in the Financial Aid Office or if offsite, the application must be submitted to the Financial Aid

Office. The Financial Aid Office will transmit the information electronically to the central processor and an ISIR will be received by CDE Career Institute electronically. The applicant will receive a Student Aid Record (SAR) from the Department of Education.

Correction of Information

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

HOW STANDARDS OF ACADEMIC PROGRESS AFFECT STUDENT AID

If students are placed on academic probation, they remain eligible for financial aid disbursements. If a student fails to meet the conditions of his/her academic probation by the end of a probationary period, the student will be suspended from financial aid eligibility. Students who wish to appeal financial aid suspension should follow the student appeals process outlined within this catalog. If students meet the conditions of their academic probation, they will retain eligibility for Title IV financial aid.

DISBURSEMENT PROCEDURES

For programs that are measured in clock hours an academic year is defined as 900 clock hours. Using this definition, Title IV aid is disbursed at the beginning of each 450 hour payment period. Programs less than one academic year are divided into two equal payment periods.

First disbursements of loans are not made until the student has been in school for 30 calendar days and has completed a loan entrance interview with a Financial Aid Administrator. Federal Pell Grants are posted directly to the student's account at the beginning of each period (or when received and processed). Each student will receive notification of the disbursement to his/her account.

RETURN OF TITLE IV FUNDS POLICY

There are two types of refunds: the institutional refund and the return of Title IV funds.

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, or are dismissed, prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid

office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

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

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

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

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

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

Refunds are allocated in the following order:

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal Perkins Loan
- Federal Parent (PLUS) Loan
- Federal Pell Grant
- the student

CANCELLATION & REFUND POLICY

All refunds due will be made within 30 days (i) of the last day of attendance if written notification of withdrawal has been provided to CDE Career Institute by the student, or (ii) from the date that CDE Career Institute terminates the student or determines withdrawal by the student. Students are not required to request a refund.

FULL REFUND OF TUITION FEES

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

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

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

CDE will process refunds under the following terms:

1. Refunds for classes cancelled by CDE
Fees that are collected in advance of the start date of a program will be refunded at 100%. The refund shall be made within 30 days of the planned start date.

2. Refunds for students who withdraw in on or before the first day of class.
If tuition and fees are collected in advance of the start date of classes and the students does not begin classes or withdraws on the first day of classes, \$100.00 of the tuition and fees will be retained by CDE. Appropriate refunds for students who do not begin classes shall be made within 30 days of the class start date.

3. Refunds for students enrolled prior to visiting the school.
Students who have no visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

4. Refunds for withdrawal after enrollment commence.

If termination occurs after the first date of enrollment and within 10% of the period of enrollment, this will result in the school retaining the Registration Fee and 10% of the tuition charge.

If termination occurs after the first date of enrollment and within 25% of the period of enrollment, this will result in the school retaining the Registration Fee and 45% of the tuition charge.

If termination occurs after the first date of enrollment and within 50% of the period of enrollment, this will result in the school retaining the Registration Fee and 70% of the tuition charge.

If termination occurs after the first date of enrollment and after 50% of the enrollment, period, this will result in the school retaining the Registration Fee and 100% of the tuition charge.

5. Refunds for students enrolled in non-diploma programs will follow the same terms as other CDE programs. The school shall retain the registration fee.
6. Refunds for government funded students will only be made to the funding agent.

Termination due to catastrophic illness or injury will result in a pro-rata refund.

TEXTBOOK REFUNDS

All textbooks required for a program will be distributed to the student on his/her first day of attendance or when the student has satisfactorily met his/her financial obligation to the school regarding their books. Refunds will be available for textbooks only if they are returned in new condition within the student's planned enrollment period. In the event that course material substitutions are made within a student's planned enrollment period, students will be provided with the new materials at no additional charge.

REFUND PAYMENTS

All refunds due will be made to the original funding source(s) within 30 business days of the determined withdrawal, cancellation or termination date from the course or program.

GENERAL INFORMATION

RECRUITMENT POLICY

C.D.E. CAREER INSTITUTE ensures that recruiting activities are ethical and that all materials used in recruiting accurately describe the missions, instructional outcomes, and student performance expectations and completions requirements for each program described in these materials.

