Everest
UNIVERSITY

BRANDON CATALOG
2015 – 2017

Everest University, Brandon Campus
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Volume I

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PRESIDENT'S MESSAGE

We would like to welcome you to Everest University, whose location provides a friendly, small-campus atmosphere where our dedicated staff can take a personal interest in the progress of each student. This caring attitude, combined with progressive curricula from diplomas to associate and bachelor's degrees to graduate-level programs, affords our students a meaningful higher education experience, as well as effective preparation for a wide variety of careers.

Obtaining a college education gives our graduates a competitive edge in their career field and will make the difference when they are considered for professional advancement. Our programs are designed for employment in the state of Florida as well as other progressive areas throughout the country.

Our goal is to provide our students with quality instruction, a sense of professional responsibility, a desire for lifelong learning, and the essential skills and abilities to qualify them for their chosen career.

Building on the traditions of Tampa College (the oldest business college in Florida, founded in 1890), we have made every effort to fulfill our obligations to those who have entrusted their educational and career goals to Everest University. Therefore, we invite all interested parties to visit our campus and review our wide variety of programs. Our experienced admissions officers will assist in the important process of identifying the program best suited for the candidate's special interests, talents, and goals.

Benjamin Franklin once said, "If a man empties his purse into his head, no man can take it away from him." An investment in knowledge always pays the best interest.

Sincerely,

Michelle Lawrence
Campus President
Brandon Campus

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ABOUT EVEREST UNIVERSITY

ZENITH EDUCATION GROUP

Everest University is part of the Zenith Education Group, a nonprofit provider of career school training. Above all, we are driven to promote the long-term success of our graduates—measured in strong program completion and job placement rates. As the largest nonprofit career college system in America, we are working to help our students access the high-quality education necessary to enter into prosperous and fulfilling careers.

THE ZENITH COMMITMENT TO STUDENTS

At Zenith Education Group, we are committed to operating with integrity and complying with laws, regulations, accreditation standards, polices and our company values. Upholding these commitments is essential to fulfilling our mission to help students succeed in their pursuit of an educational experience that prepares them for the workforce.

We commit to:
- Tell the truth about
  - Educational program content
  - Instructor qualifications
  - Program enrollment requirements
  - Cost of education
  - Educational program financing options and obligations
  - Program completion rates
  - Verifiable and accessible job placement and salary information
  - Projected lifetime earnings versus the cost of the student's education
- Be transparent with our students, each other, our regulators and the public regarding our
  - Ethical standards
  - Commitment to students
  - Program objectives and outcomes
  - Marketing and student recruiting initiatives and materials
  - Ongoing support for students' educational goals
  - Accreditation and regulatory compliance
- Provide marketing and recruiting information and materials that are
  - Clearly written and understandable
  - Focused on the prospective student's career goals
  - Presented to suitable student prospects
  - Honest about the student's responsibilities that lead to completion and placement
  - Respectful of competing schools' programs
- Be innovative through
  - Fostering an environment that supports creative educational approaches in support of program objectives and outcomes
  - Engaging our students and faculty in creating "learning laboratories" to test dynamic career education concepts
  - Continually learning and improving upon our innovative approaches
  - Reinvesting materially in enhancing student programs
  - Providing the student an affordable education
- Develop transformative education models based on meaningful collaboration with
  - Students
  - Employees
  - Employers
  - Educators
  - Program Advisory Committees
  - Thought Leaders, Foundations and other Engaged Communities

MISSION

The mission of the institution is to provide a high-quality educational experience to qualified undergraduate and graduate students through the delivery of traditional and online career-oriented diploma, associate's, bachelor's and master's degree programs delivered through a personalized teaching and learning environment that is designed to support students' personal and professional career development.

In support of its mission, Everest has adopted the following goals:
- Academics - To provide challenging and relevant accredited programs in a variety of career-oriented disciplines, incorporating effective educational methodologies, modern technology, and traditional and

alternative instructional delivery systems, characterized by effective teaching and a student-centered atmosphere.

- Educational Support Services - To provide a variety of programs and services that support its educational goals and purpose, are consistent with student needs, encourage student success, enhance diversity, and improve the quality of life for students.
- Enrollment - To manage the controlled growth of a diverse student body through the use of effective and ethical recruitment and retention methods and initiatives, and to support the quality of educational opportunities for all students, while meeting the school's fiscal needs.
- Business and Finance - To manage and increase resources in accordance with sound business practices, regulatory standards, and applicable laws.
- Physical Resources - To ensure that the physical resources, including buildings and equipment, are adequate to serve the needs of the institution, support its purpose, and contribute to an atmosphere for effective learning.
- Continuous Improvement - To continuously improve the quality of programs and services to meet the needs of its students, communities, and other key stakeholders.

SCHOOL HISTORY AND FACILITIES

The Brandon campus was formerly known as Tampa College. Founded in 1890, Tampa College is the oldest business college in the state. It became Florida Metropolitan University in 1996 and ultimately Everest University in 2007.

The Brandon campus is located at 3924 Coconut Palm Drive in Tampa, FL. The 49,000 square-foot building houses 30 classrooms, two medical labs, a surgical tech lab, a pharmacy lab, two massage therapy labs, a nursing skills lab and simulation center, a radiology lab, seven computer labs, a mock courtroom and a library. There are administrative offices for the academic program chairs, the dean, student finance and student accounts offices, admissions department and other administrative staff personnel. There is a student lounge and a staff lounge and large outdoor courtyard for students and staff. In February 2015, Zenith Education Group purchased the school from Corinthian Colleges, Inc. and transitioned it from a for-profit college into a dynamic nonprofit learning institution.

The school, the facilities it occupies and the equipment it uses comply with all federal, state, and local, ordinances and regulations, including those related to fire safety, building safety and health.

LIBRARY

Everest libraries are designed to support the programs offered on each of its campuses and its Everest University Online Division. Students and faculty have access to a wide variety of resources both on and off campus. All on-ground campuses have their own unique collection of books, periodicals, audio-visual materials and digital resources to support its curriculum. All students and faculty including those in its online division have access to digital resources that include full-text general and specialized databases, internet links and other resources providing a wide variety of informational content. All on-ground campuses are staffed with librarians or trained professionals to assist in the research needs of students and faculty, and libraries are conveniently open to accommodate class schedules.

ACCREDITATION, LICENSURE AND APPROVALS

- Accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas, associate's, bachelor's, and master's degrees. The Accrediting Council for Independent Colleges and Schools (ACICS) is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. The Accrediting Council for Independent Colleges and Schools is located at 750 First Street, NE, Suite 980, Washington, D.C. 20002-4223; (202) 336-6780.
- The Medical Assistant diploma program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). The Commission on Accreditation of Allied Health Education Programs is located at 1361 Park Street, Clearwater, FL 33756, (727) 210-2350.
- The Nursing program is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, (404) 975-5000, www.acenursing.org.
- The Associate degree in Nursing (ADN) program has full approval by the Florida Board of Nursing, 4052 Bald Cypress Way, BIN C02, Tallahassee, FL 32399-3252, 850.245.4125, www.doh.state.fl.us/mqa/nursing.
- The Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182 (312) 704-5300, www.jrcert.org.
- Everest University in Brandon (License #2627), a branch of the North Orlando campus, is licensed by means of accreditation by the Commission for Independent Education, Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, (888) 224-6684.
- The Massage Therapy program is approved by the Florida Board of Massage Therapy.

- An Assigned School by the National Certification Board of Therapeutic Massage & Bodywork (NCBTMB).
- Approved for the training of Veterans and eligible persons under the provisions of Title 38, United States Code.
- This campus is authorized under federal law to enroll nonimmigrant alien students.
- The Surgical Technologist (AS) degree program is accredited by the Accrediting Bureau of Health Education Schools, 7777 Leesburg Pike Suite 314 N. Falls Church, VA 22043, (703) 917-9503, (703) 917-4109 (fax), (www.abhes.org).

MEMBERSHIPS
- This campus is a member of the Florida Association of Postsecondary Schools and Colleges.

Copies of accreditation, approval and membership documentation are available for inspection at the campus. Please contact the Campus President/Online Designee to review this material.

GAINFUL EMPLOYMENT DISCLOSURES

For more information about our graduation rates, the median debt of students who completed the program and other important information, please visit our website at www.everest.edu/disclosures and www.everestonline.edu/disclosures.

ADMINISTRATIVE POLICIES FOR ALL STUDENTS

STATEMENT OF NON-DISCRIMINATION

Everest does not and will not discriminate on the basis of race, color, religion, age, disability, sex, pregnancy (including childbirth, false pregnancy, termination of pregnancy, and recovery therefrom), sexual orientation, national origin, citizenship status, gender identity or status, veteran status, actual or potential parental, family or marital status in the administration of its educational and admissions policies, scholarship and loan programs, or other school-administered programs. For information on discrimination-related grievances, please see the Discrimination Grievance Procedures section.

DISABILITY

Everest complies with federal laws including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended. The Campus President/Online Designee has been designated the Section 504/ADA Coordinator and will coordinate the efforts of Everest to comply with all relevant disability laws. Inquiries should be directed to this person at the campus contact information located in this catalog.

DISABILITY ACCOMMODATION PROCEDURE

Everest's disability accommodation procedure is a collaborative and interactive process between the student and the Section 504/ADA Coordinator. The student will meet with the Section 504/ADA Coordinator on campus to request and submit an Accommodation Request form and discuss disability related needs. The Section 504/ADA Coordinator is available to the student to assist with questions and provide assistance in filling out the Accommodations Request form. The student will provide a completed Accommodations Request form and documentation of their medical condition to the Section 504/ADA Coordinator for review. The documentation of a medical condition may be from a licensed medical doctor, psychologist, audiologist, speech pathologist, registered nurse, licensed clinical social worker, marriage and family therapist, rehabilitation counselor, physical therapist, learning disability specialist, or other appropriate health professional. This documentation should verify the medical condition and suggest appropriate accommodations for the student. If the accommodation is denied, the student is informed of their right to appeal the decision and the necessary steps to file an appeal.

For fully online students the student will request the Accommodation Request form through their Student Services Advisor/Coordinator. The Student Services Advisor/Coordinator will send the Accommodation Request form and supporting documentation to the Section 504/ADA Coordinator for review. The Section 504/ADA Coordinator will initiate the review process in collaboration with the student. If the accommodation is denied, the student is informed of their right to appeal the decision and the necessary steps to file an appeal.

To file an appeal the student should supply documentation and/or other evidence to substantiate the need for the denied accommodation(s). The evidence is submitted to the Section 504/ADA Coordinator with a new accommodation form marked appeal.

DISCRIMINATION GRIEVANCE PROCEDURES

A student initiates the Discrimination Grievance Procedure by contacting the Section 504/ADA Coordinator for disability-related complaints, or the Campus President for all other complaints alleging discrimination carried out by employees, other students, or third parties. The Section 504/ADA Coordinator and Campus President can be reached at the campus contact information located in this catalog. A student's participation in any informal resolution procedures is voluntary and he/she may pursue this formal grievance procedure at any time. The Section 504/ADA Coordinator or Campus President or his/her designee will explain the complaint procedures and assist the student in filing a complaint. The complaint need only be a written letter containing allegations that specifically identify the discriminatory conduct, the person(s) who did it, and all witnesses the student believes can support the allegations. A complaint should be made as soon as the student believes he/she has been discriminated against, but no later than within 180 days of the date that the alleged discrimination occurred, or the date on which the student could reasonably have learned of the discrimination.

When a complaint is filed, the Section 504/ADA Coordinator or Campus President or his/her designee begins an investigation within 14 days. The student, the accused, and any witnesses they identify are interviewed. Any relevant documents identified by these persons are reviewed. Within 45 days of the complaint, the Section 504/ADA Coordinator or Campus President or his/her designee will inform the student and accused in writing of sufficient or insufficient evidence to confirm the student's allegations, state the key facts, reasons why that conclusion was reached, and outline any proposed resolution or corrective action if applicable, subject to any applicable privacy constraints. The student is also notified of the right to appeal the investigation conclusion. An appeal must be made in writing to the Director of Academic Services, who may be reached at the Student Help Line number or email address below within 15 days of receiving notice about the investigation conclusion. Within 15 days of receiving the appeal, the Director of Academic Services will review the matter and provide a decision in writing.

Complaints are investigated in a manner that protects the privacy and confidentiality of the parties to the extent possible. No employee or agent of the School may intimidate, threaten, coerce or otherwise discriminate or retaliate

against any individual because he or she has filed a complaint or participated in the complaint resolution process. If a student believes any such retaliation has occurred, a complaint of retaliation should be filed according to the procedure described above. Everest makes every effort to prevent recurrence of any finding of discrimination and corrects any discriminatory effects on the grievant and others, if appropriate.

If the 504/ADA Coordinator or Campus President is the subject of the grievance, the student should contact the Student Services Manager at the Student Help Line at (800) 874-0255 or via email at StudentServices@zenith.org. The Student Helpline in consultation with the appropriate Academic Services team member(s) will provide guidance to the student for initiating and submitting their grievance in writing to StudentServices@zenith.org.

ANTIHAZING POLICY

Everest Florida Colleges, Institutes and Universities (collectively "the Schools") have adopted the following policy:

Hazing, whether conducted on campus or off campus, is strictly prohibited by the Schools. Violation of this policy by a student may subject the student to fines, the withholding of diplomas or transcripts pending compliance with the rules or pending payment of fines, probation, suspension, or dismissal. Violation of this policy by an organization may subject the organization to rescission of permission for it to operate at the Schools.

For purposes of this policy, "hazing" means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. "Hazing" includes, but is not limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

The Schools do not accept as defenses to a hazing charge against a student or organization that: (1) consent of the victim has been obtained; (2) the hazing was not part of an official organizational event or was not otherwise sanctioned or approved by the organization; or (3) the hazing was not done as a condition of membership to an organization.

CODE OF STUDENT CONDUCT

Everest and WyoTech students have an obligation to foster an atmosphere of mutual respect and high regard for the life and property of the school. It is expected that you will share respect for the law, our campus rules and adhere to the highest ethical standards of conduct, whether you are in class, on campus, at off-campus sponsored activities or events, and housing.

This Student Code of Conduct is designed to maintain a learning environment that ensures the safety and well-being of everyone on campus, encourages students in the practice of good citizenship and self-discipline, and protects the school's property and equipment by promoting integrity, academic achievement, and personal responsibility. Questions and concerns may be reported by calling 855-218-6009.

Conduct Affecting On-Campus Safety

Everest and WyoTech will take all appropriate actions to protect the safety and security of our campus community. Every student has the right to fair and reasonable treatment. No one may be excluded on the basis of disability, race, ethnicity, national origin, creed, gender, age, sexual orientation, economic status, or other protected status. A student whose conduct threatens property or the health/safety of any person may be immediately suspended. Examples of such conduct may include:

- Possessing alcohol or other intoxicants, drugs, firearms or other weapons, explosives, dangerous devices, or dangerous chemicals on school premises
- Theft
- Vandalism or misuse of the school's or another's property
- Harassment or intimidation of others, including bullying or cyberbullying
- Endangering yourself or others, infliction of physical harm
- Any other behavior deemed inappropriate by the school

Conduct Affecting Student Learning

Disciplinary action, including suspension/dismissal, may be initiated against any student based upon reasonable suspicion of involvement to commit any of the following:

- Cheating, plagiarism, fabrication or other forms of academic dishonesty
- Falsifying, or altering documents; misusing documents, funds, or school property
- Disruptive actions, including:

- o Use of cell phones or other electronic devices for voice or text communication in the classroom, unless permitted by the instructor
- o Use of any device to make an audio, video, or photographic record of any person while in class, on campus, at off-campus sponsored activities or events, and housing without that person's prior permission
- Failure to comply with school policies or directives
- Any action that interferes with the learning environment or the rights of others

While students have the right to freedom of expression, including the right to dissent, protest, or articulate exception to the material and assessments offered in any course, this expression cannot interfere with the rights of others, hinder instruction, or disrupt the process of the school. Students have a responsibility to express ideas in a safe and respectful manner.

Limitations on Students with Pending Disciplinary Matters
Any student with a pending disciplinary matter shall not be allowed to:
- Graduate or participate in graduation ceremonies; or
- Engage in any other school-related activities determined by the school

Additionally, if a student withdraws from school at any point during the disciplinary process, the student is not eligible for readmission or transfer to another campus prior to resolving the outstanding disciplinary issue. Disciplinary matters are addressed in accordance with written policies and procedures and follow accreditor standards and expectations.

Inquiry by the Campus President/Online Designee
If the Campus President (or designee)/Online Designee, in his or her sole discretion, has reason to believe that a student has violated the Code of Student Conduct, the Campus President (or designee)/Online Designee shall conduct a reasonable inquiry and determine an appropriate course of action. If the Campus President (or designee)/Online Designee determines that a violation has not occurred, no further action shall be taken.

Conduct that does not Result in Suspension or Dismissal
If the school determines that the student's behavior may have violated this Code, but does not warrant a suspension or dismissal, the school will promptly provide the student with a written warning. Multiple written warnings may result in a suspension or dismissal.

Conduct Resulting in Suspension or Dismissal
If the school determines that a student's behavior should result in a suspension or dismissal, the school will promptly provide the student with a written notice of:
- The conduct resulting in the suspension or dismissal;
- The specific penalty being imposed;
- The student's right to submit a written appeal within five calendar days following the date of the school's suspension or dismissal determination

ALCOHOL AND SUBSTANCE ABUSE STATEMENT
Everest does not permit or condone the use or possession of marijuana, alcohol or any other illegal drug, narcotic or controlled substance by students. Possession of these substances on campus is cause for dismissal.

STUDENT USE OF INFORMATION TECHNOLOGY RESOURCES POLICY
IT resources may only be used for legitimate purposes, and may not be used for any other purpose which is illegal, unethical, dishonest, damaging to the reputation of the school, or likely to subject the school to liability. Impermissible uses include, but are not limited to:
- Harassment
- Libel or slander
- Fraud or misrepresentation
- Any use that violates local, state, or federal law and regulation
- Disruption or unauthorized monitoring of electronic communications
- Disruption or unauthorized changes to the configuration of antivirus software or any other security monitoring software
- Unauthorized copying, downloading, file sharing, or transmission of copyright-protected material, including music
- Violations of licensing agreements
- Accessing another person's account without permission
- Introducing computer viruses, worms, Trojan Horses, or other programs that are harmful to computer systems, computers, or software

- The use of restricted access computer resources or electronic information without or beyond a user's level of authorization
- Providing information about or lists of Zenith users or students to parties outside Zenith without expressed written permission
- Downloading or storing company or student private information on portable computers or mobile storage devices
- Making computing resources available to any person or entity not affiliated with the school
- Posting, downloading, viewing, or sending obscene, pornographic, sexually explicit, hate related, or other offensive material
- Academic dishonesty as defined in the Code of Student Conduct
- Use of Zenith logos, trademarks, or copyrights without prior approval
- Use for private business or commercial purposes.

COPYRIGHT POLICY

It is the intention of Everest to strictly enforce a policy of zero tolerance for copyright violations and to comply with all applicable laws and regulations. Any student who engages in the unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, is subject to disciplinary actions by the school, or any applicable actions in conjunction with federal and state law.

SEXUAL HARASSMENT POLICY

Everest strives to provide and maintain an environment free of all forms of harassment. Behavior toward any student by a member of the staff, faculty or student body that constitutes unwelcome sexual advances will be dealt with quickly and vigorously and will result in disciplinary action up to and including dismissal. Any student who believes that he or she is a victim of sexual harassment should immediately notify the office of the Campus President/Online Designee. The Campus President/Online Designee will conduct an investigation of all allegations. Information surrounding all complaints will be documented and kept strictly confidential.

SANCTIONS

Sanctions should be commensurate with the nature of the student's conduct. All sanctions imposed should be designed to discourage the student from engaging in future misconduct and whenever possible should draw upon educational resources to bring about a lasting and reasoned change in behavior.

Suspension – A sanction by which the student is not allowed to attend class for a specific period of time. Satisfactory completion of certain conditions may be required prior to the student's return at the end of the suspension period. During a period of suspension, a student shall not be admitted to any other Zenith school.

Note: Student absences resulting from a suspension shall remain in the attendance record regardless of the outcome of any disciplinary investigation or the decision of the Student Conduct Committee.

Dismissal – A sanction by which the student is withdrawn from school. Such students may only reapply for admission with the approval of the Campus President/Online Designee. Students dismissed for violations of this Code remain responsible for any outstanding balance owed to the school.

APPEAL PROCESS

Students are entitled to appeal any sanction which results in suspension or dismissal. The appeal must be in writing and filed within five calendar days of the date of the written notice. If the student files a timely appeal, the Campus President (or designee)/Online Designee shall convene a Student Conduct Committee to conduct the hearing. The Committee shall generally include the Campus President/Online Designee, the Academic Dean/Director of Education, a Program or Department Chair, the Student Services Coordinator, or a faculty member. The members of the Committee shall select a Chair. If the alleged violation involves allegations of sexual misconduct committed against faculty or staff, the Committee must include a representative from the Campus Support Center or Division Human Resources.

The Committee Chair shall schedule a timely hearing date and provide written notice to the student. The notice must be mailed or otherwise delivered to the student at least two calendar days prior to the scheduled hearing date and include notice that the student may:
- Appear in person, but is not required to appear
- Submit a written statement
- Respond to evidence and question the statements of others
- Invite relevant witnesses to testify on his/her behalf
- Submit written statements signed by relevant witnesses

Attendance at the hearing is limited to those directly involved or those requested to appear. Hearings are not open to the public and are not recorded.

The Student Conduct Committee shall:
- Provide the student a full and reasonable opportunity to explain his/her conduct

- Invite relevant witnesses to testify or submit signed statements
- Reach a decision based upon the information submitted prior to the hearing and the testimony and information of the student and witnesses at the hearing
- If the student does not appear, or elects not to appear, the Committee may proceed in the student's absence and the decision will have the same force and effect as if the student had been present

The Student Conduct Committee shall issue a written decision to the student within five calendar days of the date of the hearing which may:

- Affirm the finding and sanction imposed by the Campus President (or designee)/Online Designee
- Affirm the finding and modify the sanction. Sanctions may only be reduced if found to be grossly disproportionate to the offense
- Disagree with the previous finding and sanction and dismiss the matter. A matter may be dismissed only if the original finding is found to be arbitrary and capricious

The decision of the Student Conduct Committee is final, and no further appeal is permitted.

RECORD OF DISCIPLINARY MATTER

All disciplinary files shall be kept separate from the student academic files until resolved. Disciplinary files for students who have violated the Code of Student Conduct shall be retained as part of the student's academic file and considered "education records" as appropriate, pursuant to the Family Educational Rights and Privacy Act (FERPA). Disciplinary records shall be retained in the student's academic file permanently and a note shall be included in the official student information system indicating the date of the disciplinary decision and the sanction imposed.

When circumstances warrant, disciplinary matters shall be referred to the appropriate law enforcement authorities. Additionally, disciplinary records shall be reported to third parties as applicable (e.g. Veteran's Administration).

STUDENT GRIEVANCE PROCEDURE

You may bring a complaint against the School and initiate the School's Internal Dispute Resolution procedure by filing a written complaint with your academic advisor. The academic advisor will attempt to respond to your complaint within 15 days. If you are not satisfied with your academic advisor's resolution of your complaint, you may appeal his/her decision to the President of the School. You may then appeal the President's decision to the Provost of Zenith Education Group. If you are not satisfied with the outcome of the internal dispute procedure, you have the option of submitting your claim to arbitration pursuant to the School's Dispute Resolution Policy that was provided at the time of enrollment. You may also obtain a copy of the Internal Dispute Resolution Policy from your academic advisor.

If a student feels that the School has not adequately addressed a complaint or concern, the student may also consider contacting the Accrediting Council for Independent Colleges and Schools. All complaints considered by the Council must be in written form, with permission from the complainant(s) for the Council to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Council. Please direct all inquiries to:

Accrediting Council for Independent Colleges and Schools
750 First Street, N.E., Suite 980
Washington, DC 20002-4223
(202) 336-6780

Students may also contact and file a complaint with the state's agency and the Florida Attorney General's Office at the following mailing address:

Office of the Attorney General	The Commission for Independent Education
PL-01 The Capitol	Florida Department of Education
Tallahassee, FL 32399-1050	325 West Gaines Street, Suite #1414
Ph: 850-414-3990	Tallahassee, FL 32399-0400
Toll Free within Florida: (866) 966-7226	Toll free number (888) 224-6684
Website: http://myfloridalegal.com	

DRESS CODE (ON-GROUND STUDENTS ONLY)

Students must adhere to the campus dress code standards and are expected to dress in a manner that would not be construed as detrimental to the student body, the educational process or wear any clothing which has expressed or implied offensive symbols or language. Students should always be cognizant of the first impression of proper dress code and grooming, and note that Everest promotes a professional atmosphere. In addition, students may be required to wear uniforms that present a professional appearance.

NOTIFICATION OF RIGHTS UNDER FERPA

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

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access.

   A student should submit to the Registrar's Office a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and will notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.

   A student who wishes to ask the institution to amend a record should write to the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.

   If the institution decides not to amend the record as requested, the institution will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the institution discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   The institution discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the institution has contracted as its agent to provide a service instead of using institution employees or officials (such as an attorney, auditor, collection agent, campus security personnel and a health provider); a person serving the institution in an advisory capacity; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks, or an accreditor or an official of the state's department of education. Please note that in certain circumstances, such as with an infectious disease health threat or security threat, the school may disclose individually identifiable information without notice.

   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 responsibilities for the institution.

   Upon request, the institution also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

   Everest is committed to the protection of student education information. While Everest does not publish a student directory, from time to time the school publishes communications, such as graduation and honor roll lists, that include Everest-designated directory information. Everest expressly limits its designated directory information to students' names, graduation dates, programs of study, degrees, diplomas, certificates and honors/awards received. A student who wishes not to be included in the campus publications referenced above must obtain an Opt-Out form from the Registrar's Office and submit the completed form to the Registrar.

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

STUDENT RECORDS

All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. Everest maintains complete records for each student, including grades, attendance, prior education and training, placement, financial aid and awards received. Student records are maintained on campus for five years.

TRANSCRIPT AND DIPLOMA RELEASE

Student academic transcripts are available upon written request by the student. Student records may be released only to the student or his/her designee as directed by the Family Educational Rights and Privacy Act of 1974.

Transcript and diploma requests must be made in writing to the Office of the Registrar. Official transcripts will be released to students who are current with their financial obligation to the school. Diplomas will be released to students who are current with their financial obligation upon completion of their school program.

CAMPUS SECURITY AND CRIME AWARENESS POLICIES

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, Everest has established policies regarding campus security.

Everest strives to provide its students with a secure and safe environment. Classrooms and laboratories comply with the requirements of the various federal, state and local building codes, with the Board of Health and Fire Marshal regulations. Most campuses are equipped with alarm systems to prevent unauthorized entry. Facilities are opened each morning and closed each evening by administrative personnel.

In emergency situations, students should call 911 for an immediate response from the local law enforcement agency. Thereafter, the crime should be reported to the Campus President (or designee)/Online Designee. In non-emergency situations, the crime should be reported as soon as possible to the Campus President (or designee)/Online Designee and the local law enforcement agency. All students are encouraged to report all crimes and public safety incidents to the Campus President (or designee)/Online Designee in a timely manner. The Campus President (or designee)/Online Designee shall document each incident reported and determine an appropriate response based on the nature of the incident. All victims of crime that occur on campus shall be provided with the opportunity to report the incidents to the local law enforcement authority.

Students 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 school has no responsibility or obligation for any personal belongings that are lost, stolen or damaged, whether on or off school premises or during any school activities.

On May 17, 1996, the President of the United States signed Megan's Law into federal law. As a result, local law enforcement agencies in all 50 states must notify schools, day care centers, and parents about the presence of dangerous offenders in their area. Students are advised that the best source of information on the registered sex offenders in the community is the local sheriff's office or police department. The following link will provide you with a list of the most recent updated online information regarding registered sex offenders by state and county: http://www.fbi.gov/hq/cid/cac/registry.htm.

DRUG-FREE SCHOOLS POLICY

The Drug-Free Schools and Communities Act of 1989, Public Law 101-226, requires institutions receiving financial assistance to implement and enforce drug prevention programs and policies. Students shall receive a copy of the Drug-Free Schools/Drug-Free Workplace Annual Disclosure upon enrollment, and thereafter no later than January 31st of each calendar year they are enrolled. The information and referral line that directs callers to treatment centers in the local community is available through Student Services.

Everest prohibits the manufacture and unlawful possession, use or distribution of illicit drugs or alcohol by students on its property and at any school activity. If students suspect someone to be under the influence of any drug or alcohol, they should immediately bring this concern to the attention of the Academic Dean/Director of Education or Campus President/Online Designee. Students who violate the school's prohibitions against alcohol, controlled substances, and drugs are subject to disciplinary action up to and including dismissal from the school. Information on the disciplinary process may be found in the school catalog. When circumstances warrant, a violation of this policy may also be referred to the appropriate law enforcement authorities.

In certain cases, students may be referred to counseling sources or substance abuse centers. If such a referral is made, continued enrollment is subject to successful completion of any prescribed counseling or treatment program.

STATISTICAL INFORMATION

Everest is required to report to students the occurrence of various criminal offenses on an annual basis. On or before October 1st of each year, the school will distribute a security report to students containing the required statistical information on campus crimes committed during the previous three years. A copy of this report is available to prospective students upon request.

CAMPUS COMPLETION RATE REPORTS

Under the Student Right to Know Act (20 U.S.C. § 1092(a)), Everest is required to annually prepare completion or graduation rate data respecting the institution's first-time, full-time undergraduate students (34 CFR 668.45(a)(1)). Everest is required to make this completion or graduation rate data readily available to students approximately 12 months after the 150% point for program completion or graduation for a particular cohort of students. This completion rate report is available to students and prospective students upon request.

ADMISSIONS INFORMATION FOR ON-GROUND STUDENTS

All admissions materials, including program disclosures and enrollment agreements are presented in English only, since all programs are taught in English. Each admissions representative conducts interviews with prospective enrollees in English only as the method to determine that the prospective enrollee understands and can function in English. Students may be exempt from the assessment test if they provide official composite score of at least 15 on the ACT, a combined score on reading and math of at least 700 on the SAT, or proof of successful completion of a minimum of 36.0 quarter hours or 24.0 semester hours of earned college credit at an accredited postsecondary institution. As part of the enrollment process, assessment testing is required for students entering degree programs. Enrollees take the SLE assessment. If an enrollee scores 12 or more, he or she will proceed with standard coursework. If an enrollee scores 9 to 11, it is recommended that he or she attends math tutoring. If the score is 8 or below, it is recommended that he or she attends tutoring to strengthen his/her skills in both English and Math. No English as a second language courses are offered by the campus.

DIPLOMA AND UNDERGRADUATE ADMISSIONS REQUIREMENTS
- High school diploma or a recognized equivalent such as the GED. Applicants will be required to sign an **"Attestation Regarding High School Graduation or Equivalency"** indicating they meet the School's requirements for admission.
- High school seniors who are accepted on a conditional basis must sign an **"Attestation Regarding High School Graduation or Equivalency"** following graduation and prior to starting classes.
- Applicants are informed of their acceptance status shortly after all required information is received and the applicants' qualifications are reviewed.
- Upon acceptance into the school, applicants who are enrolling will complete an enrollment agreement.
- Students may apply for entry at any time. Students are responsible for meeting the requirements of the catalog in effect at the time of enrollment.
- Re-entry students are subject to all program requirements, policies, and procedures as stated in the school catalog in effect at the time of re-entry. All re-entering students must sign a new enrollment agreement.
- All applicants will be required to submit one of the following:
  1. Completed Attestation regarding high school graduation or equivalency or
  2. Proof of High School graduation (POG) (i.e. copy of diploma or transcript) or
  3. Proof of a recognized equivalency certificate (GED) or other equivalent documentation.

PROGRAM SPECIFIC ADMISSIONS REQUIREMENTS

Massage Therapy Diploma Program
- Applicants must reach 18 years of age on or prior to the expected date of graduation.
- Applicants must complete a student disclosure form.

Pharmacy Technician Diploma Program
- Applicants must reach 18 years of age on or prior to the expected date of graduation.
- Students must meet with the Program Director in their first term.

Associate in Science, Applied Management Program
- Applicants must have successfully completed a diploma or certificate program from an accredited post-secondary institution.

Bachelor of Science, Applied Management Program
- Applicants must have successfully completed an accredited certificate, diploma, AS, or AAS degree in a field of applied science from an accredited post-secondary institution.

Bachelor of Science, Criminal Justice Program
- Applicants must have completed 36.0 or more quarter (24.0 semester) transferable college credits.
- Students who do not have the requisite number of credits for direct admission into the bachelor's program may be admitted into the Criminal Justice Associate in Science program.

Associate in Science, Nursing Program
- High School Diploma or a GED certificate.
- Pass the HESI A2 Admission Examination with a minimum score of 75 in each of the following categories:
  - Math, Reading, Grammar, Vocabulary, Critical Thinking.
- Write an essay as assigned and graded by the Nursing Department.

- Complete a personal interview with the Nursing Department.
- Pass a criminal background check and fingerprinting/drug screening.

Note: The policies in the Nursing Handbook will supersede all other Everest policies and procedures as outlined in this catalog.

Associate in Science, Radiologic Technology Program
- High School Diploma or a GED certificate.
- Achieve a minimum score on the **Wonderlic Basic Skills Test of Verbal 270 and Quantitative 270**
- Write an essay as assigned and graded by the Radiology Department.
- Complete a personal interview with the Radiology Department.
- Pass a criminal background check and/or fingerprinting/drug screening.

Note: The policies in the Radiologic Technology Handbook will supersede all other Everest policies and procedures as outlined in this catalog.

Associate in Science, Surgical Technologist Program
- High School graduate or have a GED.
- Pass an entrance assessment with a minimum score of 270. See the Surgical Technician handbook for details and required scores.
- Complete a personal interview with the Surgical Technologist Director or designee.
- Complete and pass a criminal background check.
- Complete and pass a drug screening which shows no evidence of illegal drug usage.
- **Prior to clinical the following need to be completed:**
- Meet the outlined Essential Skills and Functional Ability Standards and have physical examination clearance by a physician.
- Provide proof of current immunizations as required by clinical affiliates.
- Provide proof of current or complete CPR/Choking training that includes infant, child and adult with AED as required by clinical affiliates (this will be completed in class).

Note: The policies in the Surgical Technologist Handbook will supersede all other Everest policies and procedures as outlined in this catalog.

CRIMINAL BACKGROUND CHECK
- Students enrolled in certain programs may be subject to a criminal background check prior to enrollment to ensure they are qualified to meet occupational or employment requirements, clinical or internship/externship placement requirements or licensure standards for many programs, including but not limited to those in the allied health or criminal justice fields.
- Enrollment for students may not be granted when the background check identifies a conviction, pending case, or unresolved deferral/diversion for any felonies or misdemeanors.
- A student's inability to obtain criminal background clearance may prohibit opportunities for program completion and job placement. It is the student's responsibility to contact the agency to verify conditions. The school cannot contact the background check agency.
- All students re-entering a program shall be required to complete a Criminal Background Attestation, attesting that they do not have a criminal background that would preclude them from obtaining licensure, externship or placement in their desired career field.

ACADEMIC SKILLS ASSESSMENT
All students are required to complete the institution's assessment test. Students may be exempt from the assessment if they provide official composite score of at least 15 on the ACT, a combined score on reading and math of at least 700 on the SAT, or proof of successful completion of a minimum of 36.0 quarter hours or 24.0 semester hours of earned college credit at an accredited postsecondary institution.

INTERNATIONAL STUDENTS ADMISSIONS REQUIREMENTS
- Provide a certified secondary school transcript or high school diploma as defined by the student's country of origin.
- Provide proof of English proficiency (if the student's first language is not English, an official test score on an approved English proficiency test is required).
- Proof of financial ability to meet expenses. Such evidence may be one of the following:
  a. Bank letter verifying student's available funds (self-sponsoring).

b. Bank letter verifying sponsor's available funds if sponsor is not a citizen or a legal permanent resident of the U.S.
    c. Form I-134 if sponsor is a citizen or legal permanent resident of the U.S.
    d. If the applicant is sponsored by his/her home country, a statement of sponsorship.
- Be eligible for a student visa (F-1 or M-1).
- Enroll as a full time student (for undergraduates, at least 12 quarter credit hours).
- Pay the required minimum tuition deposit.
- Pay the non-refundable SEVIS processing fee (if done through the school).
- International students must meet the same programmatic entrance requirements as domestic students.

Note: M-1 students may not enroll in online courses. F-1 students may enroll in no more than one (1) online course per term.

English Proficiency

All international students whose first language is not English must provide proof of English proficiency. English proficiency may be established by providing documentation of one of the following:
- Passing score on an English skills assessment test (see below)
- Graduation from an American/International high school program where the curriculum is taught in English
- Graduation from a high school in the U.S. as an exchange student
- Graduation from a high school in a country where English is the official language

The acceptable skills assessment tests for **diploma and undergraduate programs** are the Test of English as a Foreign Language (TOEFL), the Michigan English Language Assessment Battery (MELAB), the International English Language Testing System Exam (IELTS), and the English Language School Center (ELS) test. The required passing score on each test is as follows:

Test:	TOEFL	MELAB	IELTS	ELS
Score:	45 Internet Based 133 Computer Based 450 Paper Based	60	5.0	Completion of Level 107

ACADEMIC POLICIES FOR ON-GROUND STUDENTS

EVEREST REGULATIONS

Each student is given the school catalog, which sets forth the policies and regulations under which the institution operates. It is the responsibility of the student to become familiar with these policies and regulations and to comply accordingly. Ignorance of or lack of familiarity with this information does not serve as an excuse for noncompliance or infractions.

Everest reserves the right to change instructors, textbooks, accreditation, schedules, or cancel a course or program for which there is insufficient enrollment. The student will receive a full refund for courses or programs that are cancelled. The school also reserves the right to change course curricula, prerequisites and requirements upon approval by the school's accrediting agency and state licensing board.

DEFINITION OF CREDIT

Everest awards credit in the form of quarter credits. One quarter credit is equivalent to a minimum of 10.0 class hours of theory or lecture instruction a minimum of 20.0 hours of supervised laboratory instruction, or a minimum of 30.0 hours of externship practice.

Financial aid is administered as a clock-hour program for Massage Therapy.

OUT OF CLASS ASSIGNMENTS

- Students in degree programs should expect to spend approximately two hours outside of class completing homework for every hour of in class lecture.
- Students in diploma programs will be expected to complete assigned homework and other out-of-class assignments in order to successfully meet course objectives as set forth in the course/program syllabi

TRANSFER OF CREDIT INTO EVEREST

Everest has constructed its transfer credit policy to recognize both traditional college credit and non-traditional learning. In general, Everest considers the following criteria when determining if transfer credit should be awarded:

- Accreditation of the institution;
- The comparability of the scope, depth and breadth of the course to be transferred; and
- The applicability of the course to be transferred to the student's desired program. This includes the grade and age of the previously earned credit.

If the learning was obtained outside a formal academic setting, through a nationally administered proficiency exam, an IT certificate exam or military training, Everest will evaluate and award transfer credit using professional judgment and the recommendations for credit issued by the American Council on Education (ACE).

Academic Time Limits

The following time limits apply to a course being considered for transfer credit:

- College Core and General Education course – indefinite;
- Major Core course (except health science course) – within ten (10) years of completion;
- Due to certain programmatic accreditation criteria, health science core courses are eligible for transfer within five (5) years of completion.
- Military training, proficiency exams (e.g. DANTES, AP, CLEP, Excelsior, etc.) and IT certificate exams – the same academic time limits as College Core and General Education courses.

Required Grades

For diploma, associate's, and bachelor's degree programs, a letter grade of "C" (70%) or better is required for transfer credit to be awarded.

Maximum Transfer Credits Accepted

- Students enrolled in a diploma, associate or bachelor's degree program must complete at least 25% of the program in residency at the institution awarding the degree or diploma. The remaining 75% of the program may be any combination of transfer credit, national proficiency credit, Everest developed proficiency credit or prior learning credit.

Coursework Completed at Foreign Institutions

All coursework completed at a foreign institution must be evaluated by a member of the National Association of Credential Evaluation Services (NACES).

Transfer Credit for Learning Assessment

Everest accepts appropriate credits transferred from the College Level Examination Program (CLEP), DANTES subject testing, and certain other professional certification examination programs. Contact the campus Academic Dean/Director of Education for the current list of approved exams and minimum scores required for transfer.

Transfer Credit for Proficiency Examination

Undergraduate students may attempt to challenge the requirement to certain selected courses by demonstrating a proficiency level based on special qualifications, skills, or knowledge obtained through work or other experience that is sufficient to warrant the granting of academic credit for a course through a Proficiency Examination. Similarly, Everest may award some credits toward undergraduate, associate, and diploma level courses for achievement of professional certifications such as CNE, MCSE, etc. For more information, please contact the Academic Dean or Director of Education.

Experiential Learning Portfolio

Students may earn credit for experiential learning through the Prior Learning Assessment program. This program is designed to translate personal and professional experiences into academic credit. Procedures for applying for credit through experiential learning are available in the Academic Dean's/Director of Education's office.

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits earned at Everest is at the complete discretion of an institution to which a student may seek to transfer. Acceptance of the degree, diploma or certificate earned in the program in which the student is enrolling is also at the complete discretion of the institution to which a student may seek to transfer. If the credits or degree, diploma or certificate that was earned at this institution are not accepted at the institution to which a student seeks to transfer, the student may be required to repeat some or all of his/her coursework at that institution. For this reason, the student should make certain that attendance at this institution will meet his/her educational goals. This may include contacting an institution to which a student may seek to transfer after attending Everest to determine if the credits or degree, diploma or certificate will transfer.

Transfer to Other Everest Locations

Students in good standing may transfer to another Everest campus location. Transfer students are advised that they will be subject to the minimum residency requirements at the new campus for the program in which they are enrolled. Students may transfer applicable credits from Everest coursework in which a "C" or higher was earned; however, those credits will be treated as transfer credits and will not count toward fulfilling residency requirements at the new location.

Transfer to Participating Institutions in Florida's Statewide Course Numbering System (SCNS)

Everest University is a participating institution in the Florida Statewide Course Numbering System (SCNS). Please see the disclosure and explanation of the course numbering system and the benefits of this participation that are provided in the Florida's Statewide Course Numbering System section of the catalog.

Everest Consortium Agreement

The Everest Consortium Agreement enables students to attend a limited number of classes (a maximum of 49% of credit hours) at an Everest campus location other than their home campus. In addition, students nearing completion of their program of study may finish their degree at another Everest campus location through the Consortium Agreement (a minimum of 51% of credit hours must be completed at the Home campus). Complete details on the Everest Consortium Agreement are available in the Academic Dean's/Director of Education's office.

Articulation Agreements

Everest University has articulation agreements with the following institutions: CompuCollege, CDI College, Elmira Business Institute, Mountain State University, Nova Southeastern University and University of Phoenix. Students should contact their Everest University campus Academic Dean for additional information on articulation agreement transfer terms and conditions.

Transfer Center Assistance

Any questions regarding the transfer of credit into or from Everest should be directed to the Transfer Center at (877) 727-0058 or email transfercenter@zenith.org.

ONLINE COURSE REQUIREMENTS

Online courses are offered at the campus through the Online Division of Zenith using the eCollege platform via the Internet. Online courses have the same course objectives and outcomes as courses taught on-ground, although more individual focus and initiative is required to successfully master the material. Online courses are designated on

the class schedule so students register during the normal registration period. Students registering for an online course must obtain prior approval from their Program Director or the Academic Dean. To maximize success within the online courses, students must have available to them a computer with a system profile that meets or exceeds the following:

Windows Systems
Windows 7, 8, XP, or Vista
56K modem or higher
Sound Cards & Speakers
Firefox, Chrome, or Microsoft Internet Explorer 10 and 11

Mac Systems
Mac OS X 10.7 or higher (in classic mode)
56K modem or higher
Sound Cards & Speakers
Safari 7 or higher, Chrome, Firefox

In addition, students taking online courses must:
- Check quarterly to make sure they are maintaining the correct systems profile;
- Have Internet access and an established email account;
- Verify email account/address with Online Coordinator at the time of registration each quarter;
- Commence online course work as soon as students have access to the courses;
- Participate in classes and complete learning and graded activities weekly throughout the course.

DIRECTED STUDY
- Students unable to take a specific required course due to work schedule conflicts, emergency situations, or course scheduling conflicts may request permission to complete a course through directed study.
- Associate degree students may apply a maximum of 8.0 quarter credit hours earned through directed study to the major core of study.
- Bachelor's degree students may apply a maximum of 16.0 quarter credits of directed study to the major core of study.
- Students may not take more than one directed study course in a single academic term.
- Diploma students are not eligible for Directed Study

GRADING SYSTEM AND PROGRESS REPORTS
The student's final grade for each course or module is determined by the average of the tests, homework, class participation, special assignments and any other criteria indicated in the grading section of the syllabus for the course or module. Final grades are reported at the completion of each grading term and are provided to each student. If mailed, they are sent to the student's home address. Failed courses must be repeated and are calculated as an attempt in Satisfactory Academic Progress calculations.

Grade	Point Value	Meaning	Nursing Scale	Percentage Scale
A	4.0	Excellent	100-92	100-90
B	3.0	Very Good	91-84	89-80
C	2.0	Good	83-76	79-70
D*	1.0	Poor	75-68	69-60
F**	0.0	Failing	67-0	59-0
Fail	Not Calculated	Fail (for externship/internship)		
Pass	Not Calculated	Pass (for externship/internship)		
IP***	Not Calculated	In Progress (for linear externship/internship/modular clinic courses or thesis courses only)		
L	Not Calculated	Leave of Absence (allowed in modular programs only)		
EL	Not Calculated	Experiential Learning		
PE	Not Calculated	Proficiency Exam		
PF	Not Calculated	Preparatory Fail		
PP	Not Calculated	Preparatory Pass		
W	Not Calculated	Withdrawal		
WZ	Not Calculated	Withdrawal for those students called to immediate active military duty. This grade indicates that the course will not be calculated for purposes of determining rate of		

		progress
TR	Not Calculated	Transfer Credit

*Not used in Allied Health Programs.
**For Nursing program, F (Failing) is 75-0%. For all other Allied Health Courses, F (Failing) is 69-0%.
***If the required linear externship/internship hours are not completed within one term, the student will receive an IP (In Progress) grade and a zero credit Externship/Internship Extension course will be scheduled in the following term. Once the required hours are completed, the student's grade will be entered in both courses.

Treatment of Grades in the Satisfactory Academic Progress/Rate of Progress Calculation

Grade	Included in GPA calculation?	Counted as attempted credits?	Counted as earned credits?
A	Y	Y	Y
B	Y	Y	Y
C	Y	Y	Y
D	Y	Y	Y
F	Y	Y	N
Fail	N	Y	N
Pass	N	Y	Y
IP	N	Y	N
L	N	N	N
EL	N	Y	Y
PE	N	Y	Y
PF	N	N	N
PP	N	N	N
W	N	Y	N
WZ	N	N	N
TR	N	Y	Y

GPA AND CGPA CALCULATIONS
- The Grade Point Average (GPA) is calculated for all students. The GPA for each term and Cumulative Grade Point Average (CGPA) are calculated on courses taken in residence at Everest
- The Grade Point Average (GPA) is calculated at the end of each evaluation period by dividing the quality points earned by the total credits attempted for that evaluation period.
- The Cumulative Grade Point Average (CGPA) is calculated by dividing the total cumulative quality points earned by the total cumulative credits attempted for cumulative evaluation periods.
- The number of quality points awarded for each course is determined by multiplying the points listed for each letter grade by the number of credits of the course.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)
Students must maintain satisfactory academic progress in order to remain eligible as regularly enrolled students and to continue receiving federal financial assistance. The accreditor and federal regulations require that all students progress at a reasonable rate toward the completion of their academic program. Satisfactory academic progress is measured by:
- The student's cumulative grade point average (CGPA);
- The student's rate of progress toward completion (ROP); and
- The maximum time frame (MTF) allowed to complete the academic program (150% for all programs).

For clock hour modular programs, students must also maintain a satisfactory rate of attendance. The student may not have absences in excess of 10% of the scheduled hours in a payment period, measured at the nearest full module. The maximum time frame allowed to complete is 150% of total number of weeks in the program of study (MTF).

Evaluation Periods for SAP
Satisfactory academic progress is measured for all students at the end of each grading period (i.e., at the end of each term, module, phase, level, quarter and payment period).

Rate of Progress toward Completion
The school catalog contains a schedule designating the minimum percentage or amount of work that a student must successfully complete at the end of each evaluation period to complete their educational program within the maximum time frame (150%). Quantitative progress is determined by dividing the number of credit hours earned by

the number of credit hours attempted. Credit hours attempted include completed hours, transfer credits, withdrawals, and repeated courses. Non-credit remedial courses have no effect on the student's ROP.

Maximum Time Frame to Complete

The maximum time frame for completion of all programs below the master's level is limited by federal regulation to 150% of the published length of the program. School shall calculate maximum time frame using credit hours attempted. All credit hours attempted, which include completed credits, transfer credits, withdrawals, and repeated classes, count toward the maximum number of credits allowed to complete the program. Non-credit remedial courses have no effect on the student's maximum time frame.

For clock hour modular programs, a student is not allowed to attempt more than 1.5 times or 150% of the weeks in the program.

Satisfactory Academic Progress Tables for Undergraduate Programs

48 Quarter Credit Hour Program. Total credits that may be attempted: 72 (150% of 48).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-18	2.0	N/A	66.66%	N/A
19-24	2.0	0.5	66.66%	25%
25-30	2.0	0.75	66.66%	40%
31-36	2.0	1.0	66.66%	50%
37-42	2.0	1.1	66.66%	55%
43-48	2.0	1.25	66.66%	60%
49-72	N/A	2.0	N/A	66.66%

55 Quarter Credit Hour Program. Total credits that may be attempted: 82 (150% of 55).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-12	2.0	N/A	66.66%	N/A
13-24	2.0	1.0	66.66%	25%
25-54	2.0	1.5	66.66%	55%
55-66	2.0	1.8	66.66%	64%
67-82	N/A	2.0	N/A	66.66%

60 Quarter Credit Hour Program. Total credits that may be attempted: 90 (150% of 60).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-18	2.0	N/A	66.66%	N/A
19-24	2.0	0.5	66.66%	25%
25-30	2.0	0.75	66.66%	40%
31-36	2.0	1.0	66.66%	50%
37-42	2.0	1.1	66.66%	55%
43-48	2.0	1.25	66.66%	60%
49-72	2.0	1.5	66.66%	65%
73-90	N/A	2.0	N/A	66.66%

94 Quarter Credit Hour Quarter-Based Program Total credits that may be attempted: 141 (150% of 96).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-24	2.0	N/A	66.66%	N/A
25-36	2.0	0.25	66.66%	10%
37-48	2.0	0.5	66.66%	20%
49-60	2.0	1.1	66.66%	30%
61-72	2.0	1.5	66.66%	40%
73-84	2.0	1.8	66.66%	50%
85-96	2.0	2.0	66.66%	55%
97-108	2.0	2.0	66.66%	60%
109-120	2.0	2.0	66.66%	63%
121-141	N/A	2.0	N/A	66.66%

96 Quarter Credit Hour Program Total credits that may be attempted: 144 (150% of 96).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-16	2.0	N/A	66.66%	N/A
17-32	2.0	1.0	66.66%	N/A
33-48	2.0	1.2	66.66%	50%
49-60	2.0	1.3	66.66%	60%
61-72	2.0	1.5	66.66%	65%
73-95	2.0	1.75	66.66%	66.66%
96-144	N/A	2.0	N/A	66.66%

113 Quarter Credit Hour Program. Total credits that may be attempted: 169 (150% of 113)				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-12	2.0	N/A	66.66%	N/A
13-25	2.0	N/A	66.66%	N/A
26-40	2.0	0.2	66.66%	N/A
41-56	2.0	0.4	66.66%	20%
57-68	2.0	0.6	66.66%	25%
69-81	2.0	0.8	66.66%	35%
82-96	2.0	1.0	66.66%	45%
97-109	2.0	1.2	66.66%	50%
110-125	2.0	1.5	66.66%	55%
126-141	2.0	1.7	66.66%	60%
142-153	2.0	1.85	66.66%	65%
154-169	N/A	2.0	N/A	66.66%

144 Quarter Credit Hour Program. Total credits that may be attempted: 288 (150% of 144).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-16	2.0	N/A	66.66%	N/A
17-32	2.0	1.0	66.66%	N/A
33-67	2.0	1.5	66.66%	50%
68-100.5	2.0	1.75	66.66%	60%
100.6-153	2.0	2.0	66.66%	65%
154-228.5	N/A	2.0	N/A	66.66%

192 Quarter Credit Hour Program Total credits that may be attempted: 288 (150% of 192).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-16	2.0	N/A	66.66%	N/A
17-32	2.0	1.0	66.66%	N/A
33-48	2.0	1.2	66.66%	50%
49-60	2.0	1.3	66.66%	60%
61-72	2.0	1.5	66.66%	65%
73-95	2.0	1.75	66.66%	66.66%
96-288	N/A	2.0	N/A	66.66%

Application of Grades and Credits to SAP
- Grades A through F are included in the calculation of CGPA and are included in the Total Number of Credit Hours Attempted.
- Transfer credits (TR) are not included in the calculation of CGPA but are included in the Total Number of Credit Hours Attempted and Earned in order to determine the required levels for CGPA and rate of progress.
- Courses with grades of Pass, EL and PE are not included in the CGPA calculation but do count as credit hours successfully completed for the rate of progress calculation.
- For calculating rate of progress, F grades and W grades are counted as hours attempted but are not counted as hours successfully completed. Grades of IP will also be counted as hours attempted but not as hours successfully completed.
- When a course is repeated, the higher of the two grades is used in the calculation of CGPA, and the total credit hours for the original course and the repeated course are included in the Total Credit Hours Attempted (in the SAP charts) in order to determine the required rate of progress level. The credit hours for the original attempt are considered as not successfully completed.
- When a student returns from a leave of absence and completes the course from which the student withdrew, the hours for which the student receives a passing grade are counted as earned; the grade, hours, and attendance for the original attempt prior to the official leave of absence are not counted for purpose of the rate of progress toward completion calculation and the original grade is not counted in the CGPA calculation.
- When a student transfers between programs, all attempts of courses common to both programs are included in the CGPA and ROP of the new program.

