## INDIANA COMMISSION ON PROPRIETARY EDUCATION
*Board of Commissioners Meeting Memorandum*

**Date:**      December 10, 2008

**From:**      Ross Miller, Director of Accreditation

**Subject:**   Kaplan College – Hammond, Indianapolis (South East Street), Indianapolis
(Woodland Drive), and Merrillville
**NEW DEGREE APPLICATIONS**

**Staff recommendation**
The commission staff recommends that Kaplan College – Hammond, Indianapolis (South East
Street), Indianapolis (Wooodland Drive), and Merrillville be granted the authority to award the
following degrees in the programs listed below:

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|---|---|
| **Kaplan College:** | |
| **Hammond:** | **AAS – Computer Networking Technology** |
| **Indianapolis (South East Street)** | **AS – Criminal Justice** |
| **Indianapolis (South East Street)** | **AAS – Medical Practice Management** |
| **Indianapolis (Woodland Drive)** | **AAS – Medical Practice Management** |
| **Indianapolis (Woodland Drive)** | **AAS-Medical/Clinical Lab Technician** |
| **Merrillville** | **AAS-Computer Networking Technology** |

**Background**
Kaplan College is nationally accredited by the Accrediting Commission for Independent Colleges
and Schools (ACICS).

The Associate of Applied Science degree in Computer Networking Technology is 1,140 clock
hours of training; over 75% of the training is in the specialty courses. The remaining courses are
in general education.

The Associate of Applied Science degree in Medical/Clinical Lab Technician is 1,730 clock
hours of training; 77% of the training is in the specialty courses. The remaining courses are in
general education.

The Associate of Applied Science degree in Medical Practice Management is 1,090 clock hours
of training; 79% of the training is in the specialty courses. The remaining courses are in general
education.

The Associate of Science degree in Criminal Justice is 960 clock hours of training, 550 clock
hours (57%) are in the specialty. The remaining 410 clock hours are in general/liberal Arts
courses.

Faculty meets the criteria as stipulated in 570 IAC 1-10.1-4.

**Supporting Documentation**
1. Degree Applications
2. Instructor Qualification Record Forms

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**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

# <u>DEGREE APPLICATION</u>

**(***New or Renewal program***)**

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Name of Institution             **Kaplan College - HAMMOND**

Name of Program             **Computer Networking Technology**

Level of Degree  (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.)     AAS

Name of Person Preparing this Form      **Linda Yednak, Executive Director**

Telephone Number          **(219) 844-0100**      <u>**Application Type**</u>

Date the Form was Prepared      **October 10, 2008**     ☒ New     ☐ Renewal

**I. <u>PROGRAM OBJECTIVES</u>: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.**

The Computer Networking Technology program is designed to provide students with the general education, knowledge, technical skills, and communication skills required to pursue a wide range of entry-level positions in the information technology field, particularly in network administration and computer systems support. Examples of job titles are computer support specialist, help desk support specialist, help desk technician, computer support technician, computer technician, computer systems analyst, desktop support analyst, network technician, network systems support, user support specialist, PC support specialist, and software support specialist. Students are taught the foundational skills necessary to install and maintain computer networks, troubleshoot hardware and software problems, manage databases, and develop Web pages.

Successful graduates will be able to do the following: demonstrate college-level writing, research, documentation, and critical thinking skills; communicate effectively, reflect critically, problem-solve logically, and apply these skills to achieve personal and professional goals; demonstrate the ability to understand and critically evaluate the social or psychological issues that impact human behavior; apply quantitative information and problem-solving skills to arrive at reasoned decisions; evaluate and apply skills that enhance academic, professional, and personal success; communicate and apply core networking technology concepts in information technology professions; analyze and offer verbal and written resolutions to computer networking

technical issues faced by users and organizations; and evaluate trends, practices, and products in computer networks to determine their effectiveness for systems and users.

The length of the Computer Networking Technology program is 6 quarters and 92 quarter credit hours. The program is 1140 hours in length, including 700 hours of lecture and 440 hours of lab work.  There are 20 courses in total, including 15 courses specific to the Computer Networking Technology program and 5 general education courses.  The program-specific courses total 940 hours, or 82% of the total clock hours in the program.  The general education courses total 200 clock hours, or 18% of the total clock hours.  The general education courses include classes in mathematics and social science, as well as classes designed to develop academic and career strategies.  The final quarter includes an 80-hour Capstone.

Students will be assessed by a variety of methods including participation, in-class activities, out-of-class assignments, quizzes, exams, projects, or other appropriate methods.  Instructional strategies may include lecture, board work, demonstration, lab activity, classroom exercises, discussion, practice questions, examination, reading assignments for homework, field trips, guest lectures, group projects, and oral presentations. All students will be required to demonstrate proper use and application of the materials located in the Learning Resource Center throughout the course.

**II. PROGRAM STRUCTURE:  List all courses in the program.  Indicate course name, number, and number of credit hours or clock hours for each course.**

NAME OF PROGRAM:        Computer Networking Technology

TOTAL COURSE HOURS:     1,140            Check one:   Quarter Hours   ☐

Semester Hours   ☐

Clock Hours   ☒

LENGTH OF PROGRAM:     66 weeks            TUITION:  $30,780

**SPECIALTY COURSES:**

| Course Number | Course Title | Course Hours |
|---|---|---|
| IT101 | Introduction to the Information Technology | 60 |
| IT172 | Introduction to Web Tools | 30 |
| IT190 | Computer Hardware and Operating Systems | 70 |
| IT133 | Software Applications | 60 |
| IT273 | Networking Concepts | 70 |
| IT163 | Database Management | 70 |
| IT182 | Introduction to Programming | 60 |
| IT275 | Linux System Administration | 60 |
| IT276 | Windows Systems Administration | 70 |
| IT286 | Introduction to Network Security | 60 |
| IT283 | Networking with TCP/IP | 60 |
| IT284 | Introduction to Wireless Technologies | 60 |
| IT287 | Introduction to Routing and Switching | 60 |
| IT285 | Wireless Cases | 70 |
| CN299 | Capstone in Computer Networking Technology | 80 |

**SPECIALTY COURSES:**

| Course Number | Course Title | Course Hours |
|---|---|---|
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**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

| Course Number | Course Title | Course Hours |
|---|---|---|
| CS115 | Academic Strategies | 30 |
| CS210 | Career Development Strategies | 20 |
| CM102 | College Composition I | 50 |
| MM103 | College Mathematics | 50 |
| SS124 | Psychology | 50 |
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Number of Credit/Clock Hrs. in Specialty: ___940___ / ___1140___ Percentage: ___82___
Number of Credit/Clock Hrs. in General Courses: ___200___ / ___1140___ Percentage: ___18___

If applicable:
Number of Credit/Clock Hrs. in Liberal Arts: _____ / _____ Percentage: _____

**III.  LIBRARY:  Please provide information pertaining to the library located in your institution.**

**1.  Location of library; Hours of student access; Part-time, full-time librarian/staff:**
The library is located in the eastern hallway of the facility.  Business hours are 10:00 a.m. to 7:00 p.m. Monday through Friday.  Students will also have access to the online Kaplan Higher Education/UAH Salmon Library at the University of Alabama in Huntsville. The library is overseen on a part-time basis by a staff member.

**2.  Number of volumes of professional material:**
12 volumes of material related to the Computer Networking Technology program.

**3.  Number of professional periodicals subscribed to:**
At least 4 professional periodicals will be subscribed to.

**4.  Other library facilities in close geographical proximity for student access:**

Hammond Public Library, 1212 172nd St., Hammond, IN

Bessie Owens Community Center Library, 4001 Alexander Ave., East Chicago, IN

East Chicago Public Library, 1008 W. Chicago Ave., East Chicago, IN

Gary Public Library, 4030 W. 5th St., Gary, IN

Lake County Public Library, 2841 Jewett Ave., Highland, IN

**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

Doc.: degreappform.doc

**IV. <u>FACULTY</u>:  Attach completed Instructor's Qualification Record for each instructor.**
**\*\* Include** <u>all required documentation</u> **pertaining to the qualifications of each instructor.**


**Total # of Faculty in the Program:** _____   **Full-time:** _____   **Part-time:** _____


**Fill out form below:   (PLEASE LIST NAMES IN <u>ALPHABETICAL</u> ORDER.)**

| List Faculty Names<br><br>(Alphabetical Order) | Degree or Diploma Earned | # Years of Working Experience in Specialty | # Years Teaching at Your School | # Years Teaching at Other | Check one: | |
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**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

# DEGREE APPLICATION
(*New or Renewal program*)

*Use the <tab> key to advance to the next field, or select a field by clicking the cursor.*

Name of Institution      **Kaplan College - MERRILLVILLE**

Name of Program      **Computer Networking Technology**

Level of Degree   (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.)     AAS

Name of Person Preparing this Form      **Chris Artim, Executive Director**

Telephone Number      **(219) 947-8400**      **Application Type**

Date the Form was Prepared      **October 10, 2008**      ☒ New      ☐ Renewal


**I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.**

The Computer Networking Technology program is designed to provide students with the general education, knowledge, technical skills, and communication skills required to pursue a wide range of entry-level positions in the information technology field, particularly in network administration and computer systems support. Examples of job titles are computer support specialist, help desk support specialist, help desk technician, computer support technician, computer technician, computer systems analyst, desktop support analyst, network technician, network systems support, user support specialist, PC support specialist, and software support specialist. Students are taught the foundational skills necessary to install and maintain computer networks, troubleshoot hardware and software problems, manage databases, and develop Web pages.