CIVIL RIGHTS POLICY

C.D.E. CAREER INSTITUTE admits students of any sex, religion, race, color, nationality and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, religion, race, color, disability, nationality or ethnic origin in administration of its educational policies, admissions policies, and other school administered programs.

LICENSURE

C.D.E. CAREER INSTITUTE is licensed by the Pennsylvania State Board of Private Licensed Schools. All licenses are displayed on campus.

OWNERSHIP & GOVERNING BODY

C.D.E. CAREER INSTITUTE is owned by Career Development & Employment, Ltd., a Pennsylvania Corporation. It is governed by the board of directors. The board considers recommendations from the President and then makes final decisions. It is also responsible for all major decisions of the institution

PC APPLICATIONS PROGRAM

300 Clock Hours

Program Description

The objective of the PC Applications program is to offer keyboarding and computer applications training. This objective is obtained by creating a learning plan for each student that is most consistent with his/her occupational and individual needs. The program will prepare students for entry-level positions in the business and computer field in a variety of different types of organizations. Job titles associated with these types of skills are quite diverse and include, but are not limited to: Word Processor; Secretary; Data Entry Operator; Administrative Assistant; Computer Operator; Data Processing Technician; Receptionist; Information Processing/Data entry Technician; General Office/Clerical and Typing Services; Administrative & Secretarial Services and Business Information and Data Processing Services.

*** While C.D.E. CAREER INSTITUTE actively assists students in their job search; we cannot guarantee employment to any student. If local employment opportunities are not available, relocation may be necessary.**

Program Components

The PC Applications program offers individualized learning plans within 3 major areas of concentration:

- Microcomputer Keyboarding - instruction in developing speed and accuracy in the use of PC keyboards.
- Operating Systems - students focus on the Windows operating system environment.

- PC Applications - instruction utilizing application software on IBM compatible computers. Individual program design varies. Software programs offered include Word Processing, Spreadsheet Applications, Desktop Publishing, Presentation Graphics and Database Management.

Academic Requirements for Graduation from the PC Applications Program:

Upon completion of this program, all students will be able to:

- Keyboard at a minimum rate of 35 words per minute;
- Demonstrate basic proficiencies in the Windows operating system as demonstrated by earning a grade of 2.0, or better, in the introductory course;
- Demonstrate advanced proficiencies in at least two PC applications as demonstrated by earning a grade of 2.0, or better, in the Basic, Intermediate (where applicable) and Advanced courses of the chosen applications.

While attendance is not calculated into individual course grades or the overall program GPA, students must attend a minimum of 70% of the program's total clock hours through scheduled attendance or make-up sessions in order to graduate from the program.

There will be no charge for make-up sessions.

Admissions Criteria

For admission, students must be High School graduates, or possess a GED.

Upon acceptance into the PC Applications program, a student is given a keyboarding assessment that consists of a five-minute timed writing. The net speed of the assessment determines the number of Microcomputer Keyboarding hours necessary to achieve the required 35wpm skill level. If a student types 35 wpm, or better, that student is "Exempt" from the Microcomputer Keyboarding Component. The number of Microcomputer Keyboarding hours required is exchanged for the program electives. The remaining hours are scheduled in Operating Systems and PC Applications.

***The possibilities are as limitless as each individual's needs are unique -
So is the program that can be tailored to meet these needs.***

Two Possible Program Structures:

(Areas of Concentration depend upon student's individual career goals.)

| <u>Curriculum Course Title</u> | <u>Hours</u> | <u>Curriculum Course Title</u> | <u>Hours</u> |
|--|--------------|---|--------------|
| Operating Systems | 20 | Operating Systems | 20 |
| PC Applications | 220 | PC Applications | 240 |
| Microcomputer Keyboarding (No Keyboarding Skills to 24 wpm) | 60 | Microcomputer Keyboarding (Prior Keyboarding Skills tested at 25-34 wpm) | 40 |
| TOTAL | 300 | TOTAL | 300 |

*Program available at Wilkes-Barre and Tannersville Campus locations

HELP DESK COMPREHENSIVE PROGRAM
400 Clock Hours

Program Description

The objective of the Help Desk Comprehensive Program is to prepare students for positions in government, business and industry in which skills are needed to provide basic to intermediate level end-user support. Students may also be prepared for employment as desktop support technicians.