- Students graduating from one program and continuing on to another will have all successfully completed courses common to both programs included in the SAP calculations of the new program. Courses not in the new program, including grades of W or F, are excluded from all SAP calculations.
- Non-punitive grades are not used and non-credit and remedial courses do not factor into CGPA or ROP.

SAP Advising

SAP Advising is the period of time during which a student is advised and monitored for progress for the remainder of the term. During the SAP advising period, the student is eligible for financial aid. Academic advising shall be documented using the **Academic Advising Form**. The form shall be kept in the student's academic file.

The Academic Dean/Director of Education (or designee) must provide a written notice of SAP Advising status. The following timelines apply for all students placed on SAP Advising status:
- For linear programs with an Add/Drop period:
  - Students must receive the notification by the first day of the term; and
  - Must be advised within fourteen (14) calendar days after the term start.

Note: For terms without a break week, students must receive the notification within seven (7) calendar days after the term start and be advised within twenty-one (21) calendar days after the term start.
- For modular programs:
  - Students must receive the notification by the third (3) calendar day of the subsequent module; and
  - Must be advised within ten (10) calendar days after the module start.

Financial Aid Warning

SAP is evaluated at the end of each term and all students with a cumulative grade point average (CGPA) and/or rate of progress (ROP) below the required academic progress standards as stated in the school's catalog will move into SAP NOT MET status. Students not meeting SAP and with a previous SAP status: SAP MET or SAP ADVISING will be issued FA Warning letter and be advised that unless they improve their CGPA and/or rate of progress toward completion, they may be withdrawn from their program and lose eligibility for federal financial aid.

Notification of Financial Aid Warning

The Academic Dean/Director of Education (or designee) must provide the written notice of FA Warning status to all students with a previous SAP status: SAP Advising or SAP Met. The following timelines apply to all students receiving an FA Warning:
- For linear programs with an Add/Drop period:
  - Students must receive the notification by the first day of the term; and
  - Must be advised within fourteen (14) calendar days after the term start.

Note: For terms without a break week, students must receive the notification within seven (7) calendar days after the term start and be advised within twenty-one (21) calendar days after the term start.
- For modular programs:
  - Students must receive the notification by the third (3) calendar day of the next module; and
  - Must be advised within ten (10) calendar days after the module start.

Financial Aid Probation

At the end of each term following a SAP evaluation, students with an immediate SAP NOT MET status and who are SAP NOT MET again according to the academic progress standards stated in the school's catalog, will be notified with a SAP NOT MET letter indicating that they will be withdrawn unless they successfully appeal by written request within five (5) calendar days after the notification in accordance with the Academic Appeals Policy. Appeals shall only be granted for the following reasons: the death of a family member; an illness or injury suffered by the student; special circumstances of an unusual nature which are not likely to recur.

The Academic Dean/Director of Education (or designee) must provide written notice of all students placed on SAP NOT MET status:
- For linear programs with an Add/Drop period:
  - Students must receive the notification by the first day of the term;
  - If the student appeals this status and the appeal is approved, the student must receive an Academic Progress Plan within ten (10) calendar days after the appeal's approval.

NOTE: For terms without a break week, students must receive the notification within seven (7) calendar days after the term start.
- For modular programs:
  - Students must receive the notification by the third (3) calendar day of the next module;
  - If the student appeals this status and the appeal is approved, the student must receive an Academic Progress Plan within seven (7) calendar days after the appeal's approval.

Notification of Financial Aid Probation

FA Probation is the term for which the student's appeal has been accepted and progress is monitored under an Academic Progress Plan. Students must be notified in writing of their probationary status within three (3) calendar day of the change in status in the student information system. During the period of FA probation students will continue to be eligible for financial aid.

While on FA probation, unless students improve their CGPA and /or rate of progress toward completion, in accordance with their Academic Progress Plan, they will be withdrawn from their program and become ineligible for further financial aid. All students on FA probation must be placed on an Academic Progress Plan. A student will remain on FA probation as long as he or she is meeting the requirements of his or her Academic Progress Plan when evaluated at the end of each evaluation period on the Plan.

Academic Progress Plan

Students on FA Probation must agree to the requirements of an Academic Progress Plan (APP) as a condition of their FA probation. Each student shall receive a copy of his or her APP. A copy of each student's APP shall be kept in the student's permanent academic file.

The APP may extend over one (1) or multiple terms, as defined at the initiation of the APP. At the end of the first evaluation period on the APP, the student will meet with the Academic Dean/Director of Education (or designee)/Online Designee for an evaluation of progress of the plan's requirements. If on a single-term plan and the student has met the requirement(s) of the plan, the student must be in SAP Advising or SAP Met status, and the student's APP shall be considered fulfilled and closed. If on a multi-term plan and the student has met the requirement(s) of the first evaluation period, then new requirement will be set and the student will be placed manually into SAP Meeting APP Status and will adhere to the subsequent term requirements of the APP.

If at the end of any SAP evaluation period on the plan (APP) the student does not meet the plan's requirement(s), the student will receive a dismissal letter and will be dismissed from the program. Additionally, a student is deemed to have not met the plan's requirements by earning a failing grade ("F") in any course while on the APP.

Students who have violated their FA Probation and have been dismissed from a program are not eligible for readmission to that program if they have exceeded, or may exceed, the maximum time frame of completion until they re-establish appropriate Satisfactory Academic Progress standing.

Evaluation of Progress

At the end of each evaluation period encompassed by the APP, the student will meet with the Academic Dean/Director of Education (or designee) for an evaluation of progress of the plan's requirements. Determination of the student's success at meeting APP requirement(s) must be completed no later than the second (2nd) calendar day of the module or term.

SAP Advising or SAP Met Status

If the student has met the requirements of a one-term plan, the student will move into a SAP Advising or SAP MET status and the student's APP shall be considered fulfilled and closed. The student will be provided with either a SAP Advising or Return to Academic Good Standing Letter. In the case of SAP Advising, the student will be advised with the Academic Advising form and will be FA eligible.

The Academic Dean/Director of Education (or designee) must provide a written notice of Return to Academic Good Standing or SAP Advising status. The following timelines apply for all students placed on SAP Advising status:

- For linear programs with an Add/Drop period:
  - Students must receive the notification by the first day of the term; and
  - Must complete the Evaluation of Progress form within fourteen (14) calendar days after the notification.

Note: For terms without a break week, students must receive the notification within seven (7) calendar days after the term start and must complete the Evaluation of Progress form within twenty-one (21) calendar days after the notification.

- For modular programs:
  - Students must receive the notification by the third (3) calendar day of the subsequent module; and
  - Must complete the Evaluation of Progress form within seven (7) calendar days after the notification.

SAP Not Met Status and/or Dismissal

If on a multi-term plan, it is likely the student will remain SAP NOT MET for the second (and ensuing) evaluation periods. At the end of each evaluation period, the student will be notified, evaluated for progress, and if the APP requirements are met, will remain in FA Probation and continue on the APP. New requirements for the second (or ensuing) evaluation period will be defined using the Evaluation of Progress form.

The Academic Dean/Director of Education (or designee) must provide a written notice of SAP NOT MET status. The following timelines apply for all students placed on SAP NOT MET status:

- For linear programs with an Add/Drop period:

- o   Students must receive the notification by the first day of the term; and
- o   Must complete the Evaluation of Progress form within fourteen (14) calendar days after the notification.

Note: For terms without a break week, students must receive the notification within seven (7) calendar days after the term start and must complete the Evaluation of Progress form within twenty-one (21) calendar days after the notification.

- For modular programs:
  - o   Students must receive the notification by the third (3) calendar day of the subsequent module; and
  - o   Must complete the Evaluation of Progress form within seven (7) calendar days after the notification.

If the student does not meet the Plan's requirements at the end of an evaluation period, the student will be dismissed from the program. If the student has not met the benchmark, the student must be dropped with the correct DOD (no later than second calendar day of module or term). The student must be notified of dismissal no later than the second calendar day of module or term.

Note: If the student has make-up work, and the campus is willing to accept it, it must be completed within four (4) calendar days of grades being entered (as long as this doesn't extend beyond ten (10) calendar days after mod- or term-end), or the student must be dropped with the correct DOD.

SAP Re-Entry

Students who have violated FA Probation and have been dismissed shall not be readmitted if they cannot complete the program within the maximum time frame or re-establish appropriate Satisfactory Academic Progress (SAP) standing.

Retaking Passed Coursework

Students in non-modular programs may repeat coursework so long as such coursework does not include more than a single repetition of a previously passed course. Students in modular programs may not retake previously passed coursework unless the student has successfully completed all classroom modules. Each attempt counts in the calculation of the students' rate of progress and successful completion percentages. All repeated courses will appear on the student's transcript, but only the highest grade earned will be included in the calculation of their cumulative grade point average.

Retaking Failed Coursework

For the purpose of improving academic standing and establishing institutional grade point average, students must repeat any failed coursework. Failed courses may be repeated more than twice, so long as repeating the coursework does not jeopardize the students' maximum time frame of completion. Each attempt counts in the calculation of the students' rate of progress and successful completion percentages. All repeated coursework will appear on the student's transcript, but only the highest grade earned will be included in the calculation of their cumulative grade point average.

ADD/DROP POLICY (DEGREE PROGRAMS ONLY)

Students may add or drop courses during the add/drop period without academic penalty. However, they must first obtain the permission of the Academic Dean (or designee)/Online Designee and the Director of Student Finance (or designee). Students are not permitted to add a course after the end of the add/drop period. Students who attend a course after the add/drop period shall be charged for the course pursuant to the refund policy as stated in this catalog. Students who drop a course after the add/drop period shall receive a grade of "W" (Withdraw) and be charged for the course pursuant to the refund policy as stated in this catalog.

Full Term Courses

The add/drop period for full term courses is the first fourteen (14) calendar days of the term, excluding holidays and regularly scheduled breaks. The taking of attendance of students who enroll during the add/drop period shall begin the first scheduled class session following the student's enrollment. Therefore, students who enroll in a full-term course during the add/drop period must attend class by the earlier of the 21st calendar day of the term or the 14th calendar day after enrollment, or be dropped from the course.

Mini-Term Courses

The registration period for six-week 2 mini-term courses occurs well in advance prior to the start of the six-week 2 mini-term. Continuing students, who are already enrolled in full term courses, should complete registration for upcoming six-week 2 mini-term courses by the close of business on day twenty (20) of the full-term. Additionally, students must sign a Mini-Term Consent Form when registering for the upcoming six-week 2 mini-term courses.

Once the mini-term has begun, the add/drop period for mini-term courses is the first seven (7) calendar days of the term, excluding holidays and regularly scheduled breaks. The taking of attendance of students who enroll during the add/drop period shall begin the first scheduled class session following the student's enrollment. Students who

enroll in mini-term courses during the add/drop period must attend class by the 14th calendar day of the mini-term, or be dropped from the course.

Effects of Add/Drop on Financial Aid Calculation

Adding or dropping a course may affect a student's enrollment status, and therefore the amount of financial aid for which the student is eligible. The Director of Student Finance (or Designee) is responsible for advising a student of the financial consequences of a change in registration.

In order for six-week 2 mini-term courses to be considered in the determination of a student's enrollment status for Pell grant purposes only, a student must register for the six-week 2 mini-term courses by the close of business on day twenty (20) of the start of the full term, i.e. prior to the Census date.

ATTENDANCE POLICY

Attendance in class is critical to student academic success. This policy sets standards that provide for the withdrawal and dismissal of students whose absences exceed a set rate. Normally, a student is considered present if he or she is in the assigned classroom for the scheduled amount of time, i.e., neither late for class (tardy) nor leaving before the end of class (leave early). However, an instructor may consider a student present who does not attend the entire class session if (a) the criteria used to make the determination are stated in the course syllabus and (b) the amount of time missed does not exceed 50% of the class session.

In clock hour modular programs, the student is awarded one hour of attendance for each 50-minute academic hour attended (there is a 10-minute administrative grace period).

Establishing Attendance/Verifying Enrollment

- For programs with an add/drop period, the taking of attendance for a student enrolling during the add/drop period shall begin the first scheduled class session following the student's enrollment.
- In programs without an add/drop period, new students registered for a class shall attend by the second scheduled class session or be withdrawn.

Monitoring Student Attendance

Faculty shall monitor student attendance on the basis of consecutive absences (the "Consecutive Absence Rule"). A student may appeal an attendance dismissal pursuant to the Student Academic Appeals Policy.

Should an appeal be granted, the student is not dismissed, but shall be placed on probation and monitored with an advising plan. Should an appeal not be granted, the student shall be withdrawn from all courses and dismissed from school, and shall not be charged for attending while the appeal was pending. Students dismissed due to an attendance violation must reapply for admission to the school.

The Percentage Absence Rules do not apply to students enrolled in online courses.

In clock hour modular programs, the "Percentage Absence Rule" (identifying attendance violations) measure absences as a percentage of the hours in a module/payment period.

Make-Up Attendance

In clock hour modular programs, students may choose to, or be required to, make-up attendance. Make-up attendance can occur only outside of regularly-scheduled class time, and the quantity of make-up attendance per module cannot exceed the quantity of absence in that module. Make-up attendance must be completed by 14 calendar days after mod end, and make-up work must be related to the module in which the absence occurred.

Make-up time will be measured in 30-minute blocks of time, and must be monitored by Academics staff and approved by the Director of Education/Academic Dean. Qualified make-up attendance activities include, but are not limited to, taking/re-taking quiz or test, facilitated review or study, group project, study group, hands-on practice, lab check-offs, and completion of assignments.

Consecutive Absence Rule

When a student is absent from school for fourteen (14) consecutive calendar days excluding holidays and scheduled breaks, the faculty shall notify the Academic Dean/Director of Education. The following guidelines shall be followed:

- All students who state they will not return to school shall be promptly withdrawn;
- All students who state they will return must:
  1. Attend their next scheduled class session;
  2. File an appeal within five (5) calendar days of the violation;
  3. Have perfect attendance while the appeal is pending; and
- Any student who has promised to return to school, but does not attend the next scheduled class session shall be withdrawn from all courses and dismissed from school.

NOTE: For linear programs, the consecutive absence rule is applied to days missed in a single term. For modular programs, the consecutive absence rule is applied to days missed in the total program.

Percentage Absence Rule (Credit Hour Modular Programs)

For students who **have not** previously violated the attendance policy:

Percentage	Action Taken
15% of the total classroom hours missed	Attendance warning letter sent
20% of the total classroom hours missed	Withdrawn from the module and dismissed from school

For students who **have** been dismissed for violating the attendance policy, or would have been dismissed but for a successful appeal, the following rule shall apply:

Percentage	Action Taken
15% of the remaining classroom hours missed	Attendance warning letter sent
20% of the remaining classroom hours missed	Withdrawn from the module and dismissed from school

Percentage Absence Rule (Linear Programs)

The following rule shall apply:

Percentage	Action Taken
25% of the total hours for all courses in a term	Attendance warning letter sent
40% of the total hours for all courses in a term	Withdrawn from all courses and dismissed from school

For students who **have** been dismissed for violating the attendance policy, or would have been dismissed but for a successful appeal, the following rule shall apply:

Percentage	Action Taken
25% of the total remaining hours for all courses in a term	Attendance warning letter sent
40% of the total remaining hours for all courses in a term	Withdrawn from all courses and dismissed from school

Should a student violate the applicable Percentage Absence Rule, the following guidelines shall be followed:
- All students who state they will not return to school shall be promptly withdrawn;
- All students who state they will return must:
  1. Attend class within five (5) calendar days of the violation;
  2. File an appeal within five (5) calendar days of the violation;
  3. Have perfect attendance while the appeal is pending; and
- Any student who has promised to return to school, but who does not return within five (5) calendar days of the violation shall be withdrawn from all courses and dismissed from school.

Date of Withdrawal
- When a student is withdrawn for consecutive absences within the term or module, the date of the student's withdrawal shall be the student's last date of attendance (LDA).
- When a student is withdrawn for violating the applicable percentage absence rule, the Date of Withdrawal shall be the date of the violation.

Note: The Date of Withdrawal shall be the earlier of a violation of the Consecutive Absence Rule or the Percentage Absence Rule.

For students who **have** been dismissed for violating the attendance policy, or would have been dismissed but for a successful appeal, the following rule shall apply:

Percentage	Action Taken
25% of the total remaining hours for all courses in a term	Attendance warning letter sent
40% of the total remaining hours for all courses in a term	Withdrawn from all courses and dismissed from school

Date of Determination (DOD)

The Date of Determination (DOD) shall be the date the school determined the student would not return to class. This is the date used to determine the timeliness of the refund. The DOD is the earliest of the following three (3) dates:

- The date the student notifies the school (verbally or in writing) that s/he is not returning to class;
- The date the student violates the published attendance policy; or
- No later than the 14th calendar day after the LDA; scheduled breaks are excluded when calculating the DOD.

Attendance Records

The computer attendance database is the official record of attendance. The official record may be challenged by filing an attendance appeal according to the Student Academic Appeal Policy. Without an appeal, after the 14th calendar day following the end of the term/module, the computer attendance database shall be considered final.

LEAVE OF ABSENCE POLICY (MODULAR PROGRAMS ONLY)

Everest permits students to request a leave of absence (LOA) as long as the leave does not exceed a total of 180 days during any 12-month period, starting from the first day of the first leave, and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education, including pregnancy (including childbirth, false pregnancy, termination of pregnancy, and recovery therefrom) or temporary disability. Students requesting an LOA must submit a completed **Leave of Absence Request Form** prior to the beginning date of the leave. If unforeseen circumstances prevent the student from submitting the request in advance, the leave may still be granted, but only if:

a. the school documents the unforeseen circumstances, and
b. the student submits a completed **Leave of Absence Request Form** by the tenth (10th) calendar day of the leave.

A student must return from a LOA on the first day of any appropriate module or prior to the expiration of his or her leave. A student who goes on leave prior to the end of a module shall receive a grade of "L" (leave) which shall remain on his or her transcript until the student returns from an LOA, retakes the entire module and earns a grade. The module with a grade of "L" shall not be included in the calculation of Rate of Progress (ROP), Maximum Time Frame (MTF) or attendance.

NOTE: Everest does not permit leaves of absence for students enrolled in quarter-based programs. Students experiencing circumstances that may make it necessary to interrupt their attendance temporarily should see the Academic Dean/Director of Education.

Return from Leave of Absence (On-Ground Only)

A student must return from a LOA on the first day of any appropriate module or prior to the expiration of his or her leave. A student who goes on leave prior to the end of a module shall receive a grade of "L" (leave) which shall remain on his or her transcript until the student returns from an LOA, retakes the entire module and earns a grade. The module with a grade of "L" shall not be included in the calculation of Rate of Progress (ROP), Maximum Time Frame (MTF) or attendance.

Re-Admission Following a Leave of Absence

- Upon return from leave, the student will be required to repeat the module, if it had been interrupted, and receive final grades.
- The student will not be charged any fee for the repeat of any module from which the student took leave or for students returning from a leave of absence.
- The date the student returns to class is normally scheduled for the beginning of a module.
- When a student is enrolled in a modular program, the student may return at any appropriate module, not only the module from which the student withdrew.

Extension of Leave of Absence

A student on an approved LOA may submit a request to extend the LOA without returning to class. Such a request may be approved by the Academic Dean/Director of Education provided:

- The student submits a completed LOA Extension Request Form before the end date of the current leave.
- There is a reasonable expectation the student will return.
- The number of days in the leave as extended, when added to all other approved leaves, does not exceed 180 calendar days in any twelve (12) month period calculated from the first day of the student's first leave.
- Appropriate modules required for completion of the program will be available to the student on the date of return.

If the extension request is approved, the end date of the student's current leave will be changed in the official student information system to reflect the new end date. If the request is denied, the student will be withdrawn and the withdrawal date will be the student's last date of attendance (LDA).

Failure to Return From a Leave of Absence

A student who fails to return from an LOA on or before the date indicated in the written request will be terminated from the program, and the institution will invoke the refund policy. As required by federal statute and regulations, the student's last date of attendance prior to the approved LOA will be used in order to determine the amount of funds the institution earned and make any refunds that may be required under federal, state, or institutional policy.

The "L" grade in the LOA beginning module shall be changed to "W" (withdraw). The module with a grade of "W" shall be included as an attempt in the calculation of Rate of Progress and Maximum Time Frame.

Possible Effects of Leave of Absence

Students who are contemplating an LOA should be cautioned that one or more of the following factors may affect the length of time it will take the student to graduate.

- Students returning from a LOA are not guaranteed that the module required to maintain the normal progress in their training program will be available at the time of reentry
- They may have to wait for the appropriate module to be offered
- Financial aid may be affected

EXTERNSHIP TRAINING

Upon successful completion of all classroom requirements, students in programs that require an externship are expected to begin the externship portion of their programs within 14 calendar days (excluding holidays and regularly scheduled breaks). If a student does not begin externship training within 14 calendar days, he/she must be dropped from the program. A leave of absence (LOA) may only be approved if the student's reason meets the criteria of the LOA Policy. Students may only miss 14 consecutive calendar days once they start externship or they must be dropped from the program.

Each student has approximately 120 calendar days to complete their externship. Any modular student who does not complete externship training within 120 calendar days should meet with the Academic Dean/Director of Education to approve the time remaining to complete the externship.

Students who drop from externship either prior to starting or during externship and/or delay the completion of their externship for more than 30 days from the last days of attendance must have their skills evaluated by a program instructor or director/chair prior to re-entry to ensure they are still competent to perform skills safely in the externship setting.

WITHDRAWAL PROCEDURES

- Students who intend to withdraw from school are requested to notify the Academic Dean/Director of Education by telephone, in person, by email or in writing to provide official notification of their intent to withdraw and the date of withdrawal.
- Timely notification by the student will result in the student being charged tuition and fees for only the portion of the payment period or period of enrollment that he/she attended as well as ensuring a timely return of federal funds and any other refunds that may be due.
- Students requesting a withdrawal from school must complete a financial aid exit interview.
- Students who have withdrawn from school may contact the school's Education Department about re-entry.

MAKE-UP WORK

At the instructor's discretion, make-up work may be provided to students who have missed class assignments or tests. Make-up work must be completed within 10 calendar days after the end of the term/module.

REQUIREMENTS FOR GRADUATION

- Successfully complete all courses in the program with a 2.0 (70%) cumulative grade point average within the maximum time frame for completion as stated in the school catalog.
- Successfully complete all externship requirements (if applicable).
- Meet any additional program specific requirements as stated in the catalog.

Commencement exercises are held at least once a year. Upon graduation, all students who are current with their financial obligation to the school shall receive their diploma.

VETERANS' EDUCATION BENEFITS

Prior Credit for Education and Training

All VA beneficiaries are required to disclose prior postsecondary school attendance, military education and training, and provide official transcripts for such education and training. The student is responsible for ensuring that all transcripts are submitted to the school. The school is responsible for evaluating official written transcripts of previous education and experience, granting credit where appropriate, notifying the student, and shortening the program certified accordingly.

Prior credit must be evaluated within the first two terms of the enrollment period. The VA will not pay VA education benefits past the third term of enrollment, if prior credit has not been evaluated.

Benefit Overpayments

Schools are required to promptly report changes in the enrollment status of all students receiving VA education benefits in order to minimize overpayments. Generally overpayments of VA benefits are the responsibility of the student. However, there are instances under the Post 9/11 GI Bill when an overpayment is created on a school and funds need to be returned to the VA.

Academic Standards for Students Receiving VA Benefits

Students receiving Veterans education benefits are subject to the same academic standards applicable to all students at the schools. To receive VA education benefits, a student must maintain Satisfactory Academic Progress, attendance standards and adhere to the Code of Student Conduct.

Additional Requirements for Veteran Students (Modular Programs Only)

For Veteran students who **have not** previously been dismissed from the program for violating the attendance policy, the following rule shall apply:

Percentage	Action Taken
15% of the cumulative hours attempted	Attendance warning letter sent
20% of the cumulative hours attempted	Dismissed from the program

For Veteran students who **have** been dismissed for violating the attendance policy, or would have been dismissed but for a successful appeal, the following rule shall apply:

Percentage	Action Taken
15% of the remaining cumulative hours attempted	Attendance warning letter sent
20% of the remaining cumulative hours attempted	Dismissed from the program

The Veterans Administration (VA) requires that students receiving funds based on their enrollment in school complete their course of studies in the standard length of the program. In order to meet this requirement, students must attend class on a regular basis. The VA requires that it be notified when a veteran student's enrollment status changes; such notification may result in the termination of veteran benefits. All dismissals and successful appeals by students funded through the VA shall be reported to the VA by the certifying official for the school.

APPEALS POLICIES

Student Academic Appeals Policy

Academic appeals include those appeals related to Satisfactory Academic Progress violations, final grades, attendance violations, and academic or financial aid eligibility. In all instances, with the exception of SAP, Everest expects that initially every attempt will be made to resolve such disputes informally through discussions by all relevant parties prior to initiating formal appeals.

All formal academic appeals must be submitted in writing (or electronically via email for students enrolled in an online course) on an Academic Appeal Form to the Academic Dean/Director of Education within five (5) calendar days of the date the student has notice of the adverse academic decision:

- Notice of final grades:
    - Modular - the date the grade(s) are mailed from the school
    - Linear - first day of the subsequent term
- Notice of Attendance violation is the date of the violation
- Notice of SAP violation (FA probation – SAP Not Met 2nd consecutive term):
    - Modular – third calendar day of the subsequent module
    - Linear - first day of the subsequent term

Note: In the case of terms without a break week, the student must receive the notification within seven (7) calendar days of the term start.

The appeal must include:

- The specific academic decision at issue
- The date of the decision
- The reason(s) the student believes the decision was incorrect
- The informal steps taken to resolve the disagreement over the decision
- The resolution sought

The written appeal may be accompanied by any additional documentation (e.g., papers, doctor notes, tests, syllabi) the student believes supports the conclusion that the academic decision was incorrect.

Note: Once a formal appeal is filed, no action based on the adverse academic decision may be taken until the appeal process is complete. However, in cases involving financial aid eligibility, all financial aid disbursements shall be suspended until the matter is resolved.

Upon receipt of the Academic Appeal Form, the Academic Dean/Online Designee shall convene an Appeal Committee, which should at a minimum include the Department Chair, a member of the Student Services Staff, and a faculty member from another program. The Appeal Committee shall investigate the facts of the matter to the extent deemed appropriate under the circumstances. The Appeal Committee shall render a written decision within five (5) calendar days of the date the appeal was received, and shall forward the decision to the student and the instructor within five (5) calendar days thereafter. (**Note:** For attendance violation appeals of online students, the Appeal Committee shall render a written decision by the ninth calendar day [Tuesday] of the academic week subsequent to the violation.) Copies of all documents relating to the appeal shall be placed in the student's academic file, and the decision of the Appeal Committee shall be noted in the official student information system within one (1) calendar day of the date of the decision. The decision of the Appeal Committee is final, and no further appeals are permitted.

Note: When an appeal is denied, the date of any suspension of financial aid or dismissal from the program shall be the date of the adverse academic decision. The student will not be charged for any attendance after the date of the adverse academic decision.

Assignments/Test Grades

Students who disagree with an assignment/test grade should discuss it with the instructor upon receipt of the grade. Assignments/test grades are reviewed at the instructor's discretion. If the instructor is not available, the matter should be discussed with the Program Director/Department Chair/Online Academic Designee. Only final course grades are eligible for appeal.

Final Course Grades

In modular programs, appeals of final course grades must be made by the fifth (5th) calendar day after the date the grades are mailed from the school. In linear programs, appeals of final course grades must be made by the sixth (6th) calendar day of the subsequent term. The Academic Dean/Director of Education/Online Academic Designee may direct a grade to be changed when it is determined by an Appeal Committee that a final grade was influenced by any of the following:

1. A personal bias or arbitrary rationale
2. Standards unreasonably different from those that were applied to other students
3. A substantial, unreasonable, or unannounced departure from previously articulated standards
4. The result of a clear and material mistake in calculating or recording grades or academic progress

Attendance Violation Appeals Policy

Appeals of attendance violations must be made within five (5) calendar days of the violation. In order for an attendance appeal to be considered, the student must:

1. Attend school:
   - The next scheduled class period (Consecutive Absence Rule violations)
   - Within five (5) calendar days of the violation (Percentage Absence Rule violations)
   - Within seven (7) calendar days of the violation or by the Sunday marking the end the subsequent academic week (online students only)
2. Have perfect attendance while the appeal is pending
3. Submit a written plan to improve attendance with the Appeal Form

Provided that no applicable state requirement would be violated by doing so, an attendance appeal may be granted if the student demonstrates that the absence was caused by:

1. The death of a family member
2. An illness or injury suffered by the student
3. Special circumstances of an unusual nature which are not likely to recur

The Appeal Committee may, as a condition of granting the appeal, require the student to make up assignments and develop an Academic Advising Plan in conjunction with his or her advisor.

For clock hour modular programs, as a condition of granting the appeal, the Committee may require the student to make-up attendance.

Satisfactory Academic Progress Appeals Policy

In modular programs, SAP appeals must be made within five (5) calendar days of the notification, i.e., eight (8) calendar days of the subsequent module start. In linear programs, SAP appeals must be made by the sixth (6th) calendar day of the subsequent term.

Provided that the student can complete their program within the maximum time frame with the required minimum CGPA, a SAP appeal may be granted if the student demonstrates that s/he is sincerely committed to taking the steps required to succeed in his/her program and that his or her failure to maintain the required CGPA or ROP was caused by any of the following mitigating circumstances:

1. The death of a family member
2. An illness or injury suffered by the student
3. Special circumstances of an unusual nature which are not likely to recur

SAP violation/FA Probation appeals must include a detailed statement written by the student explaining the reason why he or she failed to make SAP, and what has changed in the student's situation that will allow him or her to demonstrate SAP at the next evaluation period. An appeal will be strengthened if supporting documentation is included (e.g., medical doctor's note, law enforcement report, etc.)

The Appeal Committee shall, as a condition of granting the appeal, require the student to develop an Academic Progress Plan in conjunction with the student's advisor and place the student on FA probation.

FINANCIAL INFORMATION FOR ON-GROUND STUDENTS

STATEMENT OF FINANCIAL OBLIGATION

A student who has applied, is accepted, and has begun classes at Everest assumes a definite financial obligation. Each student is legally responsible for his or her own educational expenses for the period of enrollment. A student who is enrolled and has made payments in full or completed other financial arrangements and is current with those obligations, is entitled to all the privileges of attending classes, taking examinations, receiving grade reports, securing course credit, being graduated, and using the Career Services Office.

Any student who is delinquent in a financial obligation to the school, or any educational financial obligation to any third party, including damage to school property, library fines, and payment of tuition and fees, is subject to exclusion from any or all of the usual privileges of the school. Everest may, in its sole discretion, take disciplinary action on this basis, including suspension or termination of enrollment.

TUITION AND FEES

Tuition and fee information can be found in "Tuition and Fees" section of the catalog. Modular programs are offered throughout the year on a schedule independent of the standard quarter calendar. When a student begins enrollment in a modular program, tuition will be charged in the full tuition amount, or in increments based on state policy, for each academic year.

Quarter-based programs will be charged for the student's first quarter (or mini-term quarter start) in attendance. Tuition and fees for subsequent quarters will be charged at the published rate in effect at the beginning of that quarter. The minimum full-time course load is 12 credits per quarter for undergraduate programs. Non-credit-bearing coursework will be charged at the same rate as credit-bearing coursework. Textbook costs per quarter are dependent upon the classes for which the student is registered. All credits for which a student is registered are charged at the current rate, including any courses being repeated. The student's total tuition for a given quarter is determined by multiplying the number of credit hours for which the student is registered at the end of the Add/Drop period by the then current tuition rate for that number of credit hours.

Students' financial obligations will be calculated in accordance with the refund policy in the Enrollment Agreement and this school catalog. For modular programs, the Enrollment Agreement obligates the student and the school for the entire program of instruction. For quarter-based programs, the Enrollment Agreement obligates the student and the school for tuition by quarter.

Student may make payments by cash or by the following accepted credit cards: Visa, MasterCard or Discover.

TEXTBOOKS AND EQUIPMENT

Textbooks and workbooks are sold through the bookstore in accordance with Everest policies. At the time of issuance, textbooks become the responsibility of the students. Everest is not responsible for replacing lost textbooks; however, students may purchase replacements from the campus bookstore. Students are responsible for the cost of their textbooks and the cost of any shipping charges. In certain programs requiring specialized equipment, that equipment may be loaned to students for use during their enrollment. Students failing to return loaned equipment will be charged for its replacement. Official transcripts will be withheld from any student who has not returned school property or who has not made restitution.

ADDITIONAL FEES AND EXPENSES

Charges for textbooks, uniforms and equipment are separate from tuition. The institution does not charge for books, uniforms and equipment until the student purchases and receives the items. Incidental supplies, such as paper and pencils are to be furnished by the students.

VOLUNTARY PREPAYMENT PLAN

The school provides a voluntary prepayment plan to students and their families to help reduce the balance due upon entry. Details are available upon request from the Student Finance Office.

BUYER'S RIGHT TO CANCEL

The applicant's signature on the Enrollment Agreement does not constitute admission into the school until the student has been accepted for admission by an official of the school. If the applicant is not accepted by the school, all monies paid will be refunded.

CANCELLATION POLICY: You may withdraw your enrollment agreement at any time within five business days from the date you sign the agreement, make an initial payment, or first visit the school, whichever is later. If you do so, all payments made by you or on your behalf will be refunded. Withdrawal can be effectuated by personally appearing at your school to withdraw, depositing a withdrawal letter in the mail to your school at the address provided on the first page of the agreement (in which case, the withdrawal will be considered effective as of the postmark date), sending an electronic message to withdrawals@zenith.org, or providing an oral withdrawal notice to phone number

(888) 236-9614. In event of dispute over timely notice, the burden to prove service rests on the applicant.

The student applicant will also be returned all monies paid if:

1. The school rejects the applicant;
2. The enrollment of the student was procured as the result of any misrepresentation through advertising, promotional materials of the school, or representations by the owner or representative of the school;
3. The school cancels the student's program.

OFFICIAL WITHDRAWALS

An official withdrawal is considered to have occurred on the date that the student provides to The School official notification of his or her intent to withdraw. Students who must withdraw from The School are requested to notify the office of the Academic Dean/Director of Education in writing to provide official notification, including the official date and reason, of their intent to withdraw. When the student begins the process of withdrawal, the student or the office of the Academic Dean/Director of Education will complete the necessary form(s).

Quarter-based Programs: After the cancellation period, students in quarter-based programs who officially withdraw from The School prior to the end of The School's official add/drop period will be dropped from enrollment, and all monies paid will be refunded.

Modular Programs: Although there is no add/drop period in modular programs, for students who officially withdraw within the first five class days (or for weekend classes within seven calendar days from the date they started class, including the day they started class), all monies paid will be refunded.

DATE OF WITHDRAWAL VERSUS DATE OF DETERMINATION (DOD)

The date of withdrawal for students who officially withdraw is the same date as determined under official withdrawals above. If the student officially rescinds his or her official notification of withdrawal and then withdraws within the same quarter, the withdrawal date is the student's original withdrawal date from the previous official notification.

If the student ceases attendance without providing official notification due to circumstances beyond the student's control, the withdrawal date is as follows: If the withdrawal is due to circumstances beyond the student's control, the date of withdrawal is the date the school determines is related to the circumstance beyond the student's control; otherwise, the withdrawal date is the midpoint of the quarter or the last documented date of attendance at an academic activity, whichever is later.

For a student who officially withdraws, the DOD is the student's withdrawal date or date of notification, whichever is later. For a student who withdraws without notification, the DOD is the date that the school becomes aware that the student has ceased attendance. For a student who withdraws after rescinding an official withdrawal, the DOD is the date the school becomes aware that the student did not, or will not, complete the period of enrollment.

FEDERAL FINANCIAL AID RETURN POLICY

Student Financial Aid (SFA)

The school is certified by the U.S. Department of Education as an eligible participant in the Federal Student Financial Aid (SFA) programs established under the Higher Education Act of 1965 (HEA), as amended (Title IV programs). The school is required to determine earned and unearned portions of Title IV aid for students who cancel, withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term.

Return of Title IV Funds Calculation and Policy

The Return of Title IV Funds calculation (Return calculation) is based on the percentage of earned aid using the following calculation: Percentage of payment period or term completed equals the number of scheduled hours (clock-hour programs) or days (credit-hour programs) completed up to the withdrawal date divided by the total number of hours (clock-hour programs) or days (credit-hour programs) in the payment period or term. For credit-hour programs, any scheduled break of five days or more is not counted as part of the days in the term. This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: Aid to be returned equals (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total dollar amount of aid that could have been disbursed during the payment period or term.

The school must return the lesser of:

1. The amount of Title IV program funds that the student did not earn; or
2. The amount of institutional charges that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that were not earned.

The student (or parent, if a federal PLUS loan) must return or repay the amount by which the original overpayment amount exceeds 50% of the total grant funds received by the student for the payment period or period of enrollment, if the grant overpayment is greater than $50. (Note: If the student cannot repay the grant overpayment in full, the student must make satisfactory arrangements with the U.S. Department of Education to repay any outstanding grant balances. The Student Financial Aid Department will be available to advise the student in the event

that a student repayment obligation exists. The individual will be ineligible to receive additional student financial assistance in the future if the financial obligation(s) is not satisfied).

The School must return the Title IV funds for which it is responsible in the following order:
1. Unsubsidized Direct Stafford Loans (other than PLUS loans)
2. Subsidized Direct Stafford Loans
3. Federal Perkins Loans
4. Direct PLUS Loans
5. Federal Pell Grants for which a return of funds is required
6. Academic Competiveness Grants for which a return of funds is required
7. National Smart Grants for which a return of funds is required
8. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required

If a student withdraws after the 60% point-in-time, the student has earned all Title IV funds that he/she was scheduled to receive during the period and, thus, has no unearned funds; however, the school must still perform a Return calculation. If the 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 180 days of the DOD. If a student earned less aid than was disbursed, the school would be required to return a portion of the funds, and the student would be required to return a portion of the funds. Any outstanding student loans that remain are to be repaid by the student according to the terms of the student's promissory notes.

Title IV Credit Balances

After a Return calculation has been made and a state/institutional refund policy, if applicable, has been applied, any resulting credit balance (i.e. earned Title IV funds exceed institutional charges) must be paid within 14 days from the date that the school performs the Return calculation and will be paid in one of the following manners:
1. Pay authorized charges at the institution;
2. With the student's permission, reduce the student's Title IV loan debt (not limited to the student's loan debt for the period of enrollment);
3. Return to the student.

Effects of Leaves of Absence on Returns

If a student does not return from an approved leave of absence on the date indicated on the written request, the withdrawal date is the student's last day of attendance. For more information, see the Leave of Absence section in the school catalog.

Time Frame within which Institution is to Return Unearned Title IV Funds

The school must return the amount of unearned Title IV funds for which it is responsible within 45 days after the DOD.

REFUND POLICIES

Institutional Pro Rata Refund Calculation and Policy

When a student withdraws, The School must determine how much of the tuition and fees he/she is eligible to retain. The Pro Rata Refund Calculation and Policy is an institutional policy and is different from the Federal Financial Aid Return Policy and Return calculation; therefore, after both calculations are applied, a student may owe a debit balance (i.e. the student incurred more charges than he/she earned Title IV funds) to The School.

The School will perform the Pro Rata Refund Calculation for those students who terminate their training before completing the period of enrollment (i.e., students who receive a final grade of "W" or "WZ"). Under the Pro Rata Refund Calculation, The School is entitled to retain only the percentage of charges (tuition, room, board, etc.) proportional to the period of enrollment completed by the student. The period of enrollment for students enrolled in modular programs is the academic year. The period of enrollment for students enrolled in quarter-based programs is the quarter. The refund is calculated using the following steps:
1. Determine the total charges for the period of enrollment.
2. Divide this figure by the total number of calendar days in the period of enrollment.
3. The answer to the calculation in step 2 is the daily charge for instruction.
4. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total calendar days in the period as of the student's last date of attendance by the daily charge for instruction and adding in any book or equipment charges.
5. The refund shall be any amount in excess of the figure derived in step 4 that was paid by the student.

Textbook and Equipment Return/Refund Policy

A student who was charged for and paid for textbooks, uniforms or equipment may return the unmarked and unopened textbooks, unworn uniforms or new equipment within 30 days following the date of the student's cancellation, termination or withdrawal. The school shall then refund the charges paid by the student. Uniforms that

have been worn cannot be returned because of health and sanitary reasons. If the student fails to return unmarked and unopened textbooks, unworn uniforms or new equipment within 30 days, the school may retain the cost of the items that has been paid by the student. The student may then retain the equipment without further financial obligation to the school.

Effects of Leaves of Absence on Refunds

If a student does not return from an approved leave of absence (where applicable) on the date indicated on the written request, monies will be refunded. The refund calculation will be based on the student's last date of attendance. The DOD is the date the student was scheduled to return.

Time Frame within which Institution is to Issue Refunds

Refunds will be issued within 30 days of either the date of determination or from the date that the applicant was not accepted by the school, whichever is applicable.

STUDENTS CALLED TO ACTIVE MILITARY DUTY

Continuing Modular Diploma Students

Continuing modular diploma students who have completed 50% or less of their program are entitled to a full refund of tuition, fees, and other charges paid. Such students who have completed more than 50% of their program are entitled to a strict institutional pro rata refund.

Continuing Quarter-Based Students

If tuition and fees are collected in advance of the withdrawal, a strict institutional pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal for active military service.

STUDENT FINANCING OPTIONS

Everest offers a variety of student financing options to help students finance their educational costs. Detailed information regarding financing options availability and the Student Financial Planning process can be obtained from the school's Student Financial Planning Brochure. Information regarding other sources of financial assistance such as benefits available through the Bureau of Indian Affairs, Division of Vocational Rehabilitation, Veterans Assistance and State Programs can be obtained through those agencies.

FINANCIAL ASSISTANCE

Financial assistance (aid) in the form of grants and loans is available to eligible applicants who have the ability and desire to benefit from the specialized program/training offered at the school.

STUDENT ELIGIBILITY

To receive financial assistance you must:
1. Usually, have financial need;
2. Be a U.S. citizen or eligible noncitizen;
3. Have a social security number;
4. If male, be registered with the Selective Service (if applicable);
5. If currently attending school, be making Satisfactory Academic Progress;
6. Be enrolled as a regular student in any of the school's eligible programs;
7. Not be in default on any federally-guaranteed loan;
8. Have a high school diploma or its equivalent or have completed homeschooling at the secondary level as defined by state law.

FEDERAL FINANCIAL AID PROGRAMS

The following is a list of the Federal Financial Aid Programs available at the school. Additional information regarding these programs, eligibility requirements, the financial aid process and disbursement of aid can be obtained through the Student Financial Planning Brochure, the Student Finance Office, and the U.S. Department of Education's Guide to Federal Student Aid, which provides a detailed description of these programs. The guide is available online at:

http://studentaid.ed.gov/students/publications/student_guide/index.html

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)

- Federal Work Study (FWS)
- Federal Direct Stafford Loan (DL)
- Federal Direct Parent Loan for Undergraduate Students (PLUS)

ALTERNATIVE LOAN PROGRAMS

If your primary financing option does not fully cover your program costs, alternative financing options can help bridge that financial gap.
- There are alternative loans provided by private lenders.
- The interest rate may be variable and the loan approved and origination fees may be based on credit.
- Repayment terms may vary based on lender programs.
- Student may apply on their own or with a co-borrower.

GRANTS AND SCHOLARSHIPS

Zenith American Dream Scholarship

The Zenith American Dream Scholarship is a multimillion-dollar institutional scholarship program for students who attend an Everest or WyoTech institution. New students who first enroll in an Everest or WyoTech institution on or after **August 24, 2015** and were referred by a leader in the local community are eligible to apply for the **Zenith American Dream Scholarship of $5,000 per academic year.**

To be eligible a student must:
- Obtain a written reference from a leader in the student's community
- Complete an essay or video answering the question "How will Everest (or WyoTech) Help Me Fulfill My American Dream" – see guidelines
- Meet application guidelines and deadlines

The Zenith American Dream Scholarship may be used in order to cover the direct cost of attendance for the program in which the student is enrolled (tuition, books and fees).

Scholarship winners

The Zenith American Dream Scholarship winners will be selected based on quality of the recommendation, originality, creativity, adherence to the theme and overall quality of the essay submission as noted below. Scholarships will be awarded based on selection criteria outlined in the guidelines on a monthly basis. Student scholarship winners will be notified within 45 days of the scholarship application submission date by the Campus President or other campus official.

Selection criteria will include:
- Written reference from a leader in the community
  - Examples of leaders of the community include but are not limited to: coaches, teachers, principals, counselors, advisors, pastors, doctors, employers, support service professionals, law enforcement officer etc.
- Review of the Written or Video Essay submitted
  - Logical interpretation of the subject and adherence to topic
  - Originality, Innovation and Creativity
  - Adherence to overall guidelines and deadlines applicable

Obtaining scholarship funds

The scholarship will be credited on a student's account upon award of the scholarship. The scholarship is non-transferable and cannot be exchanged for cash. The scholarship can only be used to reduce the institutional direct cost of the program (tuition, books and fees) and cannot be utilized for indirect costs or living expenses.

Renewing the scholarship

Students may be eligible to retain the scholarship award in subsequent academic years. In order to remain eligible the student must maintain satisfactory progress and a grade point average of 2.0 or above.

Zenith Student Grant

The Zenith Student Grant is a multimillion-dollar institutional grant program awarded on an annual basis to students of Everest and WyoTech schools owned by Zenith Education Group who demonstrate financial need. This institutional grant is available for new and continuing students enrolled on or after February 2, 2015 for current and future academic periods. The amount and source of the grant, which can be up to $10,000 per academic year, may vary by student based on:

- The Expected Family Contribution (EFC) as calculated by the Free Application for Federal Student Aid (FAFSA) and reported to the student via the Student Aid Report (SAR)
- The demonstrated financial assistance needed
- Institutional grant funding availability

The grant may be used to cover any confirmed unmet financial need in excess of the student's EFC once Title IV and all other available funding sources have been exhausted up to the direct cost of attendance for the program in which the student is enrolled.

Eligibility
To be eligible, the student must:
- Apply each academic year
- Meet all application deadlines
- Maintain satisfactory academic progress throughout his/her course of study

Obtaining grant funds
The grant will automatically be credited to your account upon completion of the financial aid application processes and award confirmation. The grant is non-transferable and cannot be exchanged for cash.

Renewing the grant
Students must reapply each academic year by the institutional deadline and meet eligibility requirements in order to be considered for the Zenith Education Grant. The grant amount may change each year based on the student's:
- Determined financial need
- Enrollment
- Timeliness of his/her financial aid application
- Institutional grant funding availability

Zenith Graduation Scholarship
The Zenith Graduation Scholarship is a multimillion-dollar, non-need-based institutional scholarship program awarded to students who graduate from Everest schools owned by Zenith Education Group and were actively enrolled in their current course of study prior to February 2, 2015. The amount of the scholarship, which could be up to $10,000 per current and future academic period, may vary by student based on the number of modules, courses or credits remaining in order for the student to complete his/her program of study, and the time frame of application submission.

The scholarship provides a 20 percent tuition reduction, prorated for the student's remaining time in the program in which he/she was actively enrolled as of February 2, 2015 through his/her expected graduation date at the time he/she applies for the scholarship. For students who apply on or before May 2, 2015, the tuition reduction effective date is February 2, 2015. For students who apply after May 2, 2015, the tuition reduction effective date is the date the application is submitted.

Students who withdrew prior to February 2, 2015, but reenter prior to August 2, 2015, may also apply upon reentry and be eligible upon graduation for a supplemental graduation scholarship of up to $5,000 for the purpose of covering any prior academic year balances incurred for the program that they reenter.

Eligibility
To be eligible, the student must:
- Apply for the scholarship
- Meet all application deadlines
- Maintain satisfactory academic progress throughout the remainder of his/her program
- Graduate from the program for which he/she is enrolled at the time of applying for the scholarship

Obtaining scholarship funds
The scholarship amount will be applied to the student's account as a non-cash payment at the time of graduation to cover any outstanding tuition or fee expenses, and any credit balance that results will be resolved by:
- A payment to the government as reimbursement for payments received by Everest from the student's federal student loans to reduce his/her loan obligation.
- A payment to the lender as reimbursement for the payments from a private student loan that the lender directly disbursed to Everest.
- A payment to the student for any tuition he/she previously paid directly to Everest.
The scholarship is non-transferable.

Workforce Scholarships and Grants, including Youth, Adult and Displaced Workers

Everest is recognized by many public and non-profit organizations as an approved institution to support state and local workforce education and employment initiatives. Therefore, if you are unemployed, under employed, or an otherwise eligible youth or adult, you may qualify for various workforce educational benefit programs. Eligibility criteria for workforce educational assistance and benefits available vary by state, community and school, so check with the funding organization to see if you qualify.

Florida Student Assistance Grant (FSAG)

The Florida Student Assistance Grant (FSAG) is available only to Florida residents demonstrating financial need and meeting certain academic requirements. The FSAG has an early application deadline and is not readily available to all. Students are advised when applications may be submitted. It is not available to any student who has received a Bachelor's degree.

Florida Bright Futures Scholarship Program

The Florida Bright Futures Scholarship Program establishes a lottery-funded scholarship to reward any Florida high school graduate who merits recognition of high academic achievement and who enrolls in an eligible Florida public or private post-secondary educational institution within three years of high school graduation. The program affects high school graduates as well as current award recipients who are now attending a post-secondary institution in Florida.

Eligibility criteria for the scholarship awards vary based on cumulative high school grade point average and SAT or ACT scores. Applications are distributed to potential applicants by high school guidance counselors or by contacting the Technical Assistance Unit of the Florida Department of Education at (888) 827-2004.

The award levels for the three types of scholarships are as follows:

- Florida Academic Scholars Award—An award equal to the amount required to pay tuition, fees and $600 annually (prorated if part time) for college-related expenses. The award may cover up to 45.0 semester or 67.0 quarter credit hours per academic year. A 3.0 cumulative GPA is required for renewal of the award each year. If a student receiving the award fails to achieve a 3.0 GPA but makes a 2.75 or higher, he or she will automatically be transferred to the Florida Merit Scholars Award level for the remainder of the college career.
- Florida Merit Scholars Award—An award equal to the amount required to pay 75% of tuition and fees for up to 45.0 semester or 67.0 quarter credit hours per year. A 2.75 cumulative GPA is required for renewal of the award each year.
- Florida Gold Seal Vocational Scholars Award—An award equal to the amount required to pay 75% of tuition and fees. This is a two-year scholarship. A student may use the scholarship for up to 90.0 semester or 135.0 Quarter Credit Hours. However, a recipient may become eligible to continue to a four-year degree by transferring to a Merit Scholars award upon being accepted into an upper division program and having maintained a 2.75 or higher GPA. A Gold Seal Vocational Scholar may not transfer to an Academic Scholars award. A 2.75 cumulative GPA is also required for renewal of the Gold Seal award each year.

Florida Association of Proprietary Schools and Colleges (FAPSC) Scholarship

Scholarships are available for graduating high school seniors and GED recipients. Applicants must complete an application, maintain a cumulative GPA of 2.0 or higher, and submit a 300-word essay answering three specific questions pertaining to the career field and institution they have chosen. Applicants may apply for no more than three scholarships at any single institution. Awarding of the scholarships is done through an evaluation committee assembled by FAPSC. Please contact the Student Finance Office for further details.

MILITARY SCHOLARSHIPS

Military Scholarship: Military personnel serving in components of the Armed Forces, which include the US Army, Navy, Marines, Air Force, Activated Guard/Reserve and US Coast Guard, Military spouses of active military personnel serving in components of the Armed Forces, which include the US Army, Navy, Marines, Air Force, Guard/Reserve and US Coast Guard, and Veterans **using VA Education Benefits** are eligible to apply for the Military Scholarship. Additionally, dependents using VA Education Benefits are eligible to apply for the Military Scholarship.

The scholarship includes a quarterly tuition stipend applied as a credit to the student's account. Scholarship funds are set at the beginning of each fiscal year and are awarded on a continuing basis until funds for the fiscal year are depleted. Scholarship awards may not exceed 50% of tuition charged for the term. The scholarship is non-transferrable and non-substitutable and cannot be combined with any other program. The scholarship or program with the greatest benefit to the student will be applied.

Eligibility: Applicants must meet entrance requirements for program of study. Applicants must be a US military service member, or a dependent or spouse of a US military service member, and provide proof by submitting a copy of official military documentation prior to the start of the term. Documents include valid military ID card, Leave and

Earnings Statement, DD214, etc. The scholarship may be renewed from quarter-to-quarter so long as the recipient remains enrolled, maintains satisfactory academic progress, and maintains a 2.50 cumulative grade point average.