Successful graduates will be able to do the following: demonstrate college-level writing, research, documentation, and critical thinking skills; communicate effectively, reflect critically, problem-solve logically, and apply these skills to achieve personal and professional goals; demonstrate the ability to understand and critically evaluate the social or psychological issues that impact human behavior; apply quantitative information and problem-solving skills to arrive at reasoned decisions; evaluate and apply skills that enhance academic, professional, and personal success; communicate and apply core networking technology concepts in information technology professions; analyze and offer verbal and written resolutions to computer networking

technical issues faced by users and organizations; and evaluate trends, practices, and products in computer networks to determine their effectiveness for systems and users.

The length of the Computer Networking Technology program is 6 quarters and 92 quarter credit hours. The program is 1140 hours in length, including 700 hours of lecture and 440 hours of lab work.  There are 20 courses in total, including 15 courses specific to the Computer Networking Technology program and 5 general education courses.  The program-specific courses total 940 hours, or 82% of the total clock hours in the program.  The general education courses total 200 clock hours, or 18% of the total clock hours.  The general education courses include classes in mathematics and social science, as well as classes designed to develop academic and career strategies.  The final quarter includes an 80-hour Capstone.

Students will be assessed by a variety of methods including participation, in-class activities, out-of-class assignments, quizzes, exams, projects, or other appropriate methods.  Instructional strategies may include lecture, board work, demonstration, lab activity, classroom exercises, discussion, practice questions, examination, reading assignments for homework, field trips, guest lectures, group projects, and oral presentations. All students will be required to demonstrate proper use and application of the materials located in the Learning Resource Center throughout the course.

**II. PROGRAM STRUCTURE:  List all courses in the program.  Indicate course name, number, and number of credit hours or clock hours for each course.**

NAME OF PROGRAM:  Computer Networking Technology

TOTAL COURSE HOURS:  1,140          Check one:  Quarter Hours  ☐

Semester Hours  ☐

Clock Hours  ☒

LENGTH OF PROGRAM:  66 weeks          TUITION:  $30,780

**SPECIALTY COURSES:**

| Course Number | Course Title | Course Hours |
|---|---|---|
| IT101 | Introduction to the Information Technology | 60 |
| IT172 | Introduction to Web Tools | 30 |
| IT190 | Computer Hardware and Operating Systems | 70 |
| IT133 | Software Applications | 60 |
| IT273 | Networking Concepts | 70 |
| IT163 | Database Management | 70 |
| IT182 | Introduction to Programming | 60 |
| IT275 | Linux System Administration | 60 |
| IT276 | Windows Systems Administration | 70 |
| IT286 | Introduction to Network Security | 60 |
| IT283 | Networking with TCP/IP | 60 |
| IT284 | Introduction to Wireless Technologies | 60 |
| IT287 | Introduction to Routing and Switching | 60 |
| IT285 | Wireless Cases | 70 |
| CN299 | Capstone in Computer Networking Technology | 80 |

## SPECIALTY COURSES:

| Course Number | Course Title | Course Hours |
|---|---|---|
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## GENERAL EDUCATION / LIBERAL ARTS COURSES:

| Course Number | Course Title | Course Hours |
|---|---|---|
| CS115 | Academic Strategies | 30 |
| CS210 | Career Development Strategies | 20 |
| CM102 | College Composition I | 50 |
| MM103 | College Mathematics | 50 |
| SS124 | Psychology | 50 |
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Number of Credit/Clock Hrs. in Specialty: __940__ / __1140__ Percentage: __82__
Number of Credit/Clock Hrs. in General Courses: __200__ / __1140__ Percentage: __18__

If applicable:
Number of Credit/Clock Hrs. in Liberal Arts: _____ / _____ Percentage: _____

**III.  LIBRARY:  Please provide information pertaining to the library located in your institution.**

**1.  Location of library; Hours of student access; Part-time, full-time librarian/staff:**
The library is located off the lobby in the front building of the campus.  Hours are Monday through Friday 8:00 a.m. to 10:00 p.m. and Saturday 8:30 a.m. to 12:30 p.m.  Students will also have access to the online Kaplan Higher Education/UAH Salmon Library at the University of Alabama in Huntsville. The library is overseen on a part-time basis by staff members.

**2.  Number of volumes of professional material:**
12 volumes of material related to the Computer Networking Technology program.

**3.  Number of professional periodicals subscribed to:**
At least 4 professional periodicals will be subscribed to.

**4.  Other library facilities in close geographical proximity for student access:**

Lake County Public Library - 1919 W. 81st Ave., Merrillville, IN

Lake County Public Library - 100 Main St., Hobart, IN

Winfield Library - 10645 Randolph St., Crown Point, IN

**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

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**IV. FACULTY:  Attach completed Instructor's Qualification Record for each instructor.**
**\*\* Include** <u>all required documentation</u> **pertaining to the qualifications of each instructor.**


**Total # of Faculty in the Program:** _____  **Full-time:** _____  **Part-time:** _____


**Fill out form below:  (PLEASE LIST NAMES IN <u>ALPHABETICAL</u> ORDER.)**

| List Faculty Names<br><br>(Alphabetical Order) | Degree or Diploma Earned | # Years of Working Experience in Specialty | # Years Teaching at Your School | # Years Teaching at Other | Check one: | |
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**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

# DEGREE APPLICATION

**(***New or Renewal program***)**

*Use the <tab> key to advance to the next field, or select a field by clicking the cursor.*

Name of Institution **Kaplan College - INDIANAPOLIS**

Name of Program **Criminal Justice**

Level of Degree  (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.)          AS

Name of Person Preparing this Form **Steve Allen, Executive Director**

Telephone Number          **317-782-0315**          **Application Type**

Date the Form was Prepared          **October 10, 2008**          ☒ New          ☐ Renewal

## I. PROGRAM OBJECTIVES:  Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Criminal Justice Associate's degree program offers a level of academic study designed to provide the student with a foundation in criminal justice and a liberal arts knowledge base. Successful graduates of this program may pursue employment opportunities in various positions within criminal justice environments such as: police, sheriff's departments, or other law enforcement offices; the court system; jails or prisons as detention or correctional officers; and other levels of security.

A successful graduate of the program will be expected to be able to do the following: demonstrate college-level writing, research, documentation, and critical thinking skills; communicate effectively, reflect critically, problem solve logically, and apply these skills to achieve personal and professional goals; demonstrate the ability to understand and critically evaluate the social or psychological issues that impact human behavior; demonstrate sound ethical reasoning and judgment skills by analyzing and debating significant ethical issues and by explaining, defending, and assessing personal ethical perspectives; apply quantitative information and problem-solving skills to arrive at reasoned decisions; and evaluate and apply skills that enhance academic, professional, and personal success.

A successful graduate will also be able to do the following things specific to the criminal justice field: demonstrate an understanding of biological, sociological, and psychological theories of

crime causation and discipline-specific evaluation of human behavior; demonstrate the ability to apply principles of criminal law to criminal justice practice and understand the civil liabilities of criminal justice agencies and practitioners; demonstrate an understanding of the history and philosophy of U.S. corrections as well as knowledge of correctional roles, practices, and legal constraints; and demonstrate knowledge of law enforcement history, investigative techniques, and police operations.

The Criminal Justice Associate's degree program consists of 22 courses, including 8 liberal arts courses and 13 criminal justice-specific courses, in seven quarters. The criminal justice courses teach the technical skills of various specialized employment areas encompassing the criminal justice field.  The liberal arts courses include courses in information technology, mathematics, social science, and communications.  The program contains 860 hours of lectures and 100 hours of lab work, making the program total 960 clock hours.  Courses specific to criminal justice total 550 clock hours, or 57% of the total clock hours in the program.  Liberal arts courses total 390 clock hours, or 41% of the total clock hours.

Students will be assessed by a variety of methods including participation, in-class activities, out-of-class assignments, quizzes, exams, projects, or other appropriate methods.  Instructional strategies may include lecture, board work, demonstration, lab activity, classroom exercises, discussion, practice questions, examination, reading assignments for homework, field trips, guest lectures, group projects, and oral presentations. All students will be required to demonstrate proper use and application of the materials located in the Learning Resource Center throughout the course.