*** While CDE CAREER INSTITUTE actively assists students in their job search; we cannot guarantee employment to any student. If local employment opportunities are not available, relocation may be necessary.**

Academic Requirements for Graduation from the Help Desk Program

Students must earn a cumulative grade point average (GPA) of at least 2.0 to graduate from the program. While attendance is not calculated into individual course grades or the overall program GPA, students must attend a minimum of 70% of the program's total clock hours through scheduled attendance or make-up sessions in order to graduate from the program.

Admissions Criteria

For admission, students must be High School graduates, or possess a G.E.D.

Program Structure

| <u>Curriculum Course Title</u> | <u>Hours</u> | <u>Type of Study</u> |
|--|---------------------|-----------------------------|
| Introduction to Windows | 10 | Instructor-Assisted |
| Word Basic | 30 | Instructor-Assisted |
| Excel Basic | 30 | Instructor-Assisted |
| Access Basic | 30 | Instructor-Assisted |
| PowerPoint Basic | 10 | Instructor-Assisted |
| Outlook Basic | 40 | Instructor-Assisted |
| A+ Essentials | 60 | Instructor-Assisted |
| A+ Practical Applications | 40 | Instructor-Assisted |
| Supporting Users and Troubleshooting Windows | 70 | Instructor-Assisted |
| Support and Troubleshoot Applications on Windows | 40 | Instructor-Assisted |
| Customer Service & Communication Skills | 40 | Instructor-Assisted |
| TOTAL | 400 | |

*Program available at Wilkes-Barre and Tannersville Campus locations

COMPUTERIZED OFFICE ASSISTANT PROGRAM*

930 Clock Hours

Program Description

The objective of the Computerized Office Assistant program is to offer comprehensive training in the skills necessary to work in a modern office setting. This program will prepare students for entry-level office positions in a variety of organizations. Job titles associated with these types of skills include, but are not limited to: Secretary; Receptionist; Administrative Assistant; Office Assistant, Bookkeeping Assistant and Office Clerk.

*** While CDE actively assists students in their job search, we cannot guarantee employment to any student. If local employment opportunities are not available, relocation may be necessary.**

Academic Requirements for Graduation from the Computerized Office Assistant Program

Students must earn a cumulative grade point average (GPA) of at least 2.0 to graduate from the program. While attendance is not calculated into individual course grades or the overall program GPA, students must attend a minimum of 70% of the program's total clock hours through scheduled attendance or make-up sessions and complete all courses in order to graduate from the program.

There will be no charge for make-up sessions.

Admissions Criteria

For admission, students must be High School graduates or possess a G.E.D

Program Structure

| <u>Curriculum Course Title</u> | <u>Hours</u> | <u>Type of Study</u> |
|---|---------------------|-----------------------------|
| Microcomputer Keyboarding | 80 | Instructor-Assisted |
| Introduction to Windows | 10 | Instructor-Assisted |
| Managing Windows | 10 | Instructor-Assisted |
| Word Basic | 30 | Instructor-Assisted |
| Word Intermediate | 30 | Instructor-Assisted |
| Word Advanced | 30 | Instructor-Assisted |
| Business Writing Basics | 30 | Instructor-Assisted |
| Excel Basic | 30 | Instructor-Assisted |
| Excel Intermediate | 30 | Instructor-Assisted |
| Excel Advanced | 30 | Instructor-Assisted |
| Access Basic | 30 | Instructor-Assisted |
| Access Intermediate | 30 | Instructor-Assisted |
| Access Advanced | 30 | Instructor-Assisted |
| PowerPoint Basic | 10 | Instructor-Assisted |
| PowerPoint Advanced | 20 | Instructor-Assisted |
| Outlook Basic | 40 | Instructor-Assisted |
| Outlook Intermediate | 20 | Instructor-Assisted |
| Outlook Advanced | 30 | Instructor-Assisted |
| Introduction to Internet Explorer | 20 | Instructor-Assisted |
| Adobe Photoshop | 40 | Instructor-Assisted |
| Accounting Fundamentals | 40 | Instructor-Assisted |
| Quick Books-Basic | 20 | Instructor-Assisted |
| QuickBooks-Advanced | 20 | Instructor-Assisted |
| Managing Your Career | 30 | Instructor-Assisted |
| Business Grammar Basics | 30 | Instructor-Assisted |
| Essential Skills for Administrative Support Professionals | 10 | Instructor-Assisted |
| Professionalism and Business Etiquette | 30 | Instructor-Assisted |
| Email Essentials for Business | 10 | Instructor-Assisted |
| Telephone Essentials for Business | 10 | Instructor-Assisted |
| Customer Service Fundamentals | 40 | Instructor-Assisted |
| Effective Listening | 30 | Instructor-Assisted |
| Interpersonal Communication | 30 | Instructor-Assisted |
| Job Readiness Skills | 50 | Combination |
| TOTAL | 930 | |