Payment Schedule:

Member Status	Military Scholarship Amount
US Military Service Member (All Programs) - Army, Navy, Air Force, Marines, Coast Guard, Activated National Guard, and Reservists	50% Military Scholarship
Military Spouse (On-Ground Only) - spouses of active duty military personnel serving in components of the Armed Forces, which include the US Army, Navy, Marines, Air Force, and US Coast Guard	10% Military Scholarship
Military Spouse (Online Only) - spouses of active duty military personnel serving in components of the Armed Forces, which include the US Army, Navy, Marines, Air Force, and US Coast Guard	50% Military Scholarship
Veteran (Online Only) - veteran using VA education benefits	15% Military Scholarship
Veteran (On-Ground Only) - veteran using VA education benefits	10% Military Scholarship
Military Dependents (On-Ground Only) - using VA education benefits	10% Military Scholarship

Veteran's Assistance Programs

For information about U.S. Department of Veterans Affairs (VA) education benefits for veterans and their families, call (888)-GI-BILL-1 (888-442-4551) or visit www.gibill.va.gov. Each of the major benefits programs is described in detail in its own section of the VA's site.

- The Montgomery GI Bill–Active Duty:
  http://www.gibill.va.gov/pamphlets/ch30/ch30_pamphlet.pdf
- The Montgomery GI Bill–Selected Reserve:
  http://www.gibill.va.gov/pamphlets/ch1606/ch1606_pamphlet.pdf
- Dependents' Educational Assistance Program (DEA):
  http://www.gibill.va.gov/pamphlets/ch35/ch35_pamphlet.pdf
- Veterans' Educational Assistance Program (VEAP):
  http://www.gibill.va.gov/pamphlets/ch32/ ch32_pamphlet.pdf
- Reserve Educational Assistance Program (REAP):
  http://www.gibill.va.gov/pamphlets/ch1607ch1607_pamphlet.pdf
- The Post-9/11 GI Bill:
  http://www.gibill.va.gov/pamphlets/ch33/ch33_pamphlet.pdf
- U.S. Army:
  http://www.goarmy.com/benefits/education.jsp
- U.S. Navy:
  http://www.navy.com/navy/joining/education-opportunities.html
- U.S. Air Force:
  http://www.airforce.com/opportunities/enlisted/education or www.airforce.com/opportunities/officer/education
- Marine Corps:
  http://www.marines.com/main/index/quality_citizens/benefit_of_services/education

STUDENT SERVICES FOR ON-GROUND STUDENTS

ORIENTATION
New students participate in an orientation program prior to beginning classes. This program is designed to acquaint students with the policies of the school and introduce them to staff and faculty members who will play an important part in the students' academic progress.

HEALTH SERVICES
Everest does not provide health services.

HOUSING
Everest does not provide on campus housing; however, it does assist students in locating suitable housing off campus. For a list of available housing, students should contact the Student Services Department.

STUDENT ADVISING
Academic advising is coordinated by the Academic Dean/Director of Education and includes Satisfactory Academic Progress and attendance. The Registrar and Academic Program Directors serve as advisors and assist students in course selection and registration, dropping and adding courses, change of major, and meeting graduation requirements.

EVEREST CARE PROGRAM
The Everest CARE Student Assistance Program is a free personal-support program for our students and their families. This program provides enrolled students direct and confidential access to professional counseling. For more information, please visit the website www.everestcares.com or call (888) 852-6238.

PLACEMENT ASSISTANCE
Everest maintains an active Career Services Office to assist graduates in locating entry-level, educationally related career opportunities. The Career Services Department works directly with business, industry, and advisory board members to assist all students with access to the marketplace. Everest does not, in any way, guarantee employment. It is the goal of the Career Services Department to help all students realize a high degree of personal and professional development and successful employment. Specific information on job opportunities and basic criteria applicable to all students and graduates utilizing placement services is available by contacting the Career Services Office.

ADMISSIONS INFORMATION FOR ONLINE STUDENTS

All admissions materials, including program disclosures and enrollment agreements are presented in English only, since all programs are taught in English. Each admissions representative conducts interviews with prospective enrollees in English only as the method to determine that the prospective enrollee understands and can function in English. We do not make any accommodations to present materials or instruct courses in any other language. No English as a second language courses are offered by the campus.

UNDERGRADUATE ADMISSIONS REQUIREMENTS
- High school diploma or a recognized equivalent such as the GED. Applicants will be required to sign an **"Attestation Regarding High School Graduation or Equivalency"** indicating they meet the School's requirements for admission.
- High school seniors who are accepted on a conditional basis must sign an **"Attestation Regarding High School Graduation or Equivalency"** following graduation and prior to starting classes.
- Prospective students enrolling in a fully online program will complete a distance learning quiz to assess their ability to complete an online course.
- Applicants are informed of their acceptance status shortly after all required information is received and the applicants' qualifications are reviewed.
- Upon acceptance into the school, applicants who are enrolling will complete an enrollment agreement.
- Students enrolling in Computer Information Science, Criminal Justice, Criminal Investigation and Paralegal programs will complete a Program Disclosure Form.
- Students may apply for entry at any time. Students are responsible for meeting the requirements of the catalog in effect at the time of enrollment.
- Re-entry students are subject to all program requirements, policies, and procedures as stated in the school catalog in effect at the time of re-entry. All re-entering students must sign a new enrollment agreement.
- All applicants will be required to submit <u>one</u> of the following:
  - Completed Attestation regarding high school graduation or equivalency or
  - Proof of High School graduation (POG) (i.e. copy of diploma or transcript) or
  - Proof of a recognized equivalency certificate (GED) or other equivalent documentation.

PROGRAM SPECIFIC ADMISSIONS REQUIREMENTS

Associate in Science, Applied Management Program
- Applicants must have successfully completed a diploma or certificate program from an accredited post-secondary institution.

Bachelor of Science, Applied Management Program
- Applicants must have successfully completed an accredited certificate, diploma, AS, or AAS degree in a field of applied science from an accredited post-secondary institution.

Bachelor of Science, Criminal Justice Program
- Applicants must have completed 36.0 or more quarter (24.0 semester) transferable college credits.
- Students who do not have the requisite number of credits for direct admission into the bachelor's program may be admitted into the Criminal Justice Associate in Science program.

CRIMINAL BACKGROUND ATTESTATION / ONLINE JUSTICE PROGRAMS
- Upon enrollment to selected Criminal Justice (AS and BS) programs offered through the School's Online Division, all students shall be required to sign a Criminal Background Attestation attesting to a lack of a criminal background history that would preclude them from obtaining licensure and/or externship/placement in their desired career field. The student's signature on the Criminal Background Attestation is necessary in order for the enrollment process to be completed.
- Applicant students must complete the Criminal Background Attestation while on the phone with an Admissions Representative or at any time during the open application process window for the current term.
- If the applicant student is unable to attest to the background criteria, the enrollment process shall be stopped and cancelled for all Justice programs. If the applicant student wishes to consider other non-Justice programs, a new enrollment process shall begin.
- If the applicant student is able to attest to the background criteria, the enrollment process shall continue to completion.

- Students who have been out of school for more than 180 days and are requesting to re-enter a program that requires a criminal background screening must complete a new attestation form prior to re-entry.
- Applicant students accept that Everest University may conduct, via a third party, a background check for the sole purpose of verifying the above attestation.

INTERNATIONAL STUDENTS ADMISSIONS REQUIREMENTS

Foreign students who apply for an online program and who intend to complete their studies without entering the U.S. are not considered international students. However, they must meet the general admission requirements, such as evidence of high school diploma or recognized equivalent. For proof of financial ability, fully online students will only be required to provide bank letter(s) verifying available funds.

ONLINE PROGRAM REQUIREMENTS

Online programs are offered at the campus through the Online Division of Zenith using the eCollege platform via the Internet. Online courses have the same course objectives and outcomes as courses taught on-ground, although more individual focus and initiative is required to successfully master the material. Online courses are designated on the class schedule so students register during the normal registration period. To maximize success within the online courses, students must have available to them a computer with a system profile that meets or exceeds the following:

<u>Windows Systems</u>
Windows 7, 8, XP, or Vista
56K modem or higher
Sound Cards & Speakers
Firefox, Chrome, or Microsoft Internet Explorer 10 and 11

<u>Mac Systems</u>
Mac OS X 10.7 or higher (in classic mode)
56K modem or higher
Sound Cards & Speakers
Safari 7 or higher, Chrome, Firefox

In addition, students taking online courses must:
- Check quarterly to make sure they are maintaining the correct systems profile;
- Have Internet access and an established email account;
- Verify email account/address with Online Coordinator at the time of registration each quarter;
- Commence online course work as soon as students have access to the courses;
- Participate in classes and complete learning and graded activities weekly throughout the course.

ACADEMIC POLICIES FOR ONLINE STUDENTS

EVEREST REGULATIONS

Each student is given the school catalog, which sets forth the policies and regulations under which the institution operates. It is the responsibility of the student to become familiar with these policies and regulations and to comply accordingly. Ignorance of or lack of familiarity with this information does not serve as an excuse for noncompliance or infractions.

Everest reserves the right to change instructors, textbooks, accreditation, schedules, or cancel a course or program for which there is insufficient enrollment. The student will receive a full refund for courses or programs that are cancelled. The school also reserves the right to change course curricula, prerequisites and requirements upon approval by the school's accrediting agency and state licensing board.

PROGRAMS AND COURSES

Online programs are offered via the Internet, and interaction between the students and faculty occurs using an online environment that encourages participation. Courses will generally be identical in content to the on-ground mode, although more individual effort and initiative will be required to successfully master the material.

DEFINITION OF CREDIT

Everest awards credit in the form of quarter credits. For online learning purposes, one quarter credit is equivalent to a minimum of 10 hours of online learning.

OUT OF CLASS ASSIGNMENTS

- Students in degree programs should expect to spend approximately two hours outside of class completing homework for every hour of in class lecture.

TRANSFER OF CREDIT INTO EVEREST

Everest has constructed its transfer credit policy to recognize both traditional college credit and non-traditional learning. In general, Everest considers the following criteria when determining if transfer credit should be awarded:

- Accreditation of the institution;
- The comparability of the scope, depth and breadth of the course to be transferred; and
- The applicability of the course to be transferred to the student's desired program. This includes the grade and age of the previously earned credit.

If the learning was obtained outside a formal academic setting, through a nationally administered proficiency exam, an IT certificate exam or military training, Everest will evaluate and award transfer credit using professional judgment and the recommendations for credit issued by the American Council on Education (ACE).

Academic Time Limits

The following time limits apply to a course being considered for transfer credit:

- College Core and General Education course – indefinite;
- Major Core course (except health science course – within ten (10) years of completion; and
- Military training, proficiency exams (e.g. DANTES, AP, CLEP, Excelsior, etc.) and IT certificate exams – the same academic time limits as College Core, General Education and Major Core courses.

NOTE: Due to certain programmatic accreditation criteria, health science core courses are eligible for transfer within five (5) years of completion.

Required Grades

For diploma, associate's, and bachelor's degree programs, a letter grade of "C" (70%) or better is required for transfer credit to be awarded.

Maximum Transfer Credits Accepted

- Students enrolled in an associate or bachelor's degree program must complete at least 25% of the program in residency at the institution awarding the degree or diploma. The remaining 75% of the program may be any combination of transfer credit, national proficiency credit, Everest developed proficiency credit or prior learning credit.

MAXIMUM CREDITS

Everest University Online undergraduate students may take a maximum of 16 credits each term, but no more than three (3) courses in each six week session. Students may petition to register for an additional four (4 credits) above the maximum 16 quarter credit limit. To qualify for this exception, students must meet the criteria and submit the petition to Student Services.

Coursework Completed at Foreign Institutions

All coursework completed at a foreign institution must be evaluated by a member of the National Association of Credential Evaluation Services (NACES) or a member of the Association of International Credentials Evaluators (AICE). The evaluation must be course by course with letter grades. An exception to this may be allowed for students transferring from Canada with prior approval from the Transfer Center.

Transfer Credit for Learning Assessment

Everest accepts appropriate credits transferred from the College Level Examination Program (CLEP), DANTES subject testing, and certain other professional certification examination programs. Contact the campus Academic Dean/Director of Education for the current list of approved exams and minimum scores required for transfer.

Transfer Credit for Proficiency Examination

Undergraduate students may attempt to challenge the requirement to certain selected courses by demonstrating a proficiency level based on special qualifications, skills, or knowledge obtained through work or other experience that is sufficient to warrant the granting of academic credit for a course through a Proficiency Examination. Similarly, Everest may award some credits toward undergraduate level courses for achievement of professional certifications such as CNE, MCSE, etc. For more information, please contact the Academic Dean or Director of Education.

Experiential Learning Portfolio

Students may earn credit for life experience through the Prior Learning Assessment program. This program is designed to translate personal and professional experiences into academic credit. Procedures for applying for credit through experiential learning are available in the Academic Dean's/Director of Education's office.

Notice Concerning Transferability of Credits and Credentials Earned at our Institution

The transferability of credits earned at Everest is at the complete discretion of an institution to which a student may seek to transfer. Acceptance of the degree, diploma or certificate earned in the program in which the student is enrolling is also at the complete discretion of the institution to which a student may seek to transfer. If the credits or degree, diploma or certificate that was earned at this institution are not accepted at the institution to which a student seeks to transfer, the student may be required to repeat some or all of his/her coursework at that institution. For this reason, the student should make certain that attendance at this institution will meet his/her educational goals. This may include contacting an institution to which a student may seek to transfer after attending Everest to determine if the credits or degree, diploma or certificate will transfer.

Transfer to other Everest Locations

Students in good standing may transfer to another Everest campus location. Transfer students are advised that they will be subject to the minimum residency requirements at the new campus for the program in which they are enrolled. Students may transfer applicable credits from Everest coursework in which a "C" or higher was earned; however, those credits will be treated as transfer credits and will not count toward fulfilling residency requirements at the new location.

Transfer to Participating Institutions in Florida's Statewide Course Numbering System (SCNS)

Everest University is a participating institution in the Florida Statewide Course Numbering System (SCNS). Please see the disclosure and explanation of the course numbering system and the benefits of this participation that are provided in the Florida's Statewide Course Numbering System section of the catalog.

Everest Consortium Agreement

The Everest Consortium Agreement enables students to attend a limited number of classes (a maximum of 49% of credit hours) at an Everest campus location other than their home campus. In addition, students nearing completion of their program of study may finish their degree at another Everest campus location through the Consortium Agreement (a minimum of 51% of credit hours must be completed at the Home campus). Complete details on the Everest Consortium Agreement are available in the Academic Dean's/Director of Education's office.

Articulation Agreements

Everest University has articulation agreements with the following institutions: CompuCollege, CDI College, Elmira Business Institute, Mountain State University, Nova Southeastern University and University of Phoenix. Students should contact their Everest University campus Academic Dean for additional information on articulation agreement transfer terms and conditions.

Transfer Center Assistance

Any questions regarding the transfer of credit into or from Everest should be directed to the Transfer Center at (877) 727-0058 or email transfercenter@zenith.org.

GRADING SYSTEM AND PROGRESS REPORTS

The student's final grade for each course or module is determined by the average of the tests, homework, class participation, special assignments and any other criteria indicated in the grading section of the syllabus for the course or module. Final grades are reported at the completion of each class session and are provided to each student. If mailed, they are sent to the student's home address. Failed courses must be repeated and are calculated as an attempt in Satisfactory Academic Progress calculations.

Grade	Point Value	Meaning	Nursing Scale	Percentage Scale
A	4.0	Excellent	100-92	100-90
B	3.0	Very Good	91-84	89-80
C	2.0	Good	83-76	79-70
D*	1.0	Poor	75-68	69-60
F**	0.0	Failing	67-0	59-0
Fail	Not Calculated	Fail (for externship/internship)		
Pass	Not Calculated	Pass (for externship/internship)		
IP***	Not Calculated	In Progress (for linear externship/internship/modular clinic courses or thesis courses only)		
L	Not Calculated	Leave of Absence (allowed in modular programs only)		
EL	Not Calculated	Experiential Learning		
PE	Not Calculated	Proficiency Exam		
PF	Not Calculated	Preparatory Fail		
PP	Not Calculated	Preparatory Pass		
W	Not Calculated	Withdrawal		
WZ	Not Calculated	Withdrawal for those students called to immediate active military duty. This grade indicates that the course will not be calculated for purposes of determining rate of progress		
TR	Not Calculated	Transfer Credit		

*Not used in Allied Health Programs.

**For Nursing program, F (Failing) is 75-0%. For all other Allied Health Programs, F (Failing) is 69-0%.

***If the required linear externship/internship hours are not completed within one term, the student will receive an IP (In Progress) grade and a zero credit Externship/Internship Extension course will be scheduled in the following term. Once the required hours are completed, the student's grade will be entered in both courses.

Treatment of Grades in the Satisfactory Academic Progress/Rate of Progress Calculation

Grade	Included in GPA calculation?	Counted as attempted credits?	Counted as earned credits?
A	Y	Y	Y
B	Y	Y	Y
C	Y	Y	Y
D	Y	Y	Y
F	Y	Y	N
Fail	N	Y	N
Pass	N	Y	Y
IP	N	Y	N
L	N	N	N
EL	N	Y	Y
PE	N	Y	Y
PF	N	N	N
PP	N	N	N
W	N	Y	N
WZ	N	N	N
TR	N	Y	Y

GPA AND CGPA CALCULATIONS

- The Grade Point Average (GPA) is calculated for all students. The GPA for each term and Cumulative Grade Point Average (CGPA) are calculated on courses taken in residence at Everest
- The Grade Point Average (GPA) is calculated at the end of each evaluation period by dividing the quality points earned by the total credits attempted for that evaluation period.
- The Cumulative Grade Point Average (CGPA) is calculated by dividing the total cumulative quality points earned by the total cumulative credits attempted for cumulative evaluation periods.
- The number of quality points awarded for each course is determined by multiplying the points listed for each letter grade by the number of credits of the course.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

Students must maintain satisfactory academic progress in order to remain eligible as regularly enrolled students and to continue receiving federal financial assistance. The accreditor and federal regulations require that all students progress at a reasonable rate toward the completion of their academic program. Satisfactory academic progress is measured by:

- The student's cumulative grade point average (CGPA);
- The student's rate of progress toward completion (ROP); and
- The maximum time frame (MTF) allowed to complete the academic program (150% for all programs).

Evaluation Periods for SAP

Satisfactory academic progress is measured for all students at the end of each grading period (i.e., at the end of each term, module, phase, level, quarter and payment period).

Rate of Progress toward Completion

The school catalog contains a schedule designating the minimum percentage or amount of work that a student must successfully complete at the end of each evaluation period to complete their educational program within the maximum time frame (150%). Quantitative progress is determined by dividing the number of credit hours earned by the number of credit hours attempted. Credit hours attempted include completed hours, transfer credits, withdrawals, and repeated courses. Non-credit remedial courses have no effect on the student's ROP.

Maximum Time Frame to Complete

The maximum time frame for completion of all programs below the master's level is limited by federal regulation to 150% of the published length of the program. School shall calculate maximum time frame using credit hours attempted. All credit hours attempted, which include completed credits, transfer credits, withdrawals, and repeated classes, count toward the maximum number of credits allowed to complete the program. Non-credit remedial courses have no effect on the student's maximum time frame.

SATISFACTORY ACADEMIC PROGRESS TABLES FOR UNDERGRADUATE PROGRAMS

96 Quarter Credit Hour Program Total credits that may be attempted: 144 (150% of 96).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-16	2.0	N/A	66.66%	N/A
17-32	2.0	1.0	66.66%	N/A
33-48	2.0	1.2	66.66%	50%
49-60	2.0	1.3	66.66%	60%
61-72	2.0	1.5	66.66%	65%
73-95	2.0	1.75	66.66%	66.66%
96-144	N/A	2.0	N/A	66.66%

192 Quarter Credit Hour Program Total credits that may be attempted: 288 (150% of 192).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-16	2.0	N/A	66.66%	N/A
17-32	2.0	1.0	66.66%	N/A
33-48	2.0	1.2	66.66%	50%
49-60	2.0	1.3	66.66%	60%
61-72	2.0	1.5	66.66%	65%
73-95	2.0	1.75	66.66%	66.66%
96-288	N/A	2.0	N/A	66.66%

Application of Grades and Credits to SAP

- Grades A through F are included in the calculation of CGPA and are included in the Total Number of Credit Hours Attempted.
- Transfer credits (TR) are not included in the calculation of CGPA but are included in the Total Number of Credit Hours Attempted and Earned in order to determine the required levels for CGPA and rate of progress.

- Courses with grades of Pass, EL and PE are not included in the CGPA calculation but do count as credit hours successfully completed for the rate of progress calculation.
- For calculating rate of progress, F grades and W grades are counted as hours attempted but are not counted as hours successfully completed. Grades of IP will also be counted as hours attempted but not as hours successfully completed.
- When a course is repeated, the higher of the two grades is used in the calculation of CGPA, and the total credit hours for the original course and the repeated course are included in the Total Credit Hours Attempted (in the SAP charts) in order to determine the required rate of progress level. The credit hours for the original attempt are considered as not successfully completed.
- When a student transfers between programs, all attempts of courses common to both programs are included in the CGPA and ROP of the new program.
- Students graduating from one program and continuing on to another will have all successfully completed courses common to both programs included in the SAP calculations of the new program. Courses not in the new program, including grades of W or F, are excluded from all SAP calculations.
- Non-punitive grades are not used and non-credit and remedial courses do not factor into CGPA or ROP.

SAP Advising

SAP Advising is the period of time during which a student is advised and monitored for progress for the remainder of the term. During the SAP advising period, the student is eligible for financial aid. Academic advising shall be documented using the **Academic Advising Form**. The form shall be kept in the student's academic file.

The Academic Dean/Director of Education (or designee) must provide a written notice of SAP Advising status. The following timelines apply for all students placed on SAP Advising status:
- For linear programs with an Add/Drop period:
  - Students must receive the notification by the first day of the term; and
  - Must be advised within fourteen (14) calendar days after the term start.

NOTE: For terms without a break week, students must receive the notification within seven (7) calendar days after the term start and be advised within twenty-one (21) calendar days after the term start.
- For modular programs:
  - Students must receive the notification by the third (3) calendar day of the subsequent module; and
  - Must be advised within ten (10) calendar days after the module start.

Financial Aid Warning

SAP is evaluated at the end of each term and all students with a cumulative grade point average (CGPA) and/or rate of progress (ROP) below the required academic progress standards as stated in the school's catalog will move into SAP NOT MET status. Students not meeting SAP and with a previous SAP status: SAP MET or SAP ADVISING will be issued FA Warning letter and be advised that unless they improve their CGPA and/or rate of progress toward completion, they may be withdrawn from their program and lose eligibility for federal financial aid.

Notification of Financial Aid Warning

The Academic Dean/Director of Education (or designee) must provide the written notice of FA Warning status to all students with a previous SAP status: SAP Advising or SAP Met. The following timelines apply to all students receiving an FA Warning:
- For linear programs with an Add/Drop period:
  - Students must receive the notification by the first day of the term; and
  - Must be advised within fourteen (14) calendar days after the term start.

NOTE: For terms without a break week, students must receive the notification within seven (7) calendar days after the term start and be advised within twenty-one (21) calendar days after the term start.
- For modular programs:
  - Students must receive the notification by the third (3) calendar day of the next module; and
  - Must be advised within ten (10) calendar days after the module start.

Financial Aid Probation

At the end of each term following a SAP evaluation, students with an immediate SAP NOT MET status and who are SAP NOT MET again according to the academic progress standards stated in the school's catalog, will be notified with a SAP NOT MET letter indicating that they will be withdrawn unless they successfully appeal by written request within five (5) calendar days after the notification in accordance with the Academic Appeals Policy. Appeals shall only be granted for the following reasons: the death of a family member; an illness or injury suffered by the student; special circumstances of an unusual nature which are not likely to recur.

The Academic Dean/Director of Education (or designee) must provide written notice of all students placed on SAP NOT MET status:

- For linear programs with an Add/Drop period:
  - Students must receive the notification by the first day of the term;
  - If the student appeals this status and the appeal is approved, the student must receive an Academic Progress Plan within ten (10) calendar days after the appeal's approval.

NOTE: For terms without a break week, students must receive the notification within seven (7) calendar days after the term start.

- For modular programs:
  - Students must receive the notification by the third (3) calendar day of the next module;
  - If the student appeals this status and the appeal is approved, the student must receive an Academic Progress Plan within seven (7) calendar days after the appeal's approval.

Notification of Financial Aid Probation

FA Probation is the term for which the student's appeal has been accepted and progress is monitored under an Academic Progress Plan. Students must be notified in writing of their probationary status within three (3) calendar days of the change in status in the student information system. During the period of FA probation students will continue to be eligible for financial aid.

While on FA probation, unless students improve their CGPA and /or rate of progress toward completion, in accordance with their Academic Progress Plan, they will be withdrawn from their program and become ineligible for further financial aid. All students on FA probation must be placed on an Academic Progress Plan. A student will remain on FA probation as long as he or she is meeting the requirements of his or her Academic Progress Plan when evaluated at the end of each evaluation period on the Plan.

Academic Progress Plan

Students on FA Probation must agree to the requirements of an Academic Progress Plan (APP) as a condition of their FA probation. Each student shall receive a copy of his or her APP. A copy of each student's APP shall be kept in the student's permanent academic file.

The APP may extend over one (1) or multiple terms, as defined at the initiation of the APP. At the end of the first evaluation period on the APP, the student will meet with the Academic Dean/Director of Education (or designee)/Online Designee for an evaluation of progress of the plan's requirements. If on a single-term plan and the student has met the requirement(s) of the plan, the student must be in SAP Advising or SAP Met status, and the student's APP shall be considered fulfilled and closed. If on a multi-term plan and the student has met the requirement(s) of the first evaluation period, then new requirement will be set and the student will be placed manually into SAP Meeting APP Status and will adhere to the subsequent term requirements of the APP.

If at the end of any SAP evaluation period on the plan (APP) the student does not meet the plan's requirement(s), the student will receive a dismissal letter and will be dismissed from the program. Additionally, a student is deemed to have not met the plan's requirements by earning a failing grade ("F") in any course while on the APP.

Students who have violated their FA Probation and have been dismissed from a program are not eligible for readmission to that program if they have exceeded, or may exceed, the maximum time frame of completion until they re-establish appropriate Satisfactory Academic Progress standing.

Evaluation of Progress

At the end of each evaluation period encompassed by the APP, the student will meet with the Academic Dean/Director of Education (or designee) for an evaluation of progress of the plan's requirements. Determination of the student's success at meeting APP requirement(s) must be completed no later than the second (2nd) calendar day of the module or term.

SAP Advising or SAP Met Status

If the student has met the requirements of a one-term plan, the student must be in SAP Advising or SAP MET status and the student's APP shall be considered fulfilled and closed. The student will be provided with either a SAP Advising or Return to Academic Good Standing Letter. In the case of SAP Advising, the student will be advised with the Academic Advising form and will be FA eligible.

The Academic Dean/Director of Education (or designee) must provide a written notice of Return to Academic Good Standing or SAP Advising status. The following timelines apply for all students placed on SAP Advising status:

- For linear programs with an Add/Drop period:
  - Students must receive the notification by the first day of the term; and
  - Must complete the Evaluation of Progress form within fourteen (14) calendar days after the notification.

NOTE: For terms without a break week, students must receive the notification within seven (7) calendar days after the term start and must complete the Evaluation of Progress form within twenty-one (21) calendar days after the notification.

- For modular programs:
  - Students must receive the notification by the third (3) calendar day of the subsequent module; and
  - Must complete the Evaluation of Progress form within seven (7) calendar days after the notification.

SAP Not Met Status and/or Dismissal

If on a multi-term plan, it is likely the student will remain SAP NOT MET for the second (and ensuing) evaluation periods. At the end of each evaluation period, the student will be notified, evaluated for progress, and if the APP requirements are met, will be manually assigned SAP Meeting APP status and continue on the APP. New requirements for the second (or ensuing) evaluation period will be defined using the Evaluation of Progress form.

The Academic Dean/Director of Education (or designee) must provide a written notice of SAP NOT MET status. The following timelines apply for all students placed on SAP NOT MET status:

- For linear programs with an Add/Drop period:
  - Students must receive the notification by the first day of the term; and
  - Must complete the Evaluation of Progress form within fourteen (14) calendar days after the notification.

NOTE: For terms without a break week, students must receive the notification within seven (7) calendar days after the term start and must complete the Evaluation of Progress form within twenty-one (21) calendar days after the notification.

- For modular programs:
  - Students must receive the notification by the third (3) calendar day of the subsequent module; and
  - Must complete the Evaluation of Progress form within seven (7) calendar days after the notification.

If the student does not meet the Plan's requirements at the end of an evaluation period, the student will be dismissed from the program. If the student has not met the benchmark, the student must be dropped with the correct DOD (no later than second calendar day of module or term). The student must be notified of dismissal no later than the second calendar day of module or term.

NOTE: If the student has make-up work, and the campus is willing to accept it, it must be completed within four (4) calendar days of grades being entered (as long as this doesn't extend beyond ten (10) calendar days after mod- or term-end), or the student must be dropped with the correct DOD.

SAP Re-Entry

Students who have violated FA Probation and have been dismissed shall not be readmitted if they cannot complete the program within the maximum time frame or re-establish appropriate Satisfactory Academic Progress (SAP) standing.

Retaking Passed Coursework

Students in non-modular programs may repeat coursework so long as such coursework does not include more than a single repetition of a previously passed course. Students in modular programs may not retake previously passed coursework unless the student has successfully completed all classroom modules. Each attempt counts in the calculation of the students' rate of progress and successful completion percentages. All repeated courses will appear on the student's transcript, but only the highest grade earned will be included in the calculation of their cumulative grade point average.

Retaking Failed Coursework

For the purpose of improving academic standing and establishing institutional grade point average, students must repeat any failed coursework. Failed courses may be repeated more than twice, so long as repeating the coursework does not jeopardize the students' maximum time frame of completion. Pre-requisite modules in diploma programs may not be repeated more than three (3) attempts. Each attempt counts in the calculation of the students' rate of progress and successful completion percentages. All repeated coursework will appear on the student's transcript, but only the highest grade earned, will be included in the calculation of their cumulative grade point average. Attendance in successfully repeated classes/modules will also replace attendance in prior unsuccessful attempts.

ADD/DROP POLICY (DEGREE PROGRAMS ONLY)

Students may add or drop courses during the add/drop period without academic penalty. However, they must first obtain the permission of the Academic Dean (or designee)/Online Designee and the Director of Student Finance (or designee). Students are not permitted to add a course after the end of the add/drop period. Students who attend a course after the add/drop period shall be charged for the course pursuant to the refund policy as stated in this catalog. Students who drop a course after the add/drop period shall receive a grade of "W" (Withdraw) and be charged for the course pursuant to the refund policy as stated in this catalog.

Full Term Courses

The add/drop period for full term courses is the first fourteen (14) calendar days of the term, excluding holidays and regularly scheduled breaks. The taking of attendance of students who enroll during the add/drop period shall begin the first scheduled class session following the student's enrollment. Therefore, students who enroll in a full term course during the add/drop period must attend class by the earlier of the 21st calendar day of the term or the 14th calendar day after enrollment, or be dropped from the course.

Online Mini-Term Courses

New and continuing students, who are already enrolled, should complete registration for the upcoming first six-week session on or before the end of the add/drop period.

The registration period for the second six-week   session occurs well in advance of the start of the second six-week session. Continuing students, who are already enrolled in 12 week term courses, should complete registration for the upcoming second six-week session   by the close of business on day twenty (20) of the 12 week term.

Once the six week session has begun, the add/drop period for courses is the first seven (7) calendar days of the term, excluding holidays and regularly scheduled breaks.   The taking of attendance of students who enroll during the add/drop period shall begin the first scheduled class session following the student's enrollment. Students who enroll in six week sessions during the add/drop period must attend class by the 14th calendar day of the six week session, or be dropped from the course.

Effects of Add/Drop on Financial Aid Calculation

Adding or dropping a course may affect a student's enrollment status, and therefore the amount of financial aid for which the student is eligible. The Director of Student Finance is responsible for advising a student of the financial consequences of a change in registration. The Student Finance Office shall process any required adjustments to a student's charges or financing based on the effect of adding or dropping a course.

In order for the second six-week session to be considered in the determination of a student's enrollment status for Pell grant purposes only, a student must register for the second six-week session by the close of business on day twenty (20) of the start of the full term, i.e. prior to the Census date.

ATTENDANCE POLICY

Students are expected to actively participate in all courses. Each course shall have regularly scheduled academic activities that occur throughout the term. Academic activities provide course instructors with a specific measurable graded activity that aids in the assessment of the student's performance and the eventual awarding of a final course grade. Student participation in these activities is the key to mastering the material within the course of study.

Academically-Related Activity

An academically-related activity is defined as participation in the course during the current academic term. The following constitutes participation:

- Completion of an exam or instructor-graded activity in the current week; or
- One (1) substantial post in the discussion board or teamwork in the current week.

Consecutive Absence Rule

When a student is absent from school for fourteen (14) consecutive calendar days excluding holidays and scheduled breaks, the faculty shall notify the Academic Dean/Director of Education. The following guidelines shall be followed:

- All students who state they will not return to school shall be promptly withdrawn;
- All students who state they will return must:
  1. Attend their next scheduled class session;
  2. File an appeal within five (5) calendar days of the violation;
  3. Have perfect attendance while the appeal is pending; and
- Any student who has promised to return to school, but does not attend the next scheduled class session shall be withdrawn from all courses and dismissed from school.

NOTE: For linear programs, the consecutive absence rule is applied to days missed in a single term. For modular programs, the consecutive absence rule is applied to days missed in the total program.

Official Withdrawal

Students who wish to withdraw shall complete the official withdrawal process by notifying the appropriate Administrative Official preferably in writing of the specific date they are withdrawing, and the reason for doing so. Notifying the school of their intent to withdraw in a timely fashion will result in the student being charged only for the period of the payment period that they attended. Failing to officially notify the school of their intent to withdraw will result in an unofficial withdrawal, and may cause the delay of the return of federal funds and the payment of any refund due the student.

If a student notifies a member of the faculty or staff other than the appropriate Administrative Official of their intent to withdraw, the faculty or staff member shall advise the student of the official withdrawal process and immediately notify the appropriate Administrative Official. Upon receiving notice of a student's intent to withdraw, the appropriate Administrative Official shall complete the necessary forms.

Note: The date that the student notifies any member of the institution of their intent to withdraw is the student's withdrawal date. In the event that a student does not submit a written request of his or her intent to withdraw, a verbal request is acceptable.

Rescission of Withdrawal

A student who begins the withdrawal process but decides to rescind their notification of withdrawal must provide a written statement that s/he is continuing to participate in academically-related activities. This is documented by having the student complete the **Student Rescission Form.**

Attendance Records

The computer attendance database is the official record of attendance. The official record may be challenged by filing an attendance appeal according to the Student Academic Appeal Policy. Without an appeal, after the 14th calendar day following the end of the term/module, the computer attendance database shall be considered final.

MAKE-UP WORK

At the instructor's discretion, make-up work may be provided to students who have missed class assignments or tests. Make-up work must be completed within 10 calendar days after the end of the last class session.

REQUIREMENTS FOR GRADUATION

- Successfully complete all courses in the program with a 2.0 (70%) cumulative grade point average within the maximum time frame for completion as stated in the school catalog.
- Meet any additional program specific requirements as stated in the catalog.

Upon graduation, all students who are current with their financial obligation to the school shall receive their diploma.

VETERANS' EDUCATION BENEFITS

Prior Credit for Education and Training

All VA beneficiaries are required to disclose prior postsecondary school attendance, military education and training, and provide official transcripts for such education and training. The student is responsible for ensuring that all transcripts are submitted to the school. The school is responsible for evaluating official written transcripts of previous education and experience, granting credit where appropriate, notifying the student, and shortening the program certified accordingly.

Prior credit must be evaluated within the first two terms of the enrollment period. The VA will not pay VA education benefits past the third term of enrollment, if prior credit has not been evaluated.

Benefit Overpayments

Schools are required to promptly report changes in the enrollment status of all students receiving VA education benefits in order to minimize overpayments. Generally overpayments of VA benefits are the responsibility of the student. However, there are instances under the Post 9/11 GI Bill when an overpayment is created on a school and funds need to be returned to the VA.

Academic Standards for Students Receiving VA Benefits

Students receiving Veterans education benefits are subject to the same academic standards applicable to all students at the schools. To receive VA education benefits, a student must maintain Satisfactory Academic Progress, attendance standards and adhere to the Code of Student Conduct.

APPEALS POLICIES

Student Academic Appeals Policy

Academic appeals include those appeals related to Satisfactory Academic Progress violations, final grades, attendance violations, and academic or financial aid eligibility. In all instances, with the exception of SAP, Everest expects that initially every attempt will be made to resolve such disputes informally through discussions by all relevant parties prior to initiating formal appeals.

All formal academic appeals must be submitted electronically via email using an Academic Appeal Form to the Online Designee within five (5) calendar days of the date the student has notice of the adverse academic decision:

- Notice of final grades:
  - 12 week course - first day of the subsequent term
  - Six week course - The sixth (6) calendar day of the subsequent 6 week session
- Notice of Attendance violation is the date of the violation
- Notice of SAP violation (FA probation – SAP Not Met 2nd consecutive term):
- first day of the subsequent term

Note: In the case of terms without a break week, the student must receive the notification within the first day of the second week of the term start.

The appeal must include:

- The specific academic decision at issue
- The date of the decision
- The reason(s) the student believes the decision was incorrect
- The informal steps taken to resolve the disagreement over the decision
- The resolution sought

The written appeal may be accompanied by any additional documentation (e.g., papers, doctor notes, tests, syllabi) the student believes supports the conclusion that the academic decision was incorrect.

Note: Once a formal appeal is filed, no action based on the adverse academic decision may be taken until the appeal process is complete. However, in cases involving financial aid eligibility, all financial aid disbursements shall be suspended until the matter is resolved.

Upon receipt of the Academic Appeal Form, the Online Designee shall convene an Appeal Committee, which should at a minimum include the Department Chair, a member of the Student Services Staff, and other designee. The Appeal Committee shall investigate the facts of the matter to the extent deemed appropriate under the circumstances. The Appeal Committee shall render a written decision within five (5) calendar days of the date the appeal was received, and shall forward the decision to the student within five (5) calendar days thereafter. Copies of all documents relating to the appeal shall be placed in the student's academic file, and the decision of the Appeal Committee shall be noted in the official student information system within one (1) calendar day of the date of the decision. The decision of the Appeal Committee is final, and no further appeals are permitted.

Note: When an appeal is denied, the date of any suspension of financial aid or dismissal from the program shall be the date of the adverse academic decision. The student will not be charged for any attendance after the date of the adverse academic decision.

Assignments/Test Grades

Students who disagree with an assignment/test grade should discuss it with the instructor upon receipt of the grade. Assignments/test grades are reviewed at the instructor's discretion. If the instructor is not available, the matter should be discussed with the Program Director/Department Chair/Online Academic Designee. Only final course grades are eligible for appeal.

Final Course Grades

In linear programs, appeals of final course grades must be made by the sixth (6th) calendar day of the subsequent term. The Academic Dean/Director of Education/Online Academic Designee may direct a grade to be changed when it is determined by an Appeal Committee that a final grade was influenced by any of the following:

1. A personal bias or arbitrary rationale
2. Standards unreasonably different from those that were applied to other students
3. A substantial, unreasonable, or unannounced departure from previously articulated standards
4. The result of a clear and material mistake in calculating or recording grades or academic progress

Attendance Violations Appeals Policy

Appeals of attendance violations must be made within five (5) calendar days of the violation. In order for an attendance appeal to be considered, the student must:
1. Attend school
2. Have perfect attendance while the appeal is pending
3. Submit a written plan to improve attendance with the Appeal Form

Provided that no applicable state requirement would be violated by doing so, an attendance appeal may be granted if the student demonstrates that the absence was caused by:
1. The death of a family member
2. An illness or injury suffered by the student
3. Special circumstances of an unusual nature which are not likely to recur

The Appeal Committee may, as a condition of granting the appeal, require the student to make up assignments and develop an Academic Advising Plan in conjunction with his or her advisor.

Satisfactory Academic Progress (SAP) Appeals Policy

In linear programs, SAP appeals must be made by the sixth (6th) calendar day of the subsequent term. Provided that the student can complete their program within the maximum time frame with the required minimum CGPA, a SAP appeal may be granted if the student demonstrates that s/he is sincerely committed to taking the steps required to succeed in his/her program and that his or her failure to maintain the required CGPA or ROP was caused by any of the following mitigating circumstances:
1. The death of a family member
2. An illness or injury suffered by the student
3. Special circumstances of an unusual nature which are not likely to recur

SAP violation/FA Probation appeals must include a detailed statement written by the student explaining the reason why he or she failed to make SAP, and what has changed in the student's situation that will allow him or her to demonstrate SAP at the next evaluation period. An appeal will be strengthened if supporting documentation is included (e.g., medical doctor's note, law enforcement report, etc.)

The Appeal Committee shall, as a condition of granting the appeal, require the student to develop an Academic Progress Plan in conjunction with the student's advisor and place the student on FA probation.

FINANCIAL INFORMATION FOR ONLINE STUDENTS

STATEMENT OF FINANCIAL OBLIGATION

A student who has applied, is accepted, and has begun classes at Everest assumes a definite financial obligation. Each student is legally responsible for his or her own educational expenses for the period of enrollment. A student who is enrolled and has made payments in full or completed other financial arrangements and is current with those obligations, is entitled to all the privileges of attending classes, taking examinations, receiving grade reports, securing course credit, being graduated, and using the Career Services Office.

Any student who is delinquent in a financial obligation to the school, or any educational financial obligation to any third party, including damage to school property, library fines, and payment of tuition and fees, is subject to exclusion from any or all of the usual privileges of the school. Everest may, in its sole discretion, take disciplinary action on this basis, including suspension or termination of enrollment.

TUITION AND FEES

Tuition and fee information can be found in "Tuition and Fees" section of the catalog. Quarter-based programs will be charged for the student's first quarter (or mini-term quarter start) in attendance. Tuition and fees for subsequent quarters will be charged at the published rate in effect at the beginning of that quarter. The minimum full-time course load is 12 credits per quarter for undergraduate programs. Non-credit-bearing coursework will be charged at the same rate as credit-bearing coursework. Textbooks are provided at no cost to the student. All credits for which a student is registered are charged at the current rate, including any courses being repeated. The student's total tuition for a given quarter is determined by multiplying the number of credit hours for which the student is registered at the end of the Add/Drop period by the then current tuition rate for that number of credit hours.

Students' financial obligations will be calculated in accordance with the refund policy in the Enrollment Agreement and this school catalog. For quarter-based programs, the Enrollment Agreement obligates the student and the school for tuition by quarter.

Student may make payments by cash or by the following accepted credit cards: Visa, MasterCard or Discover.

VOLUNTARY PREPAYMENT PLAN

The school provides a voluntary prepayment plan to students and their families to help reduce the balance due upon entry. Details are available upon request from the Student Finance Office.

BUYER'S RIGHT TO CANCEL

The applicant's signature on the Enrollment Agreement does not constitute admission into the school until the student has been accepted for admission by an official of the school. If the applicant is not accepted by the school, all monies paid will be refunded.

CANCELLATION POLICY: You may withdraw your enrollment agreement at any time within five business days from the date you sign the agreement, make an initial payment, or first visit the school, whichever is later. If you do so, all payments made by you or on your behalf will be refunded. Withdrawal can be effectuated by personally appearing at your school to withdraw, depositing a withdrawal letter in the mail to your school at the address provided on the first page of the agreement (in which case, the withdrawal will be considered effective as of the postmark date), sending an electronic message to withdrawals@zenith.org, or providing an oral withdrawal notice to phone number (888) 236-9614. In event of dispute over timely notice, the burden to prove service rests on the applicant.

The student applicant will also be returned all monies paid if:
1. The school rejects the applicant;
2. The enrollment of the student was procured as the result of any misrepresentation through advertising, promotional materials of the school, or representations by the owner or representative of the school;
3. The school cancels the student's program.

OFFICIAL WITHDRAWALS

After the cancellation period, an official withdrawal is considered to have occurred on the date that the student provides to The School official notification of his or her intent to withdraw. Students who must withdraw from The School are requested to notify a School Official (i.e.: Student Services Advisor) of their intent to withdraw either by telephone or in writing (E-mail is acceptable.) Students will be asked to provide the official date of withdrawal and the reason for withdrawal at the time of official notification.

Quarter-based Programs: After the cancellation period, students in quarter-based programs who officially withdraw from The School prior to the end of The School's official add/drop period will be dropped from enrollment, and all monies paid will be refunded.

ONLINE LEARNING COURSES

All students are enrolled in Everest University. Attendance in online courses is measured and evaluated electronically each week based on the following criteria: posting once in a discussion forum or team assignment; submitting an assignment to the drop box; completing a quiz. If the student completes any of these activities in a given week, the student will be considered present.

DATE OF WITHDRAWAL VERSUS DATE OF DETERMINATION (DOD)

The date of withdrawal, for purposes of calculating a refund, is the student's last date of attendance. For Online students, attendance is defined as posting to a discussion board, completing an exam or quiz, or completing a homework assignment. The date of determination is the earlier of the date the student officially withdraws, provides notice of cancellation, or the date The School determines the student has violated an academic standard. For example, when a student is withdrawn for violating an academic rule, the date of the student's withdrawal shall be the student's last date of attendance. The date of determination shall be the date The School determines the student has violated the academic rule, if the student has not filed an appeal. If the student files an appeal and the appeal is denied, the date of determination is the date the appeal is denied. If the student ceases attendance without providing official notification, the DOD shall be no more than 14 days from the student's last date of attendance.

FEDERAL FINANCIAL AID RETURN POLICY

Student Financial Aid (SFA)

The School is certified by the U.S. Department of Education as an eligible participant in the Federal Student Financial Aid (SFA) programs established under the Higher Education Act of 1965 (HEA), as amended (Title IV programs). The School is required to determine earned and unearned portions of Title IV aid for students who cancel, withdraw, drop out or are dismissed prior to completing 60% of a payment period or term.

Return of Title IV Funds Calculation and Policy

The Return of Title IV Funds calculation (Return calculation) is based on the percentage of earned aid using the following calculation: Percentage of payment period or term completed 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). This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: Aid to be returned equals (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total dollar amount of aid that could have been disbursed during the payment period or term.

Return of Unearned Title IV Funds

The School must return the lesser of:
1. The amount of Title IV program funds that the student did not earn; or
2. The amount of institutional charges that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that were not earned.

The student (or parent, if a federal PLUS loan) must return or repay the amount by which the original overpayment amount exceeds 50% of the total grant funds received by the student for the payment period or period of enrollment, if the grant overpayment is greater than $50. (Note: If the student cannot repay the grant overpayment in full, the student must make satisfactory arrangements with the U.S. Department of Education to repay any outstanding grant balances. The Student Financial Aid Department will be available to advise the student in the event that a student repayment obligation exists. The individual will be ineligible to receive additional student financial assistance in the future if the financial obligation(s) is not satisfied.)

The School must return the Title IV funds for which it is responsible in the following order:
1. Unsubsidized Direct Stafford loans (other than PLUS loans)
2. Subsidized Direct Stafford loans
3. Federal Perkins loans
4. Direct PLUS loans
5. Federal Pell Grants for which a return of funds is required
6. Academic Competitiveness Grants for which a return of funds is required
7. National Smart Grants for which a return of funds is required
8. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required

If a student withdraws after the 60% point-in-time, the student has earned all Title IV funds that he/she was scheduled to receive during the period and, thus, has no unearned funds; however, The School must still perform a Return calculation. If the 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 180 days of the DOD. If a student earned less aid than was disbursed, The School would be required to return a portion of the funds, and the student would be required to return a portion of the funds. Any outstanding student loans that remain are to be repaid by the student according to the terms of the student's promissory notes.

After a Return calculation has been made and a state/institutional refund policy, if applicable, has been applied, any resulting credit balance (i.e. earned Title IV funds exceed institutional charges) must be paid within 14 days from the date that The School performs the Return calculation and will be paid in one of the following manners:

1. Pay authorized charges at the institution;
2. With the student's permission, reduce the student's Title IV loan debt (not limited to the student's loan debt for the period of enrollment);
3. Return to the student.

Time Frame within which Institution is to Return Unearned Title IV Funds

The School must return the amount of unearned Title IV funds for which it is responsible within 45 days after the DOD.

REFUND POLICY

If a state refund policy can provide a larger refund to the student than The School's Institutional Pro Rata Refund Calculation and Policy, it will be included in the Enrollment Agreement, and the student will be given the benefit of the refund policy that results in the larger refund to the student.

Institutional Pro Rata Refund Calculation and Policy

When a student withdraws, The School must determine how much of the tuition is eligible to retain. The Pro Rata Refund Calculation and Policy is an institutional policy and is different from the Federal Financial Aid Return Policy and Return calculation; therefore, after both calculations are applied, a student may owe a debit balance (i.e. the student incurred more charges than he/she earned Title IV funds) to The School.

The School will perform the Pro Rata Refund Calculation for students who terminate their training before completing the period of enrollment. Under the Pro Rata Refund Calculation, The School is entitled to retain only the percentage of charges (tuition, room, board, etc.) proportional to the period of enrollment completed by the student. The period of enrollment completed by the student is calculated by dividing the total number of calendar days in the period of enrollment into the calendar days in the period as of the student's last date of attendance. The period of enrollment for students enrolled in quarter-based programs is the quarter. The refund is calculated using the following steps:

1. Determine the total charges for the period of enrollment.
2. Divide this figure by the total number of calendar days in the period of enrollment.
3. The answer to the calculation in step 2 is the daily charge for instruction.
4. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total calendar days in the period as of the student's last date of attendance by the daily charge for instruction and adding in any book or equipment charges.
5. The refund shall be any amount in excess of the figure derived in step 4 that was paid by the student.

Textbook and Equipment Return/Refund Policy

A student who was charged for and paid for textbooks, uniforms, or equipment may return the unmarked and unopened textbooks, unworn uniforms, or new equipment within 30 days following the date of the student's cancellation, termination, or withdrawal. The School shall then refund the charges paid by the student. Uniforms that have been worn cannot be returned because of health and sanitary reasons. If the student fails to return unmarked and unopened textbooks, unworn uniforms or new equipment within 30 days, The School may retain the cost of the items that has been paid by the student. The student may then retain the equipment without further financial obligation to The School.

Time Frame within which Institution is to Issue Refunds

Refunds will be issued within 30 days of either the date of determination or from the date that the applicant was not accepted by The School, whichever is applicable.

STUDENTS CALLED TO ACTIVE MILITARY DUTY

Continuing Quarter-Based Students

If tuition and fees are collected in advance of the withdrawal, a strict institutional pro rata refund of any tuition, fees or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees or other charges owed by the student for the portion of the program the student does not complete following withdrawal for active military service.

STUDENT FINANCING OPTIONS

Everest offers a variety of student financing options to help students finance their educational costs. Detailed information regarding financing options availability and the Student Financial Planning process can be obtained from

the school's Student Financial Planning Brochure. Information regarding other sources of financial assistance such as benefits available through the Bureau of Indian Affairs, Division of Vocational Rehabilitation, Veterans Assistance and State Programs can be obtained through those agencies.

Financial Assistance
Financial assistance (aid) in the form of grants and loans is available to eligible applicants who have the ability and desire to benefit from the specialized program/training offered at the school.

Student Eligibility
To receive financial assistance you must:
1. Usually, have financial need;
2. Be a U.S. citizen or eligible noncitizen;
3. Have a social security number;
4. If male, be registered with the Selective Service (if applicable);
5. If currently attending school, be making Satisfactory Academic Progress;
6. Be enrolled as a regular student in any of the school's eligible programs;
7. Not be in default on any federally-guaranteed loan;
8. Have a high school diploma or its equivalent, or have completed homeschooling at the secondary level as defined by state law.

Federal Financial Aid Programs
The following is a list of the Federal Financial Aid Programs available at the school. Additional information regarding these programs, eligibility requirements, the financial aid process and disbursement of aid can be obtained through the Student Financial Planning Brochure, the Student Finance Office, and the U.S. Department of Education's Guide to Federal Student Aid, which provides a detailed description of these programs. The guide is available online at:

http://studentaid.ed.gov/students/publications/student_guide/index.html

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Direct Stafford Loan (DL)
- Federal Direct Parent Loan for Undergraduate Students (PLUS)

Alternative Loan Programs
If your primary financing option does not fully cover your program costs, alternative financing options can help bridge that financial gap.
- There are alternative loans provided by private lenders.
- The interest rate may be variable and the loan approved and origination fees may be based on credit.
- Repayment terms may vary based on lender programs.
- Student may apply on their own or with a co-borrower.

GRANTS AND SCHOLARSHIPS

Zenith American Dream Scholarship
The Zenith American Dream Scholarship is a multimillion-dollar institutional scholarship program for students who attend an Everest or WyoTech institution. New students who first enroll in an Everest or WyoTech institution on or after **August 24, 2015** and were referred by a leader in the local community are eligible to apply for the **Zenith American Dream Scholarship of $5,000 per academic year.**
To be eligible a student must:
- Obtain a written reference from a leader in the student's community
- Complete an essay or video answering the question "How will Everest (or WyoTech) Help Me Fulfill My American Dream" – see guidelines
- Meet application guidelines and deadlines

The Zenith American Dream Scholarship may be used in order to cover the direct cost of attendance for the program in which the student is enrolled (tuition, books and fees).