**II. PROGRAM STRUCTURE:  List all courses in the program.  Indicate course name, number, and number of credit hours or clock hours for each course.**

NAME OF PROGRAM:     Criminal Justice

TOTAL COURSE HOURS:    960           Check one:   Quarter Hours    ☐

                                                  Semester Hours   ☐

                                                  Clock Hours      ☒

LENGTH OF PROGRAM:    2 years            TUITION:  $27,010

**SPECIALTY COURSES:**

| Course Number | Course Title | Course Hours |
|---|---|---|
| CJ101 | Introduction to the Criminal Justice System | 40 |
| CJ102 | Criminology I | 40 |
| CJ130 | Introduction to Corrections | 40 |
| CJ140 | Introduction to Constitutional Law | 40 |
| CJ180 | Private Security | 40 |
| CJ150 | Juvenile Delinquency | 40 |
| CJ230 | Criminal Law for Criminal Justice | 40 |
| CJ210 | Criminal Investigation | 50 |
| CJ211 | Police Operations | 40 |
| CJ242 | Critical Issues in Corrections | 40 |
| CJ299 | Associate's Capstone in Criminal Justice | 50 |
| CJ227 | Criminal Procedure | 50 |
| CJ290 | Terrorism Today | 40 |

**SPECIALTY COURSES:**

| Course Number | Course Title | Course Hours |
|---|---|---|
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**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

| Course Number | Course Title | Course Hours |
|---|---|---|
| CS115 | Academic Strategies | 30 |
| IT133 | Software Applications | 60 |
| CM102 | College Composition I | 50 |
| CM206 | Interpersonal Communications | 50 |
| CM220 | College Composition II | 50 |
| MM103 | College Mathematics | 50 |
| SS124 | Psychology | 50 |
| HU245 | Ethics | 50 |
| CS210 | Career Development Strategies | 20 |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Number of Credit/Clock Hrs. in Specialty:  550 / 960  Percentage:  57
Number of Credit/Clock Hrs. in General Courses:  410 / 960  Percentage:  43

If applicable:
Number of Credit/Clock Hrs. in Liberal Arts:  390 / 960  Percentage:  41

**III.  LIBRARY:  Please provide information pertaining to the library located in your institution.**

**1.  Location of library; Hours of student access; Part-time, full-time librarian/staff:**
The library is located in a room on the first floor of the building.  The hours are Monday through Friday 8:30 a.m. to 5:30 p.m.  Students will also have access to the online Kaplan Higher Education/UAH Salmon Library at the University of Alabama in Huntsville.   The library will be overseen by staff members on a part-time basis.

**2.  Number of volumes of professional material:**
56 volumes of material related to the Criminal Justice program.

**3.  Number of professional periodicals subscribed to:**
4 periodicals.

**4.  Other library facilities in close geographical proximity for student access:**

Wayne Library – 198 South Girls Road
Decatur Library – 5301 Kentucky Avenue
Haughville Library – 2121 W. Michigan
Speedway Public Library – 5633 W. 25th Street
Indiana University, University Library – 755 West Michigan Street
Special Services Div-In Street Library – 140 N. Senate Ave.
Indiana State Library – 140 N. Senate Ave.
Marion County Law Library – 200 E. Washington
Indianapolis Central Library – 202 N. Alabama
Shelby Library – 2502 Shelby Street

**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

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**IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.**
**\*\* Include** <u>all required documentation</u> **pertaining to the qualifications of each instructor.**


**Total # of Faculty in the Program:** _____ **Full-time:** _____ **Part-time:** _____


**Fill out form below: (PLEASE LIST NAMES IN <u>ALPHABETICAL</u> ORDER.)**

| List Faculty Names<br><br>(Alphabetical Order) | Degree or Diploma Earned | # Years of Working Experience in Specialty | # Years Teaching at Your School | # Years Teaching at Other | Check one: | |
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**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

# DEGREE APPLICATION
**(***New or Renewal program***)**

*Use the <tab> key to advance to the next field, or select a field by clicking the cursor.*

Name of Institution        **Kaplan College - INDIANAPOLIS**

Name of Program        **Medical Practice Management**

Level of Degree   (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.)     AAS

Name of Person Preparing this Form       **Barri Shirk, Executive Director**

Telephone Number       **317-299-6001**       <u>**Application Type**</u>

Date the Form was Prepared       **October 31, 2008**     ☒ New     ☐ Renewal

## I. <u>PROGRAM OBJECTIVES</u>:  Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The objective of the Associate's degree in Medical Practice Management program is to provide students with the knowledge, technical skills, and work habits required to pursue management roles in various health care settings, with such job titles as medical practice manager, medical office manager, and medical assistant manager. The program concentrates on helping students acquire knowledge and develop skills in administrative procedures, professional communication, medical practice operational assessment, financial accounting, personnel management, and medical software.

Successful graduates will be able to do the following: demonstrate college-level writing, research, documentation, and critical-thinking skills; evaluate and apply skills that enhance academic, professional, and personal success; apply quantitative information and problem-solving skills to arrive at reasoned decisions; apply scientific principles and methods of inquiry to arrive at reasoned decisions; demonstrate the ability to understand and critically evaluate the social or psychological issues that impact human behavior; communicate effectively, reflect critically, problem solve logically, and apply these skills to achieve personal and professional goals; exhibit proficiency in clerical and administrative functions required of a Medical Practice Manager; integrate knowledge from behavioral and biological sciences as a basis for allied health practices; embody professional behaviors as defined by the discipline of Medical Practice Management; and employ the highest standards and ethical and legal values in

Medical Practice Management.

Duties for graduates of this program may include financial management, personnel management, medical records management, insurance coding and billing, patient communication, and appointment magement and scheduling. Competence in the field also requires that a medical practice manager display professionalism, communicate effectively, and demonstrate competency in patient education. This program is designed to prepare graduates to pursue employment in the field, or in related fields, the specific job titles of which may not be represented in the program title. Although the College will assist students with job placement, finding a job is the individual responsibility of the student. The College does not guarantee that any student will be placed in any particular job, or placed at all.

The program concentrates on helping students acquire knowledge and develop skills in administrative procedures and management. The program provides a broader education that teaches the student to develop advanced technical and communication skills.  The length of the program is six quarters, culminating in 90 quarter credit hours. The program has 1090 clock hours, 710 of which are lecture hours and 380 of which are lab hours.

Students will be assessed by a variety of methods including participation, in-class activities, out-of-class assignments, quizzes, exams, projects, or other appropriate methods.  Instructional strategies may include lecture, board work, demonstration, lab activity, classroom exercises, discussion, practice questions, examination, reading assignments for homework, field trips, guest lectures, group projects, and oral presentations. All students will be required to demonstrate proper use and application of the materials located in the Learning Resource Center throughout the course.

**II. PROGRAM STRUCTURE:** **List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.**

NAME OF PROGRAM:      Medical Practice Management

TOTAL COURSE HOURS:    1,090        Check one:   Quarter Hours    ☐

                                                    Semester Hours    ☐

                                                    Clock Hours        ☒

LENGTH OF PROGRAM:    2 years           TUITION:   $27,360

**SPECIALTY COURSES:**

| Course Number | Course Title | Course Hours |
|---|---|---|
| HS112 | Medical Terminology | 30 |
| HS117 | Diseases of the Human Body | 50 |
| HS115 | Professionalism in Health Services | 20 |
| HS170 | Spanish for Health Care Workers | 30 |
| HI134 | Health Information Technology Systems | 60 |
| HI141 | Basic Medical Coding | 70 |
| HS140 | Pharmacology | 50 |
| HI142 | Advanced Medical Coding | 90 |
| MP200 | Medical Records—EMR Management | 40 |
| HI181 | Health Services Delivery and Legal Issues | 40 |
| MT203 | Human Resource Management | 50 |
| MP205 | Applied Medical Practices | 110 |
| HS240 | Medical Office Accounting | 40 |
| MP210 | Management in the Medical Office | 40 |
| HI240 | Health Data Management | 60 |
| MP290 | Medical Practice Management Capstone | 80 |

## SPECIALTY COURSES:

| Course Number | Course Title | Course Hours |
|---|---|---|
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## GENERAL EDUCATION / LIBERAL ARTS COURSES:

| Course Number | Course Title | Course Hours |
|---|---|---|
| ANA202 | Anatomy and Physiology | 50 |
| CS115 | Academic Strategies | 30 |
| MM103 | College Mathematics | 50 |
| SS124 | Psychology | 50 |
| CM199 | Written and Oral Communication | 50 |
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Number of Credit/Clock Hrs. in Specialty: 860 / 1090 Percentage: 79
Number of Credit/Clock Hrs. in General Courses: 230 / 1090 Percentage: 21