- Program available at Wilkes-Barre and Tannersville campuses

OFFICE SYSTEMS TECHNICIAN PROGRAM*

1100 Clock Hours

Program Description

The objective of the Office Systems Specialist program is to offer comprehensive training in the skills necessary to provide broad-range technical support in a modern office setting. Job titles associated with these types of skills include, but are not limited to: Network Administrator; Systems Administrator; Systems Engineer; Network Security Analyst; Computer Support Technician; PC Technician/Specialist; Help Desk Technician; Administrative Assistant; Office Assistant and Customer Service Representative.

*** While C.D.E. actively assists students in their job search, we cannot guarantee employment to any student. If local employment opportunities are not available, relocation may be necessary.**

Academic Requirements for Graduation from the Office Systems Specialist Program

Students must earn a cumulative grade point average (GPA) of at least 2.0 to graduate from the program. While attendance is not calculated into individual course grades or the overall program GPA, students must attend a minimum of 70% of the program's total clock hours through scheduled attendance or make-up sessions and complete all courses in order to graduate from the program.

Admissions Criteria

For admission, students must be High School graduates or possess a GED.

Program Structure

| <u>Curriculum Course Title</u> | <u>Hours</u> | <u>Type of Study</u> |
|---|---------------------|-----------------------------|
| Word Basic | 20 | Instructor-Assisted |
| Word Intermediate | 20 | Instructor-Assisted |
| Excel Basic | 20 | Instructor-Assisted |
| Excel Intermediate | 20 | Instructor-Assisted |
| Access Basic | 20 | Instructor-Assisted |
| Access Intermediate | 20 | Instructor-Assisted |
| PowerPoint Basic | 15 | Instructor-Assisted |
| Power Point Advanced | 10 | Instructor-Assisted |
| Outlook Basic | 15 | Instructor-Assisted |
| Outlook Advanced | 10 | Instructor-Assisted |
| A+ Essentials and A+ Practical Applications | 120 | Instructor-Assisted |
| Windows 7 Configuration | 75 | Instructor-Assisted |
| Deploying and Maintaining Windows Vista Client & Office | 40 | Instructor-Assisted |
| Windows Server: Administration | 80 | Instructor-Assisted |
| Windows Server: Configuring Network Infrastructure | 75 | Instructor-Assisted |
| Windows Server: Configuring Active Directory | 70 | Instructor-Assisted |
| Windows Server: Enterprise Administration | 100 | Instructor-Assisted |
| Windows Server: Configuring Applications Infrastructure | 80 | Instructor-Assisted |
| Network + | 70 | Instructor-Assisted |
| Customer Service & Communication Skills | 60 | Instructor-Assisted |
| Life & Job Readiness Skills | 160 | Combination |
| TOTAL | 1100 | |

* Program available at the Wilkes-Barre campus

MEDICAL TRANSCRIPTION / INSURANCE BILLING PROGRAM*

940 Clock Hours

Program Description

The objective of the Medical Transcription / Insurance Billing program is to offer comprehensive training in the skills necessary to provide medical transcription, insurance billing, insurance coding and health records management in a modern office setting. This program will prepare students for entry-level office positions in a variety of health-related organizations. Job titles associated with these types of skills include, but are not limited to: Medical Transcriptionist; Medical Billing Clerk; Medical Receptionist and Medical Records Clerk.

