Everest

INSTITUTE

2008-2009 Catalog

FL-EVI 082608

Miami Campus
111 NW 183rd St. Suite 200
Miami, FL 33169
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(305) 956-5758 (fax)

Kendall Campus
9020 SW 137th Avenue
Miami, FL 33186
(305) 386-9900
(305) 388-1740 (fax)

Hialeah Campus
A branch of the Miami Campus
530 West 49th Street
Hialeah, FL 33012-7193
(305) 558-9500
(305) 558-4419 (fax)

Fort Lauderdale Campus
A Branch of the Kendall Campus
1040 Bayview Drive
Fort Lauderdale, FL 33304
(954) 630-0066
(954) 630-0076 (fax)

www.everest.edu

Accredited at the non-degree and degree level by the Accrediting Bureau of Health
Education Schools (ABHES), www.abhes.org. Licensed by the Commission for
Independent Education, Florida Department of Education (Miami campus #2668,
Hialeah campus #2667, Kendall campus #2666, Fort Lauderdale campus #2997).

A MESSAGE FROM EVEREST INSTITUTE

Congratulations for the decision you have made to start career training at Everest Institute!

For over 30 years, Everest Institute has been providing quality education to students seeking careers in the medical field. Our programs are geared to provide you with the skills necessary to meet the demands of today's fast-paced, competitive, and technological job market.

The faculty of Everest Institute consists of professionals with extensive experience in each specialized field--our instructors practice what they teach. A supportive classroom environment allows for personalized instruction and individual attention. Classrooms house the high-tech equipment, creating a realistic work environment for practical hands-on training. Our curriculum is career-oriented and is enhanced by special projects or internship programs designed to prepare you for work in your chosen field.

Our objective is to offer you the training necessary to realize your career goals. We look forward to making your plan to enter Everest Institute one of the best decisions of your life.

Sincerely,

Patricia Bisciotti
President, Hialeah Campus

Donald Christopher Tilley
Acting President, Miami Campus

Darrell Rhoten
President, Kendall Campus

Calvin Lawrence
President, Fort Lauderdale Campus

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ABOUT EVEREST INSTITUTE

MISSION STATEMENT

Our mission is to fulfill the professional and educational needs of growth-oriented individuals who are prepared to change their careers and lives for the better. In an effort to fill the needs of professions for trained personnel and to provide meaningful and fulfilling careers to capable individuals, the School maintains the highest level of professional dedication. The School is constantly updating its curricula, recognizing its obligation to the students and the professions that they serve.

OBJECTIVES

A supportive staff and innovative faculty are open to helping students reach their goals. In a warm, friendly, and professional setting, students realize their strengths through a team approach with staff and faculty. With their futures in mind, and the wealth and welfare of students continuously considered, a winning spirit that promotes self-esteem and viable career alternatives becomes the goal of everyone involved with Everest Institute.

GUIDING PRINCIPLES

We believe that our programs and services must enrich people's lives and enhance their careers. Creativity and quality in our concepts, programs, and services are essential to our success. The people of Everest Institute are our company's most valuable resource. Distinguished business performance is a must, not as an end in itself, but as a means to accomplish our broader mission. Our educational affiliations must be preserved and cherished for the welfare of our students.

The values that guide us are excellence in all that we do, ethical and moral conduct at all times and in all our relationships, innovation in all areas of our business as a means of attaining and sustaining leadership, and corporate social responsibility to the communities we serve.

These beliefs and values guide our business strategies, our corporate behavior, and our relationships with students, employees, affiliates, communities, and each other.

HISTORY

The School was founded in January 1977 as National School of Health Technology, Inc. of Florida. Classes began in February 1977 in North Miami Beach. The School changed its name to National School of Technology, Inc. in 1984 and moved to the present Miami location in 2004. In January 1985, classes began at a campus in Hialeah, Florida, which was designated as an additional classroom facility. The Hialeah campus was awarded branch status in June 1989.

In October 1991, National School of Technology acquired Ward Stone College in Kendall, Florida, which had been founded in 1975. The name of Ward Stone College was changed to National School of Technology in December 1996. The Kendall campus is organized as a separate corporation and is a wholly owned subsidiary of National School of Technology, Inc. In April 2002, Rhodes Colleges, Inc. acquired all three campuses of National School of Technology. In August, 2003, the National School of Technology campus in Fort Lauderdale opened as a branch of the Kendall campus.

In February of 2008, all four campuses changed their name to Everest Institute.

FACILITIES

Fort Lauderdale Campus

The campus of the Everest Institute Fort Lauderdale consists of medical and computer laboratories, school offices, and financial aid offices. The medical classrooms and labs contain equipment commonly found in the medical environment, such as ECG machines, microscopes, phlebotomy equipment, examining tables, and blood cell counters, as well as other types of diagnostic equipment. The microcomputer labs are equipped with IBM-compatible computers to allow students to receive hands-on training. The massage therapy clinical laboratory contains massage tables and chairs with accessories, adjustable face cradles, massage stools and hydrotherapy equipment. A student lounge, equipped with vending machines for food, drinks, and snacks, is also available. The campus is conveniently located near public transportation, shopping centers, restaurants, and banks. All facilities are accessible to people with disabilities.

Hialeah Campus

The Hialeah campus has approximately 40,000 sq. ft. consisting of 29 classrooms and labs as well as school offices. The medical classrooms and labs contain equipment commonly found in the medical environment, such as ECG machines, microscopes, phlebotomy equipment, examining tables, blood cell counters, and echocardiography equipment as well as other types of diagnostic equipment. The campus also has pharmacy technician facilities and labs. The computer labs are equipped with IBM-compatible Pentium computers to allow students to receive hands-on training. The surgical laboratories contain surgical instruments, trays, scrub stations, anatomical mannequins, drapes, etc. for practicing techniques. The massage therapy clinical laboratory contains massage tables and chairs with accessories, adjustable face cradles, massage stools, and hydrotherapy equipment. A student lounge, equipped with vending machines for food, drinks, and snacks as well as a microwave oven, is also available. All students have access to the campus career and learning resource center, which contains computers with internet capabilities and reference materials for student use. The campus is located convenient to public transportation, shopping centers, restaurants, and banks. The facility is accessible to people with disabilities.