If applicable:
Number of Credit/Clock Hrs. in Liberal Arts: _____ / _____ Percentage: _____

**III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.**

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

<u>       The library in located in the main campus building at 7302 Woodland Drive, Indianapolis IN.  The hours of operation are 8:00 a.m. to 10:30 p.m. Monday through Thursday and  8:00 a.m. to 5:00 p.m. on Friday.  Students will also have access to the online Kaplan Higher Education/UAH Salmon Library at the University of Alabama in Huntsville.  A part-time staff member (Jean Gray) oversees the library.</u>

**2. Number of volumes of professional material:**
   <u>30</u>

**3. Number of professional periodicals subscribed to:**
   <u>3</u>

**4. Other library facilities in close geographical proximity for student access:**

<u>Wayne Library – 198 South Girls Road</u>
<u>Decatur Library – 5301 Kentucky Avenue</u>
<u>Haughville Library – 2121 W. Michigan</u>
<u>Speedway Public Library – 5633 W. 25th Street</u>
<u>Indiana University, University Library – 755 West Michigan Street</u>
<u>Special Services Div-In Street Library – 140 N. Senate Ave.</u>
<u>Indiana State Library – 140 N. Senate Ave.</u>
<u>Marion County Law Library – 200 E. Washington</u>
<u>Indianapolis Central Library – 202 N. Alabama</u>
<u>Shelby Library – 2502 Shelby Street</u>

**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

Doc.:  degreappform.doc

**IV. <u>FACULTY</u>:  Attach completed Instructor's Qualification Record for each instructor.
\*\* Include** <u>all required documentation</u> **pertaining to the qualifications of each instructor.**


**Total # of Faculty in the Program:** _____   **Full-time:** _____   **Part-time:** _____


**Fill out form below:   (PLEASE LIST NAMES IN <u>ALPHABETICAL</u> ORDER.)**

| List Faculty Names<br><br>(Alphabetical Order) | Degree or Diploma Earned | # Years of Working Experience in Specialty | # Years Teaching at Your School | # Years Teaching at Other | Check one: | |
|---|---|---|---|---|---|---|
| | | | | | Full-time | Part-time |
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**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

# DEGREE APPLICATION

**(***New or Renewal program***)**

*Use the <tab> key to advance to the next field, or select a field by clicking the cursor.*

Name of Institution  **Kaplan College - INDIANAPOLIS**

Name of Program  **Medical/Clinical Lab Technician**

Level of Degree  (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.)  AAS

Name of Person Preparing this Form  **Barri Shirk, Executive Director**

Telephone Number  **317-299-6001**  **Application Type**

Date the Form was Prepared  **October 10, 2008**  ☒ New  ☐ Renewal

## I. PROGRAM OBJECTIVES:  Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Medical/Clinical Laboratory Technician curriculum is an Associate's degree program that prepares an individual to perform clinical laboratory procedures under the supervision of a qualified pathologist and medical technologist.  Graduates may seek career opportunities in clinical laboratory science and continue their education to become a medical technologist/clinical laboratory scientist or laboratory manager. Employment opportunities include laboratories in hospitals, medical offices, blood centers, veterinary labs, and research facilities.

Successful graduates will be able to do the following: demonstrate college-level writing, research, documentation, and critical thinking skills; use quantitative information to systematically arrive at reasoned decisions and solve everyday problems; demonstrate the ability to understand and critically evaluate the social or psychological issues that impact human behavior; provide patient care in a diverse health care setting; demonstrate efficiency in medical and clinical laboratory tasks and general medical knowledge; perform patient assessment and clinical laboratory procedures; apply current technologies in clinical laboratory technology to research and retrieve information, discriminate between sources of information, and take action based upon the acquistion of new information and knowledge; promote standards of excellence and career-long learning; and demonstrate ethical behavior.

Through the curriculum, students obtain a background in the basic sciences and an understanding of medical laboratory procedures. This basis of knowledge and skills prepares an individual to perform clinical laboratory procedures. Such procedures as chemistry, hematology, microbiology, and immunohematology are taught by instruction in the classroom and laboratory, and thorough clinical experience. Progressive evaluation of competency attainment occurs in the classroom, in laboratories, and at affiliate clinical sites.

The length of the Medical/Clinical Laboratory Technician program is 1,730 clock hours over a period of 80 weeks. The program is divided into eight quarters.  Classes in the Medical/Clinical Laboratory Technician specialty comprise 1330 clock hours, or 77% of the total clock hours in the program.  General education classes comprise 400 clock hours, or 23% of the total clock hours.  All students must complete the program with a minimum of 107 quarter credit hours.

**II. PROGRAM STRUCTURE:** List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM:       Medical/Clinical Lab Technician

TOTAL COURSE HOURS:   1,730

Check one:   Quarter Hours    ☐

Semester Hours   ☐

Clock Hours      ☒

LENGTH OF PROGRAM:   80 weeks          TUITION:   $41,520

**SPECIALTY COURSES:**

| Course Number | Course Title | Course Hours |
|---|---|---|
| HS112 | Medical Terminology | 30 |
| CLT110 | Introduction to Medical/Clinical Laboratory Technology | 70 |
| CLT120 | Molecular/Cell Biology | 70 |
| CLT135 | Phlebotomy Practicum | 60 |
| CLT150 | Urinalysis and Body Fluids | 60 |
| CLT160 | Clinical Hematology | 100 |
| CLT170 | Clinical Immunology | 50 |
| CLT200 | General Microbiology | 60 |
| CLT220 | Clinical Immunohematology | 60 |
| CLT240 | Clinical Chemistry | 80 |
| CLT250 | Clinical Microbiology | 90 |
| CLT275 | Clinical Practicum I | 270 |
| CLT280 | Review of Medical/Clinical Laboratory Technology | 30 |
| CLT285 | Clinical Practicum II | 300 |

## SPECIALTY COURSES:

| Course Number | Course Title | Course Hours |
|---|---|---|
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## GENERAL EDUCATION / LIBERAL ARTS COURSES:

| Course Number | Course Title | Course Hours |
|---|---|---|
| SC101 | Principles of Biology | 60 |
| MM103 | College Mathematics | 50 |
| CS115 | Academic Strategies | 30 |
| CM102 | College Composition I | 50 |
| SC156 | Chemistry | 60 |
| ANA201 | Anatomy and Physiology | 70 |
| SS124 | Psychology | 50 |
| HU281 | Bioethics | 30 |
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Number of Credit/Clock Hrs. in Specialty: __1330__ / __1730__ Percentage: __77__
Number of Credit/Clock Hrs. in General Courses: __400__ / __1730__ Percentage: __23__

If applicable:
Number of Credit/Clock Hrs. in Liberal Arts: _____ / _____ Percentage: _____

**III. LIBRARY: Please provide information pertaining to the library located in your institution.**

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**
 The library in located in the main campus building at 7302 Woodland Drive, Indianapolis IN.  The hours of operation are 8:00 a.m. to 10:30 p.m. Monday through Thursday and  8:00 a.m. to 5:00 p.m. on Friday.  Students will also have access to the online Kaplan Higher Education/UAH Salmon Library at the University of Alabama in Huntsville.  A part-time staff member (Jean Gray) oversees the library.

**2. Number of volumes of professional material:**
 38

**3. Number of professional periodicals subscribed to:**
 3

**4. Other library facilities in close geographical proximity for student access:**

Wayne Library – 198 South Girls Road
Decatur Library – 5301 Kentucky Avenue
Haughville Library – 2121 W. Michigan
Speedway Public Library – 5633 W. 25th Street
Indiana University, University Library – 755 West Michigan Street
Special Services Div-In Street Library – 140 N. Senate Ave.
Indiana State Library – 140 N. Senate Ave.
Marion County Law Library – 200 E. Washington
Indianapolis Central Library – 202 N. Alabama
Shelby Library – 2502 Shelby Street

**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

Doc.:  degreappform.doc

**IV. <u>FACULTY</u>:  Attach completed Instructor's Qualification Record for each instructor.**
**\*\* Include** <u>all required documentation</u> **pertaining to the qualifications of each instructor.**


**Total # of Faculty in the Program:** _____  **Full-time:** _____  **Part-time:** _____


**Fill out form below:   (PLEASE LIST NAMES IN <u>ALPHABETICAL</u> ORDER.)**

| **List Faculty Names**<br><br>(Alphabetical Order) | **Degree or Diploma Earned** | **# Years of Working Experience in Specialty** | **# Years Teaching at Your School** | **# Years Teaching at Other** | **Check one:** | |
|---|---|---|---|---|---|---|
| | | | | | **Full-time** | **Part-time** |
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**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

# DEGREE APPLICATION
(*New or Renewal program*)

*Use the <tab> key to advance to the next field, or select a field by clicking the cursor.*

Name of Institution     **Kaplan College - SE INDIANAPOLIS**

Name of Program     **Medical Practice Management**

Level of Degree   (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.)     AAS

Name of Person Preparing this Form     **Steve Allen, Executive Director**

Telephone Number     **317-782-0315**     <u>**Application Type**</u>

Date the Form was Prepared     **October 31, 2008**     ☒ New     ☐ Renewal

**I. <u>PROGRAM OBJECTIVES</u>: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.**

The objective of the Associate's degree in Medical Practice Management program is to provide students with the knowledge, technical skills, and work habits required to pursue management roles in various health care settings, with such job titles as medical practice manager, medical office manager, and medical assistant manager. The program concentrates on helping students acquire knowledge and develop skills in administrative procedures, professional communication, medical practice operational assessment, financial accounting, personnel management, and medical software.