*** While C.D.E. CAREER INSTITUTE actively assists students in their job search; we cannot guarantee employment to any student. If local employment opportunities are not available, relocation may be necessary.**

Academic Requirements for Graduation from Medical Transcriptionist/Insurance Billing Program

Students must earn a cumulative grade point average (GPA) of at least 2.0 to graduate from the program. While attendance is not calculated into individual course grades or the overall program GPA, students must attend a minimum of 70% of the program's total clock hours through scheduled attendance or make-up sessions in order to graduate from the program.

There will be no charge for make-up sessions.

Admissions Criteria

For admission, students must be High School graduates or possess a GED.

Prerequisites Required

See page 16

Program Structure

| <u>Curriculum Course Title</u> | <u>Hours</u> | <u>Type of Study</u> |
|--|---------------------|-----------------------------|
| Microcomputer Keyboarding | 160 | Instructor-Assisted |
| Basic Office Skills | 30 | Instructor-Assisted |
| Introduction to Windows | 10 | Instructor-Assisted |
| Word Basic | 30 | Instructor-Assisted |
| Word Intermediate | 30 | Instructor-Assisted |
| Business Writing Basics | 30 | Instructor-Assisted |
| Customer Service Fundamentals | 40 | Instructor-Assisted |
| Excel Basic | 30 | Instructor-Assisted |
| QuickBooks Basic | 20 | Instructor-Assisted |
| QuickBooks Advanced | 20 | Instructor-Assisted |
| Medical Office Procedures | 40 | Instructor-Assisted |
| Medical Anatomy & Terminology Basic | 40 | Instructor-Assisted |
| Medical Anatomy & Terminology Advanced | 40 | Instructor-Assisted |
| Medical Coding | 40 | Instructor-Assisted |
| Computerized Medical Billing | 40 | Instructor-Assisted |
| Health Insurance Processing | 40 | Instructor-Assisted |
| Medical Transcription | 60 | Instructor-Assisted |
| Internship | 240 | On-the-Job Training |
| TOTAL | 940 | |

- Program available at Wilkes-Barre and Tannersville campus locations

MICROSOFT SYSTEMS SPECIALIST PROGRAM*
600 Clock Hours

Program Description

The objective of the Microsoft Systems Specialist program is to offer training in the skills necessary to function in a Microsoft networking and applications environment. Job titles associated with these types of skills include, but are not limited to: Microsoft Systems Administrator.

*** While C.D.E. actively assists students in their job search, we cannot guarantee employment to any student. If local employment opportunities are not available, relocation may be necessary.**

Academic Requirements for Graduation from the Microsoft Systems Specialist Program

Students must earn a cumulative grade point average (GPA) of at least 2.0 to graduate from the program. While attendance is not calculated into individual course grades or the overall program GPA, students must attend a minimum of 70% of the program's total clock hours through scheduled attendance or make-up sessions and complete all courses in order to graduate from the program.

Admissions Criteria

For admission, students must be High School graduates, or possess a GED.

Program Structure

| <u>Curriculum Course Title</u> | <u>Hours</u> | <u>Type of Study</u> |
|---|---------------------|-----------------------------|
| Introduction to Windows | 10 | Instructor-Assisted |
| Managing Windows | 10 | Instructor-Assisted |
| Word Basic | 30 | Instructor-Assisted |
| Word Intermediate | 30 | Instructor-Assisted |
| Excel Basic | 30 | Instructor-Assisted |
| Excel Intermediate | 30 | Instructor-Assisted |
| Access Basic | 30 | Instructor-Assisted |
| Access Intermediate | 30 | Instructor-Assisted |
| Introduction to Internet Explorer | 10 | Instructor-Assisted |
| Windows 7 Configuration | 70 | Instructor-Assisted |
| Windows Server: Server Administration | 70 | Instructor-Assisted |
| Windows Server: Configure Network Infrastructure | 70 | Instructor-Assisted |
| Windows Server: Configure Applications Infrastructure | 70 | Instructor-Assisted |
| Windows Server: Configure Active Directory | 70 | Instructor-Assisted |
| Customer Service & Communication Skills | 40 | Instructor-Assisted |
| TOTAL | 600 | |

* Program available at Tannersville campus.