Scholarship winners
The Zenith American Dream Scholarship winners will be selected based on quality of the recommendation, originality, creativity, adherence to the theme and overall quality of the essay submission as noted below. Scholarships will be awarded based on selection criteria outlined in the guidelines on a monthly basis. Student

scholarship winners will be notified within 45 days of the scholarship application submission date by the Campus President or other campus official.

Selection criteria will include:

- Written reference from a leader in the community
  - Examples of leaders of the community include but are not limited to: coaches, teachers, principals, counselors, advisors, pastors, doctors, employers, support service professionals, law enforcement officer etc.
- Review of the Written or Video Essay submitted
  - Logical interpretation of the subject and adherence to topic
  - Originality, Innovation and Creativity
  - Adherence to overall guidelines and deadlines applicable

Obtaining scholarship funds

The scholarship will be credited on a student's account upon award of the scholarship. The scholarship is non-transferable and cannot be exchanged for cash. The scholarship can only be used to reduce the institutional direct cost of the program (tuition, books and fees) and cannot be utilized for indirect costs or living expenses.

Renewing the scholarship

Students may be eligible to retain the scholarship award in subsequent academic years. In order to remain eligible the student must **maintain satisfactory progress and a grade point average of 2.0 or above.**

Zenith Student Grant

The Zenith Student Grant is a multimillion-dollar institutional grant program awarded on an annual basis to students of Everest and WyoTech schools owned by Zenith Education Group who demonstrate financial need. This institutional grant is available for new and continuing students enrolled on or after February 2, 2015 for current and future academic periods. The amount and source of the grant, which can be up to $10,000 per academic year, may vary by student based on:

- The Expected Family Contribution (EFC) as calculated by the Free Application for Federal Student Aid (FAFSA) and reported to the student via the Student Aid Report (SAR)
- The demonstrated financial assistance needed
- Institutional grant funding availability

The grant may be used to cover any confirmed unmet financial need in excess of the student's EFC once Title IV and all other available funding sources have been exhausted up to the direct cost of attendance for the program in which the student is enrolled.

Eligibility

To be eligible, the student must:

- Apply each academic year
- Meet all application deadlines
- Maintain satisfactory academic progress throughout his/her course of study

Obtaining grant funds

The grant will automatically be credited to your account upon completion of the financial aid application processes and award confirmation. The grant is non-transferable and cannot be exchanged for cash.

Renewing the grant

Students must reapply each academic year by the institutional deadline and meet eligibility requirements in order to be considered for the Zenith Education Grant. The grant amount may change each year based on the student's:

- Determined financial need
- Enrollment
- Timeliness of his/her financial aid application
- Institutional grant funding availability

Zenith Graduation Scholarship

The Zenith Graduation Scholarship is a multimillion-dollar, non-need-based institutional scholarship program awarded to students who graduate from Everest schools owned by Zenith Education Group and were actively enrolled in their current course of study prior to February 2, 2015. The amount of the scholarship, which could be up to $10,000 per current and future academic period, may vary by student based on the number of modules, courses or credits remaining in order for the student to complete his/her program of study, and the time frame of application submission.

The scholarship provides a 20 percent tuition reduction, prorated for the student's remaining time in the program in which he/she was actively enrolled as of February 2, 2015 through his/her expected graduation date at the time he/she applies for the scholarship. For students who apply on or before May 2, 2015, the tuition reduction effective date is February 2, 2015. For students who apply after May 2, 2015, the tuition reduction effective date is the date the application is submitted.

Students who withdrew prior to February 2, 2015, but reenter prior to August 2, 2015, may also apply upon reentry and be eligible upon graduation for a supplemental graduation scholarship of up to $5,000 for the purpose of covering any prior academic year balances incurred for the program that they reenter.

Eligibility

To be eligible, the student must:
- Apply for the scholarship
- Meet all application deadlines
- Maintain satisfactory academic progress throughout the remainder of his/her program
- Graduate from the program for which he/she is enrolled at the time of applying for the scholarship

Obtaining scholarship funds

The scholarship amount will be applied to the student's account as a non-cash payment at the time of graduation to cover any outstanding tuition or fee expenses, and any credit balance that results will be resolved by:
- A payment to the government as reimbursement for payments received by Everest from the student's federal student loans to reduce his/her loan obligation.
- A payment to the lender as reimbursement for the payments from a private student loan that the lender directly disbursed to Everest.
- A payment to the student for any tuition he/she previously paid directly to Everest.

The scholarship is non-transferable.

Workforce Scholarships and Grants, Including Youth, Adult and Displaced Workers

Everest is recognized by many public and non-profit organizations as an approved institution to support state and local workforce education and employment initiatives. Therefore, if you are unemployed, under employed, or an otherwise eligible youth or adult, you may qualify for various workforce educational benefit programs. Eligibility criteria for workforce educational assistance and benefits available vary by state, community and school, so check with the funding organization to see if you qualify.

Florida Student Assistance Grant (FSAG)

The Florida Student Assistance Grant (FSAG) is available only to Florida residents demonstrating financial need and meeting certain academic requirements. The FSAG has an early application deadline and is not readily available to all. Students are advised when applications may be submitted. It is not available to any student who has received a Bachelor's degree.

Florida Bright Futures Scholarship Program

The Florida Bright Futures Scholarship Program establishes a lottery-funded scholarship to reward any Florida high school graduate who merits recognition of high academic achievement and who enrolls in an eligible Florida public or private post-secondary educational institution within three years of high school graduation. The program affects high school graduates as well as current award recipients who are now attending a post-secondary institution in Florida.

Eligibility criteria for the scholarship awards vary based on cumulative high school grade point average and SAT or ACT scores. Applications are distributed to potential applicants by high school guidance counselors or by contacting the Technical Assistance Unit of the Florida Department of Education at (888) 827-2004.

The award levels for the three types of scholarships are as follows:
- Florida Academic Scholars Award—An award equal to the amount required to pay tuition, fees and $600 annually (prorated if part time) for college-related expenses. The award may cover up to 45.0 semester or 67.0 quarter credit hours per academic year. A 3.0 cumulative GPA is required for renewal of the award each year. If a student receiving the award fails to achieve a 3.0 GPA but makes a 2.75 or higher, he or she will automatically be transferred to the Florida Merit Scholars Award level for the remainder of the college career.
- Florida Merit Scholars Award—An award equal to the amount required to pay 75% of tuition and fees for up to 45.0 semester or 67.0 quarter credit hours per year. A 2.75 cumulative GPA is required for renewal of the award each year.
- Florida Gold Seal Vocational Scholars Award—An award equal to the amount required to pay 75% of tuition and fees. This is a two-year scholarship. A student may use the scholarship for up to 90.0 semester or 135.0 Quarter Credit Hours. However, a recipient may become eligible to continue to a four-year degree by

transferring to a Merit Scholars award upon being accepted into an upper division program and having maintained a 2.75 or higher GPA. A Gold Seal Vocational Scholar may not transfer to an Academic Scholars award. A 2.75 cumulative GPA is also required for renewal of the Gold Seal award each year.

YMCA Teen Achiever Scholarship

The YMCA Teen Achiever Scholarship is intended to support exemplary youth participating in the YMCA Teen Achiever Program and pursuing an online Associate's degree program with Everest University. This scholarship covers 100% of tuition (including books) for any Associate's degree program.

Student Eligibility

The Scholarship is available to any current or past participant in the YMCA Teen Achiever Program pursuing an Associate's degree program online. Applicants must meet all eligibility requirements as defined on the application. Students must maintain good academic standing according to Everest University catalog requirements. Scholarship benefits terminate upon withdrawal from the University or if the recipient changes his/her original degree program. Students will be liable for all charges upon returning to Everest University in an online program or continuing enrollment in a different degree program.

Procedures and Deadlines

Students must submit a completed scholarship application, essay and at least one letter of recommendation from a high school faculty or staff member, or from a YMCA official or administrator. A committee comprised of various University officials will evaluate the applications. Decisions are made by this committee and all decisions are final. Deadline for application submission varies and can be found on the current year's application. Students must also meet all Everest University admissions criteria. Everest reserves the right to extend or cancel the YMCA Teen Achiever Scholarship program at any time. Students are financially responsible for all their outstanding Title IV student loans.

Military Scholarships

As a sign of appreciation to our friends in uniform and their families, the following are eligible to apply for the Military Scholarship: military personnel serving in the Armed Forces, which include the U.S. Army, Navy, Marines, Air Force, Activated Guard/Reserve and U.S. Coast Guard, military spouses of active military personnel serving in the Armed Forces, veterans using Veterans Affairs ("VA") education benefits, and spouses or other dependents using VA education benefits.

The Scholarship includes a quarterly tuition stipend applied as a credit to the student's account and no cash payments will be awarded to the student. Scholarship funds are set at the beginning of each fiscal year and are awarded on a continuing basis until funds for the fiscal year are depleted. Scholarship awards may not exceed 50% of tuition charged for the term. The scholarship is non-transferrable and non-substitutable and cannot be combined with any other program. The scholarship or program with the greatest benefit to the student will be applied. Applications may be requested from the Admissions Office.

Eligibility: Applicants must meet entrance requirements for their program of study. Applicants must meet the eligibility requirements listed above and provide proof of eligibility by submitting a copy of official military documentation with their application. Proof of eligibility includes valid military identification card, Leave and Earnings Statement, DD214, Certificate of Eligibility. The scholarship may be renewed from quarter-to-quarter so long as the recipient continues to meet the eligibility requirements, remains enrolled, maintains satisfactory academic progress, and maintains a 2.50 cumulative grade point average.

Payment Schedule:

Member Status	Military Scholarship Amount
U.S. Military Service Member – Army, Navy, Air Force, Marines, Coast Guard, Activated National Guard or Activated Reservist	50% of tuition
Veteran – veteran using VA or other military education benefits	10% of tuition
Military Spouse – spouse of active-duty military personnel serving in the Armed Forces	10% of tuition
Military spouse or dependent – spouse or dependent using military education benefits	10% of tuition
Other – service member, veteran or family member not listed above and using military education benefits	10% of tuition

Veteran's Assistance Programs

For information about U.S. Department of Veterans Affairs (VA) education benefits for veterans and their families, call (888) GI-BILL-1 (888-442-4551) or visit www.gibill.va.gov. Each of the major benefits programs is described in detail in its own section of the VA's site.

- The Montgomery GI Bill–Active Duty:
  http://www.gibill.va.gov/pamphlets/ch30/ch30_pamphlet.pdf
- The Montgomery GI Bill–Selected Reserve:
  http://www.gibill.va.gov/pamphlets/ch1606/ch1606_pamphlet.pdf
- Dependents' Educational Assistance Program (DEA):
  http://www.gibill.va.gov/pamphlets/ch35/ch35_pamphlet.pdf
- Veterans' Educational Assistance Program (VEAP):
  http://www.gibill.va.gov/pamphlets/ch32/ ch32_pamphlet.pdf
- Reserve Educational Assistance Program (REAP):
  http://www.gibill.va.gov/pamphlets/ch1607ch1607_pamphlet.pdf
- The Post-9/11 GI Bill:
  http://www.gibill.va.gov/pamphlets/ch33/ch33_pamphlet.pdf
- U.S. Army:
  http://www.goarmy.com/benefits/education.jsp
- U.S. Navy:
  http://www.navy.com/navy/joining/education-opportunities.html
- U.S. Air Force:
  http://www.airforce.com/opportunities/enlisted/education or www.airforce.com/opportunities/officer/education
- Marine Corps:
  http://www.marines.com/main/index/quality_citizens/benefit_of_services/education

STUDENT SERVICES FOR ONLINE STUDENTS

ORIENTATION

Students enrolled in a fully online program participate in an online orientation that provides them with information about technical requirements, navigating the online learning environment, using tools such as the Gradebook, Email, Doc Sharing, Dropbox, and Webliography, participating in online discussions, submitting assignments, and taking quizzes. The online orientation provides a step by step hands-on experience for students as they become acquainted with the online learning environment, school policies, expectations, and common issues and concerns of online students.

HEALTH SERVICES

Everest does not provide health services.

STUDENT ADVISING

Academic advising is coordinated by the Student Services Coordinators/Academic Advisors and includes Satisfactory Academic Progress and attendance. The Registrar and Academic Program Directors serve as advisors and assist students in course selection and registration, dropping and adding courses, change of major, and meeting graduation requirements.

EVEREST CARE PROGRAM

The Everest CARE Student Assistance Program is a free personal-support program for our students and their families. This program provides enrolled students direct and confidential access to professional counseling. For more information, please visit the website www.everestcares.com or call (888) 852-6238.

PLACEMENT ASSISTANCE

Everest maintains an active Career Services Office to assist graduates in locating entry-level, educationally related career opportunities. The Career Services Department works directly with business, industry, and advisory board members to assist all students with access to the marketplace. Everest does not, in any way, guarantee employment. It is the goal of the Career Services Department to help all students realize a high degree of personal and professional development and successful employment. Specific information on job opportunities and basic criteria applicable to all students and graduates utilizing placement services is available by contacting the Career Services Office.

PROGRAMS OFFERED

Program	Credential	On-Ground	Online
Massage Therapy	Diploma	x	
Medical Administrative Assistant	Diploma	x	
Medical Assistant	Diploma	x	
Medical Insurance Billing and Coding	Diploma	x	
Pharmacy Technician	Diploma	x	
Accounting (not currently enrolling new students – on ground only)	Associate in Science	x	x
Applied Management (not currently enrolling new students – on ground only)	Associate in Science	x	x
Business	Associate in Science	x	x
Computer Information Science	Associate in Science	x	x
Criminal Justice (not currently enrolling new students)	Associate in Science	x	x
Nursing	Associate in Science	x	
Paralegal (not currently enrolling new students – online only)	Associate in Science	x	x
Radiologic Technology (not currently enrolling new students)	Associate in Science	x	
Surgical Technologist	Associate in Science	x	
Accounting (not currently enrolling new students – online only)	Bachelor of Science	x	x
Applied Management (not currently enrolling new students)	Bachelor of Science	x	x
Business	Bachelor of Science	x	x
Computer Information Science	Bachelor of Science	x	x
Criminal Justice	Bachelor of Science	x	x
Paralegal (not currently enrolling new students)	Bachelor of Science	x	x
Business	Master of Business Administration	x	x
Criminal Justice	Master of Science	x	x

Note: Some online programs may have limited enrollment. A complete list of programs with limited enrollment is available at the school and on the school website at www.everest.edu.

MODULAR PROGRAMS

MASSAGE THERAPY
Diploma Program
36 Weeks – 750 Hours - 55 Quarter Credits

V 3.0

The Massage Therapy program is designed to provide the student with the necessary tools required to successfully enter the massage industry. Whether it is a day spa, physician's office, health club, or resort, graduates of this program will have acquired all the tools needed to thrive in this exciting new career.

This 750-hour program consists of one pre-requisite course, eight self-contained units of learning called modules, and a 30-hour clinic, which the student must complete before they graduate. Each student must successfully complete the pre-requisite course before moving on to any one of the remaining modules in the program. Included in this program are a very detailed instruction on Anatomy and Physiology, as well as introduction to principles and practices of massage therapy, massage fundamentals, massage and bodywork, pathology, business and success skills, and health and wellness. Upon the successful completion of this program, graduates will have received the education necessary to attain a career in one of the most engaging and exciting fields today. The graduate may work in an entry-level position as a massage therapist in a variety of health care facilities, including, but not limited to, a massage clinic, hospital, chiropractic office, nursing home, health club, spa, resort, or in private practice. Massage therapists may be employed in urban, suburban, and rural areas.

In order to practice massage therapy in the state of Florida, students must pass the National Certification Exam for Therapeutic Massage and Bodywork (NCBTMB), National Certification Exam for Therapeutic Massage (NCETM), or the Massage and Bodywork Licensing Exam (MBLEx). In addition, students must apply for licensing through the state of Florida, which includes passing a criminal background check.

Module Code	Modular Title	Contact Hours	Quarter Credits
Prerequisite course:			
MTD100	Introduction to Massage Therapy	80	6.0
Modular courses:			
MTD201	Business and Ethics	80	6.0
MTD237	Swedish Massage, Pre-Natal, Post-Natal, Infant, and Elder/Geriatric Massage	80	6.0
MTD263	Eastern Theory and Practice	80	6.0
MTD220	Energy and Non-Traditional Therapies, Wellness and CPR	80	6.0
MTD282	Deep Tissue, Myofascial Release and Pin and Stretch	80	6.0
MTD214	Neuromuscular/Trigger Point and Muscle Energy Techniques	80	6.0
MTD246	Clinical and Sports Massage	80	6.0
MTD295	Health and Wellness	80	6.0
MTD278	Massage Therapy Clinic*	30	1.0
	Total	**750**	**55.0**

*Massage Therapy Clinic hours are to be scheduled throughout the last three modules of training.
Courses comply with the requirements of the Florida Board of Massage Therapy.

MTD100 – Introduction to Massage Therapy   **6.0 Quarter Credits**
This course is designed to prepare the student for future course work in more advanced modalities presented in the program. The topics covered in this course are joint classification, range of motion of the shoulder, Western theory and history, the benefits of massage therapy on the body systems, classification of massage movements, draping procedures, the client consultation, procedures for a complete body massage, the skeletal system, the muscular system, general structural plan of the body, movement and directional terms, and indications/contraindications for massage therapy. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: None Lecture Hours: 40.0 Lab Hours: 40.0

MTD201 – Business and Ethics   **6.0 Quarter Credits**
This module is designed to provide students with an understanding of the job opportunities in the massage industry, while building core computer and business skills. Professionalism, ethical practice, and the law as it relates to massage and communication are discussed. Also covered are clinical practice in Swedish massage and

chair massage. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0

MTD237 – Swedish Massage, Pre-Natal, Post-Natal, Infant, and Elder/Geriatric Massage   6.0 Quarter Credits
This module is designed to provide the student with the theory and hands-on skills involved in practicing Swedish massage. Also covered in this module is range-of-motion for hip, pre-natal, post-natal, infant, and elder/geriatric massage. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0

MTD263 – Eastern Theory and Practice   **6.0 Quarter Credits**
This module is designed to provide the student with the understanding and knowledge of Eastern theory and practice as used within different styles of Asian bodywork. The student will also learn the immune and lymphatic systems. For specific musculature covered in this module please refer to the anatomy and physiology outline. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0

MTD220 – Energy and Non-Traditional Therapies, Wellness and CPR   **6.0 Quarter Credits**
This module is designed to provide the student with the theory and hands-on skills involved in introducing fundamental energy-based modalities including polarity and beginning Reiki hand placements. The student will be introduced to basic health and wellness concepts including CPR. This module will also provide the student with the understanding of the integumentary system and musculature of the forearms and hands. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0

MTD282 – Deep Tissue, Myofascial Release and Pin and Stretch   **6.0 Quarter Credits**
This module is designed to provide students with an understanding of myofascial, deep tissue, and pin and stretch techniques. These techniques will be incorporated into a Swedish massage to better address individual client needs. Students will use basic assessment skills to identify muscular holding patterns and develop treatment plans. The indications and contraindications of these techniques will be discussed as will specific sights of caution for deep tissue massage. In addition, students will develop an understanding of the digestive system, urinary system, and the anterior neck muscles. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0

MTD214 – Neuromuscular/Trigger Point and Muscle Energy Techniques   **6.0 Quarter Credits**
This module is designed to provide the student with understanding and knowledge of neuromuscular therapy (NMT)/trigger point therapy and muscle energy techniques (MET) along with the assessment skills necessary for these modalities. The student will also learn about the structure and function of the nervous system and review the muscles of the shoulder. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0

MTD246 – Clinical and Sports Massage   **6.0 Quarter Credits**
This module is designed to provide the student with the understanding and knowledge of clinical and sports massage techniques and the assessment skills necessary for these modalities. The student will also learn the assessment skills, charting/documentation, clinical applications, and focus within the endocrine system with a review of the nervous system (CNS/PNS). For specific musculature covered for this module please refer to the anatomy and physiology outline. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0

MTD295 – Health and Wellness   **6.0 Quarter Credits**
This module is designed to provide the student with an overall understanding of the skills involved in working in spa services and in working with specific strategies to enhance good health and wellness. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0

MTD278 –Massage Therapy Clinic   **1.0 Quarter Credit**
This course is designed to provide the student with a realistic, hands-on view and experience of working in the field by participating in a real massage therapy clinic or 'mock' clinic environment. The clinic provides the students an opportunity to enhance skills learned and practiced from instruction. This course is a continuation of supervised clinical practice integrating the principles of Swedish massage, chair massage, and adjunctive therapeutic modalities. Students are afforded the opportunity to practice their massage and evaluation skills on a diverse group of subjects. Prerequisites: Successful Completion of 6 Modules and instructor approval. With instructor approval, students may be allowed to begin their clinic hours earlier than the 6th module. Lecture Hours: 00.0 Lab Hours:30.0 Other Hours: 00.0

MEDICAL ADMINISTRATIVE ASSISTANT
Diploma Program
33 Weeks – 760 Hours - 48 Quarter Credits

V 1.0

The objective of the Medical Administrative Assistant program is designed to prepare students for entry-level positions as medical administrative assistants in a variety of health care settings. Students study various administrative procedures related to the medical office. Students will learn accounting functions essential to a medical environment, set up patient records and maintain all filing and record keeping, basics of coding with CPT and ICD-9 codes, preparation and processing insurance claims, dictation and transcription, correspondence and mail processing and computerized practice management. In addition to acquiring manual and hands-on administrative skills, the program is designed to teach students computer and keyboarding skills which enables them to become familiar with the computerized technology that is becoming more visible in the twenty-first century medical office environment.

Module Code	Modular Title	Contact Hours	Quarter Credits
Module A	Office Finance	80	6.0
Module B	Patient Processing and Assisting	80	6.0
Module C	Medical Insurance	80	6.0
Module D	Insurance Plans and Collections	80	6.0
Module E	Office Procedures	80	6.0
Module F	Patient Care and Computerized Practice Management	80	6.0
Module G	Dental Administrative Procedures	80	6.0
Module X	Medical Administrative Assistant Externship	200	6.0
	Total	760	48.0

Module A—Office Finance   **6.0 Quarter Credits**
Module A introduces accounting functions essential to a medical environment. Students learn basic bookkeeping procedures and apply them to a bookkeeping project and accounting system. Students will also complete assignments writing payroll checks and keeping check registers. Patient billing is an integral portion of the module, including tracing delinquent claims and insurance problem solving. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in your new job so that you can advance in your career. They also become familiar with essential medical terminology Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: None Lecture Hours: 40.0; Lab Hours: 40.0

Module B—Patient Processing and Assisting   **6.0 Quarter Credits**
In Module B, students learn to set up patient records and maintain and organize them manually and electronically. Students become familiar with records management systems and develop skills in alphabetic filing and indexing, and appointment scheduling. The basics of health insurance are introduced, as well the basic of coding with CPT and ICD-9 codes. Students are trained in vital signs, and a cardiopulmonary resuscitation (CPR) course is taught. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: None Lecture Hours: 40.0; Lab Hours: 40.0

Module C—Medical Insurance   **6.0 Quarter Credits**
Module C develops student proficiency in preparing and processing insurance claims. Students study insurance programs, including HMOs, PPOs, and worker's compensation plans. National coding systems used for claims processing are studied. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. Students are given hypothetical insurance billing situations and select appropriate forms, codes, and procedures to process insurance claims for optimal reimbursement. Office & insurance collection strategies are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist you in being successful in the medical field. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: None Lecture Hours: 40.0; Lab Hours: 40.0

Module D—Insurance Plans and Collections   **6.0 Quarter Credits**

Module D develops student proficiency in preparing and processing insurance claims. The Medicaid, Medicare, TRICARE, and CHAMPVA programs are discussed. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. They also focus on important aspects of the collection process including collection letters, telephone calls, and collection servicing agencies. They will also learn about Occupational Safety and Health Administration (OSHA) standards and the use of universal precautions in the medical office. Medical ethics and law are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: None Lecture Hours: 40.0; Lab Hours: 40.0

Module E—Office Procedures   **6.0 Quarter Credits**

In Module E, students are introduced to dictation and transcription. Emphasis is also placed on correspondence and mail processing, health information management and the medical facility environment. Students will also become familiar with disability income insurance and legal issues affecting insurance claims. In addition, students learn about the Health Insurance Accountability and Portability Act (HIPAA). Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: None Lecture Hours: 40.0; Lab Hours: 40.0

Module F—Patient Care and Computerized Practice Management   **6.0 Quarter Credits**

Module F emphasizes computerized practice management, including file maintenance, patient records, bookkeeping and insurance. Students will learn the health insurance claim form and managed care systems. Hospital billing is introduced this module. Students will also learn about the history of the healthcare industry and the Medical Assisting Profession. In addition, students learn basic techniques for taking patients vital signs. They learn OSHA standards and the use of universal precautions in the medical office. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: None Lecture Hours: 40.0; Lab Hours: 40.0

Module G—Dental Administrative Procedures   **6.0 Quarter Credits**

Module G focuses on basic administrative procedures performed in the dental office. Students are introduced to the dental health team with emphasis on the tasks performed by the administrative support staff. Students will be exposed to Electronic Health Records software applications used within the healthcare setting in both ambulatory and hospital environments. Specialized procedures including appointment scheduling, bookkeeping, dental charting, processing patients, insurance billing and coding, and law and ethics are presented. Students are also given an introduction to radiography and radiation safety. Students will do vital signs. They discuss interpersonal skills and human relations, telephone techniques, and patient reception techniques. Students build on keyboarding and word processing skills, become familiar with essential dental terminology, and become familiar with the self-directed job search process by learning how to dress for success. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: None Lecture Hours: 40.0; Lab Hours: 40.0

Module X – Medical Administrative Assistant Externship   **6.0 Quarter Credits**

This course is 200 hours of supervised, practical in-service experience in a medical office or clinic in which the student practices direct application of all administrative functions of the medical administrative assistant. Prerequisites: Completion of Modules A-G. Lecture Hours: 00.0; Lab Hours: 00.0; Other Hours: 200.0

MEDICAL ASSISTANT
Diploma Program
41 Weeks – 920 Hours - 60 Quarter Credits

V 2.0

In recent years, the medical assisting profession has become indispensable to the health care field. Physicians have become more reliant on medical assistants for their front and back office skills. Medical offices and ambulatory care providers, clinics, urgent care centers and insurance providers are seeking their services.

The Medical Assistant diploma program is designed to prepare students for entry-level positions as medical assistants in a variety of health care settings. Students learn the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices, and the processing of medical insurance forms and claims.

The goal of the Medical Assistant Diploma Program is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains required and necessary to prepare them for entry level positions such as clinical or administrative assistant, medical receptionist, and medical insurance biller.

Note: Graduates from a Medical Assistant program that is accredited by either ABHES (Accrediting Bureau of Health Education Schools) or CAAHEP/MAERB (Commission on Accreditation of Allied Health Education Programs/Medical Assisting Education Review Board) are immediately eligible to sit for the RMA Exam (Registered Medical Assistant), CMA Exam (Certified Medical Assistant), NCMA Exam (National Certified Medical Assistant) and CCMA Exam (Certified Clinical Medical Assistant) exams. Candidates who pass the exam are considered Registered Medical Assistants (RMA), Certified Medical Assistants (CMA), National Certified Medical Assistants (NCMA), or Certified Clinical Medical Assistants (CCMA) depending on which certification exam they take.

Graduates of campuses where the Medical Assistant program is not accredited by either ABHES or CAAHEP/MAERB, but are institutionally accredited are immediately eligible to sit for the RMA Exam (Registered Medical Assistant), NCMA Exam (National Certified Medical Assistant) and CCMA Exam (Certified Clinical Medical Assistant) exams.

Module Code	Modular Title	Clock Hours	Quarter Credits
Module MAINTRO	Introduction to Medical Assisting	80	6.0
Module A	Integumentary, Sensory, and Nervous Systems, Patient Care and Communication	80	6.0
Module B	Muscular System, Infection Control, Minor Office Surgery, and Pharmacology	80	6.0
Module C	Digestive System, Nutrition, Financial Management, and First Aid	80	6.0
Module D	Cardiopulmonary Systems, Vital Signs, Electrocardiography, and CPR	80	6.0
Module E	Urinary, Blood, Lymphatic, and Immune Systems and Laboratory Procedures	80	6.0
Module F	Endocrine, Skeletal, and Reproductive Systems, Pediatrics, and Geriatrics	80	6.0
Module G	Medical Law and Ethics, Psychology, and Therapeutic Procedures	80	6.0
Module H	Health Insurance Basics, Claims Processing, and Computerized Billing	80	6.0
Module X	Medical Assistant Diploma Program Externship	200	6.0
	Total	**920**	**60.0**

MODULE MAINTRO - Introduction to Medical Assisting   **6.0 Quarter Credits**
Module MAINTRO introduces students to the medical assistant profession, medical terminology, interpersonal skills, study techniques, and basic clinical skills. Students are introduced to the rules needed to build, spell, and pronounce health care terms, basic prefixes, suffixes, word roots, combining forms, and terms associated with body structure and directional terminology. Students study the professional qualities and professional personal appearance of a medical assistant. They learn about the administrative and clinical duties performed by a medical assistant. Additionally, students study the purpose of accreditation and the significance of becoming credentialed professional. Students also study the importance of interpersonal skills and the application of these skills with patients and fellow employees. Students will gain knowledge of basic medical insurance billing, coding concepts, and the use of coding reference books. Students are introduced to the basic clinical skills of obtaining vital signs, drawing and processing blood samples, and preparing and administering injections - procedures that they will continue to practice throughout the remaining modules. Students learn how to use knowledge of multiple intelligences to enhance studying and learning and how to make their personality type work for them. Successful

note-taking and listening skills are reviewed, as well as techniques for remembering. Students also gain knowledge of test-taking strategies, including methods that can be used for reducing test anxiety. Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 40 Clinical Lab Hours: 40 Prerequisite: None

MODULE A - Integumentary, Sensory, and Nervous Systems, Patient Care and Communication   **6.0 Quarter Credits**

Module A emphasizes patient care, including physical examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. Students will have an opportunity to work with and review patient charts and perform front office skills related to records management, appointment scheduling, and bookkeeping. Students gain skills in communication (verbal and nonverbal) when working with patients both on the phone and in person. Students develop working knowledge of basic anatomy and physiology of the special senses (eyes and ears), nervous and integumentary system, common diseases and disorders, and medical terminology related to these systems. Students check vital signs, obtain blood samples, and prepare and administer injections. Also introduced are strategies for dealing with change, setting goals, and getting motivated. Students learn how to prepare an attractive business letter, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 40 Clinical Lab Hours: 30 Computer Lab Hours: 10 Prerequisite: MAINTRO

MODULE B - Muscular System, Infection Control, Minor Office Surgery, and Pharmacology   **6.0 Quarter Credits**

Module B stresses the importance of asepsis and sterile technique in today's health care environment, along with the proper use of personal protective equipment. Students learn about basic bacteriology and its relationship to infection and disease control. Students identify the purpose and expectations of the Occupational Health and Safety Administration (OSHA) and the Clinical Laboratory Improvement Amendments (CLIA) regarding disease transmission in the medical facility. Students study basic math concepts to prepare for medication dosage calculations. Students learn the principles and various methods of administering medication. Basic pharmacology and the uses, inventory, classification, and effects of therapeutic drugs are included. Students participate in the positioning and draping of patients for various examinations and prepare for assisting with minor office surgical procedures. Students gain knowledge of basic anatomy and physiology of the muscular system, common diseases and disorders, and medical terminology related to this system. Students check vital signs, obtain blood samples, and prepare and administer injections. Also introduced are strategies for setting and accomplishing personal goals, along with how to succeed in accomplishing these goals. Students describe how to handle numbers, symbols, and abbreviations in transcribed material and demonstrate increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 40 Clinical Lab Hours: 30 Computer Lab Hours: 10 Prerequisite: MAINTRO

MODULE C - Digestive System, Nutrition, Financial Management, and First Aid   **6.0 Quarter Credits**

Module C introduces students to the health care environment, office emergencies, and first aid, with an emphasis on bandaging techniques for wounds and injuries. Students will discuss types of disasters and the medical assistant's role in emergency preparedness and assisting during and after a disaster. Students learn bookkeeping procedures, accounts receivable and payable, financial management, banking, and check-writing procedures essential to the successful operation of the medical office. Students study the administrative and clinical uses of the electronic health record. Students develop working knowledge of good health, nutrition, weight control, and strategies in promoting good health in patients. They acquire knowledge of basic anatomy and physiology, common diseases and disorders, and medical terminology of the digestive system. Students check vital signs, obtain blood samples, and prepare and administer injections. They are introduced to strategies for building active reading and comprehension skills, along with techniques for managing time. Students practice transcribing accurate medical record notes and correcting erroneous entries, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 40 Clinical Lab Hours: 30 Computer Lab Hours: 10 Prerequisite: MAINTRO

MODULE D - Cardiopulmonary Systems, Vital Signs, Electrocardiography, and CPR   6.0 Quarter Credits
Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs, along with diseases, disorders, diagnostic tests, anatomy and physiology, and medical terminology associated with these systems. Students apply knowledge of the electrical pathways of the heart muscle in preparation for applying electrocardiography leads and recording a 12-lead electrocardiogram (ECG). Students receive instruction in cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED), which enables them to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. Students obtain blood samples and prepare and administer injections. Students will discuss how to apply critical and creative thinking skills to analyzing and problem solving in the workplace and everyday life. Students study the preparation of a History and Physical examination report, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 40 Clinical Lab Hours: 30 Computer Lab Hours: 10 Prerequisite: MAINTRO

MODULE E - Urinary, Blood, Lymphatic, and Immune Systems and Laboratory Procedures   6.0 Quarter Credits
Module E introduces microbiology and laboratory procedures commonly performed in a physician's office or medical clinic. Students learn specimen identification, collection, handling and transportation procedures and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. Students gain working knowledge of radiology and nuclear medicine, in addition to various radiological examinations and patient preparation for these exams. Anatomy and physiology of the urinary system and the body's immunity, including the structure and functions, as well as common diagnostic exams and disorders related to these systems, is presented. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students learn essential medical terminology related to the body systems and topics introduced in the module. Students learn the skills involved in organizing and writing a paper. Students transcribe miscellaneous medical reports, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 40 Clinical Lab Hours: 30 Computer Lab Hours: 10 Prerequisite: MAINTRO

MODULE F - Endocrine, Skeletal, and Reproductive Systems, Pediatrics, and Geriatrics   6.0 Quarter Credits
Module F covers general anatomy and physiology, including an overview of the study of biology and the various body structures and systems. This module also examines the anatomy, physiology, and functions of the skeletal, endocrine, and reproductive systems, along with medical terminology associated with these systems. Students learn about child growth and development. They develop working knowledge of the skills necessary to assist in a pediatrician's office and learn the important differences that are specific to the pediatric field. Some of the skills students learn in this area are height and weight measurements and restraining techniques used for infants and children. They check vital signs, assist with diagnostic examinations and laboratory tests, and instruct patients regarding health promotion practices. Students gain knowledge of signs and symptoms of possible child abuse or neglect. Students also become familiar with human development across the life span. They will discuss normal and abnormal changes that are part of the aging process and the medical assistant's responsibilities related to the older person. Students check vital signs, obtain blood samples, and prepare and administer injections. Students discuss the importance of the ability to compose business documents and reports and practice composing business documents and e-mails. Students demonstrate increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 40 Clinical Lab Hours: 30 Computer Lab Hours: 10 Prerequisite: MAINTRO

MODULE G - Medical Law, and Ethics, Psychology, and Therapeutic Procedures   6.0 Quarter Credits
Module G covers the history and science of the medical field, as well as the medical assisting profession. Students gain working knowledge of concepts related to patient reception in the medical office and preparing for the day. They discuss the importance of professional behavior in the workplace. Students learn what it takes to become an office manager and the responsibilities an office manager has to the office, the staff, and the physician. Students are introduced to medical office safety, security, and emergency provisions. They study how to maintain

equipment and inventory. The functions of computers in the medical office are discussed. Students also talk about the role ergonomics plays in the health of the staff and patients. Students learn how to provide mobility assistance and support to patients with special physical and emotional needs, and various physical therapy modalities are discussed. Also introduced are the basic principles of psychology, psychological disorders, diseases, available treatments, and medical terminology related to mental and behavioral health. Medical law and ethics in relation to health care are discussed. Skills and attitudes necessary for success in the workforce are introduced, along with how to create a résumé, and follow through with the job search. Students check vital signs, obtain blood samples, and prepare and administer injections. Students demonstrate increasing speed and accuracy on the computer keyboard and build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module.
Lecture Hours: 40 Clinical Lab Hours: 30 Computer Lab Hours: 10 Prerequisite: MAINTRO

MODULE H – Health Insurance Basics, Claims Processing, and Computerized Insurance Billing   **6.0 Quarter Credits**
Module H introduces students to insurance billing and provides an in-depth exposure to diagnostic and procedural coding. Students gain working knowledge of the major medical insurances and claims form processing. They are introduced to types and sources of insurance, health insurance basics, traditional insurance plans, managed care, Medicare, Medicaid, military carriers, and Worker's Compensation and Disability insurance. This module covers the format of the ICD-9-CM manual, the CPT-4 and HCPCS manuals, and their relationship to the process of insurance claims submission. Patient expectations of the medical practice in regard to billing and collections and patient confidentiality are covered. Students gain knowledge of how to enter patient information and schedule appointments electronically, along with processing insurance claims both manually and electronically. Students continue to develop basic clinical skills by taking vital signs, obtaining blood samples, and preparing and administering injections. Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 40 Clinical Lab Hours: 30 Computer Lab Hours: 10 Prerequisite: MAINTRO

MODULE X - Medical Assistant Diploma Program Externship   **6.0 Quarter Credits**
Upon successful completion of all modules, medical assisting students participate in a 200-hour externship at an approved facility. The externship provides the student an opportunity to apply principles and practices learned in the program and utilize entry-level medical assisting skills in working with patients. Medical Assisting Diploma Program externs work under the direct supervision of qualified personnel at the participating externship sites, and under general supervision of the school staff. Supervisory personnel at the site evaluate externs at 100- and 200-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship experience in order to fulfill requirements for graduation. Lecture Hours: 00 Lab Hours: 00 Hours Other Hours: 200 Prerequisite: MAINTRO, Completion of Modules A-H

MEDICAL INSURANCE BILLING AND CODING

Diploma Program
33 Weeks – 760 Hours - 48 Quarter Credits

V 2.0

Medical Insurance Billing and Coding professionals perform a variety of administrative health information functions, including those associated with organizing, analyzing, and technically evaluating health insurance claim forms and coding diseases, surgeries, medical procedures, and other therapies for billing and collection.

The objective of the Medical Insurance Billing and Coding program is to provide the student with the appropriate didactic theory and hands-on skills necessary to prepare them for entry-level positions as medical insurance billers and coders in today's health care offices, clinics, and facilities. Students will learn diagnostic and procedural terminology as it relates to the accurate completion of medical insurance claims. Utilizing a format of medical specialties, relevant terms will also be introduced and studied.

Module Code	Modular Title	Clock Hours	Quarter Credits
MEDINTRO	Introduction to Medical Terminology, Keyboarding, Word Processing, Basic Math, Insurance Coding, and Administrative Duties of Medical Personnel	80	6.0
MIBCL	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Cardiovascular and Lymphatic Systems	80	6.0
MIBGU	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitorurinary System	80	6.0
MIBIE	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumentary and Endocrine Systems, and Pathology	80	6.0
MIBMS	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Musculoskeletal System	80	6.0
MIBRG	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Respiratory and Gastrointestinal Systems	80	6.0
MIBSN	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Sensory and Nervous Systems, and Psychology	80	6.0
MIBPC	Practicum	200	6.0
OR			
MIBXT	Externship	200	6.0
	Total	**760**	**48.0**

Module MEDINTRO-Introduction to Medical Terminology, Keyboarding, Word Processing,
Basic Math, Insurance Coding, and Administrative Duties of Medical Personnel   6.0 Quarter Credits
This module presents basic prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols. Also covered is medical jurisprudence and medical ethics. Legal aspects of office procedure are covered, including a discussion of various medical/ethical issues in today's medical environment. Students will learn basic computer skills and acquire knowledge of basic medical insurance billing and coding. Students are provided exposure to computer software applications used in the health care environment including basic keyboarding, Word and Excel. In addition, basic guidelines and coding conventions in ICD-9 and CPT with focus on the professional (outpatient) guidelines, as well as an introduction to the use of the coding reference books. Basic math is introduced. Career skills and development of proper study and homework habits are introduced as well as professionalism needed in the healthcare environment. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None Lecture Hours: 40 Lab Hours: 40

Module MIBCL – Anatomy & Physiology, Medical Terminology, Diagnostic and
Procedural Coding of the Cardiovascular and Lymphatic Systems   6.0 Quarter Credits
This module presents a study of basic medical terminology focused on the cardiovascular system, and the lymphatic system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and

bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: MEDINTRO Lecture Hours: 40 Lab Hours: 40

Module MIBGU – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitourinary System   **6.0 Quarter Credits**
This module presents a study of basic medical terminology focused on the genitourinary system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word, and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements, and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: MEDINTRO Lecture Hours: 40 Lab Hours: 40

Module MIBIE – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumentary and Endocrine Systems, and Pathology   **6.0 Quarter Credits**
This module presents a study of basic medical terminology focused on the genitourinary system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word, and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: MEDINTRO Lecture Hours: 40 Lab Hours: 40

Module MIBMS – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Musculoskeletal System   **6.0 Quarter Credits**

This module presents a study of basic medical terminology focused on the musculoskeletal system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: MEDINTRO Lecture Hours: 40 Lab Hours: 40

Module MIBRG – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Respiratory and Gastrointestinal Systems   **6.0 Quarter Credits**

This module presents a study of basic medical terminology focused on the respiratory system and the gastrointestinal system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: MEDINTRO Lecture Hours: 40 Lab Hours: 40

Module MIBSN – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Sensory and Nervous Systems, and Psychology   **6.0 Quarter Credits**

This module presents a study of basic medical terminology focused on the sensory system, the nervous system, and psychology. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed,

as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: MEDINTRO Lecture Hours: 40 Lab Hours: 40

Once a student has completed all modules, he or she will be placed in their final module of training, as chosen by the school administration, in an on-campus practicum experience or out in the field in an approved externship facility.

Module MIBPC – Practicum   **6.0 Quarter Credits**
Upon successful completion of Modules MEDINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, medical insurance billing and coding students participate in a 200-hour practicum on-campus. The practicum provides the student an opportunity to apply principles and practices learned in the program and utilize entry-level skills in working with insurance companies and processing claims. Medical insurance billing and coding students work under the direct supervision of the school staff. An instructor or department chair evaluates students at 100 and 200 hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their practicum experience in order to fulfill requirements for graduation. Prerequisite: All classes in the Medical Insurance Billing and Coding Diploma Program must be completed prior to enrollment. Lecture Hours: 00 Lab Hours: 00 Other Hours: 200

Module MIBXT – Externship   **6.0 Quarter Credits**
Upon successful completion of Modules MEDINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, medical insurance billing/coding students participate in a 200-hour externship. Students are expected to work a full-time (40 hours per week) schedule if possible. Serving in an externship at an approved facility gives externs an opportunity to work with the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Supervisory personnel will evaluate externs at 100- and 200-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation.
Prerequisite: All classes in the Medical Insurance Billing and Coding Diploma Program must be completed prior to enrollment. Lecture Hours: 00 Lab Hours: 00 Other Hours: 200

PHARMACY TECHNICIAN
Diploma Program
33 Weeks – 760 Hours – 48 Quarter Credits

V 1.0

Pharmacy services have expanded and grown at an accelerated rate. Pharmacy Technicians play a major role in pharmacy operations and in the overall healthcare work force. As pharmacy services continue to grow, with new services being offered, new drugs entering the market, and as comprehensive drug information becomes a necessity, the need for highly-trained pharmacy technicians increases. Many of the traditional pharmacy functions, once performed by pharmacists, are now being performed by pharmacy technicians. Today's pharmacy technician has assumed a position which supports and enhances the progressive direction taken by pharmacy. The technician has also become the key person in assuring the smooth uninterrupted functioning of traditional pharmacy services.

The Pharmacy Technician diploma program provides both technical and practical training which will enable the graduate, upon certification, licensure, or registration, to function as a competent entry-level pharmacy technician to the licensed pharmacist. The program provides the student with the basic knowledge of and practice in pharmacy calculations, drug distribution systems, and preparation of sterile dosage forms. Computer skills necessary in pharmacy practice will be utilized and both pharmaceutical and medical terminology and anatomy and physiology, are also covered. The program emphasizes theory, as well as hands-on practice, followed by an externship which prepares the student for the actual work setting. Upon completion of this program, the graduate will be prepared to take the national pharmacy technician certification exam offered by the Pharmacy Technician Certification Board (PTCB).

Pharmacy is a dynamic field requiring an ongoing learning process. Graduates from this training program will become active participants in this growing field by exhibiting competence through knowledge and skills learned through the college.

Note: In order to be employed as a pharmacy technician in the state of Florida, registration with the Florida Board of Pharmacy is required.

Module Code	Modular Title	Contact Hours	Quarter Credits
Module A	Administration of Medications and Pharmacology of the Endocrine/Lymphatic Systems	80	6.0
Module B	Aspects of Retail Pharmacy and Pharmacology of the Nervous System	80	6.0
Module C	History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear and Oncology Pharmacy Practice	80	6.0
Module D	Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses	80	6.0
Module E	Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System	80	6.0
Module F	Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System	80	6.0
Module G	Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System	80	6.0
Module X	Clinical Externship	200	6.0
	Total	760	48.0

Module A - Administration of Medications and Pharmacology of the Endocrine and Lymphatic Systems   **6.0 Quarter Credits**

This module is designed to provide the student with an overall understanding of medication administration, safety and quality assurance. Included in this course is an overview and historical development of pharmacy. Body systems are covered in this module which includes the endocrine and lymphatic systems, and medications used to treat conditions of the endocrine system. Repackaging and compounding will be discussed and performed. Included in this course is use of policy and procedure manuals, materials management of pharmaceuticals, the pharmacy formulary system, computer applications in drug use control, receiving and processing medication orders. Preparation and utilization of patient profiles, handling medications, storage and delivery of drug products, records management and inventory control, and compensation and methods of payment for pharmacy services are discussed. Conversions and calculations used by pharmacy technicians will be discussed along with drug dosages in units and working with compounds, admixtures, and parenteral and IV medications. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: None Lecture Hours: 40.0 Lab Hours: 40.0

Module B - Aspects of Retail Pharmacy and Pharmacology of the Nervous System   **6.0 Quarter Credits**

This module is designed to provide the student with responsibilities of a technician filling prescriptions, including the information required to fill prescription and typing the prescription label. This module also covers how to read a drug label. Medications for the respiratory and nervous system are covered including a study of medications for neurological conditions, mental disorders and a discussion on muscle relaxants. This module will include CPR certification. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: None Lecture Hours: 40.0 Lab Hours: 40.0

Module C - History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear and Oncology Pharmacy Practice   **6.0 Quarter Credits**

This module is designed to introduce the student to the professional aspects of working in pharmacy technology. Subjects covered include the history and changing roles of pharmacists and pharmacy technicians. This module covers the laws and ethics of pharmacy, which includes the Food and Drug Act, the 1970 Comprehensive Drug Abuse Prevention and Control Act, and other modern-day drug legislation. The respiratory system is discussed along with medications for respiratory tract disorders. Oncology agents are covered in this module along with HIV/AIDS. Calculations and dimensional analysis of drug dosages are covered. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: None
Lecture Hours: 40.0 Lab Hours: 40.0

Module D - Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses   **6.0 Quarter Credits**

This module covers pharmacy technician registration and certification, including professionalism and communication in the pharmacy setting. Over-the-counter medications, vitamins, and skin-care products are discussed in this module. Medications for the integumentary system are covered, along with a discussion on medication calculations for the elderly. Also covered in this module are medications used for disorders of the eyes and ears. Students learn the most common medication errors, alternative medication, and food and drug interactions. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: None Lecture Hours: 40.0 Lab Hours: 40.0

Module E - Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System   **6.0 Quarter Credits**

In this module, emphasis is placed on the role and responsibilities of the pharmacy technician regarding parenteral dosages, including using proportions in calculating drug dosages for pediatrics. This module is designed to provide the student with an overall understanding of the administrative aspects and hands-on applications involved in working in a pharmacy. Medications for the G.I. and musculoskeletal systems are covered, along with medications for disorders of the musculoskeletal system, as well as a study of general operations of pharmacies at different settings. Subjects covered include safety in the workplace, using computers in the pharmacy, communications and interpersonal relations within the pharmacy. Students will learn about migraine headaches, analgesics, and drugs for NSAID. Use of computers in the pharmacy practice setting is covered. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: None Lecture Hours: 40.0 Lab Hours: 40.0

Module F - Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System   **6.0 Quarter Credits**

This module is designed to provide the student with an overall understanding of anatomy and physiology as it relates to the urinary and reproductive systems. Students will learn common tasks performed by pharmacy technicians in the hospital practice setting, including policies and procedures, responsibilities of the inpatient pharmacy technician, and specific state requirements regulating the use of pharmacy technicians in various states. Students will familiarize themselves with intravenous flow rates of large volume and small volume IV, infusion of IV piggybacks, and the use of a heparin lock. Critical care flow rates and automated medication dispensing systems are discussed and calculated. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: None Lecture Hours: 40.0 Lab Hours: 40.0

Module G - Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System   **6.0 Quarter Credits**

This module is designed to familiarize the student with all aspects of home health care, mail order pharmacy/ePharmacy, and long-term care pharmacy. Also covered in this module is drug distribution systems utilized in the pharmacy to include pharmacy stocking and billing, inventory, and purchasing. This module will provide students with the understanding of the cardiovascular, circulatory, and skeletal systems and discuss medications for circulatory disorders and medications for the skeletal system. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: None Lecture Hours: 40.0 Lab Hours: 40.0

Module X - Clinical Externship   **6.0 Quarter Credits**

This 200-hour module is designed to provide the student with supervised, practical, hands-on, and observational experiences in the working pharmacy. Students will be expected to gain experiences in either a hospital pharmacy or a community (retail) pharmacy. Students will gain exposure to "on-the-job" experiences and training in the pharmacy setting and practice of skills, gaining experiences in all aspects of drug preparation and distribution utilized by participating sites. Prerequisite: Completion of Didactic Program. Student must complete all modules prior to externship placement. Lecture Hours: 00 Lab Hours: 00 Other Hours: 200.0

ASSOCIATE'S DEGREE PROGRAMS

ACCOUNTING, ASSOCIATE IN SCIENCE DEGREE
24 Months – 96 Quarter Credits

V 1.0

Accounting is the language of business, and accounting procedures and records are the basic ingredients that provide students with a broad and diverse background in professional accounting, making a variety of entry-level positions in business, industry, and governmental accounting fields available to graduates of this program.

Course Code		Course	Associate Degree Quarter Credits
COLLEGE CORE REQUIREMENTS			
SLS	1105	Strategies for Success	4.0
CGS	2060C	Computer Applications	4.0
SLS	1321	Career Skills and Portfolio Development	2.0
Choose courses to total 8.0 credits from the following options:			
LIS	2004	Introduction to Internet Research	2.0
MAN	2031	Let's Talk Business	2.0
OST	2335	Business Communications	4.0
MTB	1103	Business Mathematics	4.0
OST	1149L	Keyboarding*	2.0
CGS	2573C	Applied Spreadsheets	4.0
TOTAL COLLEGE CORE QUARTER CREDITS			**18.0**
MAJOR CORE REQUIREMENTS			
APA	2111	Principles of Accounting I	4.0
APA	2121	Principles of Accounting II	4.0
APA	2161	Introductory Cost/Managerial Accounting	4.0
ACG	2021	Introduction to Corporate Accounting	4.0
APA	2141	Computerized Accounting	4.0
ACO	1806	Payroll Accounting	4.0
ACG	2551	Non-Profit Accounting	4.0
TAX	2000	Tax Accounting	4.0
MAN	1030	Introduction to Business Enterprise	4.0
BUL	2131	Applied Business Law	4.0
Choose courses to total of 8.0 credits from the following options:			
CGS	2573C	Applied Spreadsheets	4.0
FIN	1103	Introduction to Finance	4.0
ACG	2178	Financial Statement Analysis	4.0
MAN	2021	Principles of Management	4.0
TOTAL MAJOR CORE QUARTER CREDITS			**48.0**
GENERAL EDUCATION CORE REQUIREMENTS			
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
MAT	1033	College Algebra	4.0
PSY	2012	General Psychology	4.0
SPC	2017	Oral Communications*	4.0
AML	2000	Introduction to American Literature	4.0
EVS	1001	Environmental Science	4.0
SLS	1505	Basic Critical Thinking	2.0
TOTAL GENERAL EDUCATION QUARTER CREDITS			**30.0**
TOTAL PROGRAM CREDITS			**96.0**

*This course is not offered online. Students enrolled in this program online will take SPCP 2300 Fundamentals of Interpersonal Communication to satisfy this requirement.

APPLIED MANAGEMENT, ASSOCIATE IN SCIENCE DEGREE
24 Months – 96 Quarter Credits

V 1.0

The Associate in Science in Applied Management program is offered for those students who have completed a diploma program from an accredited post-secondary institution and whose career goals require a broad knowledge of the functional areas of business. All students will take coursework in the areas of accounting, general business, management, marketing, computer applications, and business law. The program prepares students for a variety of entry-level positions in areas such as sales, office supervision, and small business management.