Successful graduates will be able to do the following: demonstrate college-level writing, research, documentation, and critical-thinking skills; evaluate and apply skills that enhance academic, professional, and personal success; apply quantitative information and problem-solving skills to arrive at reasoned decisions; apply scientific principles and methods of inquiry to arrive at reasoned decisions; demonstrate the ability to understand and critically evaluate the social or psychological issues that impact human behavior; communicate effectively, reflect critically, problem solve logically, and apply these skills to achieve personal and professional goals; exhibit proficiency in clerical and administrative functions required of a Medical Practice Manager; integrate knowledge from behavioral and biological sciences as a basis for allied health practices; embody professional behaviors as defined by the discipline of Medical Practice Management; and employ the highest standards and ethical and legal values in

Medical Practice Management.

Duties for graduates of this program may include financial management, personnel management, medical records management, insurance coding and billing, patient communication, and appointment magement and scheduling. Competence in the field also requires that a medical practice manager display professionalism, communicate effectively, and demonstrate competency in patient education. This program is designed to prepare graduates to pursue employment in the field, or in related fields, the specific job titles of which may not be represented in the program title. Although the College will assist students with job placement, finding a job is the individual responsibility of the student. The College does not guarantee that any student will be placed in any particular job, or placed at all.

The program concentrates on helping students acquire knowledge and develop skills in administrative procedures and management. The program provides a broader education that teaches the student to develop advanced technical and communication skills.  The length of the program is six quarters, culminating in 90 quarter credit hours. The program has 1090 clock hours, 710 of which are lecture hours and 380 of which are lab hours.

Students will be assessed by a variety of methods including participation, in-class activities, out-of-class assignments, quizzes, exams, projects, or other appropriate methods.  Instructional strategies may include lecture, board work, demonstration, lab activity, classroom exercises, discussion, practice questions, examination, reading assignments for homework, field trips, guest lectures, group projects, and oral presentations. All students will be required to demonstrate proper use and application of the materials located in the Learning Resource Center throughout the course.

**II. PROGRAM STRUCTURE:** **List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.**

NAME OF PROGRAM:    Medical Practice Management

TOTAL COURSE HOURS:    1,090    Check one:    Quarter Hours    ☐

Semester Hours    ☐

Clock Hours    ☒

LENGTH OF PROGRAM:    2 years    TUITION: $27,360

**SPECIALTY COURSES:**

| Course Number | Course Title | Course Hours |
|---|---|---|
| HS112 | Medical Terminology | 30 |
| HS117 | Diseases of the Human Body | 50 |
| HS115 | Professionalism in Health Services | 20 |
| HS170 | Spanish for Health Care Workers | 30 |
| HI134 | Health Information Technology Systems | 60 |
| HI141 | Basic Medical Coding | 70 |
| HS140 | Pharmacology | 50 |
| HI142 | Advanced Medical Coding | 90 |
| MP200 | Medical Records—EMR Management | 40 |
| HI181 | Health Services Delivery and Legal Issues | 40 |
| MT203 | Human Resource Management | 50 |
| MP205 | Applied Medical Practices | 110 |
| HS240 | Medical Office Accounting | 40 |
| MP210 | Management in the Medical Office | 40 |
| HI240 | Health Data Management | 60 |
| MP290 | Medical Practice Management Capstone | 80 |

## SPECIALTY COURSES:

| Course Number | Course Title | Course Hours |
|---|---|---|
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## GENERAL EDUCATION / LIBERAL ARTS COURSES:

| Course Number | Course Title | Course Hours |
|---|---|---|
| ANA202 | Anatomy and Physiology | 50 |
| CS115 | Academic Strategies | 30 |
| MM103 | College Mathematics | 50 |
| SS124 | Psychology | 50 |
| CM199 | Written and Oral Communication | 50 |
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Number of Credit/Clock Hrs. in Specialty:    860 / 1090   Percentage:   79
Number of Credit/Clock Hrs. in General Courses:   230 / 1090   Percentage:   21

If applicable:
Number of Credit/Clock Hrs. in Liberal Arts:       /      Percentage:

**III.  LIBRARY:  Please provide information pertaining to the library located in your institution.**

**1.  Location of library; Hours of student access; Part-time, full-time librarian/staff:**
> The library is located in a room on the first floor of the building.  The hours are Monday
> through Friday 8:30 a.m. to 5:30 p.m.  Students will also have access to the online
> Kaplan Higher Education/UAH Salmon Library at the University of Alabama in Huntsville.
> A staff member will oversee the library on a part-time basis.

**2.  Number of volumes of professional material:**
> 30

**3.  Number of professional periodicals subscribed to:**
> 3

**4.  Other library facilities in close geographical proximity for student access:**

Wayne Library – 198 South Girls Road
Decatur Library – 5301 Kentucky Avenue
Haughville Library – 2121 W. Michigan
Speedway Public Library – 5633 W. 25th Street
Indiana University, University Library – 755 West Michigan Street
Special Services Div-In Street Library – 140 N. Senate Ave.
Indiana State Library – 140 N. Senate Ave.
Marion County Law Library – 200 E. Washington
Indianapolis Central Library – 202 N. Alabama
Shelby Library – 2502 Shelby Street

**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

Doc.:  degreappform.doc

**IV. <u>FACULTY</u>:  Attach completed Instructor's Qualification Record for each instructor.**
**\*\* Include** <u>all required documentation</u> **pertaining to the qualifications of each instructor.**


**Total # of Faculty in the Program:** _____    **Full-time:** _____    **Part-time:** _____


**Fill out form below:   (PLEASE LIST NAMES IN <u>ALPHABETICAL</u> ORDER.)**

| List Faculty Names<br><br>(Alphabetical Order) | Degree or Diploma Earned | # Years of Working Experience in Specialty | # Years Teaching at Your School | # Years Teaching at Other | Check one: | |
|---|---|---|---|---|---|---|
| | | | | | Full-time | Part-time |
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# INSTRUCTOR'S QUALIFICATION RECORD

**Instructions:** Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form **(i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)**

## Please TYPE the form.

*Use the <tab> key to advance to the next field, or select a field by clicking the cursor.*

**NAME:** Alkhatib      Isam      Husayn
    **(Last)**      **(First)**      **(Middle)**

**NAME OF INSTITUTION:** Kaplan College

## Names of Courses Taught:

All technical courses in the Computer Networking Technology Program.

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
| --- | --- | --- | --- | --- |
| | | | **From:** | **To:** |
| The Ohio State University | Columbus, OH | Pathology | 1987 | 1992 |
| Columbus State Community College | Columbus, OH | Computers | 2000 | 2000 |
| The Ohio State University | Columbus, OH | Math | 2001 | 2002 |
| Eastland-Fairfield Technical School | Columbus, OH | A+ Certification | 2007 | 2007 |

| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
| --- | --- | --- | --- | --- |
| | | | **From:** | **To:** |
| Kaplan College | Hammond, Indiana | Instructor | 2008 | present |
| Columbus City Schools | Columbus, OH | Tutor,Substitute Teacher | 1998 | 2008 |
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## INDIANA COMMISSION ON
## PROPRIETARY EDUCATION

## INSTRUCTOR'S QUALIFICATION RECORD

**Instructions:** Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form **(i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)**

## Please TYPE the form.

*Use the <tab> key to advance to the next field, or select a field by clicking the cursor.*

**NAME:**  Allen                          Candice

|  (Last)  |  (First)  |  (Middle)  |

**NAME OF INSTITUTION:**  Kaplan College

### Names of Courses Taught:

ALL IT, CS, & CN Classes

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
|---|---|---|---|---|
| | | | From: | To: |
| Capella University | Online, MN | Instructional Design | 2005 | 2008 |
| AIU | Online, Georgia | Information Systems | 2004 | 2005 |
| Ivy Tech State College | Gary, IN | Repair/Troubleshoot | 1999 | 2000 |
| Purdue University | Westville, IN | Humanities | 1991 | 1996 |

| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
|---|---|---|---|---|
| | | | From: | To: |
| Kaplan University | Online, Iowa | Online Instructor | 2007 | Present |
| Kaplan College | Merrillville, IN | Computer/Business | 2004 | Present |
| The Right Click Cafe | Portage, IN | Management | 2005 | 2006 |
| Ivy Tech State College | Gary, IN | Instructor | 2001 | 2004 |