Medical Office Assistant

390 Clock Hours

Program Description

The objective of the Medical Office Assistant program is to offer training in the entry-level knowledge and skills necessary to manage patient records, schedule appointments, code for diagnoses and procedures and process insurance claims. Job titles associated with these types of entry-level skills include, but are not limited to: Medical Office Assistant, Medical Receptionist, Medical Billing Clerk and Medical Records Clerk.

*** While C.D.E. CAREER INSTITUTE actively assists students in their job search; we cannot guarantee employment to any student. If local employment opportunities are not available, relocation may be necessary.**

Academic Requirements for Graduation from the Medical Office Assistant Program

Students must earn a cumulative grade point average (GPA) of at least 2.0 to graduate from the program. While attendance is not calculated into individual course grades or the overall program GPA, students must attend a minimum of 70% of the program's total clock hours through scheduled attendance or make-up sessions in order to graduate from the program.

Admissions Criteria

For admission, students must be High School graduates or possess a GED

Program Structure

| <u>Curriculum Course Title</u> | <u>Hours</u> | <u>Type of Study</u> |
|---|---------------------|-----------------------------|
| Microcomputer Keyboarding | 40 | Instructor-Assisted |
| Introduction to Windows | 10 | Instructor-Assisted |
| Word Basic | 30 | Instructor-Assisted |
| Excel Basic | 30 | Instructor-Assisted |
| Medical Office Procedures | 40 | Instructor-Assisted |
| Medical Anatomy & Terminology Basic | 40 | Instructor-Assisted |
| Medical Anatomy & Terminology Advanced | 40 | Instructor-Assisted |
| Medical Coding | 40 | Instructor-Assisted |
| Computerized Medical Billing | 40 | Instructor-Assisted |
| Health Insurance Processing | 40 | Instructor-Assisted |
| Customer Service & Communication Skills | 40 | Instructor-Assisted |
| TOTAL | 390 | |

* Program available at Wilkes-Barr and Tannersville campus locations

CDE CAREER INSTITUTE FACULTY & STAFF

Staff

| | |
|-------------------|---|
| Nicholas Cohen | President/Chairman |
| Jacqueline Saar | Vice President, Financial Management |
| Justina Krasinski | Vice President, Operations Management |
| Katie Gettmann | Career Education Planner/Admissions/Placement |

Faculty

| | |
|------------------|--|
| Barbara Masters | Instructor, Bachelor of Science, East Stroudsburg University |
| Michelle Younger | Instructor, Associates in Specialized Technology, Allentown Business School |
| G. Brian Ferrell | Instructor, Microsoft Certified System Engineer, CompTia Certified Professional |
| Bonnie O'Brien | Instructor |

CAMPUS LOCATIONS

Luzerne County *Main Campus*

100 N. Wilkes-Barre Blvd.
Jewelcor Center
Wilkes-Barre, PA 18702
(570) 823-3891

Monroe County *Extension Campus*











1644 Route 611, Pocono Creek Plaza
PO Box 294
Tannersville, PA 18372
(570) 629-2690

Hours of Operation

| | |
|--------------|--|
| Wilkes-Barre | Mon-Fri 9:00am to 4:00pm Tue, Wed & Thur 4:00pm to 9:00pm |
| Tannersville | Mon-Fri 9:00am to 5:00pm Tue, Wed & Thu 4:00pm to 9:00pm |

2011 Holiday Calendar

All **CDE Career Institute** campuses will be closed on the following days:

| | | | | |
|-----------|---|----------|--------------------|---|
| January |  | 17 | Monday | Martin Luther King Day -Employee In-service |
| February |  | 21 | Monday | President's Day |
| April |  | 22 | Friday | Good Friday |
| May |  | 30 | Monday | Memorial Day |
| July |  | 4 | Monday | Independence Day |
| September |  | 5 | Monday | Labor Day |
| October |  | 10 | Monday | Columbus Day |
| November |  | 11 | Friday | Veterans Day |
| November |  | 24 25 | Thursday Friday | Thanksgiving |
| December |  | 26 | Monday | Christmas |

In the event that the Campus & Holiday Schedule should change, students will be notified in advance.