Course Code	Course	Associate Degree Quarter Credits
College Core Requirements		
SLS 1105	Strategies for Success	4.0
SLS 1321	Career Skills and Portfolio Development	2.0
CGS 2060C	Computer Applications	4.0
	Total MAJOR CORE Credit Hours	**10.0**
Major Core Requirements		
MAN 1030	Introduction to Business Enterprise	4.0
MAN 2021	Principles of Management	4.0
APA 2111	Principles of Accounting I	4.0
BUL 2131	Applied Business Law	4.0
	TOTAL MAJOR CORE REQUIREMENT CREDIT HOURS	**16.0**
	Major Core Electives*	**36.0**
Associate's students choose 8 units from below		
MAN 2300	Introduction to Human Resources	4.0
FIN 1103	Finance	4.0
MAR 2305	Customer Relations and Servicing	4.0
MAR 1011	Introduction to Marketing	4.0
SBM 2000	Small Business Management	4.0
	TOTAL MAJOR CORE ELECTIVES CREDIT HOURS	**8.0**
	Total QUARTER Credit Hours	**60.0**
General Education Requirements		
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
MAT 1033	College Algebra	4.0
SLS 1505	Basic Critical Thinking	2.0
PSY 2012	General Psychology	4.0
ECOP 1021	General Economics	4.0
EVS 1001	Environmental Science	4.0
	TOTAL GENERAL EDUCATION CREDIT HOURS	**26.0**
	TOTAL PROGRAM CREDIT HOURS	**96.0**

*Major Core Electives: Credit will be applied from the student's previously completed certificate, diploma, or associate program. Students who have fewer than 36.0 transferable major core credits will be required to select additional courses from the business and management areas.

BUSINESS, ASSOCIATE IN SCIENCE DEGREE
24 Months – 96 Quarter Credits

V 2.0

The Associate in Science in Business program is offered for those students whose career goals require a broad knowledge of the functional areas of business. All students will take coursework in the areas of accounting, general business, management, marketing, human resources, computer applications, and business law. In addition, students will choose an area of concentration that will comprise the balance of the courses in the major. The following describes each area of concentration.

Business Administration

The Business Administration concentration focuses on the structure, function, and procedures of standard business operations. The program prepares students for a variety of entry-level positions in areas such as sales, office supervision, and small business management.

Management

The Management concentration focuses on the fundamental business management principles utilized by today's businesses. The graduates of this program will be prepared for entry-level positions in supervisory roles in business and government.

Marketing

The concentration in Marketing is designed to provide students with a basic marketing background to prepare them for entry-level positions in business and government.

International Business

International business is an important aspect of the business world today. This concentration equips graduates for employment in entry-level positions with companies engaged in international commerce.

Course Code		Course	Associate Degree Quarter Credits
COLLEGE CORE REQUIREMENTS			
SLS	1105	Strategies for Success	4.0
CGS	2060C	Computer Applications	4.0
SLS	1321	Career Skills and Portfolio Development	2.0
Choose courses to total 4.0 credits from the following options:			
OST	1149L	Keyboarding*	2.0
OST	2335	Business Communications	4.0
LIS	2004	Introduction to Internet Research	2.0
CGS	2501C	Applied Word Processing	4.0
CGS	2573C	Applied Spreadsheets	4.0
MTB	1103	Business Mathematics	4.0
		TOTAL COLLEGE CORE CREDITS	**14.0**
MAJOR CORE REQUIREMENTS: ALL CONCENTRATIONS			
MAN	1030	Introduction to Business Enterprise	4.0
MAN	2021	Principles of Management	4.0
BUL	2131	Applied Business Law	4.0
MAN	2300	Introduction to Human Resources	4.0
MAR	1011	Introduction to Marketing	4.0
APA	2111	Principles of Accounting I	4.0
APA	2121	Principles of Accounting II	4.0
MANP	2501	Capstone Experience	4.0
And one of the following four concentrations:			
BUSINESS ADMINISTRATION CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS			
FIN	1103	Introduction to Finance	4.0
MAR	2305	Customer Relations and Servicing	4.0
Choose two of the following courses:			

MAN	2727	Strategic Planning for Business	4.0
ACG	2178	Financial Statement Analysis	4.0
ACG	2021	Introduction to Corporate Accounting	4.0
SBM	2000	Small Business Management	4.0
APA	2161	Introductory Cost/Managerial Accounting	4.0
		TOTAL MAJOR CREDITS	**48.0**
OR			
MANAGEMENT CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS			
MAR	2305	Customer Relations and Servicing	4.0
FIN	1103	Introduction to Finance	4.0
SBM	2000	Small Business Management	4.0
MAN	2604	Introduction to International Management	4.0
		TOTAL MAJOR CORE CREDITS	**48.0**
OR			
MARKETING CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS			
MAR	2320	Advertising	4.0
MAR	2141	Introduction to International Marketing	4.0
MAR	2720	Marketing on the Internet	4.0
SBM	2000	Small Business Management	4.0
		TOTAL MAJOR CORE CREDITS	**48.0**
OR			
INTERNATIONAL BUSINESS CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS			
MAR	2141	Introduction to International Marketing	4.0
MAN	2604	Introduction to International Management	4.0
GEB	2353	International Competitiveness	4.0
BUL	2261	International Business Law	4.0
		TOTAL MAJOR CORE CREDITS	**48.0**
GENERAL EDUCATION REQUIREMENTS			
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
MAT	1033	College Algebra	4.0
PSY	2012	General Psychology	4.0
SPC	2017	Oral Communications**	4.0
EVS	1001	Environmental Science	4.0
SLS	1505	Basic Critical Thinking	2.0
		TOTAL GENERAL EDUCATION CREDITS	**26.0**
APPROVED ELECTIVE REQUIREMENT			**8.0**
To be selected in consultation with the Academic Advisor, Registrar, or Academic Dean to achieve a balanced education program in keeping with the personal objectives and career ambitions of the student.			
	TOTAL PROGRAM CREDITS		**96.0**

* This course is not offered online

**This course is not offered online. Students enrolled in this program online will take SPCP 2300 Fundamentals of Interpersonal Communication to satisfy this requirement.

COMPUTER INFORMATION SCIENCE, ASSOCIATE IN SCIENCE DEGREE
24 Months – 96 Quarter Credits

V 2.0

The Associate in Science Degree in Computer Information Science is designed to provide the student with hands-on training in the latest data communications and computer operations technologies. Students in this program must complete the required coursework in the major core from one of the listed areas of concentration. The following describes each area of concentration.

Programming

This concentration provides coursework in computer programming and systems development, computer hardware and operating systems, as well as accounting and business courses that complement the business-oriented applications graduates will encounter in the work place. The graduate will be familiar with microcomputer applications, programming applications, and design in a programming language. This concentration prepares an individual to enter the information technology industry in a variety of job roles, including entry-level programmer.

Network Administration

The Network Administration concentration enables students to build a solid foundation in the key technologies that drive many of today's corporate networks. Students in this concentration will gain hands-on experience with the hardware and software used in personal computers, learn to manage and direct network traffic, and will develop system support skills that focus on installing, administering, and troubleshooting commonly used network hardware and software. This concentration helps prepare graduates for careers as Network Administrators, Network Security Administrators, Database Administrators, Network Technicians, Help Desk Technicians, PC Support Specialists, Database Support Specialists, Technical Support Representatives, and more.

Web Design (Online Only)

The Web Design concentration covers the essential topics necessary to gain a complete understanding of the latest Internet and web site development technologies. Students learn all aspects of implementing an Internet and/or Intranet web site, including site planning and design, and will practice programming interactive web sites using the latest scripting languages and editing software. Graduates will develop a portfolio of their work and will have the opportunity to enter the job market as entry-level web designers in a variety of related positions and job titles.

Course Code	Course	Associate Degree Quarter Credits
College Core Requirements		
SLS 1105	Strategies for Success	4.0
SLS 1321	Career Skills and Portfolio Development	2.0
CGS 2060C	Computer Applications	4.0
Choose one of following courses (students taking Web Design concentration must take Project Development and one of the other three choices):		
CEN 1056	Project Development	2.0
OST 1149L	Keyboarding*	2.0
MAN 2031	Let's Talk Business	2.0
SLS 1505	Basic Critical Thinking	2.0
	TOTAL QUARTER CREDITS:	**12.0**
	FOR WEB DESIGN STUDENTS:	**14.0**
Major Core Requirements – Programming Concentration		
APA 2111	Principles of Accounting I	4.0
APA 2121	Principles of Accounting II	4.0
BUL 2131	Applied Business Law	4.0
CNT 1003C	Computer Networking Fundamentals	4.0
CTS 1110C	Computer Operating Systems	4.0
CGS 1280C	Computer Hardware Concepts	4.0
COP 2000C	Programming Concepts	4.0
COP 2505C	Fundamental Programming Techniques	4.0
CIS 2321	Introduction to the Systems Development Life Cycle	4.0
	Approved IT Electives**	8.0

Choose one of the following two-course language sequences in Visual Basic or C++ or Java or C# (4.0 credits each).		
COP 2170C	Computer Programming – Visual Basic I	4.0
COP 2171C	Computer Programming – Visual Basic II	4.0
COP 2224C	Computer Programming – C++ I	4.0
COP 2228C	Computer Programming – C++ II	4.0
COP 2250C	Computer Programming – Java I	4.0
COP 2805C	Computer Programming –– Java II	4.0
COPP 2280C	Computer Programming – C# I	4.0
COPP 2281C	Computer Programming –– C# II	4.0
	PROGRAMMING MAJOR CORE:	**52.0**
Major Core Requirements – Network Administration Concentration		
CTS 1110C	Computer Operating Systems	4.0
CGS 1280C	Computer Hardware Concepts	4.0
CNT 1003C	Computer Networking Fundamentals	4.0
CTS 1327C	Network Operating Systems-Client	4.0
CTS 1334C	Network Operating Systems-Server	4.0
CET 1605C	Network Routing I	4.0
CET 2607C	Network Routing II	4.0
CTS 2383C	Network Management	4.0
CTS 2386C	Network Infrastructure	4.0
CTS 2303C	Network Directory Services	4.0
CNT 2400C	Network Security Fundamentals	4.0
Choose one of the following two-course network management sequences in Security or Database or other approved IT electives (4.0 credits each).		
CENP 2345C	Network Security	4.0
CISP 2475C	Designing Network Security	4.0
CENP 2420C	Implementing and Administering Databases	4.0
CENP 2450C	Database Design	4.0
	NETWORK ADMINISTRATION MAJOR CORE:	**52.0**
Major Core Requirements – Web Design Concentration		
CNT 1003C	Computer Networking Fundamentals	4.0
COP 2000C	Programming Concepts	4.0
COP 2505C	Fundamental Programming Techniques	4.0
CGS 1800C	Web Site Design Methodology	4.0
CGS 1821C	Web Content Development	4.0
COP 2840C	Content Generation – Scripting Languages	4.0
CGS 2820C	Web Authoring	4.0
CGS 2877C	Web Animation	4.0
GRA 2125C	Graphic Design Using Adobe Photoshop	4.0
CGS 2177C	E-Commerce Systems Administration	4.0
CGS 2910C	Web Design Portfolio Project	2.0
	Approved IT Electives**	8.0
	WEB DESIGN MAJOR CORE:	**50.0**
Approved Electives		**8.0**
To be selected in consultation with the Academic Advisor, Registrar or Academic Dean to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student.		
General Education Requirements		
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
SPC 2017	Oral Communications*	4.0
MAT 1033	College Algebra	4.0
PSY 2012	General Psychology	4.0

AML 2000	Introduction to American Literature	4.0
	TOTAL GENERAL EDUCATION QUARTER CREDITS:	**24.0**
	TOTAL PROGRAM CREDITS	**96.0**

*This course is not offered online. Students enrolled in this program online will take SPCP 2300 Fundamentals of Interpersonal Communication to satisfy this requirement.

**Approved IT Electives to be selected in consultation with the Academic Advisor, Registrar, or Academic Dean from available coursework in the major (typically those courses with CEN, CIS, CGS, CNT, COP, CTS and CET prefixes).

CRIMINAL JUSTICE, ASSOCIATE IN SCIENCE DEGREE
24 Months – 96 Quarter Credits

V 1.0

The Criminal Justice program includes a comprehensive study of the national criminal justice system, correctional organizations, and law enforcement agencies. Students learn the nature and extent of crime and delinquency and the cause and explanation of criminal behavior. Additional areas of study include rules of evidence, basic investigative techniques and the philosophy of criminal law. The Criminal Justice program is designed to prepare graduates for entry-level career opportunities in probation, corrections, law enforcement and/or security.

Course Code		Course	Associate Degree Quarter Credits
COLLEGE CORE REQUIREMENTS			
SLS	1105	Strategies for Success	4.0
SLS	1321	Career Skills and Portfolio Development	2.0
CGS	2060C	Computer Applications	4.0
		TOTAL QUARTER CREDITS	**10.0**
MAJOR CORE REQUIREMENTS			
BUL	2131	Applied Business Law	4.0
CCJ	1017	Criminology	4.0
CCJ	1020	Introduction to Criminal Justice	4.0
CJL	2130	Criminal Evidence	4.0
CJL	2134	Criminal Procedure and the Constitution	4.0
CJE	1600	Criminal Investigations	4.0
CCJ	2358	Criminal Justice Communications	4.0
CJC	2000	Introduction to Corrections	4.0
CJE	2580	Introduction to Interviews and Interrogations	4.0
DSC	2002	Introduction to Terrorism	4.0
		TOTAL QUARTER CREDITS	**40.0**
Students will take 12.0 credits from following courses:			
CCJ	2501	Juvenile Justice	4.0
CJE	2100	Policing in America	4.0
CCJP	2288	Spanish for the Criminal Justice Professional*	4.0
CCJ	2679	Introduction to Victims Advocacy	4.0
CCJ	2943	Current Issues in Criminal Justice	4.0
CJE	2670	Introduction to Forensics	4.0
CCJ	1910	Career Choices in Criminal Justice	4.0
		TOTAL QUARTER CREDITS	**12.0**
GENERAL EDUCATION CORE REQUIREMENTS			
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
SPC	2017	Oral Communications**	4.0
SYG	2001	Principles of Sociology	4.0
MAT	1033	College Algebra	4.0
PSY	2012	General Psychology	4.0
SLS	1505	Basic Critical Thinking	2.0
AML	2000	Introduction to American Literature	4.0
EVS	1001	Environmental Science	4.0
		TOTAL GENERAL EDUCATION QUARTER CREDITS	**34.0**
		TOTAL PROGRAM CREDITS	**96.0**

*Course not offered online.
**This course is not offered online. Students enrolled in this program online will take SPCP 2300 Fundamentals of Interpersonal Communication to satisfy this requirement.

NURSING, ASSOCIATE IN SCIENCE DEGREE
24 Months – 113 Quarter Credits

V 4.0

The Associate Degree Nursing program will prepare the nursing student for entry level roles of the registered nurse in the ever-evolving health care field. The program includes a focus on theories, concepts, and principles of nursing. It also delves into the important area of leading and managing as well as pertinent legal issues faced by nursing leaders and managers. A graduate of this nursing program will be prepared to assume the entry level role of health provider in a global society. He or she will be able to deliver culturally proficient care while meeting the physical, spiritual and psychosocial needs of clients.

At the completion of this program, the nursing student will be prepared to take the NCLEX-RN exam for registered nursing licensure. Once licensed, the individual may use the title of Registered Nurse and practice in entry level staff positions in various health care agencies.

	QUARTER I	Theory Contact Hours	Clinical/Lab Contact Hours	Total Contact Hours	Total Quarter Credits
ENC 1101	Composition I*	40	0	40	4
BSC 1085	Anatomy & Physiology I	40	0	40	4
BSC 2085L	Anatomy & Physiology I Laboratory	0	0/40	40	2
SLSP 1110	Strategies for Nursing Success	20	0	20	2
HUN 1001	Nutrition	20	0	20	2
	Total Hours	**120**	**0/40**	**160**	**14**
	QUARTER II				
BSC 1086	Anatomy & Physiology II	40	0	40	4
BSC 2086 L	Anatomy & Physiology II Laboratory	0	0/40	40	2
NSGP 1020C	Fundamentals of Nursing I	20	0/30	50	3
MAT 1033	College Algebra*	40	0	40	4
	Total Hours	**100**	**0/70**	**170**	**13**
	QUARTER III				
NSGP 1022C	Fundamentals of Nursing II	10	50/10	70	3
MCB 2000	Microbiology and Infection Control	40	0	40	4
MCB 1000L	Microbiology Laboratory	0	0/40	40	2
NUR 1140	Nursing Pharmacology	30	0	30	3
	Total Hours	**80**	**50/50**	**180**	**12**
	QUARTER IV				
PSY 2012	General Psychology*	40	0	40	4
MEA 1006C	Therapeutic Communications	20	0	20	2
NUR 1210	Care of the Adult Client I	40	0	40	4
NUR 1210L	Care of the Adult Client I Clinical	0	100/20	120	4
	Total Hours	**100**	**100/20**	**220**	**14**
	QUARTER V				
NUR 2212	Care of the Adult Client II	40	0	40	4
NUR 2212L	Care of the Adult Client II Clinical	0	104/16	120	4
CGS 2060C	Computer Applications	30	0/20	50	4
ENC 1102	Composition II*	40	0	40	4
	Total Hours	**110**	**104/36**	**250**	**16**
	QUARTER VI				
NUR 2513	Mental Health Nursing	30	0	30	3
NUR 2513L	Mental Health Nursing Clinical	0	82/8	90	3
NUR 2244	Advanced Nursing Care	40	0	40	4
NUR 2244L	Advanced Nursing Care Clinical	0	104/16	120	4
	Total Hours	**70**	**186/24**	**280**	**14**
	QUARTER VII				
NUR 1440	Maternal Child Nursing	40	0	40	4
NUR 1440L	Maternal Child Nursing Clinical	0	104/16	120	4
SYG 2001	Principles of Sociology*	40	0	40	4
DEP 2000	Developmental Psychology	40	0	40	4
	Total Hours	**120**	**104/36**	**240**	**16**

	QUARTER VIII				
NUR 2611	Contemporary Nursing in Community Settings	30	0	30	3
NUR 2611L	Contemporary Nursing in Community Settings Clinical	0	82/8	90	3
NUR 2881	Nursing Leadership & Management	30	0	30	3
NUR 2881L	Nursing Leadership & Management Clinical	0	82/8	90	3
NUR 2960	NCLEX Review	20	0	20	2
	Total Hours	**80**	**164/16**	**260**	**14**
	Total Program Hours	**780**	**708/16**	**1760**	**113**

*General Education Course

PARALEGAL, ASSOCIATE IN SCIENCE DEGREE
24 months – 96 Quarter Credits

V 1.0

Graduates of the Paralegal program are prepared, under the direction of an attorney, to interview, gather, review, and analyze factual situations; research the law; prepare and interpret legal documents; and conduct day-to-day operations of a legal office. Graduates of the program may find employment in legal offices, state and federal government agencies, corporate legal departments, consumer groups, insurance companies, banks, title companies, and legal aid societies.

Course Code		Course	Associate Degree Quarter Credits
COLLEGE CORE REQUIREMENTS			
CGS	2060C	Computer Applications	4.0
SLS	1105	Strategies for Success	4.0
SLS	1321	Career Skills and Portfolio Development	2.0
CGS	2501C	Applied Word Processing	4.0
		TOTAL COLLEGE CORE QUARTER CREDITS	**14.0**
MAJOR CORE REQUIREMENTS			
PLA	1003	Introduction to Paralegal	4.0
PLA	2363	Criminal Procedure and the Constitution	4.0
PLA	1105	Legal Research and Writing I	4.0
PLA	2106	Legal Research and Writing II	4.0
PLA	2273	Torts	4.0
PLA	2423	Contract Law	4.0
PLA	2600	Wills, Trusts, and Probate	4.0
PLA	2800	Family Law	4.0
PLA	2763	Law Office Management	4.0
PLA	2203	Civil Procedure	4.0
		TOTAL MAJOR CORE QUARTER CREDITS	**40.0**
Students will select 8.0 credits from the following list:			
PLA	2460	Bankruptcy	4.0
PLA	2930	Contemporary Issues and Law	4.0
PLA	2433	Business Organizations	4.0
PLA	2483	Administrative Law	4.0
PLA	2610	Real Estate Law	4.0
PLA	2631	Environmental Law	4.0
		TOTAL QUARTER CREDITS	**8.0**
GENERAL EDUCATION CORE REQUIREMENTS			
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
SPC	2017	Oral Communications*	4.0
SYG	2001	Principles of Sociology	4.0
MAT	1033	College Algebra	4.0
PSY	2012	General Psychology	4.0
SLS	1505	Basic Critical Thinking	2.0
AML	2000	Introduction to American Literature	4.0
EVS	1001	Environmental Science	4.0
		TOTAL GENERAL EDUCATION QUARTER CREDITS	**34.0**
TOTAL PROGRAM CREDITS			**96.0**

*This course is not offered online. Students enrolled in this program online will take SPCP 2300 Fundamentals of Interpersonal Communication to satisfy this requirement.

RADIOLOGIC TECHNOLOGY, ASSOCIATE IN SCIENCE DEGREE
27 months – 144 Credit Units

V 2.0

The Radiologic Technology Program is designed to provide students with a broad academic and clinical background in the field of radiologic technology coupled with a firm foundation in general education. The degree prepares the entry-level graduate for a position in hospitals and medical facilities, out-patient imaging centers and urgent care clinics. The radiologic technology program provides both technical and practical training which will enable the student upon certification to function as a competent entry-level radiologic technologist. Clinical practice provides the student with hands-on training preparing them for their professional role as a radiologic technologist.

The program provides the student with the basic knowledge of and practice in routine radiography, fluoroscopy and special radiographic procedures as well as an introduction to mammography, computerized tomography (CT) and magnetic resonance imaging (MRI). An overview of ultrasound (US), nuclear medicine (NM) and other imaging modalities is provided. The basic mechanics of each modality is emphasized and explored.

Participation in the Senior Student Presentation process is mandatory. Between quarters 6.0 to 8.0, second year students will submit a research paper on any selected modality or current program-related issue and present his/her paper to the class. Interactive class involvement is highly encouraged.

Course Number	Course Title	Lecture Hours	Lab Hours	Clinical Hours	Credit Units	Pre-Req.
	QUARTER I					
RTE 1000	Introduction to Radiologic Technology	40.0	00.0	00.0	4.0	None
SLS 1105	Strategies for Success	40.0	00.0	00.0	4.0	None
BSC 1085	Anatomy & Physiology I	40.0	00.0	00.0	4.0	None
MAT 1033	College Algebra*	40.0	00.0	00.0	4.0	None
	TOTAL	**160.0**	**00.0**	**00.0**	**16.0**	
	QUARTER II					
RTEP 1111	Film Critique I	30.0	00.0	00.0	3.0	RTEP 1101
RTE 1111	Patient Care and Management Fundamentals	30.0	20.0	00.0	4.0	RTEP 1101
RTE 1804	Clinical Practice I	00.0	00.0	140.0	4.0	RTEP 1101 COREQ. 1105
BSC 1086	Anatomy & Physiology II	40.0	00.0	00.0	4.0	BSC 1085
HSC 1527	Medical Terminology	40.0	00.0	00.0	4.0	None
	TOTAL	**140.0**	**20.0**	**140.0**	**19.0**	
	QUARTER III					
RTE 1503	Radiographic Anatomy and Positioning	30.0	20.0	00.0	4.0	RTEP 1101 RTEP 1106
RTE 1814	Clinical Practice II	00.0	00.0	140.0	4.0	RTEP 1106
EVS 1001	Environmental Science*	40.0	00.0	00.0	4.0	None
ENC 1101	Composition I*	40.0	00.0	00.0	4.0	None
	TOTAL	**110.0**	**20.0**	**140.0**	**16.0**	
	QUARTER IV					
RTE 2613	Radiographic Physics and Equipment	30.0	20.0	00.0	4.0	RTEP 1101 RTEP 1106
RTE 1824	Clinical Practice III	00.0.	00.0	140.0	4.0	RTEP 1109
ENC 1102	Composition II*	40.0	00.0	00.0	4.0	ENC 1101
PSY 2012	General Psychology*	40.0	00.0	00.0	4.0	None
	TOTAL	**110.0**	**20.0**	**140.0**	**16.0**	
	QUARTER V					
RTE 2385	Radiation Protection and Safety	40.0	00.0	00.0	4.0	RTEP 1101 RTEP 1103
RTE 2834	Clinical Practice IV	00.0	00.0	260.0	8.0	RTEP 1110
SPC 2017	Oral Communications*	40.0	00.0	00.0	4.0	None
	TOTAL	**80.0**	**00.0**	**260.0**	**16.0**	
	QUARTER VI					

RTE 2782	Radiographic Pathology	30.0	00.0	00.0	3.0	RTEP 1103 RTEP 1110
RTE 2844	Clinical Practice V	00.0	00.0	260.0	8.0	RTEP 1112
SLS 1505	Basic Critical Thinking*	20.0	00.0	00.0	2.0	None
CGS 2060C	Computer Applications	30.0	20.0	00.0	4.0	None
	TOTAL	**80.0**	**20.0**	**260.0**	**17.0**	
	QUARTER VII					
RTEP 1113	Film Critique II	30.0	00.0	00.0	3.0	RTEP 1111
RTE 2563	Advanced Imaging Procedures	30.0	20.0	00.0	4.0	RTEP 1103 RTEP 1104
RTE 2854	Clinical Practice VI	00.0	00.0	260.0	8.0	RTEP 1114
	TOTAL	**60.0**	**20.0**	**260.0**	**15.0**	
	QUARTER VIII					
RTEP 1115	Film Critique III	30.0	00.0	00.0	3.0	RTEP 1113
RTE 2864	Clinical Practice VII	00.0	00.0	330.0	11.0	RTEP 1116
	TOTAL	**30.0**	**00.0**	**330.0**	**14.0**	
	QUARTER IX					
RTEP 1117	Film Critique IV	30.0	00.0	00.0	3.0	RTEP RTEP1115
RTE 2061	Radiology Certification Review	00.0	20.0	00.0	1.0	COREQ. RTEP 1120
RTE 2874	Clinical Practice VIII	00.0	00.0	330.0	11.0	RTEP 1119
	TOTAL	**30.0**	**20.0**	**330.0**	**15.0**	
	PROGRAM TOTAL	**800.0**	**120.0**	**1860.0**	**144.0**	

*General Education Course

SURGICAL TECHNOLOGIST, ASSOCIATE IN SCIENCE DEGREE
24 months – 94 Quarter Credits

V 1.0

Surgical technologists are allied health professionals who are an integral part of the team of medical practitioners providing surgical care to patients in a variety of settings. They work under medical supervision to facilitate the safe and effective conduct of invasive surgical procedures. This individual works under the supervision of a surgeon to ensure that the operating room or environment is safe, that equipment functions appropriately, and that the operative procedure is conducted under conditions that maximize patient safety.

The surgical technologist possesses the appropriate expertise in the theory and application of sterile and aseptic technique and combines the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures. The goal and objective of this 1350-hour program is preparation of the student to be a competent entry-level surgical technologist by achievement and demonstration of learning within the following three domains: cognitive (knowledge), affective (behavior) and psychomotor (skills). Students must document a total of 125 procedures in the first scrub solo role or with assist. Eighty of these procedures must be in the five core areas of General, Orthopedics, ENT, Gynecology and Genitourinary. The 45 remaining procedures will be in the specialty areas. The clinical case requirements must meet the Core Curriculum for Surgical Technology, 5th Edition. Student activities associated with the curriculum must be educational. Students will be required to complete 500 hours of clinical rotation for completion of this program. The 500 hours cannot be completed in the work place of the student or in a work setting where the student is being compensated for the hours.

Note: Students graduating from the Surgical Technologist program are ineligible for certification by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

Course Code	Course	Associate Degree Quarter Credits
COLLEGE CORE REQUIREMENTS		
CGS 2060C	Computer Applications	4.0
SLSP1317	Strategies for Health Care Professional Success	4.0
	TOTAL COLLE CORE QUARTER CREDITS	**8.0**
MAJOR CORE REQUIREMENTS		
STS 1001	Principles & Practices of Surgical Technology	4.0
BSC 1085	Anatomy & Physiology I	4.0
BSC 1086	Anatomy & Physiology II	4.0
HSC 1529	Diseases of the Human Body	4.0
MCB 2000	Microbiology and Infection Control	4.0
STS 2007	Surgical Pharmacology	4.0
STS 2171C	Surgical Technology I	4.0
STS 2172C	Surgical Technology II	4.0
STS 2173C	Surgical Procedures I	6.0
STS 2174C	Surgical Procedures II	6.0
STS 2175C	Clinical Rotation I	5.0
STS 2176C	Clinical Rotation II	11.0
STS 2200	Surgical Technologist Certification Examination Review	2.0
	TOTAL MAJOR CORE QUARTER CREDITS	**62.0**
GENERAL EDUCATION REQUIREMENTS		
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
EVS 1001	Environmental Science	4.0
MAT 1033	College Algebra	4.0
PSY 2012	General Psychology	4.0
SPC 2017	Oral Communications*	4.0
	TOTAL GENERAL EDUCATION QUARTER CREDITS	**24.0**
	TOTAL QUARTER CREDITS REQUIRED FOR GRADUATION	**94.0**

*This course is not offered online

BACHELOR'S DEGREE PROGRAMS

ACCOUNTING, BACHELOR OF SCIENCE DEGREE
48 Months – 192 Quarter Credits

V 1.0

Accounting is the language of business, and accounting procedures and records are the basic ingredients that provide students with a broad and diverse background in professional accounting, making a variety of entry-level positions in business and governmental accounting fields available to graduates of this program.

The Bachelor of Science in Accounting program prepares students to measure and communicate the financial position of an enterprise, to provide advice on taxation and management services, and to perform analysis of information systems.

Course Code		Course	Bachelor's Degree Quarter Credits
COLLEGE CORE REQUIREMENTS			
SLS	1105	Strategies for Success	4.0
CGS	2060C	Computer Applications	4.0
SLS	1321	Career Skills and Portfolio Development	2.0
Choose courses to total 10.0 credits from the following options			
LIS	2004	Introduction to Internet Research	2.0
MAN	2031	Let's Talk Business	2.0
OST	2335	Business Communications	4.0
MTB	1103	Business Mathematics	4.0
OST	1149L	Keyboarding**	2.0
CGS	2573C	Applied Spreadsheets	4.0
TOTAL COLLEGE CORE QUARTER CREDITS			**20.0**
MAJOR CORE REQUIREMENTS			
APA	2111	Principles of Accounting I	4.0
APA	2121	Principles of Accounting II	4.0
APA	2161	Introductory Cost/Managerial Accounting	4.0
ACG	2021	Introduction to Corporate Accounting	4.0
APA	2141	Computerized Accounting	4.0
ACO	1806	Payroll Accounting	4.0
ACG	2551	Non-Profit Accounting	4.0
ACG	3103	Intermediate Accounting I	4.0
ACG	3113	Intermediate Accounting II	4.0
ACG	3123	Intermediate Accounting III	4.0
ACG	3341	Cost Accounting I	4.0
ACG	3351	Cost Accounting II	4.0
ACG	4201	Consolidation Accounting	4.0
ACGP	4632	Auditing I	4.0
TAX	4001	Federal Taxation I	4.0
TAX	4011	Federal Taxation II	4.0
BUL	2131	Applied Business Law -OR-	
BUL	3246	Business Law I* - OR-	4.0
BUL	3247	Business Law II*	
TAX	2000	Tax Accounting	4.0
SLS	1354	Workplace Relationships	2.0
MAN	1030	Introduction to Business Enterprise	4.0
MAN	3554	Workplace Continuity and Planning	4.0
Choose courses to total 8.0 credits from the following options :			
CGS	2573C	Applied Spreadsheets	4.0

FIN	1103	Introduction to Finance		4.0
ACG	2178	Financial Statement Analysis		4.0
MAN	2021	Principles of Management		4.0
TOTAL MAJOR CORE QUARTER CREDITS				**90.0**
GENERAL EDUCATION CORE REQUIREMENTS				
ENC	1101	Composition I		4.0
ENC	1102	Composition II		4.0
MAT	1033	College Algebra		4.0
PSY	2012	General Psychology		4.0
SPC	2017	Oral Communications**		4.0
AML	2000	Introduction to American Literature		4.0
EVS	1001	Environmental Science		4.0
SLS	1505	Basic Critical Thinking		2.0
ECO	3007	Macroeconomics		4.0
ECO	3028	Microeconomics		4.0
AMH	2030	20th Century American History		4.0
SYG	2001	Principles of Sociology		4.0
CPO	4003	Global Politics		4.0
SOP	4005	Social Psychology		4.0
STA	2014	Statistics		4.0
ENC	3211	Report Writing		4.0
TOTAL GENERAL EDUCATION QUARTER CREDITS				**62.0**
APPROVED ELECTIVE REQUIREMENTS				**20.0**
In consultation with the Academic Advisor, Registrar, or Academic Dean the Bachelor's degree student will select 20.0 elective credits to achieve a balanced educational program. A minimum of 8.0 credits must be selected from general business or accounting courses.				
TOTAL PROGRAM CREDITS				**192.0**

*Students who plan to sit for the Florida CPA exam should take Business Law I and II, not Applied Business Law.
**Course not offered online. Students enrolled in this program online will take SPCP 2300 Fundamentals of Interpersonal Communication to satisfy this requirement.

APPLIED MANAGEMENT, BACHELOR OF SCIENCE DEGREE
48 Months – 192 Quarter Credits

V 1.0

The Bachelor of Science in Applied Management program integrates the technical knowledge gained through a diploma program or applied science degree with coursework designed to prepare the student for leadership roles in their chosen field. The curriculum emphasizes the critical thinking and analytical skills necessary to solve problems in today's complex work environment. The program is open to those who have earned an approved certificate, diploma, AS, or AAS degree in a field of applied science.

Course Code	Course	Bachelor's Degree Quarter Credits
COLLEGE CORE		
CGS 2060C	Computer Applications	4.0
MAN 2031	Let's Talk Business	2.0
	TOTAL COLLEGE CORE CREDITS	**6.0**
MAJOR CORE		
MAN 2021	Principles of Management	4.0
FIN 1103	Finance	4.0
MAR 1011	Introduction to Marketing	4.0
SBM 2000	Small Business Management	4.0
MAN 3344	Principles of Supervision	4.0
MAN 3554	Workplace Continuity and Planning	4.0
MAN 3100	Human Relations in Management	4.0
ACG 3073	Accounting for Managers	4.0
MAN 4701	Business Ethics	4.0
MAN 4302	Management of Human Resources	4.0
MAR 3310	Public Relations	4.0
MAN 4734	Contemporary Management	4.0
MANP 4501	Applied Management Senior Capstone Experience	4.0
	Additional Major Core**	**40.0**
	TOTAL MAJOR CORE CREDITS	**92.0**
GENERAL EDUCATION		
SLSP 3130	Principles and Applications of Adult Learning	4.0
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
SPC 2017	Oral Communications*	4.0
MAT 1033	College Algebra	4.0
SLS 1505	Basic Critical Thinking	2.0
PSY 2012	General Psychology	4.0
EVS 1001	Environmental Science	4.0
General Education Electives		**24.0**
Must include at least one course from each of the following subject areas: • Communications/Humanities • Math/Science • Social Science		
	TOTAL GENERAL EDUCATION CREDITS:	**54.0**
	ELECTIVE REQUIREMENT***	**40.0**
	TOTAL PROGRAM CREDITS	**192.0**

*This course is not offered online. Students enrolled in this program online will take SPCP 2300 Fundamentals of Interpersonal Communication to satisfy this requirement.

**Additional Major Core: Credit will be applied from the student's previously completed certificate, diploma, or associates program. Students who have fewer than 40.0 transferable major core credits will be required to select additional courses from the business and management areas.

***General Education Requirements: In addition to the courses specified in the General Education section of the program outline, students must complete a total of 24.0 credits from the following subject areas, with a minimum of 4.0 credits taken from each area:

- Communications/Humanities
    - may include ENC 3211, AML 2000, SPC4451
- Social Sciences
    - may include SYG 2000, SOP 4005, CPO 4003, AMH 2030, POS 2041, ECO 3007, ECO 3028
- Mathematics and Science
    - may include: STA 2014

In the event that a student transfers more than 40.0 major core credits, the Elective requirement may be reduced by an equivalent number of major core credits above the 40.0 credit requirement. For example, a student who transfers 50.0 major core credits may have his/her Elective requirement reduced by 10.0 credits.

Upper Division Requirement: Students must complete a minimum of 60.0 Quarter Credit Hours in upper division coursework. The major core requires 36.0 credits of upper division, thus the remainder may come from the General Education and Elective areas. Upon admittance to the program, the student will work with an Academic Advisor to develop an approved plan to complete all requirements for the degree within the required time limits. This plan will be periodically evaluated and updated by the student and Academic Advisor.

BUSINESS, BACHELOR OF SCIENCE DEGREE
48 Months – 192 Quarter Credits

V 2.0

The Bachelor of Science in Business program is offered for those students whose career goals require a broad knowledge of the functional areas of business. All students will take coursework in the areas of accounting, general business, management, marketing, human resources, computer applications, and business law. In addition, students will choose an area of concentration that will comprise the balance of the courses in the major. The following describes each area of concentration.

Business Administration

The Bachelor of Science in Business with Business Administration concentration offers additional coursework in finance and investments, management, strategic planning, and other advanced topics that will prepare the graduate of this program for entry- to mid-level positions in business and government.

Management

The Bachelor of Science in Business with Management concentration offers advanced coursework in management and related topics, helping to develop the diversity of knowledge and skills necessary to attain success in the business management field. Graduates of this program will be prepared for entry- to mid-level supervisory and management positions in business and government.

Marketing

The Bachelor of Science in Business with Marketing concentration offers additional studies in such areas as marketing research, consumer behavior, promotional strategies, and international marketing. The graduate of this program will be prepared for entry- to mid-level marketing positions in business and government.

International Business

The Bachelor of Science in Business with concentration in International Business provides students with business tools for understanding and dealing in foreign markets. The graduate of this program will be prepared for entry-level and middle-management positions in companies involved in international business.

Course Code		Course	Bachelor's Degree Quarter Credits
COLLEGE CORE REQUIREMENTS			
CGS	2060C	Computer Applications	4.0
		TOTAL COLLEGE CORE CREDITS	**4.0**
MAJOR CORE REQUIREMENTS: ALL CONCENTRATIONS			
MAN	1030	Introduction to Business Enterprise	4.0
MAN	2021	Principles of Management	4.0
BUL	2131	Applied Business Law	4.0
MAN	2300	Introduction to Human Resources	4.0
MAR	1011	Introduction to Marketing	4.0
APA	2111	Principles of Accounting I	4.0
APA	2121	Principles of Accounting II	4.0
ECO	3007	Macroeconomics	4.0
ECO	3028	Microeconomics	4.0
MAN	3554	Workplace Continuity and Planning	4.0
MANP	4501	Applied Management Senior Capstone Experience	4.0
And one of the following four concentrations:			
BUSINESS ADMINISTRATION CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS			
FIN	1103	Introduction to Finance	4.0
MAR	2305	Customer Relations and Servicing	4.0
FIN	3005	Principles of Finance	4.0
FIN	3501	Investments	4.0
MAR	3310	Public Relations	4.0
MAN	3344	Principles of Supervision	4.0

MAN	4701	Business Ethics	4.0
MAN	4764	Business Policy and Strategy	4.0
GEB	4361	Management of International Business	4.0
MAN	3100	Human Relations in Management	4.0
Choose courses to total 8.0 credits from the following options:			
MAN	2727	Strategic Planning for Business	4.0
ACG	2178	Financial Statement Analysis	4.0
ACG	2021	Introduction to Corporate Accounting	4.0
SBM	2000	Small Business Management	4.0
APA	2161	Introductory Cost/Managerial Accounting	4.0
		TOTAL MAJOR CORE CREDITS	**92.0**
OR			
MANAGEMENT CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS			
MAR	2305	Customer Relations and Servicing	4.0
FIN	1103	Introduction to Finance	4.0
SBM	2000	Small Business Management	4.0
MAN	2604	Introduction to International Management	4.0
MAN	3100	Human Relations in Management	4.0
MAN	3344	Principles of Supervision	4.0
ACG	3073	Accounting for Managers	4.0
MAN	4701	Business Ethics	4.0
MAN	4302	Management of Human Resources	4.0
MAN	4400	Labor Relations and Collective Bargaining	4.0
MAN	4764	Business Policy and Strategy	4.0
MAR	3503	Consumer Behavior	4.0
		TOTAL MAJOR CORE CREDITS	**92.0**
OR			
MARKETING CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS			
MAR	2320	Advertising	4.0
MAR	2141	Introduction to International Marketing	4.0
MAR	2720	Marketing on the Internet	4.0
SBM	2000	Small Business Management	4.0
MAR	3310	Public Relations	4.0
MAR	3400	Salesmanship	4.0
MAR	3503	Consumer Behavior	4.0
MAR	4333	Promotional Policies and Strategies	4.0
MAR	4613	Marketing Research	4.0
MAR	3156	Global Marketing	4.0
MAR	3231	Retailing	4.0
MAR	4200	Marketing Channels and Distribution	4.0
		TOTAL MAJOR CORE CREDITS	**92.0**
OR			
INTERNATIONAL BUSINESS CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS			
MAR	2141	Introduction to International Marketing	4.0
MAN	2604	Introduction to International Management	4.0
GEB	2353	International Competitiveness	4.0
BUL	2261	International Business Law	4.0
FIN	3005	Principles of Finance	4.0
FIN	4602	International Business and Finance	4.0
GEB	4363	Import/Export Management	4.0
GEB	4352	International and Comparative Industrial Relations	4.0
GEB	4361	Management of International Business	4.0
MAR	3156	Global Marketing	4.0

MAR	4156	International Marketing Analysis	4.0
MAR	3310	Public Relations	4.0
		TOTAL MAJOR CORE CREDITS	**92.0**
GENERAL EDUCATION REQUIREMENTS			
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
MAT	1033	College Algebra	4.0
PSY	2012	General Psychology	4.0
SPC	2017	Oral Communications*	4.0
EVS	1001	Environmental Science	4.0
SLS	1505	Basic Critical Thinking	2.0
SLSP	3130	Principles and Applications of Adult Learning	4.0
**General Education Requirements: Must include at least one course from each of the following subject areas: Communications/Humanities, Math/Science, Social Science.			24.0
		TOTAL GENERAL EDUCATION QUARTER CREDITS	**54.0**
APPROVED ELECTIVE REQUIREMENT**			**42.0**
To be selected in consultation with the Academic Advisor, Registrar, or Academic Dean to achieve a balanced education program in keeping with the personal objectives and career ambitions of the student.			
		TOTAL PROGRAM CREDITS	**192.0**

*This course is not offered online. Students enrolled in this program online will take SPCP 2300 Fundamentals of Interpersonal Communication to satisfy this requirement.

Students with less than 36.0 credits upon admission to the BS program are required to take SLS1105 Strategies for Success as an elective in the first term of enrollment.

**General Education Requirements: In addition to the courses specified in the General Education section of the program outline, students must complete a total of 24.0 credits from the following subject areas, with a minimum of 4.0 credits taken from each area:

- Communications/Humanities
  - may include ENC 3211, AML 2000, SPC 4451
- Social Sciences
  - may include SYG 2000, SOP 4005, CPO 4003, AMH 2030, POS 2041
- Mathematics and Science
  - may include: STA 2014

COMPUTER INFORMATION SCIENCE, BACHELOR OF SCIENCE DEGREE
48 Months – 192 Quarter Credits

V 2.0

The Bachelor of Science Degree in Computer Information Science offers graduates special training in the analysis, design, implementation, maintenance, and use of computer information systems and data base systems. The program focuses on the concepts, principles, goals, functions, and management of information-driven organizations, stressing the development of computer-based applications through the use of programming languages. To ensure graduation with the minimum number of courses, students should choose the CIS Programming concentration for their lower division studies.

Course Code	Course	Bachelor's Degree Quarter Credits
College Core Requirements		
SLS 1105	Strategies for Success	4.0
SLS 1321	Career Skills and Portfolio Development	2.0
CGS 2060C	Computer Applications	4.0
Choose one of the following courses:		
CEN 1056	Project Development	2.0
OST 1149L	Keyboarding*	2.0
MAN 2031	Let's Talk Business	2.0
SLS 1505	Basic Critical Thinking	2.0
	TOTAL COLLEGE CORE QUARTER CREDITS:	**12.0**
Major Core Requirements – Programming Concentration		
APA 2111	Principles of Accounting I	4.0
APA 2121	Principles of Accounting II	4.0
BUL 2131	Applied Business Law	4.0
CNT 1003C	Computer Networking Fundamentals	4.0
CTS 1110C	Computer Operating Systems	4.0
CGS 1280C	Computer Hardware Concepts	4.0
COP 2000C	Programming Concepts	4.0
COP 2505C	Fundamental Programming Techniques	4.0
CIS 2321	Introduction to the Systems Development Life Cycle	4.0
	Approved IT Electives***	**8.0**
Choose two of the two-course language sequences from the choices listed (4.0 credits each).		**16.0**
COP 2170C	Computer Programming – Visual Basic I	4.0
COP 2171C	Computer Programming – Visual Basic II	4.0
COP 2224C	Computer Programming – C++ I	4.0
COP 2228C	Computer Programming – C++ II	4.0
COP 2250C	Computer Programming – Java I	4.0
COP 2805C	Computer Programming – Java II	4.0
COPP 2280C	Computer Programming – C# I	4.0
COPP 2281C	Computer Programming – C# II	4.0
Required Upper Division Courses:		
CIS 3345	Database Concepts I	4.0
COP 3764C	Structured Query Language	4.0
COP 4724C	Database Application Development	4.0
CIS 3615	Designing Secure Software	4.0
CIS 3303C	Object-Oriented Analysis and Design	4.0
CTS 4107	Survey of Operating Systems	4.0
CIS 4329C	Senior Project – Systems Analysis and Design	4.0
CIS 4328C	Senior Project – Systems Implementation and Integration	4.0
	TOTAL PROGRAMMING MAJOR CORE CREDITS	**92.0**
Approved Electives		**32.0**
To be selected in consultation with the Academic Advisor, Registrar or Academic Dean to achieve a balanced		

educational program in keeping with the personal objectives and career ambitions of the student. 8.0 credits of the Approved Electives must be upper-division courses.

General Education Requirements		
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
SPC 2017	Oral Communications**	4.0
MAT 1033	College Algebra	4.0
PSY 2012	General Psychology	4.0
AML 2000	Introduction to American Literature	4.0
SYG 2001	Principles of Sociology	4.0
AMH 2030	20th Century American History	4.0
ECO 3007	Macroeconomics	4.0
ECO 3028	Microeconomics	4.0
STA 2014	Statistics	4.0
SOP 4005	Social Psychology	4.0
CPO 4003	Global Politics	4.0
ENC 3211	Report Writing	4.0
	TOTAL QUARTER CREDITS:	**56.0**
	TOTAL QUARTER CREDITS REQUIRED FOR GRADUATION:	**192.0**

*Course not offered online.

**This course is not offered online. Students enrolled in this program online will take SPCP 2300 Fundamentals of Interpersonal Communication to satisfy this requirement.

***Approved IT Electives to be selected in consultation with the Academic Advisor, Registrar, or Academic Dean from available coursework in the major (typically those courses with CEN, CIS, CGS, COP, CTS and CET prefixes).

CRIMINAL JUSTICE, BACHELOR OF SCIENCE DEGREE
48 Months – 192.0 Credit Units

The Criminal Justice program provides a broad understanding of the criminal justice system and prepares graduates for entry-level and middle management positions in probation, corrections, immigration, law enforcement, and/or security. The program is offered for students who have 36.0 or more transferable quarter (24.0 semester) credits. Students who have earned an approved Associate of Arts degree may be enrolled with junior standing and can complete the Bachelors with an additional 96.0 credits. Students also have the option to pursue a concentration in Criminal Investigations or Homeland Security. See next section for details. The Criminal Justice program is not a training program for law enforcement officers.

Course Code	Course	Bachelor's Degree Quarter Credit Hours
MAJOR CORE		
CCJ 1020	Introduction to Criminal Justice	4.0
CJL 2134	Criminal Procedure and the Constitution	4.0
CJE 1600	Criminal Investigations	4.0
CJL 2130	Criminal Evidence	4.0
CJC 2000	Introduction to Corrections	4.0
CJE 2580	Introduction to Interviews and Interrogations	4.0
DSC 2002	Introduction to Terrorism	4.0
CCJ 2358	Criminal Justice Communications	4.0
CCJ 3450	Criminal Justice Management	4.0
CCJ 4656	Gang Activity and Drug Operations	4.0
CCJ 3334	Alternatives to Incarceration	4.0
DSC 3214	Catastrophic Event Response Planning	4.0
CJE 4668	Computer Crime	4.0
CJL 3215	Concepts of Criminal Law	4.0
CCJP 4400	Criminal Justice Senior Capstone Experience	4.0
CCJ 3670	Women, Crime, and Criminal Justice	4.0
CCJ 3666	Victimology	4.0
CCJ 4054	Criminal Justice Ethics and Liability	4.0
CCJ 4129	Cultural Diversity for Criminal Justice Professionals	4.0
CCJ 4127	Criminal Justice in the Community --OR--	4.0
CCJP 4550	Criminal Justice Externship*	
INVP 3100	Theoretical Aspects of Conspiracy Investigations	4.0
SCC 3004	Private Investigation I	4.0
CCJ 3644	Methodology of Economic Crimes	4.0
	TOTAL MAJOR CORE CREDIT HOURS:	**92.0**
GENERAL EDUCATION		
SLSP 3130	Principles and Applications of Adult Learning	4.0
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
SPC 2017	Oral Communications**	4.0
MAT 1033	College Algebra	4.0
SLS 1505	Basic Critical Thinking	2.0
PSY 2012	General Psychology	4.0
EVS 1001	Environmental Science	4.0
General Education Electives*		**24.0**
Must include at least one course from each of the following subject areas: - Communications/Humanities - Math/Science - Social Science		
	TOTAL GENERAL EDUCATION CREDIT HOURS:	**54.0**
	APPROVED ELECTIVE REQUIREMENT*	**46.0**
	TOTAL PROGRAM CREDIT HOURS	**192.0**

*This course is not offered online. Students enrolled in this program online may take CCJ 4127 Criminal Justice in the Community to satisfy this requirement.

**This course is not offered online. Students enrolled in this program online will take SPCP 2300 Fundamentals of Interpersonal Communication to satisfy this requirement.

***General Education Requirements: In addition to the courses specified in the general education section of the program outline, students must complete a total of 24.0 credits from the following subject areas, with a minimum of 4.0 credits taken from each area:
- Communications/Humanities
  - may include ENC 3211, AML 2000, SPC4451
- Social Sciences
  - may include SYG 2000, SOP 4005, CPO 4003, AMH 2030, POS 2041, ECO 3007, ECO 3028
- Mathematics and Science
  - may include: STA 2014

Associate's Degree Transfer Students: Students who enroll with an approved Associate's degree will have 96.0 transfer credits applied to the overall degree requirement of 192.0 quarter credits. Approval is based upon the degree being earned at an accredited institution, and includes a minimum of 36.0 semester or 54.0 quarter credits of general education coursework. Transfer students in this category have satisfied all elective and general education requirements, with the exception of SLSP 3130 - Principles and Applications of Adult Learning. Students successfully completing the remaining 96.0 credits in the program will fulfill all course requirements for the Bachelor's degree.

All other students admitted to program: must complete the degree requirements as described below.

Credits requirements for degree: students must complete a minimum of 192.0 credits in the major core, general education, and elective categories.

Elective Requirements: Students may fulfill the balance of the credit requirements for the degree by taking up to 46.0 credits in the electives category.

CONCENTRATION IN INVESTIGATIONS

Students completing the following courses as part of the degree will receive a concentration in Criminal Investigations. These courses may be taken to fulfill a portion of the elective requirement.
- These courses may be available only online.

CJE 2678	Crime Scene Dynamics I	4.0
CJE 2679	Crime Scene Dynamics II	4.0
CJE 2673	Graphics and Documentation I	4.0
CJE 2602	Graphics and Documentation II	4.0
CJE 2690	Technology Crimes I	4.0
CJE 2691	Technology Crimes II	4.0
CJE 2676	Biological Evidence I	4.0
	TOTAL	**28.0**

CONCENTRATION IN HOMELAND SECURITY

Students completing the following courses as part of the degree will receive a concentration in Homeland Security. These courses may be taken to fulfill a portion of the elective requirement.
- These courses may be available only online.

CJL 1100	Civil & Criminal Justice	4.0
DSC 1030	Tactical Communications	4.0
DSC 1011	Domestic & International Terrorism I	4.0
SCC 1102	Business & Ethics for Security Specialists	4.0
DSC 2210	Emergency Planning & Security Measures I	4.0
DSC 2008	Security: Principles, Planning & Procedures I	4.0
DSC 2812	Information Technology Security I	4.0
	TOTAL	**28.0**

MASTER OF SCIENCE IN CRIMINAL JUSTICE BRIDGE PROGRAM

The Criminal Justice Department offers eligible students the opportunity to accelerate the completion of both a Bachelor of Science in Criminal Justice and a Master's of Science in Criminal Justice. The Bridge Program is designed to improve access to graduate education and is intended to decrease the repetition of material learned in the undergraduate program. It provides students the opportunity to take graduate level coursework while pursuing the baccalaureate degree. Up to twelve graduate credits may be used toward the completion of the undergraduate degree.

Students with a CGPA of 3.0 or better are eligible to apply to this program in their junior year. Qualified students in the program may take Masters-level courses during their senior undergraduate year. Students may apply by submitting a written request to their Department Chair. The approval of the Academic Dean is required.