# INSTRUCTOR'S QUALIFICATION RECORD

**Instructions:** Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form **(i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)**

## Please TYPE the form.

*Use the <tab> key to advance to the next field, or select a field by clicking the cursor.*

**NAME:** | Bandy | Shannon | Janel
| (Last) | (First) | (Middle)

**NAME OF INSTITUTION:** Kaplan College

## Names of Courses Taught:

College Mathematics

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
|---|---|---|---|---|
| | | | From: | To: |
| Purdue | Hammond, IN | Mathematics | 8/02 | 5/06 |
| Indiana Univ. | Gary, IN | Actuarial Science | 8/96 | 12/98 |
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| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
|---|---|---|---|---|
| | | | From: | To: |
| Purdue | Hammond, IN | Graduate Aide | 8/03 | 12/03 |
| 21st Century Charter School | Gary, IN | Lead Teacher | 8/05 | 6/06 |
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INDIANA COMMISSION ON
PROPRIETARY EDUCATION

# INSTRUCTOR'S QUALIFICATION RECORD

**Instructions:** Include _all_ training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form **(i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)**

## Please *TYPE* the form.

*Use the <tab> key to advance to the next field, or select a field by clicking the cursor.*

**NAME:**   Bishop                          Brett

             **(Last)**                          **(First)**                **(Middle)**

**NAME OF INSTITUTION:**    Kaplan College

### Names of Courses Taught:

All IT & CN Classes

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
|---|---|---|---|---|
| | | | **From:** | **To:** |
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| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
|---|---|---|---|---|
| | | | **From:** | **To:** |
| U.S. Bankruptcy Court | South Bend, IN | IT Support | 2003 | Present |
| U.S. Probation/Pretrial Services | Hammond, IN | IT Support | 2000 | 2003 |
| Saturn Enterprises Inc. | Chesterton, IN | IT Support | 1997 | 2000 |
| | | | | |

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

# INSTRUCTOR'S QUALIFICATION RECORD

**Instructions:** Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form **(i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)**

## Please *TYPE* the form.

*Use the <tab> key to advance to the next field, or select a field by clicking the cursor.*

**NAME:**    Cherry            Anthony          M
              **(Last)**                 **(First)**         **(Middle)**

**NAME OF INSTITUTION:**    Kaplan College

| Names of Courses Taught: |
| --- |

SS124

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
| --- | --- | --- | --- | --- |
| | | | **From:** | **To:** |
| California State University | Sacramento, CA | Ed. Admin. | 2002 | 2004 |
| Ball State University | Munice, IN | Sociology | 1995 | 2001 |
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| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
| --- | --- | --- | --- | --- |
| | | | **From:** | **To:** |
| 21st Century Charter School | Gary, IN | Math Specialist/Special Ed. | 2007 | Present |
| Kaplan College | Hammond & Merrillville, IN | Instructor/DSS | 2005 | Present |
| Edmond Lindop Middle School | Chicago, IL | Special Ed. Teacher | 2005 | 2006 |
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**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

# INSTRUCTOR'S QUALIFICATION RECORD

**Instructions:** Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form **(i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)**

## *Please TYPE the form.*

*Use the <tab> key to advance to the next field, or select a field by clicking the cursor.*

**NAME:**  Deckard                          Shirley
_____(Last)_____(First)_____(Middle)_____

**NAME OF INSTITUTION:**     Kaplan College - Indianapolis

### Names of Courses Taught:

Oral Communications, Psychology, Written Communications, Human Relations

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
|---|---|---|---|---|
| | | | **From:** | **To:** |
| Grand Canyon University | Phoenix, AZ | Educational Leadership and Administration | 8/2004 | 8/2006 |
| University of Indianapolis | Indianapolis, IN | Liberal Arts/English | 8/1967 | 5/1971 |
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| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
|---|---|---|---|---|
| | | | **From:** | **To:** |
| MSD Wayne Township | Indianapolis, IN | GED English/Math/Social Studeis/Science teacher | 9/2004 | 5/2006 |
| MSD Wayne Township | Indianapolis, IN | Board of Education | 6/1978 | 6/2004 |
| Indianapolis Public Schools | Indianapolis, IN | GQE Remediation/English | 9/2001 | 5/2003 |
| MSD Wayne Township | Indianapolis, IN | Substitute Teacher (JR High and High School) | 9/1974 | 6/1978 |

# INSTRUCTOR'S QUALIFICATION RECORD

**Instructions:** Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form **(i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)**

## Please *TYPE* the form.

*Use the <tab> key to advance to the next field, or select a field by clicking the cursor.*

**NAME:** 

| Gile | Patricia | Marie |
|------|----------|-------|
| (Last) | (First) | (Middle) |

**NAME OF INSTITUTION:**  Kaplan College

## Names of Courses Taught:

All technical courses in the Computer Networking Technology Program.

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
|---|---|---|---|---|
| | | | From: | To: |
| Indiana University, NW | Indiana | Business Administration/ Management | 1969 | 1976 |
| | | | | |
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| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
|---|---|---|---|---|
| | | | From: | To: |
| Business Instructor | Sawyer College - Merriville Kaplan College - | Teaching business and computer classes | 1985 | 2008 |
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**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

## <u>INSTRUCTOR'S QUALIFICATION RECORD</u>

**Instructions:** Include all training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form **(i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)**

### *Please TYPE the form.*

*Use the <tab> key to advance to the next field, or select a field by clicking the cursor.*

**NAME:**    Gray                                       Jean
              **(Last)**                              **(First)**                      **(Middle)**

**NAME OF INSTITUTION:**    Kaplan College - Indianapolis

### Names of Courses Taught:

Anatomy & Physiology I & II, Asepsis, Exam Room Techniques, Lab Orientation, Spelling &

Terminology I & II, Medical Office Management I & II, Principles of Pharmacology I & II,

Diagnostic Machines I & II, Medical Procedures I & II, CPR/AED/First Aid Professional

Rescuer

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
|---|---|---|---|---|
| | | | **From:** | **To:** |
| Health Enrichment Center | West Lafayette, IN | Massage Therapy | 9/1991 | 5/1992 |
| Purdue Univeristy | West Lafayette, IN | Animal Science Pre-Vet | 7/1979 | 5/1983 |
| Central Michigan Univeristy | Mt. Pleasant, MI | Health Care Admin | 9/1985 | 5/1987 |
| | | | | |

| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
|---|---|---|---|---|
| | | | **From:** | **To:** |
| Indiana National Guard | Edinburgh, IN | Medical Aid Soldier and Instructor | 11/1988 | present |
| RCMT | Ft. Wayne, IN | Massage Therapy Instructor/Therapist | 2/1998 | 6/2001 |
| LaGrange Hospital | LaGrange, IN | Medical Asst./Asst. Director of Nursing | 12/1988 | 12/1990 |
| | | | | |

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

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**NAME:** ___Hamilton_____ ___Mary Ann_____ _____

                **(Last)**                    **(First)**             **(Middle)**

**NAME OF INSTITUTION:**     Kaplan College - Indianapolis

### Names of Courses Taught:

Oral Communication I & II, Psychology, Human Relations, Written Communications

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
|---|---|---|---|---|
| | | | **From:** | **To:** |
| Ball State | Muncie, IN | Education | 6/1974 | 11/1976 |
| University of Nebraska | Lincoln, NE | Education | 6/1969 | 5/1973 |
| | | | | |
| | | | | |

| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
|---|---|---|---|---|
| | | | **From:** | **To:** |
| Wayne Township | Indianapolis, IN | GED English/Math/Social Studies/Science Teacher | 11/2001 | 1/2007 |
| Plainfield School Corporation | Plainfield, IN | Teaching Assistant | 9/1998 | 5/2000 |
| MSD of Perry Township | Southport, IN | Teacher | 8/1973 | 6/1979 |
| | | | | |

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**NAME:**  Hampton                          Preston
_____(Last)_____(First)_____(Middle)

**NAME OF INSTITUTION:**    Kaplan College

| Names of Courses Taught: |
| --- |

All technical courses in the Computer Networking Technology Program.

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
| --- | --- | --- | --- | --- |
| | | | **From:** | **To:** |
| University of Nevada, Las Vegas | Las Vegas, NV | Management Information Systems | 1982 | 1986 |
| | | | | |
| | | | | |
| | | | | |

| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
| --- | --- | --- | --- | --- |
| | | | **From:** | **To:** |
| Kaplan College | Hammond, IN | IT Training and Mentoring | 2007 | present |
| Genesis IT Training and Consulting | Chicago Heights, IL | IT Training and Consulting | 2003 | present |
| Fairmont School District 89 | Lockport, IL | Technical Instructor | 2004 | 2005 |
| Prairie State College | Matteson, IL | Software Instructor | 2001 | 2004 |

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**NAME:** Harmon      Helen Marie

     **(Last)**      **(First)**      **(Middle)**

**NAME OF INSTITUTION:** Kaplan College

## Names of Courses Taught:

General Education courses in the Computer Networking Technology Program.