2012 Holiday Calendar

CDE Career Institute will be closed on the following days:

| | | | |
|---|----------|--------------------|---|
| January  | 2 | Monday | New Year's |
| January  | 16 | Monday | Martin Luther King Day -Employee In-service |
| February  | 20 | Monday | President's Day |
| April  | 6 | Friday | Good Friday |
| May  | 28 | Monday | Memorial Day |
| July  | 4 | Wednesday | Independence Day |
| September  | 3 | Monday | Labor Day |
| October  | 8 | Monday | Columbus Day |
| November  | 12 | Monday | Veterans Day |
| November  | 22 23 | Thursday Friday | Thanksgiving |
| December  | 24 25 | Monday Tuesday | Christmas Eve Christmas |

2010- Campus Crime Report

Criminal Offenses - On campus

| Criminal offense | Total criminal offenses on campus | | |
|--|-----------------------------------|------|------|
| | 2008 | 2009 | 2010 |
| a. <u>Murder/Non-negligent manslaughter</u> | 0 | 0 | 0 |
| b. <u>Negligent manslaughter</u> | 0 | 0 | 0 |
| c. <u>Sex offenses - Forcible</u> | 0 | 0 | 0 |
| d. <u>Sex offenses - Non-forcible (Incest and statutory rape only)</u> | 0 | 0 | 0 |
| e. <u>Robbery</u> | 0 | 0 | 0 |
| f. <u>Aggravated assault</u> | 0 | 0 | 0 |
| g. <u>Burglary</u> | 0 | 1 | 0 |
| h. <u>Motor vehicle theft</u> | 0 | 0 | 0 |
| i. <u>Arson</u> | 0 | 0 | 0 |
| Caveat: | | | |

Criminal Offenses - Public Property

| Criminal offense | Total criminal offenses on public property | | |
|--|--|------|------|
| | 2008 | 2009 | 2010 |
| a. <u>Murder/Non-negligent manslaughter</u> | 0 | 0 | 0 |
| b. <u>Negligent manslaughter</u> | 0 | 0 | 0 |
| c. <u>Sex offenses - Forcible</u> | 0 | 0 | 0 |
| d. <u>Sex offenses - Non-forcible (Incest and statutory rape only)</u> | 0 | 0 | 0 |
| e. <u>Robbery</u> | 0 | 0 | 0 |
| f. <u>Aggravated assault</u> | 0 | 0 | 0 |
| g. <u>Burglary</u> | 0 | 0 | 0 |
| h. <u>Motor vehicle theft</u> | 0 | 0 | 0 |
| i. <u>Arson</u> | 0 | 0 | 0 |

Students and parents may also view institutions Campus Crime and Security Reports on-line at <http://ope.ed.gov/security/search.asp>

TUITION LIST

| | |
|---|--|
| <u>PC Applications</u> | <u>Medical Trans/Ins Billing Specialist</u> |
| Tuition \$ 3,400.00 | Tuition \$ 11,269.00 |
| Registration \$ 100.00 | Registration \$ 100.00 |
| Total \$ 3,500.00 | Total \$ 11,369.00 |
| <u>Help Desk Comprehensive</u> | <u>Microsoft Systems Specialist</u> |
| Tuition \$ 5,190.00 | Tuition \$ 5,670.00 |
| Registration \$ 100.00 | Registration \$ 100.00 |
| Total \$ 5,290.00 | Total \$ 5,770.00 |
| <u>Computerized Office Assistant</u> | <u>Office Systems Specialist</u> |
| Tuition \$ 13,045.00 | Tuition \$ 14,864.00 |
| Registration \$ 100.00 | Registration \$ 100.00 |
| Total \$ 13,145.00 | Total \$ 14,964.00 |
| <u>Medical Office Assistant</u> | |
| Tuition \$ 4,890.00 | |
| Registration \$ 100.00 | |
| Total \$ 4,990.00 | |