An articulation of course equivalents ensures that prerequisite requirements are met. Students are assigned faculty advisors to facilitate entrance into the program. Upon completion of the baccalaureate degree and successful completion of the Bridge Program, students will be granted advanced placement within the Masters of Science Program.

Bridge Program - Replace following BS coursework with related MS Coursework

CJ BS Core		
CCJ3666	Victimology	4.0
CCJ4054	Criminal Justice Ethics and Liability	4.0
CCJ3670	Women, Crime, and Criminal Justice	4.0
MS Bridge Courses		
CCJ5665	Victimology	4.0
CCJ5489	Ethics in Criminal Justice	4.0
CCJ5672	Women, Crime, and Criminal Justice	4.0

PARALEGAL, BACHELOR OF SCIENCE DEGREE
48 months – 192 Quarter Credits

V 2.0

Graduates of the Paralegal program are prepared, under the direction of an attorney, to interview, gather, review and analyze factual situations; research the law; prepare and interpret legal documents, and conduct day to day operations of a legal office. Graduates of the program may find employment in legal offices, state and federal government agencies, corporate legal departments, consumer groups, insurance companies, banks, title companies, and legal aid societies.

The Bachelor of Science degree in Paralegal enhances the study of law and legal research to permit graduates to further their legal knowledge while enhancing their opportunity for career advancement. The program is offered for students who have 36.0 or more transferable quarter (24.0 semester) credits. Students who have earned an approved Associate of Arts degree may be enrolled with Junior standing and can complete the bachelors with an additional 96.0 credits.

The Paralegal program is a terminal degree in that it trains individuals for entry-level positions and is not a preparatory curriculum for law school.

Course Code		Course	Bachelor's Degree Quarter Credits
MAJOR CORE			
Lower division			
PLA	1003	Introduction to Paralegal	4.0
PLA	2363	Criminal Procedure and the Constitution	4.0
PLA	1105	Legal Research and Writing I	4.0
PLA	2106	Legal Research and Writing II	4.0
PLA	2201	Civil Litigation I	4.0
PLA	2224	Civil Litigation II	4.0
PLA	2273	Torts	4.0
PLA	2423	Contract Law	4.0
		MAJOR CORE LOWER DIVISION	**32.0**
Upper division			
PLA	3115	Legal Research and Writing III	4.0
PLA	3570	International Law	4.0
PLA	4473	Worker's Compensation and Employment Law	4.0
PLA	4116	Legal Research and Writing IV	4.0
PLA	4263	Rules of Evidence	4.0
PLA	4274	Advanced Tort Law	4.0
PLA	4523	Law and Medicine	4.0
PLAP	4483	Administrative Law	4.0
PLAP	3210	Elder Law	4.0
PLA	4470	Employment Law	4.0
CJL	3215	Concepts of Criminal Law	4.0
CCJ	4054	Criminal Justice Ethics and Liability	4.0
CCJ	4129	Cultural Diversity for Criminal Justice Professionals	4.0
SCC	3004	Private Investigations I OR	4.0
PLAP	4450	Paralegal Externship**	
PLAP	4400	Paralegal Senior Capstone Experience	4.0
		Major Core Upper Division	**60.0**
		TOTAL MAJOR CORE CREDITS	**92.0**
GENERAL EDUCATION			
SLSP	3130	Principles and Applications of Adult Learning	4.0
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
SPC	2017	Oral Communications*	4.0
MAT	1033	College Algebra	4.0
SLS	1505	Basic Critical Thinking	2.0
PSY	2012	General Psychology	4.0

EVS	1001	Environmental Science	4.0
General Education Electives* Must include at least one course from each of the following subject areas: - Communications/Humanities - Math/Science - Social Science			24.0
TOTAL GENERAL EDUCATION CREDITS:			**54.0**
APPROVED ELECTIVE REQUIREMENT*			**46.0**
TOTAL QUARTER CREDITS REQUIRED FOR GRADUATION:			**192.0**

*This course is not offered online. Students enrolled in this program online will take SPCP 2300 Fundamentals of Interpersonal Communication to satisfy this requirement.

**Not offered online.

***General Education Requirements: To include a minimum of 54.0 quarter credits of general education coursework taken from the Humanities, Social Sciences and Math/Science categories. In addition to the courses specified in the general education section of the program outline, students must complete a total of 24.0 credits from the following subject areas, with a minimum of 4.0 credits taken from each area:
- Communications/Humanities
  - may include ENCP 3211, AML 2000, SPC4451
- Social Sciences
  - may include SYG 2000, SOP 4005, CPO 4003, AMH 2030, POS 2041, ECO 3007, ECO 3028
- Mathematics and Science
  - may include: STA 2014

Associate's Degree Transfer Students: Students who enroll with an approved Associate's degree will have 96.0 transfer credits applied to the overall degree requirement of 192.0 quarter credits. Approval is based upon the degree being earned at an accredited institution, and includes a minimum of 36.0 semester or 54.0 quarter credits of general education coursework. Transfer students in this category have satisfied all elective and general education requirements, with the exception of SLSP 3130—Principles and Applications of Adult Learning. Students successfully completing the remaining 96.0 credits in the program will fulfill all course requirements for the bachelor's degree.

All other students admitted to program: must complete the degree requirements as described below.

Credits requirements for degree: students must complete a minimum of 192.0 credits in the major core, general education, and elective categories.

Elective Requirements: Students may fulfill the balance of the credit requirements for the degree by taking up to 46.0 credits in the electives category.

MASTER'S DEGREE PROGRAMS

The admissions procedures, program regulations, transfer policies, graduation requirements, degree objectives, program requirements and course descriptions specific to the Master's degree program are described in the following section. The policies and procedures applicable to all Everest University students, as stated in the catalog, are also applicable to students enrolled in graduate degree programs.

ADMISSIONS REQUIREMENTS

GRADUATE PROGRAM ADMISSIONS REQUIREMENTS
- Applicants must have successfully completed a bachelor's degree program from an accredited college or university. Official transcripts must be provided.
- Applicants are informed of their acceptance status shortly after all required information is received and the applicants' qualifications are reviewed.
- Upon acceptance into the school, applicants who are enrolling will complete an enrollment agreement.
- Students may apply for entry at any time. Students are responsible for meeting the requirements of the catalog in effect at the time of enrollment.
- Re-entry students are subject to all program requirements, policies, and procedures as stated in the school catalog in effect at the time of re-entry. All re-entering students must sign a new enrollment agreement.
- Certain prerequisite courses are necessary for the pursuit of many courses offered at the graduate level. Such prerequisites must have been completed before entrance into a specific course.

Prerequisite Requirements for Graduate Programs
Applicants whose undergraduate degrees are in fields outside the program area are invited to apply, but foundation work will be required before certain higher level courses may be taken. All graduate students must meet certain prerequisite requirements prior to enrolling in Managerial Economics, International Economic Systems, Quantitative Methods, Financial Management, and certain graduate-level accounting courses.

Graduate Categories of Enrollment
Applicants to the graduate programs may be classified in one of two categories: Regular Graduate Student or Provisional Graduate Student.

Regular Graduate Students
Applicants must have achieved a cumulative grade point average of not less than 3.0 for all undergraduate upper-level division work; or must score not less than 470 on the Graduate Management Admission Test (GMAT); or must achieve a comparable score on the Graduate Record Examination (GRE) to become a candidate for a master's degree.

Provisional Graduate Students
Applicants who do not meet the requirements to be classified as a Regular Graduate Student may enroll and matriculate as a Provisional Graduate Student by having achieved a grade point average of not less than 2.0 for all undergraduate upper division work. The provisional status will remain in effect until the student has earned a score of not less than 470 on the GMAT, a comparable score on the GRE, or has satisfactorily completed 16.0 credits of graduate course work at the University with a grade point average that meets the minimum standards of progress for the graduate program.

CRIMINAL BACKGROUND ATTESTATION / ONLINE JUSTICE PROGRAMS
- Upon enrollment to the Criminal Justice (MS) program offered through the School's Online Division, all students shall be required to sign a Criminal Background Attestation attesting to a lack of a criminal background history that would preclude them from obtaining licensure and/or externship/placement in their desired career field. The student's signature on the Criminal Background Attestation is necessary in order for the enrollment process to be completed.
- Applicant students must complete the Criminal Background Attestation while on the phone with an Admissions Representative or at any time during the open application process window for the current term.
- If the applicant student is unable to attest to the background criteria, the enrollment process shall be stopped and cancelled. If the applicant student wishes to consider other non-Justice programs, a new enrollment process shall begin.
- If the applicant student is able to attest to the background criteria, the enrollment process shall continue to completion.

- Students who have been out of school for more than 180 days and are requesting to re-enter a program that requires a criminal background screening must complete a new attestation form prior to re-entry.
- Applicant students accept that Everest University may conduct, via a third party, a background check for the sole purpose of verifying the above attestation.

INTERNATIONAL GRADUATE PROGRAM ADMISSIONS REQUIREMENTS
- Applicants must have successfully completed a bachelor's degree program from an accredited college or university or the equivalent of a U.S. bachelor's degree if the degree was earned from a foreign institution. All coursework completed at a foreign institution must be evaluated by a member of the National Association of Credential Evaluation Services (NACES). An exception to this may be allowed for students transferring from Canada with prior approval from the Transfer Center). Official transcripts must be provided.
- Provide proof of English proficiency (if the student's first language is not English, an official test score on an approved English proficiency test is required).
- Proof of financial ability to meet expenses. Such evidence may be one of the following:
  a. Bank letter verifying student's available funds (self-sponsoring).
  b. Bank letter verifying sponsor's available funds if sponsor is not a citizen or a legal permanent resident of the U.S.
  c. Form I-134 if sponsor is a citizen or legal permanent resident of the U.S.
  d. If the applicant is sponsored by his/her home country, a statement of sponsorship.
- Be eligible for a student visa (F-1 or M-1).
- Enroll as a full time student with at least 8 quarter credit hours.
- Pay the required minimum tuition deposit.
- Pay the non-refundable SEVIS processing fee (if done through the school).
- International students must meet the same programmatic entrance requirements as domestic students.

Note: M-1 students may not enroll in online courses. F-1 students may enroll in no more than one (1) online course per term.

English Proficiency
All international students whose first language is not English must provide proof of English proficiency. English proficiency may be established by providing documentation of one of the following:
- Passing score on an English skills assessment test (see below)
- Graduation from an American/International high school program where the curriculum is taught in English
- Graduation from a high school in the U.S. as an exchange student
- Graduation from a high school in a country where English is the official language

The acceptable skills assessment tests for graduate programs are the TOEFL, the MELAB, and the IELTS. The required passing score on each test is as follows:

Test:	TOEFL	MELAB	IELTS
Score:	79 Internet Based 213 Computer Based 550 Paper Based	78	6.0

Admission Requirements for Provisional International Graduate Students
Students who have not achieved the minimum TOEFL or IELTS score may be evaluated for equivalent English proficiency by the Graduate Academic Committee. Those students who successfully pass the evaluation may be granted Provisional Student admissions status.

For international students admitted with Provisional Graduate Student status by the Graduate Academic Committee, the status will remain in effect until the student has earned the required minimum score on one of the tests described above or has satisfactorily completed 16.0 credits of graduate course work at the school with a minimum GPA of 3.0. Failure to reach Regular Graduate Student status within 16.0 credits of graduate work at the school will result in the student being dismissed from the school. Students admitted on a provisional basis will be admitted as Regular Graduate Student status only upon evaluation and favorable action by the Committee on Admissions for the graduate program.

ONLINE COURSES AND PROGRAM REQUIREMENTS
Online courses are offered at the campus through the Online Division of Zenith using the eCollege platform via the Internet. Online courses have the same course objectives and outcomes as courses taught on-ground, although more individual focus and initiative is required to successfully master the material. Online courses are designated on the class schedule so students register during the normal registration period. Students registering for an online course must obtain prior approval from their Program Director or the Academic Dean. To maximize success within

the online courses, students must have available to them a computer with a system profile that meets or exceeds the following:

Windows Systems
Windows 7, 8, XP, or Vista
56K modem or higher
Sound Cards & Speakers
Firefox, Chrome, or Microsoft Internet Explorer 10 and 11

Mac Systems
Mac OS X 10.7 or higher (in classic mode)
56K modem or higher
Sound Cards & Speakers
Safari 7 or higher, Chrome, Firefox

In addition, students taking online courses must:
- Check quarterly to make sure they are maintaining the correct systems profile;
- Have Internet access and an established email account;
- Verify email account/address with Online Coordinator at the time of registration each quarter;
- Commence online course work as soon as students have access to the courses;
- Participate in classes and complete learning and graded activities weekly throughout the course.

ACADEMIC POLICIES

Transfer Credits
In addition to the transfer policies stated in the Academic Policies section of the catalog, the following applies to individuals enrolled in graduate level programs:

Maximum Transfer Credits Accepted
- A student attempting to transfer a graduate-level course from another accredited institution must provide evidence that the course is related in content to the program of study at the school. The school will accept no more than 24.0 graduate-level hours in transfer, and no graduate-level course may be transferred in which the student received a grade below a "B."

DIRECTED STUDY (ON-GROUND STUDENTS ONLY)
- Students unable to take a specific required course due to work schedule conflicts, emergency situations, or course scheduling conflicts may request permission to complete a course through directed study.
- Graduate students may complete a maximum of three courses (12.0 quarter credits) through directed study.
- Students may not take more than one directed study course in a single academic term.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR GRADUATE PROGRAMS
Accreditor and federal regulations for receiving title IV financial assistance require that students enrolled in a graduate program meet certain qualitative and quantitative standards in order to continue their studies. The qualitative and quantitative standards must be cumulative and must include all periods of the student's enrollment regardless of whether or not financial aid was received. Completion of prerequisite requirements for admission to a master's program does not count toward the credit requirement for a master's degree. Therefore, these credits do not count toward meeting SAP requirements.

Evaluation Periods
School shall evaluate academic progress for all graduate students at the end of each academic term.

Satisfactory Academic Progress Requirements
Graduate students must maintain a minimum CGPA of 3.0. When a student repeats a course, the student's CGPA will be recalculated based on the higher of the two grades earned. Withdrawals and transfer credits have no effect on the student's CGPA.

Rate of Progress toward Completion
Graduate students must maintain a minimum cumulative completion rate of two-thirds of credits attempted (67%). ROP is determined by dividing the number of credit hours earned by the number of credit hours attempted. Credit hours attempted include completed credits, transfer credits, withdrawals, and repeated courses.

Maximum Time Frame

The maximum time frame for completion of all graduate programs is limited to 150% of the published length of the program. Additionally, all requirements for graduate degrees must be completed within five (5) calendar years from the start of the initial term of enrollment.

Satisfactory Academic Progress Table for Graduate Programs

GRADUATE DEGREES – QUARTER CREDITS CRIMINAL JUSTICE PROGRAM (Online)				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-16	3.0	N/A	66.66%	N/A
17–27	3.0	2.75	66.66%	50%
28–39	3.0	2.9	66.66%	60%
40–81	3.0	3.0	66.66%	65%

GRADUATE DEGREES – QUARTER CREDITS MBA AND CRIMINAL JUSTICE PROGRAMS				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-16	3.0	N/A	66.66%	N/A
17–27	3.0	2.75	66.66%	50%
28–39	3.0	2.9	66.66%	60%
40–84	3.0	3.0	66.66%	65%

Requirements for Graduation
- Successfully complete all courses in the program with a 3.0 CGPA within the maximum time frame for completion as stated in the school catalog.
- Meet any additional program specific requirements as stated in the catalog.

TUITION, FEES AND FINANCIAL AID

Quarter-based programs will be charged for the student's first quarter (or mini-term quarter start) in attendance. Tuition and fees for subsequent quarters will be charged at the published rate in effect at the beginning of that quarter. The minimum full-time course load is 8 credits per quarter for graduate programs. MBA students taking undergraduate courses as pre-requisites for graduate-level courses are ineligible to receive Title IV funding for those courses. Additional tuition and fee information may be found in "Tuition and Fees" section of the catalog. Additional Financial Aid information may be found in the "Financial Information" section of the catalog.

DEGREE OBJECTIVES AND PROGRAM OUTLINE

BUSINESS ADMINISTRATION, MASTER OF BUSINESS ADMINISTRATION DEGREE

24 months – 56 Quarter Credits

V 1.0

The Master of Business Administration program enhances the students' effectiveness in business and industry through the continued acquisition and refinement of knowledge and skills. The MBA program emphasizes the development of critical thinking, initiative, independence, and responsibility necessary to achieve the heightened self-discipline, skill, and reasoning to become valued leaders in the business community. In addition, a graduate student may include an area of concentration by completing four courses, from any one concentration category listed: Accounting, Human Resources Management, International Business (Online Only) or General Management.

Applicants whose undergraduate degrees are in a field outside the program areas are encouraged to apply.

Prerequisite foundation work may be required before selected higher-level coursework may be attempted. All graduate students must meet certain prerequisite requirements prior to enrolling in Managerial Economics, International Economic Systems, Quantitative Methods, Financial Management, and certain graduate-level accounting courses. Previous coursework in these areas at either the undergraduate or graduate level may be acceptable to suffice the prerequisite requirement following review of official transcripts. Course descriptions for the undergraduate courses in the table below may be found in the Course Descriptions - Undergraduate Degree Programs section that begins on page 87. Undergraduate courses are those that have a Course Level Code of "4" or below. Undergraduate courses may not be taken as an elective as part of the Master of Business Administration Degree program.

Course Code		Course	Quarter Credits
PREREQUISITES			
ACG	5027	Financial Accounting –OR-	4.0
APA	2111	Principles of Accounting I* -AND-	4.0
APA	2121	Principles of Accounting II*	4.0
ECO	5010	Economic Analysis of the Firm -OR-	4.0
ECO	3028	Microeconomics* -OR-	4.0
ECO	3007	Macroeconomics *	4.0
QMB	5305	Statistics for Managers –OR-	4.0
STA	2014	Statistics*	4.0

*In some instances, previous undergraduate coursework, or courses available at an Everest University campus, can suffice for or be taken in lieu of meeting graduate prerequisite course requirements. Prerequisites are not considered as credit toward the completion of the 56.0 quarter credit MBA program.

Course Code		Course	Quarter Credit Hours
GRADUATE CORE REQUIREMENTS (to be taken by all majors)			
MAN	5245	Organizational Behavior	4.0
MAN	6307	Management of Human Resources	4.0
QMB	5355	Quantitative Methods*	4.0
MAN	5910	Business Research	4.0
ISM	5026	Management Information Systems	4.0
MAN	5066	Managerial Ethics	4.0
FIN	6409	Financial Management*	4.0
ECP	5705	Managerial Economics*	4.0
MAR	5805	Marketing Management	4.0
MAN	6721	Business Policy and Strategy	4.0
		TOTAL GRADUATE CORE CREDITS	**40.0**

*All graduate students must meet prerequisite requirements prior to enrolling in selected accounting, economics, and quantitative methods coursework. Please refer to the prerequisite section for specific information.

Course Code		Course	Quarter Credit Hours
ACCOUNTING CONCENTRATION*			
Students enrolled in the Accounting concentration take a minimum of 16.0 Quarter Credit Hours from this list:			
ACG	5405	Accounting Information Systems	4.0
ACG	5216	Advanced Accounting Topics	4.0
TAX	6065	Tax Research and Planning	4.0
ACG	5647	Auditing II	4.0
ACG	5516	Governmental Accounting	4.0
		TOTAL ACCOUNTING CONCENTRATION QUARTER CREDITS	**16.0**
HUMAN RESOURCES MANAGEMENT CONCENTRATION			
MAN	5140	Managerial Decision Making	4.0
MAN	5355	Managerial Assessment and Development	4.0
MAN	5266	Management of Professionals	4.0
MAN	5285	Organizational Development and Change	4.0
		TOTAL HUMAN RESOURCES MANAGEMENT CONCENTRATION QUARTER CREDITS	**16.0**
INTERNATIONAL BUSINESS CONCENTRATION			
MAN	5601	International Business	4.0
ECO	5709	International Economic Systems	4.0
FIN	5609	International Finance	4.0
MAR	5153	International Marketing	4.0
		TOTAL INTERNATIONAL BUSINESS CONCENTRATION QUARTER CREDITS	**16.0**
GENERAL MANAGEMENT CONCENTRATION			
Students enrolled in the MBA program can elect not to choose a concentration (general management) by taking 16.0 Quarter Credit Hours from any combination of the courses listed for the areas of concentration above.			
		TOTAL GENERAL MANAGEMENT CONCENTRATION QUARTER CREDITS	**16.0**
		TOTAL QUARTER CREDITS REQUIRED FOR GRADUATION	**56.0**
*Students pursuing this concentration in anticipation of meeting state of Florida CPA requirements must complete all elective coursework (5 courses) in the Accounting Concentration.			

CRIMINAL JUSTICE, MASTER OF SCIENCE DEGREE
24 Months - 54.0-56.0 Credit Units

The Master of Science in Criminal Justice program is designed to meet the needs of a highly focused but multifaceted institution of American society, the criminal justice system. The program utilizes a multi-discipline approach to serve the variety of agencies/departments within the criminal justice community. The curriculum is designed to offer a balance of theory and application that will prove to be challenging to the student and useful in the field, and focuses on law enforcement administration, corrections, juvenile justice, drug abuse, and abuse counseling.

Course Code		Course	Quarter Credit Hours
GRADUATE CORE REQUIREMENTS			
CCJ	5006	Overview of Criminal Justice	4.0
CCJ	5019	Crime and Criminology	4.0
CCJ	5489	Ethics in Criminal Justice	4.0
CCJ	5702	Applied Research Methods	4.0
CCJ	5704	Statistics for Criminal Justice	4.0
CCJP	5000	Navigating Graduate School in Justice Studies	2.0
CCJP	5450	Critical Issues in Criminal Justice	4.0
CJL	5528	Law and the Legal System	4.0
CCJ	5781	Writing for Research at the Graduate Level	2.0
		TOTAL GRADUATE CORE QUARTER CREDIT HOURS	**32.0**
ELECTIVES			
		The Master of Science in Criminal Justice students will select four additional courses from those listed below and will complete 16.0 quarter credit hours:	
CCJ	5405	Criminal Justice Management	4.0
CCJ	5408	Interpersonal Management Skills	4.0
CCJ	5665	Victimology	4.0
CCJ	5657	Substance Use and Abuse	4.0
CCJ	5672	Women, Crime, and Criminal Justice	4.0
CJC	5328	Correctional Systems and Institutions	4.0
CJC	5428	Counseling the Offender	4.0
CJE	5428	Community Oriented Policing	4.0
CJJ	5028	The Juvenile Justice System	4.0
CJL	5069	Modern Constitutional Theory	4.0
		TOTAL ELECTIVES QUARTER CREDIT HOURS	**16.0**
		Exit Vehicle: Choose one of the two options:	
CCJP	6000	Criminal Justice Capstone	6.0
OR			
		Choose two additional courses from Electives, completing 8.0 quarter credit hours	**8.0**
		TOTAL EXIT VEHICLE QUARTER CREDIT HOURS	**6.0 – 8.0**
		TOTAL PROGRAM QUARTER CREDIT HOURS	**54.0 – 56.0**

COURSE DESCRIPTIONS

Please refer to the **Florida's Statewide Course Numbering System** section for an explanation of the course codes.

ACG5027 - Financial Accounting	4.0 Quarter Credits

This is a survey course designed to provide an introduction and understanding of financial accounting. This course will include the basic accounting process required to make informed decisions based on financial statement information. Accounting is the language and scorecard of business. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

ACG5216 - Advanced Accounting Topics	4.0 Quarter Credits

A study of advanced accounting subjects including multinational corporations, real estate and franchise accounting, partnership formation and liquidation, not-for-profit and fiduciary accounting. Prerequisites: ACG3123 or equivalent Lecture Hours: 40; Lab Hours: 0

ACG5405 - Accounting Information Systems	4.0 Quarter Credits

Development and application of accounting information systems, including analysis, design, control concepts, and implementation. Emphasis is placed upon developing students' abilities to understand the processing of accounting data in the computer environment and the controls that are necessary to assure accuracy and reliability of the data processed by the accounting system. Prerequisites: ACG3123 or equivalent Lecture Hours: 40; Lab Hours: 0

ACG5516 - Governmental Accounting	4.0 Quarter Credits

An introduction to the fund-based theory and practice of accounting as applied to governmental entities and not-for-profit organizations. Prerequisites: ACG3123 or equivalent Lecture Hours: 40; Lab Hours: 0

ACG5647 - Auditing II	4.0 Quarter Credits

A continuation of ACGP4632. Advanced study of auditing in an EDP environment. Planning, evaluation of internal controls, use of computer audit techniques, statistical sampling, documentation, and communication of audit findings will be emphasized. Prerequisites: ACG3123 or equivalent Lecture Hours: 40; Lab Hours: 0

APA2111 - Principles of Accounting I	4.0 Quarter Credits

Accrual accounting based upon generally accepted accounting principles is stressed in this course. Analysis of income statement procedures, computerized accounting applications and the accounting cycle are highlighted. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

APA2121 - Principles of Accounting II	4.0 Quarter Credits

This course emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bad debt, accounts receivable, notes receivable, accounts payable and payroll, notes payable, inventory cost flow methods and fixed asset allocations, intangible assets, and natural resources. Prerequisites: APA2111 Lecture Hours: 40; Lab Hours: 0

CCJ5006 - Overview of Criminal Justice	4.0 Quarter Credits

This course is designed to provide students with a broad overview of criminal justice and to orient them to the field and its foundations. Focusing on the underpinnings of the administration of justice as well as contemporary issues, students will examine the criminal justice system as a whole, its component parts, and its most significant processes. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

CCJ5019 - Crime and Criminology	4.0 Quarter Credits

This course provides an examination of the major theories in criminology and their application to understanding crime and responses to the crime problem. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

CCJ5405 - Criminal Justice Management	4.0 Quarter Credits

Various concepts and methods of criminal justice management are explored in detail. Using a variety of justice system agencies as examples, the course will view the behavioral and functional aspects of modern supervision and examine contemporary management styles. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

CCJ5408 - Interpersonal Management Skills	4.0 Quarter Credits

This course is designed to increase knowledge and competence in managing interpersonal interaction in a variety of professional settings. Strategies and styles of conflict resolutions are examined, as well as techniques for motivating colleagues and clients. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

CCJ5489 - Ethics in Criminal Justice	4.0 Quarter Credits

An overview of ethical theory, doctrines, and controversies in the field of criminal justice. Emphasis will be placed upon the dilemmas faced by criminal justice practitioners seeking to make appropriate ethical judgments and decisions. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

CCJ5657 - Substance Use and Abuse   **4.0 Quarter Credits**

This course is an examination of the social response to illegal use of mood-altering substances. Major initiation in law enforcement, courts, corrections, and substance abuse therapy will be discussed. In addition, preventive strategies will be described and evaluated, and informal methods of response to substance abuse considered. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

CCJ5665 - Victimology   **4.0 Quarter Credits**

Although most criminal justice courses are oriented around issues associated with the offender, this course will examine issues related to victimization. These topics include the historical role of victims in the formal and informal justice process, the nature and extent of modern criminal victimization, the victimization experience, victim participation in the justice system, and recent trends in transforming the role of the victim in the justice process. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

CCJ5672 - Women, Crime, and Criminal Justice   **4.0 Quarter Credits**

This course provides an examination of the role women play as perpetrators of crime, crime victims, and professionals working in the criminal justice system. Theories of female criminality and the social forces influencing the treatment of women as offenders and victims will be covered. The continuing emergence of women in justice-related occupations will also be discussed. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

CCJ5702 - Applied Research Methods   **4.0 Quarter Credits**

This course provides an in-depth study of research methods designed to prepare students to conduct applied research in their major field of study in preparation for a research practicum, externship, thesis, or capstone. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

CCJ5704 - Statistics for Criminal Justice   **4.0 Quarter Credits**

This course examines the major concepts, techniques, applications, and interpretations of statistical methods in criminal justice. Emphasis is placed on understanding when various statistical techniques are appropriate, and interpretation of the results of such techniques. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

CCJ5781 - Writing for Research at the Graduate Level   **2.0 Quarter Credits**

This course permits students to begin to develop skills in reading and understanding research, writing research proposals, and writing formal research reports on original research. Emphasis will be placed on two important, yet often neglected, research methodologies. Prerequisites: None Lecture Hours: 20; Lab Hours: 0

CCJP5000 - Navigating Graduate School in Justice Studies   **2.0 Quarter Credits**

This course is designed to provide students with a basic knowledge of what the successful graduate student needs by establishing the transition from passive to active learning strategies and techniques. Transition will be achieved through addressing psychological, philosophical and mechanical processes in graduate studies. Prerequisites: None Lecture Hours: 20; Lab Hours: 0

CCJP5450 - Critical Issues in Criminal Justice   **4.0 Quarter Credits**

A course designed to provide students with an opportunity to explore a variety of topics related to the field of Criminal Justice. During the term, the course will contain an overview of the problems associated with business, industry and government crime. The history and antecedent conditions related to white collar crime will be reviewed and specific behaviors will be analyzed in detail. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

CCJP6000 - Criminal Justice Capstone   **6.0 Quarter Credits**

The Criminal Justice Capstone is a comprehensive assessment of knowledge and skills required for successful performance in a variety of related organizations. This course consists of a portfolio development project that encompasses scholastic and personal self-assessment, writing, and peer review. This class must be taken during the last two quarters of the program. Prerequisites: None Lecture Hours: 60.0; Lab Hours: 0

CJC5328 - Correctional Systems and Institutions   **4.0 Quarter Credits**

The course is designed to explore contemporary correctional management and the evolution of management theory in the field. Additionally, the impact of law, the media, and society on correctional administration will be examined. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

CJC5428 - Counseling the Offender   **4.0 Quarter Credits**

This course is designed to provide an understanding of correctional intervention, assessment and classification. The major systems of therapeutic intervention will be examined, and the impact of the intervention strategies will be examined. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

CJE5428 - Community Oriented Policing   **4.0 Quarter Credits**

This course provides an analysis of contemporary issues in community policing. This includes an exploration of the dynamics of citizen-police interactions with regard to proactive policing methodologies. Examples of specific community policing programs will be examined through the use of a series of case studies, and the impact of community oriented policing will be discussed. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

CJJ5028 – The Juvenile Justice System	**4.0 Quarter Credits**

This course is designed to provide students with an examination of the historical, cultural and legal foundations of juvenile justice. Current juvenile justice system practices will be discussed, and the effects of these practices analyzed. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

CJL5069 - Modern Constitutional Theory	**4.0 Quarter Credits**

This course provides a survey of major constitutional thought and a review of primary constitutional principles. Particular emphasis is placed on the role of the Constitution in the administration of criminal justice. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

CJL5528 - Law and the Legal System	**4.0 Quarter Credits**

This course provides an overview of the judicial process in the United States, the structure and function of courts, and the body of law that supports that process. Federal and state courts will be covered, as well as various law-related public policy issues. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

ECO3007 – Macroeconomics	**4.0 Quarter Credits**

This course is a study of economics and cultural changes within the economic system, its development by free competition under the capitalistic system, the nature and evolution of money, the banking system, price determination and wages, monopoly, the laws of supply and demand, and production control. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

ECO3028 – Microeconomics	**4.0 Quarter Credits**

This course is the study of economic analysis and includes the market price theory, the theory of the firm, and the theories of production and distribution. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

ECO5010 - Economic Analysis of the Firm	**4.0 Quarter Credits**

A comprehensive examination of economics with emphasis on the economic systems of the firm, its development, market pricing theory, theory of the firm, and theories of production and distribution. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

ECO5709 - International Economic Systems	**4.0 Quarter Credits**

An overview of the major economic systems in the world economy. The course covers first-hand statistical and economic data, including capital, labor and trade; market mechanisms and non-market mechanisms; current economic crises; mixed economic systems; centrally planned economic systems; global economic interdependence, and characteristics of international economic order. Prerequisites: ECO3007 Lecture Hours: 40; Lab Hours: 0

ECP5705 - Managerial Economics	**4.0 Quarter Credits**

A comprehensive examination of microeconomic data employed in management analysis and decision rendering. Prerequisites: ECO3028 or ECO3007 or ECO5010 or equivalent Lecture Hours: 40; Lab Hours: 0

FIN5609 - International Finance	**4.0 Quarter Credits**

A study of the international dimensions of finance on both developed and underdeveloped nations, the role of multinational corporations, foreign exchange rates and markets, international sources of funds, cost of capital, financial structure, and capital budgeting for foreign projects. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

FIN6409 - Financial Management	**4.0 Quarter Credits**

A study of the capital structure, its costs, availability, and selection. Emphasis is placed on all aspects of cash flow, particularly cash management and distribution. Prerequisites: ACG5027 or Accounting Principles (equivalent to APA2111 and APA2121) coursework at the undergraduate level Lecture Hours: 40; Lab Hours: 0

ISM5026 - Management Information Systems	**4.0 Quarter Credits**

A comprehensive overview of information systems and the management of these functions. Emphasis on introducing computer hardware, software, procedures, systems, and human resources. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

MAN5066 - Managerial Ethics	**4.0 Quarter Credits**

This course offers a comprehensive, integrated approach to business ethics which incorporates the principles of critical and ethical thinking and applies them to selected case studies. The course addresses ethics from the management, social, economic, and legal perspectives. An objective method of ethical analysis is emphasized for managerial decision making. The course provides a conceptual, systematic and practical study of ethics in business with an emphasis on the moral responsibilities of managers and organizations. Prerequisites: None. Lecture Hours: 40, Lab Hours: 0

MAN5140 - Managerial Decision Making	**4.0 Quarter Credits**

A comprehensive overview of decisions and the decision making process used by management in a number of situations. Financial management, personnel management, production, marketing and other aspects of a business environment will be utilized to develop sound decision making practices. The course also uses an integrated approach to study the application of the concepts of management to managerial decision making and the decision making process. Student acquires "hands-on" experience through the use of contemporary case studies. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

MAN5245 - Organizational Behavior	**4.0 Quarter Credits**

This course covers the concepts relevant to the understanding of organizational behavior theory as applied to business. Concepts such as motivation, group dynamics, leadership, communication, goal setting and organizational culture related to business will be covered. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

MAN5266 - Management of Professionals	**4.0 Quarter Credits**

Organizational behavior of professional employees is investigated through available theories and concepts. Concentration is placed on the manager's role, especially that of matching organizational demands with individual talents and expectations. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

MAN5285 - Organizational Development and Change	**4.0 Quarter Credits**

Theory and research related to management efforts to design and implement continual developmental activities to alter climate and improve productivity and effectiveness in organizations. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

MAN5355 - Managerial Assessment and Development	**4.0 Quarter Credits**

Foundations of measurement of managerial performance and development. Analysis of research in competence, style, ratings, and performance. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

MAN5601 - International Business	**4.0 Quarter Credits**

An analysis of the managerial aspects of business administration from an international perspective, including organization, production, human resources, technology, finance, marketing, accounting, capital markets, and the latest trends and strategies in global operations. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

MAN5910 - Business Research	**4.0 Quarter Credits**

An in-depth study of business research methods and practices vital to the business professional. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

MAN6307 - Management of Human Resources	**4.0 Quarter Credits**

This course explores and analyzes the principles, strategies, and practices of human resources management, including the various functions such as recruitment, planning, supervision, promotion, management, and control of personnel in organizational settings. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

MAN6721 - Business Policy and Strategy	**4.0 Quarter Credits**

Business Policy and Strategy is intended to be the capstone course in strategic management for the MBA program. The course is a thorough coverage of the seismic strategy-related changes in the business environment and explores the challenges in business strategies, business organizations, and business practices being altered by globalization, the Internet, and dot-com companies. This course must be taken within the final two quarters prior to program completion. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

MAR5153 - International Marketing	**4.0 Quarter Credits**

This course discusses the environment of international marketing. Primary emphasis is on international marketing research; product, promotion, distribution and pricing strategies; and present issues in international marketing. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

MAR5805 - Marketing Management	**4.0 Quarter Credits**

A comprehensive study of marketing strategies and tactics. Essential elements are analyzed and include strategic planning and marketing; identifying and understanding the target market; market research; consumer behavior; organizational buying; market mix and segmentation. Product planning and development; advertising and sales promotion; distribution and pricing strategies are evaluated. The marketing of services and global marketing issues are also explored. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

QMB5305 - Statistics for Managers	**4.0 Quarter Credits**

A comprehensive introduction to statistical and quantitative business methods in decision making. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

QMB5355 - Quantitative Methods	**4.0 Quarter Credits**

Quantitative methods theory and problems relating to business and industry in supporting administrative decision making. Prerequisites: None. Lecture Hours: 40; Lab Hours: 0

STA2014 – Statistics   **4.0 Quarter Credits**

This course introduces students to statistical techniques. Methods of describing, summarizing, and analyzing data are presented. Prerequisites: MAT1033 Lecture Hours: 40; Lab Hours: 0

TAX6065 - Tax Research and Planning   **4.0 Quarter Credits**

A study of the legislative, administrative, and judicial sources of federal tax law. Emphasis on the use of tax research tools in locating, interpreting, and communicating tax law and on the complementary relationship between legal research and quantitative decision making. Prerequisites: TAX4011 Lecture Hours: 40; Lab Hours: 0

FLORIDA'S STATEWIDE COURSE NUMBERING SYSTEM

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and by participating nonpublic institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online SCNS to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at http://scns.fldoe.org.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the SCNS. The listing of prefixes and associated courses is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "statewide course profiles."

Example of Course Identifier

Prefix	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
ENC	**1**	**1**	**0**	**1**	
English Composition	Lower (Freshman) Level at this institution	Freshman Composition	Freshman Composition Skills	Freshman Composition Skills I	No laboratory component in this course

General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions, as listed below in Exceptions to the General Rule for Equivalency.

For example, a freshman composition skills course is offered by 84 different public and nonpublic postsecondary institutions. Each institution uses "ENC_101" to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "ENC" means "English Composition," the century digit "1" represents "Freshman Composition," the decade digit "0" represents "Freshman Composition Skills," and the unit digit "1" represents "Freshman Composition Skills I."

In the sciences and certain other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course that has the same prefix and course number but meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at a Florida College System institution is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent. **NOTE:** Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on the semester-term system. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or subcategory of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

Authority for Acceptance of Equivalent Courses

Section 1007.24(7), Florida Statutes, states:

Any student who transfers among postsecondary institutions that are fully accredited by a

regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

Exceptions to the General Rule for Equivalency

Since the initial implementation of the SCNS, specific disciplines or types of courses have been excepted from the guarantee of transfer for equivalent courses. These include courses that must be evaluated individually or courses in which the student must be evaluated for mastery of skill and technique. The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution.

A. Courses not offered by the receiving institution.
B. For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question.
C. Courses in the _900-999 series are not automatically transferable, and must be evaluated individually. These include such courses as Special Topics, Internships, Apprenticeships, Practica, Study Abroad, Theses, and Dissertations.
D. Applied academics for adult education courses.
E. Graduate courses.
F. Internships, apprenticeships, practica, clinical experiences, and study abroad courses with numbers other than those ranging from 900-999.
G. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (e.g., portfolio, audition, interview, etc.).

Courses at Non-regionally Accredited Institutions

The SCNS makes available on its home page (http://scns.fldoe.org) a report entitled "Courses at Non-regionally Accredited Institutions" that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course's transfer level and transfer effective date. This report is updated monthly.

Questions about the SCNS and appeals regarding course credit transfer decisions should be directed to **Tinamarie Aguilar in the Transfer Center (877)727-0058** in the **Zenith Education Group Corporate office located at 5 Hutton Centre Drive, Suite 500, Santa Ana, CA 92707** or to the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the SCNS office at (850)245-0427 or at http://scns.fldoe.org.

COURSE DESCRIPTIONS – UNDERGRADUATE DEGREE PROGRAMS

Courses in the degree programs are offered on-ground at the campus or online unless otherwise specified in the catalog. Courses that are not offered online are specified in each program outline in the catalog. During the course of a student's program, a class may not be offered on-ground during a given term, but students have the option to take the course online. Tutoring and support services are provided at the campus to students taking online courses and the Online Café with desktop computers and a lounge area for students with laptops is available. Computers are also available in the library during library hours and in the computer labs when classes are not in session.

ACG2021 - Introduction to Corporate Accounting	**4.0 Quarter Credits**

This course defines financial accounting objectives and their relationship to business. Students learn about the fundamental principles of accounting and the accounting cycle as it applies to corporations. Prerequisites:APA2121 Lecture Hours: 40; Lab Hours: 0

ACG2178 - Financial Statement Analysis	**4.0 Quarter Credits**

This course covers the basics of financial statement analysis in directing a firm's operations. Students will gain an understanding of how funds are acquired in financial markets and the criteria used by investors in deciding where to place their funds. Prerequisites: None. Lecture Hours: 40, Lab Hours: 0

ACG2551 - Non-Profit Accounting	**4.0 Quarter Credits**

In this course the student explores accounting systems unique to non-profit organizations. Accounting principles for hospitals and educational organizations are examined. Prerequisites: ACG2021 Lecture Hours: 40; Lab Hours: 0

ACG3073 - Accounting for Managers	**4.0 Quarter Credits**

This course teaches the student how to use and interpret accounting information in day to day management. Emphasis is placed on the general knowledge and decision making practices used by managers when addressing issues in service, financial, not-for-profit and manufacturing companies. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

ACG3103 - Intermediate Accounting I	**4.0 Quarter Credits**

This is an upper Level course for the serious Accounting student. It is a continuation and comprehensive study of financial accounting concepts, applications, and the presentation of information in financial statements. Emphasis is placed on review of the value of money and accounting for cash and receivables. Prerequisites: APA2161 Lecture Hours: 40; Lab Hours: 0

ACG3113 - Intermediate Accounting II	**4.0 Quarter Credits**

This is a continuation and comprehensive study of financial accounting theory and applications. Emphasis is placed on accounting for inventories, long-term assets and liabilities, and stockholders' equity. Prerequisites: ACG3103 Lecture Hours: 40; Lab Hours: 0

ACG3123 - Intermediate Accounting III	**4.0 Quarter Credits**

This is a continuation and comprehensive study of financial accounting concepts, applications, and the presentation of information in financial statements. Emphasis is placed on special topics in income determination and financial reporting. Concepts of revenue recognition, leases, pensions, accounting for income taxes and earnings per share are among the subjects to be studied. Prerequisites: ACG3113 Lecture Hours: 40; Lab Hours: 0

ACG3341 - Cost Accounting I	**4.0 Quarter Credits**

This course examines the development and operation of cost accounting systems. Topics include basic cost accounting concepts and product costing techniques. Prerequisites: APA2161 Lecture Hours: 40; Lab Hours: 0

ACG3351 - Cost Accounting II	**4.0 Quarter Credits**

This is a continuation of Cost Accounting I and includes in-depth studies of techniques and issues surrounding cost allocation methods, cost and variance analysis, and complex accounting problems. Prerequisites: ACG3341 Lecture Hours: 40; Lab Hours: 0

ACG4201 - Consolidation Accounting	**4.0 Quarter Credits**

In this course students will study the major areas of emphasis in consolidation accounting, which include business combinations, consolidation procedures, and foreign currency accounting. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

ACGP4632 - Auditing I	**4.0 Quarter Credits**

This course is an overview of financial statement auditing concepts and standards. It is an introduction to the principles and procedures that enable the auditor to express an opinion on the fairness and reliability of financial statements. Prerequisites: ACG3123 Lecture Hours: 40; Lab Hours: 0

| **ACO1806 - Payroll Accounting** | **4.0 Quarter Credits** |

This course provides students with a working knowledge of payroll laws, principles, practices, methods and systems. Students gain hands-on experience performing the payroll function. Prerequisites: APA2111 Lecture Hours: 40; Lab Hours: 0

| **AMH2030 - 20th Century American History** | **4.0 Quarter Credits** |

A survey of the events of the modern era of American history. This course begins with the Spanish American War, the watershed of the 20th Century, and covers the political, social and diplomatic developments including the Populist movement, World War I, the Treaty of Versailles, the Jazz Age, the Great Depression, the New Deal, World War II, the Atomic Age, the Cold War, the Korean and Vietnam conflicts, the information age, civil rights and feminism. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

| **AML2000 - Introduction to American Literature** | **4.0 Quarter Credits** |

This course concentrates on the major writers of modern American literature. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

| **APA2111 - Principles of Accounting I** | **4.0 Quarter Credits** |

This course emphasizes accrual accounting based upon generally accepted accounting principles. Analysis of income statement procedures, computerized accounting applications, and the accounting cycle are highlighted. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

| **APA2121 - Principles of Accounting II** | **4.0 Quarter Credits** |

This course emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bad debt, accounts receivable, notes receivable, accounts payable and payroll, notes payable, inventory cost flow methods and fixed asset allocations, intangible assets, and natural resources. Prerequisites: APA2111 Lecture Hours: 40; Lab Hours: 0

| **APA2141 - Computerized Accounting** | **4.0 Quarter Credits** |

This course emphasizes the practical application of fundamental accounting principles through the use of automated accounting software. Students will gain experience in integrated software designed to handle general ledger, accounts payable, accounts receivable, financial statement analysis, fixed assets, sales order processing, inventory, and payroll. Prerequisites: APA2121 Lecture Hours: 30; Lab Hours: 20

| **APA2161 - Introduction to Cost/Managerial Accounting** | **4.0 Quarter Credits** |

This course examines the development and operation of cost accounting systems. Topics include basic cost concepts and product costing techniques including job order, process costing, and standard costing with emphasis on managerial application. Prerequisites: APA2121 Lecture Hours: 40; Lab Hours: 0

| **BSC1085 - Anatomy & Physiology I** | **4.0 Quarter Credits** |

This course is a scientific study of the structure of the human body and its parts including relationships and functions of the integumentary, skeletal, muscular, nervous system, special senses and the endocrine systems. Prerequisites: HSC1527 (Except for nursing students) Lecture Hours: 40; Lab Hours: 0

| **BSC1086 - Anatomy & Physiology II** | **4.0 Quarter Credits** |

This course is a study of the structure of the human body and its parts including relationships and functions of the cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems. Prerequisites: HSC1527 (Except for nursing students), BSC 1085 Lecture Hours: 40; Lab Hours: 0

| **BSC2080 - Anatomy and Physiology of the Body Systems** | **4.0 Quarter Credits** |

This course is the study of basic anatomy and physiology for the student who is preparing for a career in the health sciences. This course will provide the background science information needed for an understanding of anatomy and physiology. The content of this class begins with a description of a single cell and progresses through the various organ systems. Prerequisites: HSC1527 Lecture Hours: 40; Lab Hours: 0

| **BSC2085L - Anatomy & Physiology I Laboratory** | **2.0 Quarter Credits** |

This course is a scientific study that provides an understanding of the basic concepts and principles of anatomy and physiology through a laboratory experience. It integrates the structure and function of the human body and its parts as related to cells, tissues, skeletal, muscular, nervous systems, sense organs, and stress. Prerequisites: None Lecture Hours: 0; Lab Hours: 40

| **BSC2086L - Anatomy & Physiology II Laboratory** | **2.0 Quarter Credits** |

This course is a continuation of BSC2085L, which provides a scientific study and understanding of the basic concepts and principles of anatomy and physiology through lecture and laboratory experience. It integrates the structure and function of the human body and its parts as related to blood, nutrition, acid-base balance, fluids and electrolytes, genetics and growth and development. The endocrine, cardiovascular, lymphatic, immune, respiratory, urinary, and reproductive systems will also be studied. Prerequisites: BSC2085L Lecture Hours: 0; Lab Hours: 40

BUL2131 - Applied Business Law	**4.0 Quarter Credits**

This course is designed to provide the student with information on the essentials of the nature of law and the functions of the judicial system in the business environment. An overview of legal characteristics of a sole proprietorship, partnerships and corporations are discussed. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

BUL2261 - International Business Law	**4.0 Quarter Credits**

This course provides a survey of international laws and regulations affecting the international business arena. A special emphasis will be placed on the evolving changes in international regulation and its impact on multinational companies. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

BUL3246 - Business Law I	**4.0 Quarter Credits**

Law is studied in relation to the proper conduct of business, including consideration of the nature and source of law, courts, and courtroom procedure. The course includes a survey of the basic laws concerning contracts, agency, partnerships, and corporations. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

BUL3247 - Business Law II	**4.0 Quarter Credits**

A study of the basic laws concerning bailments, sales, credit instruments, negotiable instruments, insurance, and Uniform Commercial Code. Prerequisites: BUL3246 Lecture Hours: 40; Lab Hours: 0

CCJ1017 – Criminology	**4.0 Quarter Credits**

The study of crime and causes of crime, the types of crime, and crime prevention strategies and society's response to crime. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

CCJ1020 - Introduction to Criminal Justice	**4.0 Quarter Credits**

This course provides an overview and introduction to criminal justice. Focus on the nature of crime, law and criminal justice, the Police and Law Enforcement, the makeup of the courts, the adjudication system, the issues facing police, corrections, and a review of the nature and history of the juvenile justice system. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

CCJ1910 - Career Choices in Criminal Justice	**4.0 Quarter Credits**

This course provides an overview of employment in the criminal justice field. Topics include nature of the work, employment opportunities, median income, training, opportunity for advancement, employment outlook for ten different general classifications. Prerequisites: CCJ1020 Lecture Hours: 40; Lab Hours: 0

CCJ2358 - Criminal Justice Communications	**4.0 Quarter Credits**

This course will introduce the students to proper communication techniques within the community and the law enforcement environment. Interviewing techniques; written communication, report writing; and testimony will be a part of this course. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

CCJ2501 - Juvenile Justice	**4.0 Quarter Credits**

Examination of the historical development of concepts of delinquency and modern juvenile justice system. Theories of delinquency, juvenile court processes, intake services, remedial procedures and the effects of the system are included in this course. Prerequisites: CCJ1020 Lecture Hours: 40; Lab Hours: 0

CCJ2679 - Introduction to Victims Advocacy	**4.0 Quarter Credits**

This course examines criminal victimization in the United States. The topics include the historical treatment of victims of crime, the character and extent of modern criminal victimization, the nature of victimization experience, victim treatment at the hands of the criminal justice system. Prerequisites: CCJ1020 (None for Homeland Security Major) Lecture Hours: 40; Lab Hours: 0

CCJ2943 - Current Issues in Criminal Justice	**4.0 Quarter Credits**

This course presents an analysis of significant issues confronting modern day criminal justice practitioners including critical concepts of law enforcement, the courts, corrections, and juvenile justice. Prerequisite: CCJ 1020 for Criminal Justice majors (none for Criminal Investigation majors). Prerequisites: None Lecture Hours: 40; Lab Hours: 0

CCJ3334 - Alternatives to Incarceration	**4.0 Quarter Credits**

This course is an overview of contemporary non-institutional methods of correction utilized by the American correctional system. Prerequisites: CCJ1020 Lecture Hours: 40; Lab Hours: 0

CCJ3450 - Criminal Justice Management	**4.0 Quarter Credits**

An examination of front-line supervision, executive development, administrative leadership, and recent theories and research in criminal justice management. Prerequisites: CCJ1020 Lecture Hours: 40; Lab Hours: 0

CCJ3644 - Methodology of Economic Crimes	**4.0 Quarter Credits**

This course will explore current trends in economic crimes and the investigative techniques used to combat these offenses. Relationships between victims and offenders will be examined. Moreover, students will analyze motives and common methods of operation associated with economic crimes. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

| **CCJ3666 - Victimology** | **4.0 Quarter Credits** |

This course examines criminal victimization in the United States. Topics covered include the historical treatment of victims of crime, the character and extent of modern criminal victimization, the nature of the victimization experience, victim treatment at the hands of the justice system, and reforms implemented to enhance the justice-system response to victimization. Prerequisites: CCJ1020 (None for Homeland Security Major) Lecture Hours: 40; Lab Hours: 0

| **CCJ3670 - Women, Crime, and Criminal Justice** | **4.0 Quarter Credits** |

This course provides an examination of the role women play as perpetrators of crime, crime victims, and professionals working in the criminal justice system. In addition, theories of female criminality and the general social forces influencing the treatment of women as offenders, victims, and justice system staff will be covered. Prerequisites: CCJ1020 (DSC2010 for Homeland Security Major) Lecture Hours: 40; Lab Hours

| **CCJ4054 - Criminal Justice Ethics and Liability** | **4.0 Quarter Credits** |

The various forms of corruption, misconduct and abuse of authority that exist within the criminal justice system will be identified and analyzed. Areas of negligence, which lead to liability, will be explored. Prerequisites: CCJ1020 (PLA1003 for Paralegal major) Lecture Hours: 40; Lab Hours: 0

| **CCJ4127 - Criminal Justice in the Community** | **4.0 Quarter Credits** |

This course explores the interrelationships and role expectations among the various administrations of justice practitioners, their agencies and the public. Principal emphasis will be placed upon the professional image of the system of justice administration and the development of positive relationships between members of the system and the public. Prerequisites: CCJ1020 Lecture Hours: 40; Lab Hours: 0

| **CCJ4129 - Cultural Diversity for Criminal Justice Professionals** | **4.0 Quarter Credits** |

This course focuses on understanding various cultural perspectives and appropriate law enforcement policy as it pertains to diverse cultural expectations. Prerequisites: CCJ1020 (DSC2010 for Homeland Security Major; PLA1003 for Paralegal major) Lecture Hours: 40; Lab Hours: 0

| **CCJ4656 - Gang Activity and Drug Operations** | **4.0 Quarter Credits** |

This course focuses on the establishment of gangs, organizational structure, behavior patterns, and recruitment of members. The course also examines the criminal justice response to gang-related problems, including violence and drug trafficking. Prerequisites: CCJ1020 Lecture Hours: 40; Lab Hours: 0

| **CCJP2288 - Spanish for the Criminal Justice Professional** | **4.0 Quarter Credits** |