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance From: | To: |
|---|---|---|---|---|
| Valparaiso University | Valparaiso, IN | Human Behavior and Society | 1996 | 2002 |
| Purdue University Calumet | Hammond, IN | Sociology and Criminal Justice | 1985 | 1990 |
| | | | | |
| | | | | |

| Applicable Experience | Location | Exact Nature of Experience | Employment Period From: | To: |
|---|---|---|---|---|
| Indiana University Northwest | Gary, IN | University Administrator | 1993 | present |
| Indiana University Northwest | Gary, IN | Adjunct Faculty | 2002 | present |
| Davenport University | Merrillville, IN | Adjunct Faculty | 2001 | present |
| College of Court Reporting | Hobart, IN | Adjunct Distance Education Faculty | 2007 | 2007 |

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## *Please TYPE the form.*

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**NAME:** Hickman        Cheryl

         **(Last)**           **(First)**          **(Middle)**

**NAME OF INSTITUTION:**    Kaplan College

### Names of Courses Taught:

Courses in the Medical Practice Management specialty

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
|---|---|---|---|---|
| | | | From: | To: |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
|---|---|---|---|---|
| | | | From: | To: |
| New Castle Clinic | New Castle, IN | Medical and Back Office Assistant | 12/06 | 10/08 |
| Rush Medical Arts Group | Rushville, IN | Medical Office Manager | 1/02 | 12/06 |
| Dr. James Woodiel | Salem, IN | Medical Office Manager | 2/98 | 3/02 |
| Wahington County Memorial Hospital | Kentucky | Medical Chart Auditor/Clam Analyzer | 1/97 | 1/01 |

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## Please TYPE the form.

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**NAME:**  Hull                          Adam

         **(Last)**                        **(First)**                    **(Middle)**

**NAME OF INSTITUTION:**  Kaplan College

## Names of Courses Taught:

All CS Classes

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
|---|---|---|---|---|
| | | | **From:** | **To:** |
| Purdue University | Hammond, IN | Communications | 2002 | 2004 |
| Ball State University | Muncie, IN | Telecommunications | 1997 | 2002 |
| | | | | |
| | | | | |

| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
|---|---|---|---|---|
| | | | **From:** | **To:** |
| Colorado Technical University | Downers Grove, IL | College Admissions | 2006 | 2006 |
| Career Builder.com | Online | Sales | 2005 | 2005 |
| Professional Career Development Institute | Norcross, GA | Student Services | 2005 | 2005 |
| Sallie Mae | Fishers, IN | Loan Consolidation Specialist | 2004 | 2005 |

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## Please *TYPE* the form.

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**NAME:**   Krystal                                         Irish
　　　　　　　　 **(Last)**                                **(First)**                          **(Middle)**

**NAME OF INSTITUTION:**   Kaplan College

## Names of Courses Taught:

Courses in the Medical Practice Management specialty

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
|---|---|---|---|---|
| | | | From: | To: |
| Professional Careers Institute | | Medical Assistant | 5/97 | 5/98 |
| | | | | |
| | | | | |
| | | | | |

| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
|---|---|---|---|---|
| | | | From: | To: |
| Planned Parenthood | Indianapolis, IN | Center Manager | 11/99 | 10/08 |
| | | | | |
| | | | | |
| | | | | |

## INDIANA COMMISSION ON
## PROPRIETARY EDUCATION

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**NAME:**     Langbehn                    Gregory                Scott

          **(Last)**                        **(First)**              **(Middle)**

**NAME OF INSTITUTION:**     Kaplan College

### Names of Courses Taught:

All IT & CN Classes

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
|---|---|---|---|---|
| | | | **From:** | **To:** |
| Purdue University | Hammond, IN | Computer Tech., Applied | 1992 | 2002 |
| Purdue University | Hammond, IN | Computer Tech., Commercial | 1988 | 1992 |
| | | | | |
| | | | | |

| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
|---|---|---|---|---|
| | | | **From:** | **To:** |
| Kaplan College | Hammond & Merrillville, IN | Instructor | 2004 | Present |
| U.S. Probation Pretrial Services Offices | Hammond, IN | Systems Manager | 1996 | Present |
| The Marvel Group | Chicago, IL | Programmer/Analyst | 1995 | 1996 |
| Cozzi Iron and Metal | Chicago, IL | Programmer/Analyst | 1993 | 1995 |

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# PROPRIETARY EDUCATION

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**NAME:**  Laumann                    Dorian

  (Last)                    (First)                    (Middle)

**NAME OF INSTITUTION:**  Kaplan College

### Names of Courses Taught:

SS124

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
|---|---|---|---|---|
| | | | From: | To: |
| Northeastern Illinois University | Chicago, IL | Counseling | 1985 | 1988 |
| Dominican University | River Forest, IL | Religious Studies/Ed. | 1978 | 1981 |
| Mt. St. Joseph College | Cincinnati, OH | Music | 1977 | 1978 |
| | | | | |

| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
|---|---|---|---|---|
| | | | From: | To: |
| Kaplan College | Merrillville, IN | Teaching | 2003 | Present |
| IN Juvinile Task Justice | Lake County, IN | Family Therapist | 2002 | Present |
| School City of Hammond | Hammond, IN | Counselor | 1997 | 2002 |
| Diocese of Gary, Andrean High School | Gary, IN | Counselor | 1993 | 1997 |

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**NAME:**  Marrero                          Benjamin

|          (Last)          |          (First)          |          (Middle)          |

**NAME OF INSTITUTION:**    Kaplan College

## Names of Courses Taught:

All technical courses in the Computer Networking Technology Program.

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
|---|---|---|---|---|
| | | | From: | To: |
| Microsoft Applications | Various | Word, Excel, Access PowerPoint | | |
| PC Troubleshooting | PUC, CT/CLC, Workshops | Computer repair, maintenance, and ts | | |
| Networking | PUC, CT/CLC, Cisco | CCNA, IT Network Fundamentals | | |
| Microsoft Windows | Microsoft, CT/CLC | Operating Systems, 2000, XP, Vista, Linux | | |

| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
|---|---|---|---|---|
| | | | From: | To: |
| Kaplan College | Hammond, IN | Instructor | 2006 | present |
| Purdue University Calumet | Hammond, IN | Instructor | 1999 | present |
| | | | | |
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## Please TYPE the form.

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**NAME:** Martin       Andrea

      **(Last)**       **(First)**       **(Middle)**

**NAME OF INSTITUTION:**    Kaplan College

### Names of Courses Taught:

General Education courses in the Computer Networking Technology Program.

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
|---|---|---|---|---|
| | | | From: | To: |
| IUSB/B.S. Business | South Bend, IN | Business | 1999 | 2002 |
| | | | | |
| | | | | |
| | | | | |

| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
|---|---|---|---|---|
| | | | From: | To: |
| Career Services Advisor | Brown mackie College, Merillville, IN | Coach students on career preparation strategies | 2007 | present |
| Project Manager/Recruiter | The LaSalle Network, Chicago, IL | Recruit, interview and place candidates | 2007 | 2007 |
| | | | | |
| | | | | |

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**NAME:** Mumaugh     Sharon
   (Last)        (First)        (Middle)

**NAME OF INSTITUTION:**   Kaplan College

| Names of Courses Taught: |
| --- |

CM102

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
| --- | --- | --- | --- | --- |
| | | | From: | To: |
| Indiana State University | Terre Haute, IN | Education | 1973 | 1974 |
| Indiana State University | Terre Haute, IN | Business | 1967 | 1971 |
| | | | | |
| | | | | |
| | | | | |

| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
| --- | --- | --- | --- | --- |
| | | | From: | To: |
| Kaplan College | Merrillville, IN | Instructor | 1996 | Present |
| Joyce Sportswear | Crown Point, IN | Comptroller | 1993 | 1996 |
| General Physics Corp | Tampa, FL | Exec. Assistant | 1991 | 1992 |
| ITT Technical Institute | Tampa, FL | Chief Instructor | 1981 | 1991 |

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## Please *TYPE the form.*

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**NAME:**  Oman                    Paul

         **(Last)**                     **(First)**                **(Middle)**

**NAME OF INSTITUTION:**   Kaplan College

## Names of Courses Taught:

MM103

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
|---|---|---|---|---|
| | | | **From:** | **To:** |
| Southwest Missouri State University | Springfield, MO | Math | 1981 | 1984 |
| Evangel University | Springfield, MO | Math | 1981 | 1981 |
| Ohio State | Columbus, OH | Architecture | 1977 | 1980 |
| | | | | |

| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
|---|---|---|---|---|
| | | | **From:** | **To:** |
| Kaplan College | Merrillville, IN | Instructor | 2003 | Present |
| Anchor Health Systems | Crown Point, IN | Director of Operations | 1993 | Present |
| Southeast Petroleum/Speedy Lube | Waukesha, WI | District Manager | 1989 | 1993 |
| Emro Marketing | Ocala, FL | District Manager | 1984 | 1989 |

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**NAME:** 

| Jerrell | Peyton | |
|---|---|---|
| (Last) | (First) | (Middle) |

**NAME OF INSTITUTION:** Kaplan College

| Names of Courses Taught: |
|---|

Courses in the Criminal Justice specialty

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
|---|---|---|---|---|
| | | | From: | To: |
| Indiana Wesleyan University | | Management | 7/99 | 12/03 |
| | | | | |
| | | | | |
| | | | | |

| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
|---|---|---|---|---|
| | | | From: | To: |
| United States Air Force | | Law Enforcement/Criminal Investigator | 6/87 | 4/96 |
| Indiana Dept of Corrections | | Correctional Officer | 9/96 | 7/97 |
| Initial Security | | Area Manager | 9/97 | 5/06 |
| Securitas Security Services | | Branch Manager | 5/08 | Present |

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**NAME:**

| Rhoades | Cynthia | Alina |
|---------|---------|-------|
| **(Last)** | **(First)** | **(Middle)** |

**NAME OF INSTITUTION:**   Kaplan College

| Names of Courses Taught: |
|---|

All technical courses in the Computer Networking Technology Program.

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
|---|---|---|---|---|
| | | | **From:** | **To:** |
| Purdue University | Hammond, IN | Instructional Technology | 2005 | 2007 |
| Purdue University | Hammond, IN | Education, Psychology, Sociology and History | 1997 | 2003 |
| Compu-train | Merrillville, IN | Computers | 2003 | 2003 |
| | | | | |

| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
|---|---|---|---|---|
| | | | **From:** | **To:** |
| Compu-train | Merrillville, IN | Instructor | 2003 | 2003 |
| | | | | |
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**NAME:**     Sendre                          Diana
           **(Last)**                         **(First)**                    **(Middle)**

**NAME OF INSTITUTION:**     Kaplan College

| **Names of Courses Taught:** |
| --- |

CM102

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
| --- | --- | --- | --- | --- |
| | | | From: | To: |
| Ball State University | Muncie, IN | Office Administration | 1969 | 1973 |
| | | | | |
| | | | | |
| | | | | |

| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
| --- | --- | --- | --- | --- |
| | | | From: | To: |
| Kaplan College | Merrillville, IN | Instructor | 1987 | Present |
| Manpower | Muncie, IN | Secretary | 1973 | 1976 |
| Meramec Center | Yorktown, IN | Secretary | 1973 | 1975 |
| | | | | |

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**NAME:**   Shabaz                          Sherri                          Lynn
_____
         **(Last)**                          **(First)**                          **(Middle)**

**NAME OF INSTITUTION:**   Kaplan College

## Names of Courses Taught:

All technical courses in the Computer Networking Technology Program.

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
|---|---|---|---|---|
| | | | **From:** | **To:** |
| Kaplan College | Hammond, IN | Computers | 2 years | |
| Purdue University Calumet | Hammond, IN | Political Science | 4 years | |
| | | | | |
| | | | | |

| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
|---|---|---|---|---|
| | | | **From:** | **To:** |
| Instructor | Kaplan College, Hammond | Teaching Computers, Office 2000 and 2003 | 2003 | 2006 |
| Instructor | Kaplan College , Merrilville | Teaching Computers, Office 2000 and 2003 | 2006 | present |
| Instructor | Kaplan College, Hammond | Teaching Computers, Office 2000 and 2003 | 2008 | present |
| Information Technology Assistant | Kaplan College, Hanmond | Hardware/software installations/upgrades | 2001 | 2005 |

<div align="center">

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</div>

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<div align="center">

### *Please TYPE the form.*

</div>

*Use the <tab> key to advance to the next field, or select a field by clicking the cursor.*

**NAME:**    Tommy        Sickels

            **(Last)**            **(First)**          **(Middle)**

**NAME OF INSTITUTION:**    Kaplan College

<div align="center" style="background:black;color:white">

### Names of Courses Taught:

</div>

Courses in the Criminal Justice specialty

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
|---|---|---|---|---|
| | | | **From:** | **To:** |
| Indiana University | | Criminal Justice/Public Affairs | 8/89 | 12/93 |
| Indiana University | | Criminal Justice | 8/75 | 5/80 |
| Ball State University | | Public School Teacher's License | 9/07 | 4/08 |
| | | | | |

| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
|---|---|---|---|---|
| | | | **From:** | **To:** |
| Indianapolis Police Dept. | | Sergeant | 5/80 | 12/07 |
| Central Nine Career Ctr. | | High Shool Teacher - Law Enforcement | 8/07 | Current |
| University of Phoenix | | Criminal Justice Instructor | 5/01 | Current |
| Vincennes University | | Law Enforcement Instructor | 8/07 | Current |

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## Please TYPE the form.

*Use the <tab> key to advance to the next field, or select a field by clicking the cursor.*

**NAME:**  Smith-Davis                Amanda

_(Last)_                (First)                (Middle)

**NAME OF INSTITUTION:**    Kaplan College

## Names of Courses Taught:

General Education courses in the Computer Networking Technology Program.

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
|---|---|---|---|---|
| | | | From: | To: |
| NEC - Bryman | Oaklawn, IL | Medical Assisting | 1988 | 1988 |
| Ashworth University | Norcross, GA | Healthcare Management | 2005 | 2007 |
| | | | | |
| | | | | |

| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
|---|---|---|---|---|
| | | | From: | To: |
| Certified Medical Assistant | WellGroup Tinely Park, IL | EKG, Patient History, Phlebotomy | 2007 | 2008 |
| Instructor | Northwestern Business Bridgeview, IL | Classroom Management, taught phlebotomy | 2002 | 2005 |
| Instructor | Olympia College Chicago, IL | Taught clinical, lecture and computer classes | 2003 | 2004 |
| Instructor | Kaplan College Hammond, IN | Teaching Office/Records Management Classes | 2008 | Present |

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**NAME:**  Timmers _____ Cynthia _____ _____
                 **(Last)**                      **(First)**                  **(Middle)**

**NAME OF INSTITUTION:**  Kaplan College - Indianapolis

| Names of Courses Taught: |
|---|

Anatomy & Physiology I & II, Theory & Practice I, II & III, Sports Massage, Pathology, Functional

Assessment, Body Mechanics, Communications, Kinesiology, Hydrotherapy

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
|---|---|---|---|---|
| | | | **From:** | **To:** |
| Grace College | Winona Lake, IN | Counseling | 9/1995 | 7/1996 |
| American Institute of Massage Therapy | Ft. Lauderdale, FL | Massage | 3/1992 | 8/1992 |
| University of Phoenix | Online | Business | 1/1986 | 1/1987 |
| University of Northern Colorado | Greeley, CO | Recreation | 9/1975 | 6/1978 |

| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
|---|---|---|---|---|
| | | | **From:** | **To:** |
| Self-Employed | Indianapolis, IN | Massage Therapist - Private Practice | 2/2005 | present |
| Self-Employed | Indianapolis, IN | Massage Therapist - Private Practice | 1/1993 | 1/1995 |
| Dr. Wayne Stelle | Ft. Lauderdale, FL | Massage Therapist @ Chiropractor's Office | 8/1993 | 12/1993 |
| | | | | |

## INSTRUCTOR'S QUALIFICATION RECORD

**Instructions:** Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form **(i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)**

### Please TYPE the form.

*Use the <tab> key to advance to the next field, or select a field by clicking the cursor.*

**NAME:**   White                                   Crystal
            **(Last)**                              **(First)**                    **(Middle)**

**NAME OF INSTITUTION:**   Kaplan College

| Names of Courses Taught: |
|---|

All technical courses in the Computer Networking Technology Program.

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
|---|---|---|---|---|
| | | | **From:** | **To:** |
| Olivert Nazarene University | Kankakee, IL | BS - Business Education | 1990 | 1995 |
| MOS Certifications | Various | MOS Master in Office 97, 2000, XP, 2003 | Various | |
| | | | | |
| | | | | |

| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
|---|---|---|---|---|
| | | | **From:** | **To:** |
| Kaplan College | Hammond, IN | Instructor | 2002 | present |
| Chester Technologies | Valparaiso, IN | Corporate Trainer | 1998 | 2002 |
| St. Joseph High School | South Bend, IN | Business Teacher | 1997 | 1998 |
| | | | | |