This course provides criminal justice professionals with a fundamental communication skill set in the Spanish language. Students will address Spanish phrases and terms that will enhance the ability to respond to emergencies and function in other justice related environments. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

| **CCJP4400 - Criminal Justice Senior Capstone Experience** | **4.0 Quarter Credits** |

The Senior Capstone course is designed to: (1) help seniors integrate the knowledge gained from their other required criminal justice courses, (2) assist them in developing analytical thinking skills through focusing on selected topics using a seminar approach, and (3) to support them in gaining a better understanding of the criminal justice profession and the role they may play in it. The capstone course will support students in learning to pose significant questions grounded in existing theory and inquiry, select and use methods appropriate to the question and research context, produce appropriate evidence, subject the evidence to analysis, respond to critiques and provide advice and comments for other's research, organize oral and written presentations in response to fair and open critiques. Prerequisites: The student must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have approval of the Department Chair. Lecture Hours: 40; Lab Hours: 0

| **CCJP4550 - Criminal Justice Externship** | **4.0 Quarter Credits** |

This course provides the student with the opportunity to directly apply the knowledge and skills learned in the program by working in a criminal justice agency or other suitable location for 120 Hours. Prerequisites: The student must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have approval of the Department Chair. Lecture Hours: 0; Lab Hours: 0; Other Hours: 120

| **CEN1056 - Project Development** | **2.0 Quarter Credits** |

This course prepares students to administer and participate in effective project development. Emphasis will be on people, planning, processes, and communication. Students will work in teams to define project objectives, schedule, budget, and accomplish project objectives on time and within budget. Prerequisites: None Lecture Hours: 20; Lab Hours: 0

CENP2345C - Network Security	**4.0 Quarter Credits**

This course covers the fundamentals of security in networks and focuses on the implementation of security strategies and the configuration, maintenance, monitoring and troubleshooting of the available security features. Through a combination of lecture and hands-on labs, students learn how to plan and deploy secure communications for wireless networks, and remote applications. Prerequisites: CTS2303C, CTS2383C, CNT2400C Lecture Hours: 30; Lab Hours: 20

CENP2420C - Implementing and Administering Databases	**4.0 Quarter Credits**

This course covers essential topics necessary to enable students to set up and support a database server. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering and troubleshooting a database server. Prerequisites: CTS1327C, CTS1334C Lecture Hours: 30; Lab Hours: 20

CENP2450C - Database Design	**4.0 Quarter Credits**

This course builds on the fundamentals of database installation and administration and focuses upon the database objects present within a scalable database server. Students will become familiar with the programming objects available within a database and learn how to plan, design, create and manipulate the objects within a database. Prerequisites: CTS1327C , CTS1334C Lecture Hours: 30; Lab Hours: 20

CET1605C - Network Routing I	**4.0 Quarter Credits**

This course introduces students to internetworking using software and hardware developed by Cisco Systems Inc. Through a combination of lecture and hands-on labs, students will learn about a variety of topics related to network computing. Network architecture, network protocols, IP addressing, subnetting, the Cisco Router User Interface, switching technologies and the IP routing process are covered. Prerequisites: CNT1003C Lecture Hours: 30; Lab Hours: 20

CET2607C - Network Routing II	**4.0 Quarter Credits**

This course expands upon the topics covered in Network Routing I to enable the student to gain knowledge and experience with the design, installation, and configuration of networks in a business environment. Topics to be covered include Virtual LANs, WAN protocols, and managing a Cisco internetwork. Prerequisites: CET1605C Lecture Hours: 30; Lab Hours: 20

CGS1280C - Computer Hardware Concepts	**4.0 Quarter Credits**

Students will be introduced to a variety of hardware components and their related functions in personal computers. Topics included are installing, diagnosing, troubleshooting, and repairing PC hardware. By the end of this course, students should have the ability to build a fully functional personal computer from scratch, as well as diagnose and repair malfunctions in an existing machine. Prerequisites: None Lecture Hours: 30; Lab Hours: 20

CGS1800C - Web Site Design Methodology	**4.0 Quarter Credits**

This course provides the foundation for Web site design and Web page creation required by today's Web developers to design, implement and manage a Web site. The course includes Web design concepts, site development and management techniques, and basic Web technology concepts. Students will develop basic Web pages containing text, graphics, hyperlinks, tables, and frames using popular software production tools. Prerequisites: None Lecture Hours: 30; Lab Hours: 20

CGS1821C - Web Content Development	**4.0 Quarter Credits**

This course covers the essential topics and tools web designers use to develop Web pages. Using a text editor and a graphical user interface (GUI) editor, students will learn to create web pages containing text, hyperlinks, graphics, tables, forms and frames. Cascading Style Sheets (CSS) and the basics of Extensible Hypertext Markup Language (XHTML) will also be covered. Prerequisites: CGS1800C Lecture Hours: 30; Lab Hours: 20

CGS2060C - Computer Applications	**4.0 Quarter Credits**

This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for personal and business use. Prerequisites: None Lecture Hours: 30; Lab Hours: 20

CGS2177C - E-Commerce Systems Administration	**4.0 Quarter Credits**

This course provides an overview of how to conduct business online, as well as understand the technical issues associated with constructing an e-commerce Web site. Student will explore the similarities and differences between traditional commerce and e-commerce, and will identify e-commerce technologies at varying Levels of sophistication. Prerequisites: None Lecture Hours: 30; Lab Hours: 20

CGS2501C - Applied Word Processing	**4.0 Quarter Credits**

This course covers the various techniques used in intermediate to advanced word processing. Emphasis will be placed on using and creating templates, developing multi-page documents, building forms, and working with charts and diagrams. In addition, students will learn document collaboration techniques and customization with macros. Prerequisites: CGS2060C Lecture Hours: 30; Lab Hours: 20

CGS2573C - Applied Spreadsheets	**4.0 Quarter Credits**

This course covers the various techniques used in developing spreadsheet applications for business information tracking and analysis. Course topics include using formulas, employing creative formatting, and using charts. Additional skills coverage includes use of graphics, developing pivot tables, and managing lists. Prerequisites: CGS2060C Lecture Hours: 30; Lab Hours: 20

CGS2820C - Web Authoring	**4.0 Quarter Credits**

Students explore the use of graphics and multimedia to develop Web-based applications. This course covers techniques for developing rich media using fundamental graphic design concepts and tools, and web page content management techniques utilizing tables, links, and dynamic content. Prerequisites: CGS1800C Lecture Hours: 30; Lab Hours: 20

CGS2877C - Web Animation	**4.0 Quarter Credits**

This course provides an in-depth survey of the concepts and techniques used to create Web-based multimedia. Students will plan and design sophisticated web sites, adding motion to logos, photographs, and graphics. This course also includes designing, animating and broadcasting on the Web through a variety of animation projects. Prerequisites: CGS 2820C Lecture Hours: 30; Lab Hours: 20

CGS2910C - Web Design Portfolio Project	**2.0 Quarter Credits**

This course is a capstone course for Web design students to combine their skills into a final portfolio project. Students will create a Web site using their Web authoring, design, content generation, animation, graphics, scripting, and e-commerce skills into a functional Web site. Prerequisites: GRA2125C, CGS2877C Lecture Hours: 10.0; Lab Hours: 20

CIS2321 - Introduction to the Systems Development Life Cycle	**4.0 Quarter Credits**

This course presents an overview of the System Development Life Cycle (SDLC). It begins with problem identification and proceeds through feasibility analysis, requirements analysis, design, implementation, operation and maintenance. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

CIS3303C - Object-Oriented Analysis and Design	**4.0 Quarter Credits**

This course analyzes the concepts and methods used in object-oriented system development, which includes object-oriented concepts, tools, the development life cycle, modeling, analysis, design, and problem solving. Students will utilize UML (Unified Modeling Language) for object-oriented modeling. Prerequisites: CIS2321 and COP2170C or COP2224C or COP2250C or COPP2280 or COPP2280C Lecture Hours: 30; Lab Hours: 20

CIS3345 - Database Concepts I	**4.0 Quarter Credits**

This course presents the basic information system management concepts needed to design, build, and maintain information delivery systems. Concepts of data modeling, data management, and the role of information technology in the corporation are also addressed. Prerequisites: CIS2321 Lecture Hours: 40; Lab Hours: 0

CIS3615 - Designing Secure Software	**4.0 Quarter Credits**

This course presents perspectives and techniques to help ensure the security of essential software. It emphasizes methodologies and principles that reduce security risk early in the development life cycle. Implementation- Level issues are discussed and applied through code samples. Secure software risk assessment, design, coding and testing are covered. Prerequisites: CIS3303 and COP2171C or COP2228C or COPP2281 or COP2805C Lecture Hours: 40; Lab Hours: 0

CIS4328C - Senior Project: Systems Implementation and Integration	**4.0 Quarter Credits**

This course is the second of two capstone courses that will involve students in the preparation and application of the systems development process. Through real-world clients or case studies, students will develop a prototype system for delivery and implementation. Higher- Level programming languages such as C++, Visual Basic, or Java will be used. Prerequisites: CIS3303C and Senior Standing Lecture Hours: 30; Lab Hours: 20

CIS4329C - Senior Project: Systems Analysis and Design	**4.0 Quarter Credits**

This course is the first of two capstone courses that will involve students in the preparation and application of the systems development process. Through real-world clients or case studies, students will select, examine, analyze, design and develop a prototype system. Systems concepts of the Systems Development Life Cycle (SDLC) will be applied. The client systems will be developed through application of the methodologies and tools of systems development. Prerequisites: CIS3303C and Senior Standing Lecture Hours: 30; Lab Hours: 20

CISP2475C - Designing Network Security	**4.0 Quarter Credits**

This course builds on the fundamentals of security in networks and focuses on the analysis of network security and the design of security features and strategies. Students learn how to design a secure network infrastructure to meet business requirements via lecture and hands-on labs. Topics include assembling the design team, modeling threats, and analyzing security risks. Prerequisites: CTS2303C, CTS2383C, CNT2400C Lecture Hours: 30; Lab Hours: 20

CJC2000 - Introduction to Corrections	**4.0 Quarter Credits**

This course will examine an overview of the history of corrections and punishment in America with a review of the correctional process including: probation, intermediate sanctions, restorative justice, imprisonment and the death penalty. The organization, management and operation of correctional facilities, inmate life and environment will be examined, including the legal foundation of prisoners' rights. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

CJE1600 - Criminal Investigations	**4.0 Quarter Credits**

Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. Prerequisites: None Lecture Hours: 40; Lab Hours: 0; Other Hours: 0

CJE2100 - Policing in America	**4.0 Quarter Credits**

This course provides a solid foundation by tracking the historical development of policing in America from its English roots to the first organized municipal police departments in the 1830s. It describes various federal law enforcement organizations and how they relate to state and local police. There is examination of the police subculture, explanation of the manner in which police agencies are organized and managed, community policing and problem solving, patrol and criminal investigations, impact of technology on police and discussion of the future. Prerequisites: CCJ1020 Lecture Hours: 40; Lab Hours: 0

CJE2580 - Introduction to Interviews and Interrogations	**4.0 Quarter Credits**

Interviews and interrogation focuses on techniques and philosophies of conducting human communication in a criminal justice or legal environment in which the goal is to obtain accurate information. Students will learn and apply specialized techniques and approaches to interviews and interrogations as well as legal implications based on a variety of situations. Obtaining eyewitness information in an investigative environment is also discussed. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

CJE2602 - Graphics & Documentation II	**4.0 Quarter Credits**

This course is a continuation of Graphics & Documentation I and will provide the students with a further understanding of the procedures of crime scene observation, note taking and documentation. Students will also be introduced to the preparation of visual exhibits for court presentation. Prerequisites: CJE2673 Lecture Hours: 40; Lab Hours: 0

CJE2678 - Crime Scene Dynamics I	**4.0 Quarter Credits**

This course is designed to introduce the investigative concepts involved in the "Crime Scene Dynamics" of processing the aftermath of a criminal incident. The students will be exposed to how to respond to crime scenes, and examine the multitude of responsibilities involved such as: evidence must be identified and preserved, witnesses must be isolated and interviewed, the scene must be isolated and protected, fingerprints must be developed, and suspects must be identified and located. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

CJE2670 - Introduction to Forensics	**4.0 Quarter Credits**

This course will explore and explain the application of applied science to those criminal and civil matters that are investigated by various agencies. Prerequisites: CCJ1020 Lecture Hours: 40; Lab Hours: 0

CJE2673 - Graphics & Documentation I	**4.0 Quarter Credits**

This course will provide the students with an understanding of the procedures of crime scene observation, note taking, photography and report writing. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

CJE2676 - Biological Evidence I	**4.0 Quarter Credits**

This introductory course will introduce the students to the types of biological evidence commonly found at crime scenes and how to collect it. Specific biological evidence discussed includes blood, semen, saliva, urine, feces, hair, and fingernails. Additional topics include autopsy, the basic departments of the crime laboratory, toxicology, forensic entomology, and uncollectible biological evidence. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

CJE2679 - Crime Scene Dynamics II	**4.0 Quarter Credits**

This course continues the introduction to the investigative concepts involved in the "Crime Scene Dynamics" of processing the aftermath of a criminal incident. The students will be exposed to how to respond to crime scenes, and examine the multitude of responsibilities involved, such as: the evidence must be identified and preserved, witnesses must be isolated and interviewed, the scene must be isolated and protected, fingerprints must be developed, and suspects must be identified and located. Prerequisites: CJE2678 Lecture Hours: 40; Lab Hours: 0

CJE2690 - Technology Crimes I	**4.0 Quarter Credits**

At the conclusion of this course, the students will have an understanding of technology-based crimes as they apply to modern criminal acts such as identity theft, extortion, intellectual property crimes, fraud, Internet pornography, and online gambling. Students will also examine issues of evidence involving crime scene management, chain of custody issues, and accepted investigative practices. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

CJE2691 - Technology Crimes II   **4.0 Quarter Credits**

At the conclusion of this course, the students will have an understanding of procedural law issues, investigative issues and techniques, forensics, and communications skills required to describe technology-based crimes. Students will also be able to compare and contrast the roles and responsibilities of local, state, and federal agencies responsible for investigating technology-based crimes. Prerequisites: CJE2690 Lecture Hours: 40; Lab Hours: 0

CJE4668 - Computer Crime   **4.0 Quarter Credits**

This course focuses on the use of the computer in committing crimes, both within organizations and among private entities. It will also examine the justice system's response to this new form of deviance. Prerequisites: CCJ1020 (CGS2110 for Homeland Security Major) -or- CGS2060C (for non-Criminal Justice majors) Lecture Hours: 40; Lab Hours: 0

CJL1100 - Civil and Criminal Justice   **4.0 Quarter Credits**

This course introduces students to the legal and procedural issues involved in safety and security operations which present a new challenge in the field of law. Topics include an introduction to criminal and civil law, constitutional law, search and seizure, and a discussion of employment law and liability. As the ever-growing number of agencies become involved in legal issues, it is important that the student be aware of the basis of the laws and regulations in order to prepare for changes in these areas. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

CJL2130 - Criminal Evidence   **4.0 Quarter Credits**

This course focuses on the nature of evidence as it relates to the pretrial and trial process, including: witnesses, hearsay, admissions and confessions, and the exclusionary rule. Emphasis is placed on specific types of evidence: circumstantial, documentary, physical, documentary and recorded. Prerequisites: CCJ1020 Lecture Hours: 40; Lab Hours: 0

CJL2134 - Criminal Procedure and the Constitution   **4.0 Quarter Credits**

There will be a discussion of the Constitutional aspects of criminal procedure. The student will learn procedural aspects of the criminal system from arrest or summons through pretrial motions, trial, post-conviction and appellate processes. A study of the Constitution at work in the court system with current applications. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

CJL3215 - Concepts of Criminal Law   **4.0 Quarter Credits**

This course covers the historical development and philosophy of criminal law. Discussion includes definitions, legal classifications of crimes, Constitutional provisions, legal research, study of case law, and significance of law as a social force. Prerequisites: CCJ1020 (CJL1100 for Homeland Security Major; PLA1003 for Paralegal major) Lecture Hours: 40; Lab Hours: 0

CNT1003C - Computer Networking Fundamentals   **4.0 Quarter Credits**

This course provides an overview of the field of local area networking and internetworking. Students are introduced to the terminology, operating systems, hardware, and administration of various components of a computer network, including network topology, TCP/IP, the OSI reference model, and network security, among others. Students also learn and perform basic end-user functions and introductory administration operations of a network. Prerequisites: None Lecture Hours: 30; Lab Hours: 20

CNT2400C - Network Security Fundamentals   **4.0 Quarter Credits**

This course is an introduction to the components of network security. It takes a comprehensive look at network security and provides an organized view of the field, including the tools and techniques necessary to safeguard network data. Prerequisites: CNT1003C Lecture Hours: 30; Lab Hours: 20

COP2000C - Programming Concepts   **4.0 Quarter Credits**

This course provides the student with an introduction to the fundamentals of computer problems solving and programming. Students are introduced to structured and object-oriented programming concepts in a language-independent manner. Basic programming concepts, specific control structures, and object-oriented design are explored. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

COP2170C - Computer Programming - Visual Basic I   **4.0 Quarter Credits**

This course provides an introduction to the Visual Basic programming language. Students develop executable programs that utilize an interactive graphical-user interface in the Windows environment. Prerequisites: COP2505C Lecture Hours: 30; Lab Hours: 20

COP2171C - Computer Programming - Visual Basic II   **4.0 Quarter Credits**

This course is a continuation of COP2170C. It provides advanced concepts of the Visual Basic programming language, including the Windows API/Messaging System, OLE automation, and Internet-enabled applications. Prerequisites: COP2170C Lecture Hours: 30; Lab Hours: 20

COP2224C - Computer Programming - C++ I	4.0 Quarter Credits

This course emphasizes programming with C++ functions, arrays, pointers and strings. Students develop substantial applications that process lists and tables of data in arrays—performing tasks such as searching and sorting data, and displaying graphical representations of data. The course presents a thorough discussion of pointers, including pointer-based string processing and passing data between functions using pointers. Prerequisites: COP2505C Lecture Hours: 30; Lab Hours: 20

COP2228C - Computer Programming - C++ II	4.0 Quarter Credits

This course is a continuation of COP2224C, emphasizing C++'s features and capabilities for object-oriented programming (OOP). Students focus on programming with predefined classes and extending the language by creating new classes. Key topics include classes, objects, encapsulation, inheritance, polymorphism, and using standard library classes to perform file input/output and string processing. Prerequisites: COP2224C Lecture Hours: 30; Lab Hours: 20

COP2250C - Computer Programming - Java I	4.0 Quarter Credits

This course teaches basic computer software development using the Java programming language. It introduces the principles and techniques of object-oriented programming and explains the concepts as they relate to Java. Prerequisites: COP2505C Lecture Hours: 30; Lab Hours: 20

COP2505C - Fundamental Programming Techniques	4.0 Quarter Credits

This course provides an introduction to programming using a primary programming language. Through hands-on practice, students will develop simple working programs. The course emphasizes fundamental programming concepts, algorithmic thinking, problem-solving techniques, pseudo code, diagramming algorithms, and introduces students to the object-oriented programming methodology. Prerequisites: COP2000C Lecture Hours: 30; Lab Hours: 20

COP2805C – Computer Programming - Java II	4.0 Quarter Credits

This course is a continuation of COP2250C. It covers advanced Java programming topics and methodologies with an emphasis on the graphical user environment. It also demonstrates how to provide more extensible and portable solutions to Web server-side applications. Prerequisites: COP2250C Lecture Hours: 30; Lab Hours: 20

COP2840C - Content Generation - Scripting Languages	4.0 Quarter Credits

This course covers the skills needed to design client-side, platform-independent solutions that greatly increase the value of a Web site. Students will learn how to use the most popular applications of JavaScript, including communicating with users, scripting for the JavaScript object model, controlling program flow, validating forms, animating images, targeting frames, and creating cookies. Prerequisites: CGS1821C, COP2505C Lecture Hours: 30; Lab Hours: 20

COP3764C - Structured Query Language	4.0 Quarter Credits

This course introduces the student to the basic operations of the Structure Query Language (SQL). Database creation, single table queries, multi-table queries, database restrictions, and using SQL with high- Level programming languages are discussed. Prerequisites: CIS3345 Lecture Hours: 30; Lab Hours: 20

COP4724C - Database Application Development	4.0 Quarter Credits

This course is an introduction to applications program development in a database environment with emphasis on loading, modifying, and querying the database using a host language. Prerequisites: COP2228C or COP2805C or COPP2281 or COP2171C Lecture Hours: 30; Lab Hours: 20

COPP2280C - Computer Programming – C# I	4.0 Quarter Credits

This course teaches basic computer software development using the C# programming language. It introduces the principles and techniques of object-oriented programming and explains the concepts as they relate to C#. Prerequisites: COP2505C Lecture Hours: 30; Lab Hours: 20

COPP2281C - Computer Programming – C# II	4.0 Quarter Credits

This course is a continuation of COPP2280C, emphasizing C#'s features and capabilities for object-oriented programming (OOP). Students focus on programming with common library classes and extending the language by creating new classes. Prerequisites: COPP2280C Lecture Hours: 30; Lab Hours: 20

CPO4003 - Global Politics	4.0 Quarter Credits

A study of the classical concepts and dynamic factors of international politics, and their reflection in the structures, institutions, and processes of contemporary international relations. Particular attention is paid to power, national interest, diplomacy, sovereignty, foreign policy formulation, alliances, war and peace, and the importance of ideological and economic factors. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

CTS1110C - Computer Operating Systems	4.0 Quarter Credits

This course focuses on the software operating systems that run today's personal computers. Emphasis will be placed on commands, functions, and terminology through practical instruction in the installation, configuration, and upgrade of operating systems. Prerequisites: None Lecture Hours: 30; Lab Hours: 20

CTS1327C - Network Operating Systems – Client	**4.0 Quarter Credits**

This course covers the essential topics necessary to enable students to set up and support the client side of a network operating system. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering, and troubleshooting a network operating system desktop environment. Prerequisites: CNT1003C Lecture Hours: 30; Lab Hours: 20

CTS1334C - Network Operating Systems – Server	**4.0 Quarter Credits**

This course covers the essential topics necessary to enable students to set up and support the server side of a network operating system. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering and troubleshooting a network server. Prerequisites: CNT1003C Lecture Hours: 30; Lab Hours: 20

CTS2303C - Network Directory Services	**4.0 Quarter Credits**

This course provides the students with the steps necessary to plan, configure, and administer an Active Directory infrastructure. Topics include management methods for a large-scale network directory, group policies, active directory replication, and database maintenance. Prerequisites: CNT1003C Lecture Hours: 30; Lab Hours: 20

CTS2383C - Network Management	**4.0 Quarter Credits**

Students will gain a basic understanding of the steps necessary to implement, manage and troubleshoot existing network and server environments. Students will focus on performing desktop and server installation and configuration tasks, as well as network and operating system management tasks in a Microsoft Windows environment. Prerequisites: CTS2303C, CTS2386C Lecture Hours: 30; Lab Hours: 20

CTS2386C - Network Infrastructure	**4.0 Quarter Credits**

This course covers the topics necessary for students to be able to deliver secure and reliable networking services to organizations utilizing Microsoft network operating systems. Working via lessons and hands on labs, students learn how to install, manage, and troubleshoot the network protocols and services utilized in the network operating system. Prerequisites: CNT1003C Lecture Hours: 30; Lab Hours: 20

CTS4107 - Survey of Operating Systems	**4.0 Quarter Credits**

This course provides a study of operating systems that includes memory management, processor management, disk management, scheduling, and resource retention. It addresses these topics from a workstation, server, and mainframe computer operating systems viewpoint. Prerequisites: CTS1110C Lecture Hours: 40; Lab Hours: 0

DEP2000 - Developmental Psychology	**4.0 Quarter Credits**

This course will explore the physical, cognitive and social-emotional processes across the life span. Readings and lecture will focus on how individuals and defined classes develop psychologically. Key emphasis will focus on the behaviors at various ages and stages of development and the influence of family, culture, and spiritual considerations in human development and transition. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

DSC1005 - Domestic & International Terrorism II	**4.0 Quarter Credits**

This course, part II, introduces participants to more advanced aspects of domestic and international terrorist organizations. The student will be introduced to federal terrorism laws, prosecution of international terrorists, handling the media, and about groups such as militias, religious extremists, outlaw biker gangs, drug cartels, and extremist groups. The student will learn about the commander's role in a terrorist incident, and about the roles of the command post. Prerequisites: DSC1011 Lecture Hours: 40; Lab Hours: 0

DSC1011 - Domestic and International Terrorism I	**4.0 Quarter Credits**

This course introduces participants to various aspects of domestic and international terrorist organizations in part I. The student will be introduced to basic principles of terrorist investigations, domestic security threats, and the motivational factors and tactics that drive these organizations. The student will learn techniques for evaluating their own organization's vulnerability against attacks that involve chemical, biological, HazMat, radioactive, or sabotage. Students will learn the roles and responsibilities of state, local and federal agencies in terrorism investigations and responses. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

DSC1030 - Tactical Communications	**4.0 Quarter Credits**

This course is designed to introduce the student to basic communications ranging from a conflict to communication during a catastrophic event. Topics covered include radio and cell phone communications, and planning for communication alternatives when the traditional methods of communication fail. Other face-to-face communication tactics are covered including interview and interrogation, detecting deception, and handling a conflict with confrontation. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

DSC2002 - Introduction to Terrorism	**4.0 Quarter Credits**

Students in this course gain a valuable overview of terrorism: its history, current activities, and projected future. Topics include: domestic and international terrorism, terrorist training, weapons of mass destruction, defenses against terrorism, legal aspects, and the impact of the media. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

DSC2008 - Security: Principles, Planning and Procedures I	**4.0 Quarter Credits**

This course, in part I, introduces participants to a broad, in-depth look at security planning and procedures. Students will learn to develop skills in interviewing and interrogation techniques, intelligence gathering, surveillances, perimeter and crime scene security, criminal evidence preservation and collection, and principles of crowd and riot control. Additional topics include threat assessment and response, and facility security and vulnerabilities. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

DSC2010 - Security: Principles, Planning and Procedures II	**4.0 Quarter Credits**

This course continues to introduce participants to a broad, in-depth look at security planning and procedures, building upon the topics learned in Security: Principles, Planning & Procedures I. Students will learn to develop skills in substance abuse recognition, theft, sabotage and espionage. Students will also learn techniques for dealing with computer security, electronic criminal investigations, firewalls and security software as well as crime prevention techniques. Additional topics include crime prevention, security access control, and security force management. Prerequisites: DSC2008 Lecture Hours: 40; Lab Hours: 0

DSC2210 - Emergency Planning and Security Measures I	**4.0 Quarter Credits**

This course introduces emergency planning and security measures for corporate security. Students will cover emergency planning models, contingency planning exercises, incident command systems, damage assessment and disaster recovery planning, resource accountability, asset security matters, economic responses from attack (FEMA, state and local assistance), employee evacuation planning, and the development of a security plan. Students will learn the skills necessary for developing data survival tactics, best practices for avoiding disasters and safeguarding corporate assets, conducting risk analysis, identifying and prioritizing assets, and will identify general models for facility protection. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

DSC2812 - Information Technology Security I	**4.0 Quarter Credits**

This course introduces students to the components of information security best practices. Topics covered include types of attacks on information, information security services, policy and law with regard to information security, risk assessment, and how to analyze and manage risk. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

DSC3214 - Catastrophic Event Response Planning	**4.0 Quarter Credits**

This course examines the response protocol, logistics, responsibilities, interagency support, and concepts of front end planning involved in preparation for a catastrophic event. Students will be introduced to the development of an Emergency Response Plan that will include concepts such as lookout; awareness; communications; escape; safety (LACES); training; and various agency relationships. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

ECO3007 – Macroeconomics	**4.0 Quarter Credits**

This course is a study of economics and cultural changes within the economic system, its development by free competition under the capitalistic system, the nature and evolution of money, the banking system, price determination and wages, monopoly, the laws of supply and demand, and production control. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

ECO3028 – Microeconomics	**4.0 Quarter Credits**

This course is the study of economic analysis and includes the market price theory, the theory of the firm, and the theories of production and distribution. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

ECOP1021 - General Economics	**4.0 Quarter Credits**

This course serves as an introduction to the principles of macro and microeconomics. Specific topics of study will include scarcity and choice, supply and demand, national income, foreign trade, inflation, unemployment, and the banking system. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

ENC1101 - Composition I	**4.0 Quarter Credits**

This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity, and coherence of central idea and supporting material. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

ENC1102 - Composition II	**4.0 Quarter Credits**

This course builds on the foundation of the written communication skills developed in Composition I. It further develops the students' skills in composing essays and other written communication, including the documented research paper. Prerequisites: ENC1101 Lecture Hours: 40; Lab Hours: 0

ENC3211 - Report Writing	**4.0 Quarter Credits**

Examination, analysis and preparation of written communicative techniques are presented. Emphasis is also placed on research gathering techniques, assimilation of data, and preparation of written reports. Prerequisites: ENC1102 Lecture Hours: 40; Lab Hours: 0

ENGP0011 - Basic English Studies	**4.0 Quarter Credits**

A comprehensive review of grammar, spelling, and vocabulary intended to strengthen students' English background and to prepare students for more advanced studies. This course does not apply toward credits needed to graduate in any program. In determining student status and tuition charges, this course is considered a 4.0 quarter credit hour class. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

EVS1001 - Environmental Science	**4.0 Quarter Credits**

This non-laboratory course introduces students to environmental issues through an understanding of the interrelationships of humans and their planet. Attention is focused on ecosystems, pollution, energy, and improvement or prevention of problems. Environmental concerns are explored through readings, research, and discussion. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

FIN 1103 Finance	**4.0 Quarter Credits**

This course is a survey of the financial considerations encountered during life, including purchases, credit, banking, taxes, insurance, investments, retirement and estate planning. Prerequisite: None. Lecture Hours: 40 Lab Hours: 0

FIN3005 – Principles of Finance	**4.0 Quarter Credits**

This course examines the financial decisions that impact management and corporate financial officers. It is also an introduction to financial theory, principles and terminology. Prerequisites: MAN 2021 Lecture Hours: 40; Lab Hours: 0

FIN3501 – Investments	**4.0 Quarter Credits**

This course is a study of securities and securities markets; analysis of various categories of corporate securities, public securities, and other investments; types of risks and taxes that affect investment policy timing, selection and investment values. Prerequisites: None. Lecture Hours: 40; Lab Hours: 0

FIN4602 - International Business and Finance	**4.0 Quarter Credits**

This course is a study of financing international trade, the transfer of international payments, trade and payments, trade and payment restrictions, foreign exchange rates and investments. A survey of the European Economic Community and developing nations with particular attention to the Caribbean and South America is also included. Prerequisites: FIN3005 Lecture Hours: 40; Lab Hours: 0

GEB2353 - International Competitiveness	**4.0 Quarter Credits**

A special study of international business with emphasis on cultural diversity and an overview of cultural similarities and differences among developing and developed countries. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

GEB4352 - International and Comparative Industrial Relations	**4.0 Quarter Credits**

This course examines the various aspects of globalization, acquiring, and operating a small business or corporation in a global environment. It is a comprehensive discussion of problems encountered by businesses. A study of global management principles and procedures provides methods of resolving these problems. Prerequisites: None. Lecture Hours: 40, Lab Hours: 0

GEB4361 - Management of International Business	**4.0 Quarter Credits**

This course is a study of the characteristics, operation, and function of business in the global market. The following topics are included in the course; political economy, political culture, international trade and investment, the global monetary system, and management and business structures for the international business environment. Prerequisites: MAN1030 or MAN2021 Lecture Hours: 40; Lab Hours: 0

GEB4363 - Import/Export Management	**4.0 Quarter Credits**

This course covers the functions and range of traffic management services performed by freight forwarders; examines the changing governmental restrictions, rules, and regulations applicable to different countries, ports, and trade routes; and provides complete documentation forms to facilitate and coordinate the movement of goods in international trade. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

GRA2125C Graphic Design Using Adobe Photoshop	**4.0 Quarter Credits**

This course covers the essentials of creating Web graphics using Adobe Photoshop. Technical fundamentals, tips and techniques for a wide range of graphics encountered in a typical Web design project are explored. Photos, line art, logos, banners, text-as-graphic, imported images, stock photos, and more are utilized. Prerequisite: CGS 1800C. Lecture hours: 30 Lab hours: 20

HSC1527 - Medical Terminology	**4.0 Quarter Credits**

This course presents a study of basic medical terminology. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols are included in the content. A word building, systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented with each unit. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

HSC1529 - Diseases of the Human Body	**4.0 Quarter Credits**

This course is a scientific study of the human body's diseases and disorders, including signs and symptoms, etiology, diagnosis and treatment. Prerequisites: BSC1085, BSC1086 (BSC2080 for MIBC students) Lecture Hours: 40; Lab Hours: 0

HUN1001 Nutrition   **2.0 Quarter Credits**

This course is a study of basic nutrition including a discussion of vitamins and minerals necessary to maintain good health, cultural and religious differences that affect nutrition and an analysis of medical diets utilized in the treatment of disease and the maintenance of good health. Prerequisites: None Lecture Hours: 20; Lab Hours: 0

INVP3100 - Theoretical Aspects of Conspiracy Investigations   **4.0 Quarter Credits**

This course is designed to provide students with a basic and philosophical understanding of the investigatory process regarding conspiracy crime(s). The students will explore the fundamental and advanced features of investigation, duties and responsibilities of relevant criminal justice entities, information-gathering skills, collection, preservation, and testing of evidence, use of technology, and types of evidence. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

LIS2004 - Introduction to Internet Research   **2.0 Quarter Credits**

This course provides instruction on the basic use of the Internet and the use of search engines. Students will have hands-on access to the Internet. Prerequisites: None Lecture Hours: 10.0; Lab Hours: 20

MAN1030 - Introduction to Business Enterprise   **4.0 Quarter Credits**

This course is an introduction to the terminology, functions, and procedures related to the organization and operation of a business enterprise as an institution in an economic society. Particular emphasis is given to accounting, ownership, human resources, marketing, and managerial functions within the business enterprise. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

MAN1733 – Management Today   **4.0 Quarter Credits**

Examines and reviews classical and contemporary managerial thought in strategy formulation, planning, leadership, and decision-making. Use of case studies emphasizes today's managerial practices. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

MAN2021 - Principles of Management   **4.0 Quarter Credits**

The course covers an analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

MAN2031 - Let's Talk Business   **2.0 Quarter Credits**

This course is designed to provide opportunities through reading, discussions, and exercises for students to improve their proficiency as communicators in business environments. Prerequisites: None Lecture Hours: 20; Lab Hours: 0

MAN2300 - Introduction to Human Resources   **4.0 Quarter Credits**

This course is an introduction to the workings of the human resources aspect of a business operation. It includes a discussion of wage and salary considerations, performance evaluations, benefits, employee hiring and firing, and policy and procedure implementation. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

MAN2604 - Introduction to International Management   **4.0 Quarter Credits**

A comparative study of international management thoughts and practices with special attention to the transferability of these practices across border lines. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

MAN 2727 Strategic Planning for Business   **4.0 Quarter Credits**

Designed to help students to understand how to integrate knowledge of the various business disciplines and apply that knowledge to planning and managing strategic business activities. Following an examination of policy and strategy concepts, the student will complete studies which integrate and apply what is learned. Prerequisites: MAN 1030 and APA 2121. Lecture Hours 40 Lab Hours 0

MAN3100 - Human Relations in Management   **4.0 Quarter Credits**

A study of individual interpersonal, group, intergroup and intragroup problems in business organizations. Prerequisites: MAN2021 Lecture Hours: 40; Lab Hours: 0

MAN3344 - Principles of Supervision   **4.0 Quarter Credits**

A study of various aspects of the supervisor's job including work planning, organizing, leadership, decision making, and effective communication. Prerequisites: MAN2021 Lecture Hours: 40; Lab Hours: 0

MAN3554 - Workplace Continuity and Planning   **4.0 Quarter Credits**

This course presents an introduction to workplace continuity and contingency planning. Topics include the need for planning, analyzing the worksite, employee safety and evacuation, risk and threat analysis, operational factors, back up of systems and data, government and corporate planning, prevention, incident response, relocation, and disaster recovery. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

MAN4302 - Management of Human Resources   **4.0 Quarter Credits**

An advanced analysis of personnel functions including manpower planning, recruiting and selecting, evaluating, performance appraisal, training and development, and wage and salary considerations. Prerequisites: MAN2300 or MAN3100 Lecture Hours: 40; Lab Hours: 0

MAN4400 - Labor Relations and Collective Bargaining   **4.0 Quarter Credits**

A study of the environmental, historical, and legal framework of union-management relations; union structure at all levels; and collective bargaining, with an emphasis on issues of wages, economic supplements, and union security. Prerequisites: MAN2021 or HFT1211 Lecture Hours: 40; Lab Hours: 0

MAN4701 - Business Ethics   **4.0 Quarter Credits**

This course applies the ethnical dimension to business decisions in today's complex political, social, economic and technological environment. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

MAN4734 - Contemporary Management   **4.0 Quarter Credits**

This course involves the examination and review of classical and modern managerial thought in strategy formulation, planning, leadership, and decision-making. Prerequisites: MAN2021 Lecture Hours: 40; Lab Hours: 0

MAN4764 - Business Policy and Strategy   **4.0 Quarter Credits**

This course is a study of long-term strategy and planning management as it relates to the decision making process. Strategic management is introduced as the set of decisions and actions that will result in the design and activation of strategies to achieve the objectives of an organization. Prerequisites: MAN2021 Lecture Hours: 40; Lab Hours: 0

MAN5066 - Managerial Ethics   **4.0 Quarter Credits**

This course offers a comprehensive, integrated approach to business ethics which incorporates the principles of critical and ethical thinking and applies them to selected case studies. The course addresses ethics from the management, social, economic, and legal perspectives. An objective method of ethical analysis is emphasized for managerial decision making. The course provides a conceptual, systematic and practical study of ethics in business with an emphasis on the moral responsibilities of managers and organizations. Prerequisites: None. Lecture Hours: 40, Lab Hours: 0

MANP2501 - Capstone Experience   **4.0 Quarter Credits**

This course, to be taken within the student's last 24.0 credits, utilizes a portfolio approach to help document their academic achievements and knowledge acquired from their other Business and Management courses. This capstone course is a culminating experience in which students, through the development of a professional development portfolio, demonstrate attainment of core business competencies, and connect theory and application in preparation for entry into their chosen career. Prerequisites: To be taken within the student's last 24.0 credits of the program. Lecture Hours: 30; Lab Hours: 20

MANP4501 - Applied Management Senior Capstone Experience   **4.0 Quarter Credits**

The Senior Capstone course utilizes a portfolio approach to help seniors integrate the knowledge gained from their other required business and management courses. Students will conduct research on current industry trends in their chosen career field and will apply relevant business concepts to gain a better understanding of the factors that may affect long-term viability and growth. In addition, students will create a professional development plan tailored for their career field. Prerequisites: MAN2021 Lecture Hours: 40; Lab Hours: 0

MAR1011 - Introduction to Marketing   **4.0 Quarter Credits**

The course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of markets for consumer goods, marketing functions and the organizations that perform them, marketing methods and techniques, price policies, and the cost of marketing. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

MAR2141 - Introduction to International Marketing   **4.0 Quarter Credits**

Examines the basic principles of marketing in an international environment. Major areas of the cultural, political and economic environments affecting multinational marketing management are reviewed for analysis of international marketing problems. Prerequisites: MAR1011 Lecture Hours: 40; Lab Hours: 0

MAR2305 - Customer Relations and Servicing   **4.0 Quarter Credits**

Explores the basic functions relating to customers on a one-on-one basis. It teaches the people skills needed to work with people to enhance the company, its public image, and satisfy the client or customer. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

MAR2320 – Advertising   **4.0 Quarter Credits**

A study of the principles and institutions involved in mass selling techniques. The student is introduced to the role of advertising as a sales and communications tool for business. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

MAR2720 - Marketing on the Internet   **4.0 Quarter Credits**

A study of the use of the Internet as a marketing and advertising medium. A study of the types of businesses and services utilizing the medium, as well as the advantages and disadvantages of doing business on the Internet. Prerequisites: MAR1011 Lecture Hours: 30; Lab Hours: 20

MAR3156 - Global Marketing	4.0 Quarter Credits

The study of essential issues and unique considerations confronting the marketing decision makers in a global environment. Comparative advantages, disadvantages, the interdependence of global marketing, and the importance of global research and market perceptions will be analyzed. Prerequisites: MAR1011 or MAR2141 Lecture Hours: 40; Lab Hours: 0

MAR3231 – Retailing	4.0 Quarter Credits

This course gives an introduction to the nature and scope of retail merchandising as seen within the total economic structure of the market. Emphasis is placed on the many functions of a retail business, including employee relations and customer relations. Prerequisites: MAN1030 or MAR1011 Lecture Hours: 40; Lab Hours: 0

MAR3310 - Public Relations	4.0 Quarter Credits

This course is a study of the principles and techniques involved in creating and maintaining a favorable public image. Various methods and factors involved in public relations are examined and discussed. Prerequisites: MAR1011 Lecture Hours: 40; Lab Hours: 0

MAR3400 – Salesmanship	4.0 Quarter Credits

A study of the basic principles and techniques of selling. Effective presentations and communications in selling are emphasized. Selling is studied as a marketing process in retail and industrial markets. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

MAR3503 - Consumer Behavior	4.0 Quarter Credits

An extensive study of the behavioral aspects of the marketing process from producer to consumer. Emphasis is placed on the analysis of consumer motivation and factors leading to ultimate consumer buying decisions. Prerequisites: MAR1011 or MAR2320 Lecture Hours: 40; Lab Hours: 0

MAR4156 - International Marketing Analysis	4.0 Quarter Credits

Analysis of the structure of international markets. Study of the environmental factors affecting international market opportunities, threats and strategies. Application of the principles of marketing and marketing management on an international scale. Prerequisites: MAR2141 or MAR1011 Lecture Hours: 40; Lab Hours: 0

MAR4200 - Marketing Channels and Distribution	4.0 Quarter Credits

An in-depth study of the physical distribution process, factors which determine selection of particular distribution modes, and marketing activities and relationships within channels. Emphasis is placed on the development of an understanding of the roles of agents, representatives, wholesalers, and brokers. Prerequisites: MAR1011 Lecture Hours: 40; Lab Hours: 0

MAR4333 - Promotional Policies and Strategies	4.0 Quarter Credits

An examination of the principles and techniques involved in establishing effective promotional policies and strategies employed in successful marketing. Included is a study of various promotional activities designed to influence consumer buying decisions. Prerequisites: MAR1011, MAR2320 Lecture Hours: 40; Lab Hours: 0

MAR4613 - Marketing Research	4.0 Quarter Credits

Research methods are applied to the functions of marketing, including sampling, collection, analysis and reporting of data, sales forecasting, and market analysis. Prerequisites: MAR1011 Lecture Hours: 40; Lab Hours: 0

MAT0024 - Basic Math Studies	4.0 Quarter Credits

Comprehensive review of the mathematical skills and concepts required to prepare for Algebra and other advanced studies. This course does not apply toward credits needed to graduate in any program. In determining student status and tuition charges, this course is considered a 4.0 quarter credit hour class. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

MAT1033 - College Algebra	4.0 Quarter Credits

The algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. The course emphasizes critical thinking and problem-solving skills. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

MCB1000L - Microbiology Laboratory	2.0 Quarter Credits

This course provides the fundamental concepts of microbiology and its relationship to the fields of medicine, industry and agriculture through a lab experience. This includes the study of viruses, bacterial pathogens and fungi. Prerequisites: None. Co-requisite: MCB2000 for Nursing Students only Lecture Hours: 0; Lab Hours: 40

MCB2000 - Microbiology and Infection Control	4.0 Quarter Credits

This course is designed to provide the student with an overall understanding of basic microbiology, infection control, disease processes and the body's defenses against them, and wound healing, as well as the terminology associated with each of these areas of concentration. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

MEA1006C - Therapeutic Communications   **2.0 Quarter Credits**

This course encompasses the nonverbal and verbal therapeutic communications skills needed to deal effectively with physicians, patients, family members, and other health care professionals. This course will also aid the student in developing appropriate techniques in dealing with change within the medical environment. Prerequisites: None Lecture Hours: 20; Lab Hours: 0

MEAP1302 - Introduction to ICD-10 Coding   **2.0 Quarter Credits**

This course will cover the basic guidelines and coding conventions in ICD-10-CM with a primary focus on the professional (outpatient) guidelines and code applications. The differences between the current ICD-9-CM and the ICD-10-CM systems will be explored and the impact on the healthcare environment. Prerequisites: HIM1222C Lecture Hours: 20; Lab Hours:0

MEAP2246 – Pharmacology for MIBC   **4.0 Quarter Credits**

Various aspects of clinical pharmacology are discussed including a study of associated medical terminology, anatomy and physiology and diseases based on a systems method. Various medications currently prescribed for treatment of these will be introduced as they relate to the associated systems and absorption, excretion and distribution of these drugs will be introduced as well. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

MEAP2808 - Externship for MIBC   **4.0 Quarter Credits**

This course is 120 Hours of unpaid, supervised, practical, and in-service in a medical coding position at a medical clinic, medical office or billing service setting in which the student practices direct application of all administrative and coding functions of the medical biller and coder. Prerequisites: All classes in the MIBC CORE must be completed prior to enrollment Lecture Hours: 0; Lab Hours: 0; Other Hours: 120

MTB1103 - Business Mathematics   **4.0 Quarter Credits**

This course presents a comprehensive review of computational skills as they apply to the business world. Topics include fractions, decimals, banking and credit card transactions, equations, percents, discounting process (trade and cash), markups and markdowns, simple and compound interest, and payroll functions. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

NSGP1020C - Fundamentals of Nursing I   **3.0 Quarter Credits**

In this course, the student is introduced to the art and science of nursing; the philosophy and the conceptual framework of the Everest nursing program, as well as the core components of Associate Degree Nursing with a focus on professionalism, assessment and communication. The nursing process is introduced as a tool to assist students to utilize critical thinking the formulating nursing decisions. In the Nursing Skills Lab, students will learn to how to conduct a basic health interview and physical examination with clients in preparation for clinical experiences in Fundamentals of Nursing II. Characteristics of the individual, which include human development, common health problems, human needs and cultural diversity and considerations, are introduced. Students will practice basic nursing adult client care in simulated scenarios in the Nursing Skills Lab. This course provides the basic platform of knowledge, skills and caring upon which subsequent nursing courses are built. Prerequisites: Admission to the Nursing program and completion of BSC1085, BSC2085L, SLSP1110, ENC1101. Co-requisites: BSC1086, BSC2086L, MAT1033. Lecture Hours: 20; Lab Hours: 30

NSGP1022C - Fundamentals of Nursing II   **3.0 Quarter Credits**

This course is a continuation of the theory, nursing skills and concepts learned in Fundamentals of Nursing I and continues with the information that introduces concepts basic to beginning nursing practice. Emphasis is placed on the application of the nursing process to provide and manage care as a member of the discipline of nursing. Upon completion, students should be able to demonstrate beginning competence in caring for individuals with common alterations of health. Theory and procedures related to basic human needs are taught, demonstrated and practiced in class, nursing skills laboratory, and in area health care facilities. Prerequisites: NSGP1020C, ENC1101, BSC1085, BSC2085L, BSC1086, BSC2086L, SLSP1110, MAT1033. Co-requisites: MCB2000, MCB1000L, HUN1001, NUR1140 Lecture Hours: 10.0; Lab Hours: 50.0; Other Hours: 10.0

NUR1140 - Nursing Pharmacology   **3.0 Quarter Credits**

This course is designed to provide nursing students with a knowledge of biological factors influencing drug actions, predictable effects of drugs on the physiological problem, modifiers of the predictable effects, commonalities and variations between the actions of drugs employed for comparable therapeutic effect, adverse effects of drugs that can and do commonly occur, and application of the nursing process in drug therapy. Prerequisites: NSGP1020C, ENC1101, BSC1085, BSC2085L, BSC1086, BSC2086L, SLSP1110, MAT1033. Co-requisites: NSGP1022C, MCB2000, MCB1000L, HUN1001 Lecture Hours: 30; Lab Hours: 0

NUR1210 - Care of the Adult Client I   **4.0 Quarter Credits**

This course addresses the standards of practice for adults requiring less complex nursing care and focuses on the use of the nursing process in assisting clients to adapt to their ever-changing health needs. Prerequisites: NSGP1022C, NUR1140, MCB2000, MCB1000L, HUN1001. Co-requisites: NUR1210L, MEA1006C, PSY2012. Lecture Hours: 40; Lab Hours: 0

NUR1210L - Care of the Adult Client I Clinical	**4.0 Quarter Credits**

The clinical portion of the course integrates the theory in a variety of settings with consultation and availability of multiple health care resources. Prerequisites: NSGP1022C, NUR1140, MCB2000, MCB1000L, HUN1001. Co-requisites: PSY2012, NUR1210, MEA1006C Lecture Hours: 0; Lab Hours: 120

NUR1440 - Maternal and Child Nursing	**4.0 Quarter Credits**

This course is designed to present the concepts of health and illness from conception through adolescence. The nursing process, growth and development, and the family are integrated. Prerequisites: NUR1210, NUR1210L, MEA1006C, PSY2012. Co-requisites: NUR 1440L, SYG 2000, DEP 2000. Lecture Hours: 40; Lab Hours: 0

NUR1440L - Maternal and Child Nursing Clinical	**4.0 Quarter Credits**

The clinical portion of the course integrates the theory in providing care with obstetric and pediatric clients in acute care agencies, community health agencies, schools, and in simulated experiences in the nursing computer and skills lab. Prerequisites: NUR1210, NUR1210L, MEA1006C, PSY2012. Co-requisites: NUR1440, SYG2000, DEP2000. Lecture Hours: 0; Lab Hours: 120

NUR2212 - Care of the Adult Client II	**4.0 Quarter Credits**

This course builds on the course content of NUR 1210 and focuses on the nursing care of adults with altered health states. The nursing process is used as a continuing theme to integrate classroom theory with more complex clinical nursing care. Prerequisites: NUR2513, NUR2513L, NUR2611, NUR2611L, SYG2000, DEP 2000. Co-requisites: NUR2212L, CGS2060C Lecture Hours: 40; Lab Hours: 0

NUR2212L - Care of the Adult Client II Clinical	**4.0 Quarter Credits**

The clinical portion of the course integrates the theory in caring for the adult client in multiple clinical sites. Prerequisites: NUR2513, NUR2611, NUR2513L, NUR2611L, SYG2000, DEP 2000. Co-requisite: NUR2212, CGS2060C Lecture Hours: 0; Lab Hours: 120

NUR2244 - Advanced Nursing Care	**4.0 Quarter Credits**

This course builds on the content of the previous nursing courses and continues the focus on nursing care of clients with altered health states of a very complex nature. The nursing process is used as a continuing theme to integrate advanced classroom theory with and clinical practice. Prerequisites: NUR2212, NUR2212L, CGS2060C. Co-requisites: NUR2244L, NUR2881, NUR2881L, NUR2960 Lecture Hours: 40; Lab Hours: 0

NUR2244L - Advanced Nursing Care Clinical	**4.0 Quarter Credits**

The clinical portion of the course integrates the theory in by focusing on providing complex care of clients in multiple clinical sites. Prerequisites: NUR2212, NUR2212L, CGS2060C. Co-requisites: NUR2244, NUR2881, NUR2881L, NUR2960 Lecture Hours: 0; Lab Hours: 120

NUR2513 - Mental Health Nursing	**3.0 Quarter Credits**

This course is a study of the dynamic relationship between adjustment mechanisms, stress, and their effect on the personality with a focus on the role of the nursing in mental health and illness throughout the life span. Prerequisites: NUR1440, NUR1440L, SYG2000, DEP2000. Co-requisites: NUR2513L, NUR2611, NUR2611L, ENC 1102 Lecture Hours: 30; Lab Hours: 0

NUR2513L - Mental Health Nursing Clinical	**3.0 Quarter Credits**

The clinical portion of the course integrates the theory in various community mental health agencies. The focus is on the role of the nurse in mental health and illness through the lifespan utilizing the nursing process. Prerequisites: NUR1440, NUR1440L, SYG2000, DEP2000. Co-requisites: NUR2513, NUR2611, NUR2611L, ENC1102 Lecture Hours: 0; Lab Hours: 90.0

NUR2611 - Contemporary Nursing in Community Settings	**3.0 Quarter Credits**

This course focuses on the nursing role in the community. Emphasis is on concepts and theories related to Community Health Nursing. Special consideration is given to the community as a client with emphasis on health promotion and disease prevention. Prerequisites: NUR1440, NUR1440L SYG2000, DEP2000. Co-requisites: NUR 2513, NUR2513L, NUR2611L, ENC1102 Lecture Hours: 30; Lab Hours: 0

NUR2611L - Contemporary Nursing in Community Settings Clinical	**3.0 Quarter Credits**

This clinical portion of the course integrates the theory in various community settings. The focus is on nursing care for clients in alternative settings within the community and throughout the lifespan. Prerequisites: NUR1440, NUR1440L, SYG2000, DEP2000. Co-requisites: SYG2000, NUR2513, NUR2513L, NUR2611, ENC1102 Lecture Hours: 0; Lab Hours: 90.0

NUR2881 - Nursing Leadership & Management	**3.0 Quarter Credits**

This course is designed to develop beginning leadership skills for the associate degree nursing students that are necessary to manage clients and health care workers. Prerequisites: NUR2212, NUR2212L, CGS2060C. Co-requisites: NUR2244, NUR2244L, NUR2881L, NUR2960 Lecture Hours: 30; Lab Hours: 0

NUR2881L - Nursing Leadership & Management Clinical	**3.0 Quarter Credits**

The clinical portion of the course integrates the theoretical aspects of nursing leadership and management in a variety of settings. Prerequisites: NUR2212, NUR2212L, CGS2060C. Co-requisites: NUR2244, NUR2244L, NUR2881, NUR2960 Lecture Hours: 0; Lab Hours: 90.0

NUR2960 - NCLEX Review	**2.0 Quarter Credits**

This course provides a systematic review of nursing material that will prepare the student for the NCLEX-RN. Prerequisites: NUR2212, NUR2212L, CGS2060C. Co-requisites: NUR2244, NUR2244L, NUR2881, NUR2881L Lecture Hours: 20; Lab Hours: 0

OST1149L – Keyboarding	**2.0 Quarter Credits**

Designed to familiarize the student with basic keyboarding and develop minimum typing skills. Prerequisites: None Lecture Hours: 0; Lab Hours: 40

OST2335 - Business Communications	**4.0 Quarter Credits**

Practical written communication skills for business are studied in this advanced course. This course includes the mechanics and principles of effective letter writing and methods of researching and compiling reports. Focus is on a better understanding of writing styles appropriate to the business world. Prerequisites: ENC1102 Lecture Hours: 40; Lab Hours: 0

PLA1003 - Introduction to Paralegal	**4.0 Quarter Credits**

This course introduces students to the paralegal's role and the nature of a career as a legal assistant. Legal procedures are presented in real-world context with a basic introduction to necessary skills, such as legal research, law office operations, technology in the law, and litigation. Vocabulary is learned in context. In-depth coverage is begun on legal ethics, professional regulation, trends and issues in the field, and the legal system. Career management for paralegal professionals is covered thoroughly. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

PLA1105 - Legal Research and Writing I	**4.0 Quarter Credits**

This course covers the basics of legal research, legal writing, and legal analysis for the legal assistant. Students learn to use a law library, perform legal research, analyze legal problems, and write a legal memorandum. Students are taught to locate and use primary, secondary, and CALR legal research sources to solve legal problems. Prerequisites: PLA1003 Lecture Hours: 30; Lab Hours: 20

PLA2106 - Legal Research and Writing II	**4.0 Quarter Credits**

This course covers advanced aspects of legal research, legal writing, and legal analysis for the legal assistant, with an emphasis on legal writing and analysis of complex issues. Students strengthen their legal research skills using a variety of primary and secondary sources, analyze complex legal problems, and write a persuasive memorandum or brief. Students also develop skills in computer assisted legal research and are introduced to fee-based services such as Westlaw, LEXIS as well as free Internet legal sources. Prerequisites: PLA1105 Lecture Hours: 30; Lab Hours: 20

PLA2201 - Civil Litigation I	**4.0 Quarter Credits**

This course provides the student with an introduction and overview to the civil litigation process, starting from the initial client interview, setting up a client file, overview of the laws governing civil procedure, drafting of pleadings, review of evidence, interviewing and investigation through the initial discovery process. Prerequisites: PLA1003 Lecture Hours: 40; Lab Hours: 0

PLA2203 - Civil Procedure	**4.0 Quarter Credits**

This course provides the student with an introduction and overview to the procedures applicable to and governing civil matters, including procedures related to pleading, motions, discovery, trial practice, post-trial motions and other issues. Prerequisites: PLA1003 Lecture Hours: 40; Lab Hours: 0

PLA2224 - Civil Litigation II	**4.0 Quarter Credits**

This course follows PLA2201, providing the student with a more in-depth exploration of the discovery process, including depositions, requests for admissions, request for medical examination, review and selection of expert witnesses, and discovery motions, such as motion to compel. Thus leading into pre-trial preparation, including pre-trial conference, pre-trial motion, jury investigation, trial notebook and exhibit preparation, ending with alternatives to trial, such as settlement, and alternative dispute resolution, and appeal procedures. Prerequisites: PLA2201
Lecture Hours: 40; Lab Hours: 0

PLA2273 – Torts	**4.0 Quarter Credits**

This course provides an introduction to the substantive law of torts, including elements, defenses, and damages applicable to intentional torts, and to unintentional torts based on negligence, product liability, strict liability, and professional malpractice. The course provides opportunities for students to practice and improve their interviewing, investigation, document drafting, negotiation, and contract interpretation skills. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

PLA2363 - Criminal Procedure and the Constitution	**4.0 Quarter Credits**

There will be a discussion of the Constitutional aspects of criminal procedure. The student will learn procedural aspects of the criminal system from arrest or summons through pretrial motions, trial, post-conviction and appellate processes. A study of the Constitution at work in the court system with current applications. Prerequisites: None
Lecture Hours: 40; Lab Hours: 0

PLA2423 - Contract Law	**4.0 Quarter Credits**

The principles of contract law are addressed and discussed in this course including the major provisions of the Uniform Commercial Code. Basic contract provisions and drafting techniques are explained and practiced through the drafting of various types of contracts. Contract Litigation is also covered. Prerequisites: PLA1003 Lecture Hours: 40; Lab Hours: 0

PLA2433 - Business Organizations	**4.0 Quarter Credits**

This course covers the principles of Business Organizations, including the formation, operation, and dissolution of various types of business organizations. Topics include sole proprietorships, corporations, partnerships, the law of agency, and employment agreements. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

PLA2460 – Bankruptcy	**4.0 Quarter Credits**

Bankruptcy law and procedure, including commencement of a case, preparing schedules, operating and liquidating procedures, adversary matters and litigation in bankruptcy court, debtors' and creditors' rights and obligations, technical terminology, and practical direction for paralegals. Forms used in bankruptcy court and proceedings under Chapter 7, Chapter 13, and, to a lesser extent, Chapter 11 and proceedings under Chapters 9 and 12 are also covered. The rights of creditors, including secured transactions, consensual and nonconsensual liens, UCC transactions, and the unique position of real estate, will be reviewed. The course also teaches garnishments and other judicial attachments of property. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

PLA2483 - Administrative Law	**4.0 Quarter Credits**

This course examines basic concepts of law and procedure in federal and state administrative agencies, with emphasis on the paralegal's role in the administrative process. Students will learn both formal and informal advocacy techniques, including representing clients before administrative bodies. Substantive topics will include administrative delegation of power, rulemaking, agency discretionary powers, remedies, open government, and judicial review. Procedural topics will include agency operation, adjudication, hearing preparation, and administrative and judicial appeals. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

PLA2600 - Wills, Trusts, and Probate	**4.0 Quarter Credits**

This course examines legal concepts of wills, trusts, intestacy, guardianships, and conservatorships: analysis of client needs: drafting of simple wills: and study of various types of trusts and their application to particular client needs. Study of probate procedures, the administration of assets, methods of compiling both probate and non-probate estate and simple tax implications. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

PLA2610 - Real Estate Law	**4.0 Quarter Credits**

This course is an introduction to Real Estate law. Topics include property rights, principles of land ownership, sale, financing and conveyance, contracts, liens, mortgage financing, mortgages or deeds of trust, deeds, recording, settlement concepts, condominiums and cooperatives, leasing and other property concepts. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

PLA2631 - Environmental Law	**4.0 Quarter Credits**

This course examines the substantive and procedural laws that govern environmental litigation, including the history of environmental law and the procedural and practical skills required of an environmental paralegal. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

PLA2763 - Law Office Management	**4.0 Quarter Credits**

This course examines the fundamentals of law office management and organization. Subjects covered include basic principles and structure of law practice management, law practice structures, organization, and governance, client systems, timekeeping and accounting systems, human resources, marketing and strategic planning, administrative and substantive systems in the law office, and law practice technology. Prerequisites: PLA1003 Lecture Hours: 40; Lab Hours: 0

PLA2800 - Family Law	**4.0 Quarter Credits**

Students are instructed in the theory of law governing marriage, divorce, annulment, property settlement agreements, child custody and support obligations, paternity, adoption, alimony, pre-nuptial agreements, name changes, and domestic violence. Students will be introduced to state-specific procedures and prepare various pleadings or documents related to these topics. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

PLA2930 - Contemporary Issues and Law	**4.0 Quarter Credits**

This course examines contemporary law, including contemporary legal issues as well as practicing law in today's environment. Prerequisites: PLA1003 Lecture Hours: 40; Lab Hours: 0

PLA3115 - Legal Research and Writing III	**4.0 Quarter Credits**
A study of legal writing techniques and formats is presented in this course. Students practice drafting complex legal memoranda and briefs. Emphasis is placed on developing the student's ability to research federal and state law both manually and using online legal resources. Prerequisites: PLA2106 Lecture Hours: 30; Lab Hours: 20	

PLA3570 - International Law	**4.0 Quarter Credits**
This course examines the following: International agreements; status of states and individuals; recognition; jurisdiction; international claims; expropriation; human rights' sovereign immunity; war and peace; law of the sea; presidential congressional power. Prerequisites: None Lecture Hours: 40; Lab Hours: 0	

PLA4116 - Legal Research and Writing IV	**4.0 Quarter Credits**
This course provides a comprehensive review of the entire legal researching process. The further development of legal researching and writing skills is fostered with special emphasis on preparing appellate briefs for either the state or federal court system. Prerequisites: PLA3115 Lecture Hours: 30; Lab Hours: 20	

PLA4263 - Rules of Evidence	**4.0 Quarter Credits**
Introduces students to the rules of evidence as they pertain to both civil and criminal proceedings. Students are introduced to procedures for gathering evidence within the realm of legally admissible evidence rules. Prerequisites: None Lecture Hours: 40; Lab Hours: 0	

PLA4274 - Advanced Tort Law	**4.0 Quarter Credits**
A continuation of PLA2273. This is an advanced course in the complexities of tort law in the area of product liability, professional malpractice law, negligence, invasion of privacy, and business torts. Prerequisites: PLA2273 Lecture Hours: 40; Lab Hours: 0	

PLA4470 - Employment Law	**4.0 Quarter Credits**
State and federal regulation of employment relationships with primary focus upon harassment laws; workers disability, unemployment compensation, wrongful discharge and discrimination. Prerequisites: None Lecture Hours: 40; Lab Hours: 0	

PLA4473 - Worker's Compensation and Employment Law	**4.0 Quarter Credits**
This course will identify the concepts of workman's compensation and benefit law for the paralegal. The student will compare and contrast concepts including master-servant, principal-agent, and independent contractor relationships. Statutory and regulatory matters will be discussed including Workman's Compensation, Occupational Safety and Health Act, functions of the Occupational Safety and Health Review commission and ERISA. Students will develop and understanding of work related injuries and legal consequences. Prerequisites: None Lecture Hours: 40; Lab Hours: 0	

PLA4523 - Law and Medicine	**4.0 Quarter Credits**
This course addresses the ethical and legal issues in medical law for the paralegal professional. Students will address the issues of malpractice and "standard of care." Students will also develop understanding of legal standards of medical issues such as records, including patient charts, the use of records in courts and the rules regarding mandated reporting of maltreatment. Prerequisites: None Lecture Hours: 40; Lab Hours: 0	

PLAP3210 - Elder Law	**4.0 Quarter Credits**
Students will be introduced to topics in the law affecting older persons. Such topics as financial and estate planning, health care, personal planning, and protection, and consumer protection are covered. Prerequisites: None Lecture Hours: 40; Lab Hours: 0	

PLAP4400 - Paralegal Senior Capstone Experience	**4.0 Quarter Credits**
This course is designed to equip students for transition from matriculation to legal employment. Focus is placed on the completion and assembly of court and client documents that will be the basis of a portfolio representing the principle components of a Paralegal's scope of work. Documents are prepared in the various areas of law practice including federal and state civil litigation, discovery, appellate, family law, criminal law, contracts, probate, and business associations. Prerequisites: Student must be in final two quarters of the program. Lecture Hours: 40; Lab Hours: 0	

PLAP4450 - Paralegal Externship	**4.0 Quarter Credits**
This course provides the student with the opportunity to directly apply the knowledge and skills learned in the program by working in a law office or other suitable location in which Paralegals are typically employed. Prerequisites: None Lecture Hours: 0; Lab Hours: 0; Other Hours: 120	

PLAP4483 - Administrative Law	**4.0 Quarter Credits**
Workers' Compensation and Social Security are examined in this course. The law regarding governmental agencies and their enforcement authority, with emphasis in the special problems of state administrative law, is discussed. Prerequisites: None Lecture Hours: 40; Lab Hours: 0	

| **POS2041 - American National Government** | **4.0 Quarter Credits** |
A study of the Constitutional structure and dynamics of the American federal system; included is an examination of the current structure, organization, powers, and procedures of the American national government. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

| **PSY2012 - General Psychology** | **4.0 Quarter Credits** |
This course is designed to provide students with an understanding of the general principles of psychology and theories underlying modern psychology. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

| **RTE1000 - Introduction to Radiologic Technology** | **4.0 Quarter Credits** |
This course is designed to provide students with an overall understanding and orientation to the field of radiologic technology. The discovery and uses of medical radiation; careers in radiology, function of health care units utilizing radiologic technology, medical ethics for radiologic technologists, sources of radiation, review of simple mathematics required for developing radiographic techniques, principles of protection and career development will all be presented and explored. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

| **RTE1503 - Radiographic Anatomy and Positioning** | **4.0 Quarter Credits** |
Students learn the anatomy and positioning as it relates to radiography: extremities, thorax, vertebral column, pelvic and shoulder girdles, thoracic viscera, abdomen, gastrointestinal, biliary and genitourinary tracts. Hands-on positioning labs are included in this course. Prerequisites: RTE1000, RTE1804 Lecture Hours: 30; Lab Hours: 20

| **RTE1804 - Clinical Practice I** | **4.0 Quarter Credits** |
Practical instruction is acquired during clinical rotation in the radiology department of a hospital. During this rotation students will experience supervised hands-on practical and observational experience. Students will have the opportunity to rotate through all the modalities within the radiology department, including the operating and emergency room. Prerequisites: RTE1000, Co-requisite RTE1111 Lecture Hours: 0; Lab Hours: 0; Other Hours: 140

| **RTE1814 - Clinical Practice II** | **4.0 Quarter Credits** |
Practical instruction is acquired during clinical rotation in the radiology department of a hospital. During this rotation students will experience supervised hands-on practical and observational experience. Students will have the opportunity to rotate through all the modalities within the radiology department, including the operating and emergency room. Prerequisites: RTE1804 Lecture Hours: 0; Lab Hours: 0; Other Hours:140

| **RTE1824 - Clinical Practice III** | **4.0 Quarter Credits** |
Practical instruction is acquired during clinical rotation in the radiology department of a hospital. During this rotation students will experience supervised hands-on practical and observational experience. Students will have the opportunity to rotate through all the modalities within the radiology department, including the operating and emergency room. Prerequisites: RTE1814 Lecture Hours: 0; Lab Hours: 0; Other Hours:140

| **RTE2061 - Radiology Certification Review** | **1.0 Quarter Credit** |
Students gain an understanding of the requirements for the certification examination given by the American Registry of Radiologic Technologist, and the subject breakdown of questions on the exam. A complete program review is offered to prepare students for the certification examination. Prerequisites: RTE2874 Lecture Hours: 0; Lab Hours: 20

| **RTE2613 - Radiologic Physics and Equipment** | **4.0 Quarter Credits** |
Understanding radiologic science and physics as it applies to the study of radiography, fluoroscopy and radiotherapy. The principles and function of X-ray circuits, interaction of ionizing radiation and radiation protection are presented. Equipment utilized in the field of radiology is identified by modality and examined. Prerequisites: RTE1000, RTE1804 Lecture Hours: 30; Lab Hours: 20

| **RTE2782 - Radiographic Pathology** | **3.0 Quarter Credits** |
Students are introduced to anatomy and basic principles of pathology and learn to identify radiographic appearances of diseases and injuries that are likely to be associated with imaging. Students will also learn various pathologic conditions occurring in the human body (including hereditary diseases, immune reactions, and Acquired Immune Deficiency Syndrome) and how to adequately compensate by specializing imaging techniques. Prerequisites: RTE1824, RTE1503 Lecture Hours: 30; Lab Hours: 0

| **RTE2834 - Clinical Practice IV** | **8.0 Quarter Credits** |
Practical instruction is acquired during clinical rotation in the radiology department of a hospital. During this rotation students will experience supervised hands-on practical and observational experience. Students will have the opportunity to rotate through all the modalities within the radiology department, including the operating and emergency room. Prerequisites: RTE1824 Lecture Hours: 0; Lab Hours: 0; Other Hours: 260.0

| **RTE2844 - Clinical Practice V** | **8.0 Quarter Credits** |
Practical instruction is acquired during clinical rotation in the radiology department of a hospital. During this rotation students will experience supervised hands-on practical and observational experience. Students will have the opportunity to rotate through all the modalities within the radiology department, including the operating and emergency room. Prerequisites: RTE2834 Lecture Hours: 0; Lab Hours: 0; Other Hours: 260.0

RTE2854 - Clinical Practice VI	**8.0 Quarter Credits**

Practical instruction is acquired during clinical rotation in the radiology department of a hospital. During this rotation students will experience supervised hands-on practical and observational experience. Students will have the opportunity to rotate through all the modalities within the radiology department, including the operating and emergency room. Prerequisites: RTE2844 Lecture Hours: 0; Lab Hours: 0; Other Hours: 260.0

RTE2864 - Clinical Practice VII	**11.0 Quarter Credits**

Practical instruction is delivered during clinical rotation in a radiology department of a hospital. During this rotation students will experience supervised hands-on practical and observational experience. Students will have the opportunity to rotate through all the modalities within the radiology department, including the operating and emergency rooms. Prerequisites: RTE2854 Lecture Hours: 0; Lab Hours: 0; Other Hours: 330

RTE2874 - Clinical Practice VIII	**11.0 Quarter Credits**

Practical instruction is delivered during clinical rotation in a radiology department of a hospital. During this rotation students will experience supervised hands-on practical and observational experience. Students will have the opportunity to rotate through all the modalities within the radiology department, including the operating and emergency rooms. Prerequisites: RTE2864 Lecture Hours: 0; Lab Hours: 0; Other Hours: 330

RTE2385 - Radiation Protection and Safety	**4.0 Quarter Credits**

Examination of the radio sensitivity of tissues and organs, the cell theory of human biology, parts and functions of the human cell, mitosis, meiosis and molecular composition of the human body. Laboratory experiments are included in this course. Prerequisites: RTE1000, RTE1503 Lecture Hours: 40; Lab Hours: 0

RTE1111 - Patient Care and Management Fundamentals	**4.0 Quarter Credits**

Skills that are imperative to quality patient care are studied: safety, transfer, positioning, infectious control, patient assessment, diagnostic ECG, professional organizations, administrative/management duties and responsibilities, scope of ASRT practice standards, and career development. Hands-on labs are included in this course. Prerequisites: RTE1000 Lecture Hours: 30; Lab Hours: 20

RTE2563 - Advanced Imagining Procedures	**4.0 Quarter Credits**

Students learn the basic elements of digital radiography, principles of computed tomography, magnetic resonance imaging, pediatric imaging, and Picture Archive and Communication Systems (PACS). Students learn cardiac, digestive tract, and vascular anatomy pertaining to contrast studies. These are covered in a relevant manner, keeping in mind to cover only those aspects which are necessary in performing contrast studies in the work environment. Types of contrast are defined and dangers and contraindications of contrast studies are provided. A discussion of anaphylactic shock and its treatment is reviewed. Hands-on labs included. Prerequisites: RTE1503, RTEP1104 Lecture Hours: 30; Lab Hours: 20

RTEP1111 - Film Critique I	**3.0 Quarter Credits**

Students learn the characteristics of a diagnostic film, and how to distinguish the difference between an acceptable and unacceptable image. The students will study the four elements of radiographic quality: radiographic density, radiographic contrast, radiographic definition and radiographic distortion. Students are responsible for providing demonstration films for critique sessions. Prerequisites: RTE1000 Lecture Hours: 30; Lab Hours: 0

RTEP1113 - Film Critique II	**3.0 Quarter Credits**

Students learn the characteristics of a diagnostic film, and how to distinguish the difference between an acceptable and unacceptable image. The students will study the four elements of radiographic quality: radiographic density, radiographic contrast, radiographic definition and radiographic distortion. Students are responsible for providing demonstration films for critique sessions. Prerequisites: RTEP1111 Lecture Hours: 30; Lab Hours: 0

RTEP1115 - Film Critique III	**3.0 Quarter Credits**

Students learn the characteristics of a diagnostic film, and how to distinguish the difference between an acceptable and unacceptable image. The students will study the four elements of radiographic quality: radiographic density, radiographic contrast, radiographic definition and radiographic distortion. Students are responsible for providing demonstration films for critique sessions. Prerequisites: RTEP1113 Lecture Hours: 30; Lab Hours: 0

RTEP1117 - Film Critique IV	**3.0 Quarter Credits**

Students learn the characteristics of a diagnostic film, and how to distinguish the difference between an acceptable and unacceptable image. The students will study the four elements of radiographic quality: radiographic density, radiographic contrast, radiographic definition and radiographic distortion. Students are responsible for providing demonstration films for critique sessions. Prerequisites: RTEP1115 Lecture Hours: 30; Lab Hours: 0

SBM2000 - Small Business Management **4.0 Quarter Credits**

This course examines the various aspects of starting, acquiring, and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small businesses. A study of management principles and procedures provides methods of resolving these problems. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

SCC1102 - Business and Ethics for Security Specialists **4.0 Quarter Credits**

This course introduces the student to business management, organizational leadership and business ethics. Topics will include corporate structure and values, strategic management, leadership, ethical values, and models of ethical decision making. Additional topics include leadership strategies, team development, corporate compliance issues, and ethical scenarios. Application projects will emphasize how business knowledge will help a Homeland Security Specialist. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

SCC3004 - Private Investigation I **4.0 Quarter Credits**

Upon successful completion of the course, the students will be able to understand the history of private investigations. The students will be able to compare and contrast the role of a private investigator to the role of government investigators. The students will also learn to identify strategies for business development and environment and be able to analyze ethical and liability issues involving private investigations. The student will develop skills for practice techniques and surveillance. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

SLS1105 - Strategies for Success **4.0 Quarter Credits**

This course is designed to equip students for transitions in their education and life. The course includes an introduction to the university and its resources, study skills, and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

SLS1321 - Career Skills and Portfolio Development **2.0 Quarter Credits**

A course designed to assist students with personal and professional development for successful employment with a concentration on supervisors, and customers. Specific focus will be on developing and practicing effective customer service principles for building successful business networks. Prerequisites: None Lecture Hours: 20; Lab Hours: 0

SLS1354 - Workplace Relationships **2.0 Quarter Credits**

This course provides students the opportunity to study the building of appropriate interpersonal business relationships with coworkers, supervisors, and customers. Specific focus will be on developing and practicing effective customer service principles for building successful business networks. Prerequisites: None Lecture Hours: 20/6weeks; Lab Hours: 0

SLS1505 - Basic Critical Thinking **2.0 Quarter Credits**

This course introduces the students to the concepts of critical thinking. Topics covered include self-critique and understanding, fair-minded thinking, the levels of thinking, the parts and standards for thinking, and developing ethical and strategic thinking. Students will examine effective ways to think more critically, and will apply these tools in course assignments. Prerequisites: None Lecture Hours: 20; Lab Hours: 0

SLSP1110 - Strategies for Nursing Success **2.0 Quarter Credits**

This course is designed to equip students for transitions in their nursing education and life. The course includes an introduction to the school and its resources, study skills, test-taking skills, and critical thinking, medical terminology, communication and written skills and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success. Prerequisites: None Lecture Hours: 20; Lab Hours: 0

SLSP1317 - Strategies for Health Care Professional Success **4.0 Quarter Credits**

This course is designed to prepare students for transition in their health care professional education and life. The course includes introduction to the college and its resources, professionalism, study skills, test-taking skills, critical thinking, medical terminology, abbreviations, math review, communication, teamwork, information technology, learning styles along with written and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success. Prerequisite: None. Lecture Hours: 40 Lab Hours: 0

SLSP3130 - Principles and Applications of Adult Learning **4.0 Quarter Credits**

This course offers an exploration of the principles and applications of adult learning theory, including goal-directed orientations to learning, participation factors for adult learners, and adult learner demographics. The course also addresses the connection between memory, cognition, and the brain as they relate to the adult learning process. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

SOP4005 - Social Psychology **4.0 Quarter Credits**

Many aspects of human interaction are investigated in this course including topics such as aggression, attraction and love, conformity, sexual behavior, and group dynamics. Prerequisites: PSY2012 Lecture Hours: 40; Lab Hours: 0

SPC2017 - Oral Communications	4.0 Quarter Credits

This course is designed to develop students' ability to communicate effectively. Emphasis is placed upon the basic elements of communication in order to strengthen students' interpersonal and professional speaking skills. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

SPCP2300 - Fundamentals of Interpersonal Communications	4.0 Quarter Credits

The dynamics of interaction between people in personal, social and workplace situations are explored to better understand how interpersonal communication shapes relationships. Exploration will occur through readings, discussion, and application exercises. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

SPC 4451 – Conference Techniques	4.0 Quarter Credits

Designed to teach the student how to effectively facilitate team interaction, this course explores both the logistics of planning and developing conferences and meetings. This course also teaches the skills needed to get effective results from group meetings. Leadership traits and group dynamic skills are analyzed and applied in simulated classroom experience. Prerequisites: None Lecture Hours: 40 Lab Hours: 0

STA2014 – Statistics	4.0 Quarter Credits

This course introduces students to statistical techniques. Methods of describing, summarizing, and analyzing data are presented. Prerequisites: MAT1033 Lecture Hours: 40; Lab Hours: 0

STS1001 - Principles and Practices of Surgical Technology	4.0 Quarter Credits

This course is designed to provide students with an overall understanding and orientation to the field of surgical technology. Included in this course are professional responsibilities and relations, interpersonal relationships and communication skills, legal and ethical responsibilities, the operating room environment, and safety. Prerequisites: None Lecture Hours: 40; Lab Hours: 0

STS2007 - Surgical Pharmacology	4.0 Quarter Credits

This course is designed to provide students with an overall understanding of the theory and the hands-on applications involved in surgical pharmacology. Prerequisites: MAT1033 Lecture Hours: 40; Lab Hours: 0

STS2171C - Surgical Technology I	4.0 Quarter Credits

This course is designed to provide students with an overall understanding and the hands-on skills involved in following medical and surgical aseptic techniques and in providing basic pre-operative care to the surgical patient. Prerequisites: None Lecture Hours: 30; Lab Hours: 20

STS2172C - Surgical Technology II	4.0 Quarter Credits

This course is designed to provide students with an overall understanding of the theory and the hands-on applications involved in the use and maintenance of surgical instruments and equipment. Prerequisites: STS2171C Lecture Hours: 30; Lab Hours: 20

STS2173C - Surgical Procedures I	6.0 Quarter Credits

This course is designed to provide students with the overall understanding of the theory and hands-on applications involved in general surgery, as well as specific surgical procedures involving the gastrointestinal system, the reproductive system and obstetrics, and the genitourinary system. Prerequisites: BSC1085, BSC1086, HSC1529 Lecture Hours: 40; Lab Hours: 40

STS2174C - Surgical Procedures II	6.0 Quarter Credits

This course is designed to provide students with an overall understanding of the theory and hands-on applications involved in surgical procedures of the ear, nose, and throat, ophthalmic surgery, plastic surgery, orthopedic surgery, surgery of the nervous system, thoracic surgery, and cardiovascular and peripheral vascular surgery. Prerequisites: STS2173C Lecture Hours: 40; Lab Hours: 40

STS2175C - Clinical Rotation I	5.0 Quarter Credits

This 150-hour course is designed to provide the student with supervised, practical hands-on and observational experiences in the clinical area. As part of the experience, students may rotate throughout various departments within the clinical area. Prerequisites: STS2171C, STS2173C, MCB2000 Lecture Hours: 0; Lab Hours: 150.0

STS2176C - Clinical Rotation II	11.0 Quarter Credits

This course is a continuation of the skills practiced in STS 2175C with continued supervised, practical hands-on and observational experiences in the clinical area. During this rotation, students will rotate throughout the operating room, as well as other surgical and non-surgical departments, including the obstetrics delivery room, emergency room, and outpatient surgery department. Prerequisites: STS2175C Lecture Hours: 0; Lab Hours: 350.0

STS2200 - Surgical Technologist Certification Examination Review	2.0 Quarter Credits

This course is designed to guide students in the preparation for the Surgical Technologist Certification Examination. Test-taking strategies will be discussed and implemented with an in-depth review of application level questions that require critical thinking skills. A review will be provided of the Surgical Technologist knowledge, skill, and abilities necessary to provide quality surgical patient care. Prerequisite: STS 2174C, STS 2175C. Lecture Hours: 20 Lab Hours: 0

SYG2001 - Principles of Sociology	**4.0 Quarter Credits**
A study of cultural heritage, of the cultural influence of human nature and personality, and of social interaction. Prerequisites: None Lecture Hours: 40; Lab Hours: 0	
TAX2000 - Tax Accounting	**4.0 Quarter Credits**
This is a survey course covering the laws, procedures, returns, and subsidiary schedules involved in the preparation of Federal personal tax returns. Prerequisites: None Lecture Hours: 30; Lab Hours: 20	
TAX4001 - Federal Taxation I	**4.0 Quarter Credits**
A thorough study of federal income tax law and its application to individuals, partnerships, and corporations. Taxable income and deductible expenditures are given special emphasis. Sample returns and problems are used in the development of skills needed to prepare tax returns, especially individual tax returns. Prerequisites: APA2161 Lecture Hours: 40; Lab Hours: 0	
TAX4011 - Federal Taxation II	**4.0 Quarter Credits**
A thorough study of federal income tax law and its application to corporations and other business entities. Special topics include property transactions, alternative minimum tax, accounting periods and methods, and international aspects of taxation. Prerequisites: TAX4001 Lecture Hours: 40; Lab Hours: 0	

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STATEMENT OF OWNERSHIP

This campus is owned and operated by Zenith Education Group, Inc. (Zenith), a Delaware nonprofit corporation. Zenith's sole member is ECMC Group, Inc., a Delaware nonprofit corporation. Corporate offices for Zenith and ECMC Group are located at:

1 Imation Place
Building 2
Oakdale, MN 55128

ECMC Group	
Directors	**Officers**
John DePodesta, Chair	David Hawn, President and CEO
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Jack O'Connell	
Maurice Salter	

ADMINISTRATION

Administration	
Michelle Lawrence	President
Derek NeSmith	Academic Dean
Dolores Koulias	Director of Admissions
Breanna Leuze	Director of Career Services
Adriana Pearlman	Director of Student Finance

CATALOG SUPPLEMENT

See the catalog supplement for information related to the faculty listing.

TUITION AND FEES

ON-GROUND PROGRAMS – MODULAR

Program	Program Length	Credit Units	Tuition	Estimated Textbooks and Supplies Costs
Massage Therapy	36 weeks	55	$8,811	$1,426
Medical Administrative Assistant	33 weeks	48	$10,562	$2,083
Medical Assistant	41 weeks	60	$13,145	$2,231
Medical Insurance Billing and Coding	33 weeks	48	$10,349	$1,978
Pharmacy Technician	33 weeks	48	$11,190	$1,041
Tuition effective February 2, 2015; Textbook and Supplies Costs effective July 1, 2015				

ON-GROUND PROGRAMS – QUARTER-BASED

Program	Tuition Per Credit Hour	Estimated Books Per Quarter
Associate Degree in Nursing	$394	$425
Associate Degree in Radiologic Technology	$308	$275
Associate Degree in Surgical Technologist	$245	$425
Associate Degree in: Accounting, Applied Management, Business, Computer Information Science, Criminal Justice, Paralegal, Pharmacy Technician,	Flat-Term Rate	$550
Bachelor's Degree in: Accounting, Applied Management, Business, Computer Information Science, Criminal Justice, Paralegal	Flat-Term Rate	$425
Master Degree in: Business Administration, Criminal Justice	$445	$1,750
Effective February 2, 2015		

These modular and Quarter Based tuition tier flat-rate tuition tables only apply to:

1. **New enrolling students.** A new student is defined as a student who has never attended a Zenith Education Group school or has graduated and enrolled in a new program; or

2. **Re-entering students who have withdrawn and are re-entering greater than 180 days from their withdrawal date** (The withdrawn time period is calculated from the student's withdrawal date to the new module or term start date.)

Note: Students re-entering the same program version within 180 days from their NSLDS withdrawal date will be charged at the cost per credit/quarter reflected on the enrollment agreement from the most recent prior period of enrollment.

For students who have withdrawn and are re-entering within 180 days, the following tuition charges apply:
Same Program (Same / New Program Version):
> Will be charged tuition at the original tuition rate reflected on the original enrollment agreement less the amount charged on the prior period of enrollment (Charges plus or minus any tuition adjustments).

Same Program (New Program Version of Different Credits / Length of Program):
> Will be charged tuition at the current catalog rate for the program of enrollment less the amount charged on the prior period of enrollment (Charges plus or minus any tuition adjustments).

Different / New Program (Program Change)
> Will be charged tuition at the current catalog rate for the program of enrollment. A tuition credit will be determined for the student's prior period of enrollment

FLAT TERM RATE TABLE
Students enrolled in 8+ credit hours will be charged a flat-term rate as set forth below. Students enrolled in less than 8 credit hours will be charged per credit and total tuition for a given quarter is determined by multiplying the number of credit hours for which the student is registered for and attends within the term by the then current tuition rate.

Associate Programs except Nursing, Radiologic Technology and Surgical Technologist

Number of Credits Enrolled In	Credit Load	Cost Per Credit	Cost Per Quarter
16 or more	20	$272.00	$5,440
	19	$286.32	$5,440
	18	$302.22	$5,440

Number of Credits Enrolled In	Credit Load	Cost Per Credit	Cost Per Quarter
	17	$320.00	$5,440
	16	$340.00	$5,440
12 - 15	15	$274.67	$4,120
	14	$294.29	$4,120
	13	$316.92	$4,120
	12	$343.33	$4,120
8 - 11	11	$360.00	$3,960
	10	$396.00	$3,960
	9	$440.00	$3,960
	8	$495.00	$3,960
Less than 8	7	$495.00	$3,465
	6	$495.00	$2,970
	5	$495.00	$2,475
	4	$495.00	$1,980
	3	$495.00	$1,485
	2	$495.00	$990
	1	$495.00	$495

Effective February 2, 2015

Note: For new and re-entering students who are enrolling in school at the mini-term, tuition is $2,746. Thereafter, students are subject to the tiered quarterly tuition rate.

Bachelor Programs

Number of Credits Enrolled In	Credit Load	Cost Per Credit	Cost Per Quarter
16 or more	20	$256.00	$5,120
	19	$269.47	$5,120
	18	$284.44	$5,120
	17	$301.18	$5,120
	16	$240.00	$3,840
12 - 15	15	$256.00	$3,840
	14	$274.29	$3,840
	13	$295.38	$3,840
	12	$320.00	$3,840
8 - 11	11	$334.55	$3,680
	10	$368.00	$3,680
	9	$408.89	$3,680
	8	$460.00	$3,680
Less than 8	7	$480.00	$3,360
	6	$480.00	$2,880
	5	$480.00	$2,400
	4	$480.00	$1,920
	3	$480.00	$1,440
	2	$480.00	$960
	1	$480.00	$480

Effective February 2, 2015

Note: For new and re-entering students who are enrolling in school at the mini-term, tuition is $2,560. Thereafter, students are subject to the tiered quarterly tuition rate.

ON-GROUND PROGRAMS – QUARTER-BASED

Students enrolled in 8+ credit hours will be charged a flat-term rate as set forth below. Students enrolled in less than 8 credit hours will be charged per credit and total tuition for a given quarter is determined by multiplying the number of credit hours for which the student is registered for and attends within the term by the then current tuition rate.

Associate Programs except Nursing, Radiologic Technology and Surgical Technologist

Number of Credits Enrolled In	Credit Load	Cost Per Credit	Cost Per Quarter
16 or more	20	$340.00	$6,800.00
	19	$357.89	$6,800.00
	18	$377.78	$6,800.00
	17	$400.00	$6,800.00
	16	$425.00	$6,800.00
12 - 15	15	$343.33	$5,150.00

	14	$367.86	$5,150.00
	13	$396.15	$5,150.00
	12	$429.17	$5,150.00
8 - 11	11	$450.00	$4,950.00
	10	$495.00	$4,950.00
	9	$550.00	$4,950.00
	8	$618.75	$4,950.00
Less than 8	7	$619.00	$4,333.00
	6	$619.00	$3,714.00
	5	$619.00	$3,095.00
	4	$619.00	$2,476.00
	3	$619.00	$1,857.00
	2	$619.00	$1,238.00
	1	$619.00	$619.00

Effective September 2, 2013
Note: For new and re-entering students who are enrolling in school at the mini-term, tuition is $3,433. Thereafter, students are subject to the tiered quarterly tuition rate.

Bachelor Programs

Number of Credits Enrolled In	Credit Load	Cost Per Credit	Cost Per Quarter
16 or more	20	$320.00	$6,400.00
	19	$336.84	$6,400.00
	18	$355.56	$6,400.00
	17	$376.47	$6,400.00
	16	$400.00	$6,400.00
12 - 15	15	$320.00	$4,800.00
	14	$342.86	$4,800.00
	13	$369.23	$4,800.00
	12	$400.00	$4,800.00
8 - 11	11	$418.18	$4,600.00
	10	$460.00	$4,600.00
	9	$511.00	$4,600.00
	8	$575.00	$4,600.00
Less than 8	7	$600.00	$4,200.00
	6	$600.00	$3,600.00
	5	$600.00	$3,000.00
	4	$600.00	$2,400.00
	3	$600.00	$1,800.00
	2	$600.00	$1,200.00
	1	$600.00	$600.00

Effective September 2, 2013
Note: For new and re-entering students who are enrolling in school at the mini-term, tuition is $3,433. Thereafter, students are subject to the tiered quarterly tuition rate.

ONLINE PROGRAMS

Flat-Rate Term Table – Online Students Only
Effective February 2, 2015, the tuition table below will apply to new students only.

Status	Credit Load	Cost / Unit	Cost / Quarter
29-32	32	$175.00	$5,600
	31	$180.65	$5,600
	30	$186.67	$5,600
	29	$193.10	$5,600
25-28	28	$177.14	$4,960
	27	$183.70	$4,960
	26	$190.77	$4,960
	25	$198.40	$4,960
21-24	24	$180.00	$4,320
	23	$187.83	$4,320

Status	Credit Load	Tuition Per Credit Hour	Cost / Quarter
	22	$196.36	$4,320
	21	$205.71	$4,320
Full Time	20	$180.00	$3,600
	19	$189.47	$3,600
	18	$200.00	$3,600
	17	$211.76	$3,600
	16	$225.00	$3,600
	15	$240.00	$3,600
	14	$257.14	$3,600
	13	$276.92	$3,600
	12	$300.00	$3,600
3/4 Time	11	$298.18	$3,280
	10	$328.00	$3,280
	9	$364.44	$3,280
Half Time	8	$400.00	$3,200
	7	$400.00	$2,800
	6	$400.00	$2,400
< Half Time	5	$400.00	$2,000
	4	$400.00	$1,600
	3	$400.00	$1,200
	2	$400.00	$800
	1	$400.00	$400

Fully online students will also be charged a one-time $295 Technology Support Fee during their first term of enrollment.
Effective February 2, 2015

Master Degree -Online Students Only

Program	Tuition Per Credit Hour	Estimated Books Per Quarter
Master Degree	$456	-

Effective February 2, 2015

Flat-Rate Term Table – Online Students Only
Effective July 18, 2014, the tuition table below will apply to new and re-entering fully online undergraduate students starting with the Summer Mini Term which begins August 25, 2014.

Status	Credit Load	Cost / Unit	Cost / Quarter
29-32	32	$218.75	$7,000
	31	$225.81	$7,000
	30	$233.33	$7,000
	29	$241.38	$7,000
25-28	28	$221.43	$6,200
	27	$229.63	$6,200
	26	$238.46	$6,200
	25	$248.00	$6,200
21-24	24	$225.00	$5,400
	23	$234.78	$5,400
	22	$245.45	$5,400
	21	$257.14	$5,400
Full Time	20	$225.00	$4,500
	19	$236.84	$4,500
	18	$250.00	$4,500
	17	$264.71	$4,500
	16	$281.25	$4,500
	15	$300.00	$4,500
	14	$321.43	$4,500
	13	$346.15	$4,500

	12	$375.00	$4,500
	11	$372.73	$4,100
3/4 Time	10	$410.00	$4,100
	9	$455.56	$4,100
	8	$500.00	$4,000
Half Time	7	$500.00	$3,500
	6	$500.00	$3,000
	5	$500.00	$2,500
	4	$500.00	$2,000
< Half Time	3	$500.00	$1,500
	2	$500.00	$1,000
	1	$200.00	$200

Fully online students will also be charged a one-time $295 Technology Support Fee during their first term of enrollment.
Effective July 18, 2014

Master Degree -Online Students Only

Program	Tuition Per Credit Hour	Estimated Books Per Quarter
Master Degree	$570	-

Effective July 15, 2013

Online Accounting and Computer Information Science AS degrees

This tuition tier flat-rate table only applies to:
1. New enrolling students. A new student is defined as: a student who has never attended an Everest school or has been withdrawn for more than one (1) year or has graduated and enrolled in a new program;
2. A re-entering student who has withdrawn prior to March 15, 2014; and
3. A re-entering student who has withdrawn on or after March 15, 2014 and is re-entering greater than 180 days from their withdrawal date.

Associate Programs for Accounting and Computer Information Science Online

Status	Credit Load	Cost Per Credit	Cost Per Quarter
	32	$202.97	$6,495
29-32	31	$209.52	$6,495
	30	$216.50	$6,495
	29	$223.97	$6,495
	28	$203.39	$5,695
25-28	27	$210.93	$5,695
	26	$219.04	$5,695
	25	$227.80	$5,695
	24	$203.96	$4,895
21-24	23	$212.83	$4,895
	22	$222.50	$4,895
	21	$233.10	$4,895
	20	$199.75	$3,995
	19	$210.26	$3,995
	18	$221.94	$3,995
	17	$235.00	$3,995
Full Time	16	$249.69	$3,995
	15	$266.33	$3,995
	14	$285.36	$3,995
	13	$307.31	$3,995
	12	$332.92	$3,995
	11	$335.91	$3,695
3/4 Time	10	$369.50	$3,695
	9	$410.56	$3,695

Half Time	8	$415.00	$3,320
	7	$415.00	$2,905
	6	$415.00	$2,490
Less than Half Time	5	$415.00	$2,075
	4	$415.00	$1,660
	3	$415.00	$1,245
	2	$415.00	$830
	1	$415.00	$415

Effective March 15, 2014

ACADEMIC CALENDARS

MODULAR PROGRAMS

Massage Therapy, Medical Insurance Billing and Coding, Medical Assistant Diploma, Medical Administrative Assistant, Pharmacy Technician Diploma All Mod Shifts 2015 - 2016		
Start Date	**End Date**	**Holidays/Breaks**
7/23/2015	8/19/2015	
8/20/2015	9/17/2015	9/7/15, 9/17/15 – 9/20/15
9/21/2015	10/16/2015	
10/19/2015	11/13/2015	
11/16/2015	12/15/2015	11/26/15 – 11/27/15
12/16/2015	1/25/2016	12/23/15 – 1/3/16, 1/18/16
1/26/2016	2/23/2016	2/15/16
2/24/2016	3/22/2016	
3/23/2016	4/26/2016	4/2/2016-4/10/2016
4/27/2016	5/24/2016	
5/25/2016	6/22/2016	5/30/2016
6/23/2016	7/21/2016	7/4/2016
7/25/2016	8/19/2016	
8/22/2016	9/19/2016	9/5/2016
9/20/2016	10/17/2016	
10/18/2016	11/14/2016	
11/15/2016	12/14/2016	11/24/2016-11/25/2016
12/15/2016	1/20/2017	12/24/2016-1/1/2017; 1/16/2017
1/23/2017	2/17/2017	
2/21/2017	3/20/2017	
3/21/2017	4/24/2017	4/1/2017-4/9/2017
4/25/2017	5/22/2017	
5/23/2017	6/20/2017	5/29/2017
6/21/2017	7/20/2017	7/3/2017-7/4/2017
7/24/2017	8/18/2017	
8/21/2017	9/18/2017	9/4/2017
9/19/2017	10/16/2017	
10/17/2017	11/13/2017	
11/14/2017	12/13/2017	11/23/2017-11/24/2017
12/14/2017	1/19/2018	12/23/2017-1/1/2018; 1/15/2018
1/22/2018	2/16/2018	
2/20/2018	3/19/2018	
3/20/2018	4/23/2018	4/7/2018/4/15/2018
4/24/2018	5/21/2018	
5/22/2018	6/19/2018	5/28/2018
6/20/2018	7/18/2018	7/4/2018
7/19/2018	8/15/2018	
8/16/2018	9/13/2018	9/3/2018
9/17/2018	10/12/2018	
10/15/2018	11/9/2018	
11/12/2018	12/11/2018	
12/12/2018	1/17/2019	

QUARTER-BASED PROGRAMS

Academic Year 2015 - 2016				
Summer Term Starts		July	13	2015
Summer Term Drop/Add Deadline		July	27	2015
Mini-Term Starts		August	24	2015
Mini-Term Drop/Add Deadline		August	31	2015
Labor Day Holiday		September	7	2015
Summer Term Ends		October	4	2015
Fall Break	From:	October	5	2015
	To:	October	11	2015
Fall Term Start		October	12	2015
*Fall Term 1st 6 Week Drop/Add Deadline		October	18	2015
Fall Term 12 Week Drop/Add Deadline		October	26	2015
Mini-Term Starts		November	23	2015
Thanksgiving Day Holiday	From:	November	26	2015
	To:	November	29	2015
Mini-Term (*2nd 6 Week) Drop/Add Deadline		December	7	2015
Winter Holiday	From:	December	24	2015
	To:	January	3	2016
Classes Resume		January	4	2016
Fall Term Ends		January	10	2016
Winter Term Starts		January	11	2016
M.L. King Jr. Birthday Holiday		January	18	2016
*Winter Term 1st 6 Week Drop/Add Deadline		January	17	2016
Winter Term Drop/Add Deadline		January	25	2016
Presidents' Day		February	15	2016
Mini-Term Starts		February	22	2016
Mini Term (*2nd 6 Week) Drop/Add Deadline		February	29	2016
Winter Term Ends		April	3	2016
Spring Vacation	From:	April	4	2016
	To:	April	10	2016
Spring Term Starts		April	11	2016
*Spring Term 1st 6 Week Drop/Add Deadline		April	17	2016
Spring Term Drop/Add Deadline		April	25	2016
Memorial Day Holiday		May	30	2016
Mini-Term Starts		May	23	2016
Mini Term (*2nd 6 Week) Drop/Add Deadline		May	31	2016
Spring Term Ends		July	3	2016
Independence Day Holiday		July	4	2016
Summer Vacation	From:	July	4	2016
	To:	July	10	2016

Academic Year 2016 - 2017				
Summer Term Starts		July	11	2016
*Summer Term 1st 6 Week Drop/Add Deadline		July	17	2016
Summer Term Drop/Add Deadline		July	25	2016
Mini-Term Starts		August	22	2016
Mini-Term (*2nd 6 Week) Drop/Add Deadline		August	29	2016
Labor Day Holiday		September	5	2016
Summer Term Ends		October	2	2016
Fall Break	From:	October	3	2016
	To:	October	9	2016
Fall Term Start		October	10	2016
*Fall Term 1st 6 Week Drop/Add Deadline		October	16	2016
Fall Term Drop/Add Deadline		October	24	2016
Mini-Term Starts		November	21	2016
Thanksgiving Day Holiday	From:	November	24	2016
	To:	November	27	2016
Mini-Term (*2nd 6 Week) Drop/Add Deadline		November	28	2016
Winter Holiday	From:	December	24	2016
	To:	January	1	2017
Classes Resume		January	2	2017
Fall Term Ends		January	8	2017
Winter Term Starts		January	9	2017
*Winter Term 1st 6 Week Drop/Add Deadline		January	16	2017
M.L. King Jr. Birthday Holiday		January	16	2017
Winter Term Drop/Add Deadline		January	23	2017
Presidents' Day		February	20	2017
Mini-Term Starts		February	21	2017
Mini Term (*2nd 6 Week) Drop/Add Deadline		February	28	2017
Winter Term Ends		April	2	2017
Spring Vacation	From:	April	3	2017
	To:	April	9	2017
Spring Term Starts		April	10	2017
*Spring Term 1st 6 Week Drop/Add Deadline		April	16	2017
Spring Term Drop/Add Deadline		April	24	2017
Memorial Day Holiday		May	29	2017
Mini-Term Starts		May	22	2017
Mini Term (*2nd 6 Week) Drop/Add Deadline		May	30	2017

Spring Term Ends		July	2	2017
Independence Day Holiday		July	4	2017
Summer Vacation	From:	July	3	2017
	To:	July	9	2017

STATE SPECIFIC INFORMATION

ARKANSAS STUDENTS

- Everest University is licensed by the Arkansas Department of Higher Education to enroll students in the following programs of study: Due to state application restrictions please refer to state license for confirmation of approval for specific programs.
- All Arkansas students must transfer in 12 quarter credit hours, including 2 laboratories, of Science curriculum in order to receive a Bachelor of Science in Criminal Justice.
- Arkansas graduates will receive an Associate in Applied Science degree upon successful completion of an approved associate degree program.
- Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution, course or degree program. Such certification merely indicates that certain minimum standards have been met under the rules and regulations of institutional certification as defined in Arkansas Code §6-61-301.
- Arkansas Department of Higher Education (ADHE) requires the certified institution to make a decision on the student grievance following the institution's public policy.
- Inquiries into student grievances must be limited to Arkansas Higher Education Coordinating Board certified (under Arkansas Code § 6-61-301) courses/degree programs and institutions and to matters related to the criteria for certification.
- Within 20 days of completing the institution's grievance procedures, the student may file the complaint in writing with the ICAC Coordinator, Arkansas Department of Higher Education, 114 East Capitol, Little Rock, AR 72201. The grievant must provide a statement from the institution verifying that the institution's appeal process has been followed. ADHE will notify the institution of the grievance within 15 days of the filing. Within 10 days after ADHE notification, the institution must submit a written response to ADHE. Other action may be taken by ADHE as needed.

FLORIDA STUDENTS

- Everest University is licensed by means of accreditation according to the licensing requirements set forth in Chapter 1005, Florida Statutes. Further information may be obtained from the Florida Commission for Independent Education, Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888)224-6684.

INDIANA STUDENTS

This institution is authorized by The Indiana Board for Proprietary Education 101 W. Ohio St., Suite 670 Indianapolis, IN 46204-1984

KENTUCKY STUDENTS

A person with a complaint or grievance involving misrepresentation against a college shall make a reasonable effort to resolve the complaint or grievance directly with the college. If a mutually satisfactory solution cannot be reached, then:

1. A written complaint must be submitted to the President of the Council on Postsecondary Education which contains evidence relevant to the complaint and documentation that a reasonable effort was made to resolve the complaint directly with the college.
2. The institution will be required to file a written response concerning the consumer complaint, including a statement on the current status of the complaint, and any resolution of the complaint.
3. The President of the Council on Postsecondary Education shall review the facts as presented and may intervene to bring the matter to a satisfactory conclusion through facilitation, but the facilitation shall not include legal action on behalf of any party.

FLORIDA PHARMACY TECHNICIAN DISCLOSURE

This disclosure includes important information for students enrolling in Everest's Pharmacy Technician program. Pharmacy technicians are required to be register with and be certified by the Florida Board of Pharmacy prior to obtaining employment as a pharmacy technician in the state of Florida. This disclosure provides information on registration requirements. Please review this information and be sure that you understand it. If you have any questions, please contact Everest or the Florida Board of Pharmacy for additional information. If you plan to seek employment in a state other than Florida, please contact that state's board of pharmacy, or equivalent agency, for any relevant licensure or registration requirements. The Pharmacy Technician program at Everest meets requirements as a recognized course of training by the Florida State Board of Pharmacy. In addition to state-mandated minimum requirements, Everest's Pharmacy Technician curriculum includes a variety of additional skills focused subjects, as well as coursework in Pharmacology.

Pharmacy Technicians must be registered with the Florida Board of Pharmacy. To gain registration a pharmacy technician must complete a training program approved by the Board of Pharmacy.

The board shall register each applicant who is at least 17 years of age, has completed a pharmacy technician training program approved by the Board of Pharmacy, completed the application form, and has remitted a registration fee set by the board at $105. The fee is composed of the following: a non-refundable application processing fee of $50; initial registration fee of $50 and unlicensed activity fee of $5.00. Checks are to be made payable to the "Department of Health" and applications will be reviewed within 30 days.

As a condition of biennial registration renewal, a registered pharmacy technician shall submit a $55 renewal fee and complete 20 hours of continuing education courses approved by the board or the Accreditation Council for Pharmacy Education, of which 4 hours must be via live presentation and 2 hours must be related to the prevention of medication errors and pharmacy law. Additionally, for the first renewal of registration a registered pharmacy technician must complete 1 hour of continuing education on the topic of HIV/AIDS.

Applications must be completed online through the Florida Board of Pharmacy website: http://www.doh.state.fl.us/mqa/pharmacy.