Kendall Campus

The Kendall campus occupies approximately 26,000 sq. ft. The facility consists of classrooms, medical and computer laboratories, school offices, and financial aid offices. The medical classrooms and labs contain equipment commonly found in the medical environment, such as EKG machines, microscopes, phlebotomy equipment, examining tables, blood cell counters, and ultrasonography and

echocardiography equipment, as well as other types of diagnostic equipment. The microcomputer labs are equipped with IBM-compatible computers to allow students to receive hands-on training. The surgical laboratories contain surgical instruments, trays, scrub stations, anatomical mannequins, drapes, etc. for practicing techniques. The massage therapy clinical laboratory contains massage tables and chairs with accessories, adjustable face cradles, massage stools, and hydrotherapy equipment. A student lounge, equipped with vending machines for food, drinks, and snacks as well as a microwave oven, is also available. All students have access to the campus Career and Learning Resource Center, which contains reference materials for student use. The campus is handicapped accessible via two entrance ramps and an elevator. Restrooms are also handicapped accessible.

The Kendall annex facility, located at 9000 SW 137th Ave, is a 3162-square-feet building located 40 yards from the main building. It houses labs and lecture classrooms.

Miami Campus

The Everest Institute Miami facility consists of a main building with 20,500 sq. ft. This facility has nine lecture rooms, three computer labs, two medical labs, a pharmacy lab, and a massage clinic. A 16,000 sq. ft. annex facility is located at 16150 NE 17th Ave., North Miami Beach, FL 33162. This facility has 11 lecture rooms, three medical labs, five computer labs, and one massage lab. Both facilities are accessible to people with disabilities and have student lounges with snacks and drinks. All facilities are easily accessible by public transportation and expressways.

HOURS OF OPERATION

Campus	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Fort Lauderdale	8 a.m. – 8 p.m.	8 a.m. – 8 p.m.	8 a.m. – 8 p.m.	8 a.m. – 8 p.m.	8 a.m. – 4 p.m.	9 a.m. – 1 p.m.
Hialeah	8 a.m. – 8 p.m.	8 a.m. – 8 p.m.	8 a.m. – 8 p.m.	8 a.m. – 8 p.m.	8 a.m. – 5 p.m.	9 a.m. – 1 p.m.
Kendall	8 a.m. – 8 p.m.	8 a.m. – 8 p.m.	8 a.m. – 8 p.m.	8 a.m. – 8 p.m.	8 a.m. – 4 p.m.	9 a.m. – 1 p.m.
Miami	8 a.m. – 8 p.m.	8 a.m. – 8 p.m.	8 a.m. – 8 p.m.	8 a.m. – 8 p.m.	8 a.m. – 5 p.m.	9 a.m. – 1 p.m.

CLASS HOURS

Fort Lauderdale Campus			
8:30 a.m. to	12:30 p.m.	Monday – Friday	Day
6:00 p.m. to	11:00 p.m.	Monday – Thursday	Evening
Hialeah and Kendall Campuses			
8:30 a.m. to	12:30 p.m.	Monday – Friday	Day
1:00 p.m. to	5:00 p.m.	Monday – Friday	Afternoon
6:00 p.m. to	11:00 p.m.	Monday - Thursday	Evening
Miami Campus			
8:30 a.m. to	12:30 p.m.	Monday – Friday	Day
10:30 a.m. to	2:30 p.m.	Monday – Friday	Mid-morning
1:00 p.m. to	5:00 p.m.	Monday – Friday	Afternoon
6:00 p.m. to	11:00 p.m.	Monday - Thursday	Evening
6:00 p.m. to	10:00 p.m.	Monday – Friday	Evening

An hour of instruction is equal to 50 minutes of contact time.

STUDENT FINANCIAL SERVICES HOURS

Office hours are as follows:
Monday – Thursday   8:00 a.m. to 8:00 p.m.
Friday   8:00 a.m. to 4:00 p.m. (8:00 a.m. to 5:00 p.m. at the Hialeah and Miami campuses)

ACCREDITATION

Everest Institute is accredited at the non-degree and degree level by the Accrediting Bureau of Health Education Schools (ABHES), www.abhes.org. ABHES is recognized as a national accrediting agency by the U.S. Secretary of Education and is recognized by the National Advisory Committee on Institutional Quality and Integrity (NACIQI) for the accreditation of private, postsecondary institutions in the United States offering predominantly allied health education programs and the programmatic accreditation of medical assistant, medical laboratory technician, and surgical technology programs, leading to a certificate, diploma, or the Associate of Applied Science and Associate of Occupational Science degrees. ABHES is located at 7777 Leesburg Pike, Suite 314 N, Falls Church, VA 22043, (703) 917-9503.

The Surgical Technology programs of the Kendall and Hialeah campuses are accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Accreditation Review Committee on Education in Surgical Technology (ARC-ST), Allied Health Education Programs, CAAHEP, 1361 Park Street, Clearwater, FL 33756, Phone: 727-210-2350.

LICENSURE AND APPROVALS

Everest Institute is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee,

FL 32399, toll-free telephone number (888) 224-6684. The campus license numbers are as follows: Miami campus #2668, Hialeah campus #2667, Kendall campus #2666, and Fort Lauderdale campus #2997.

These Everest Institute campuses are recognized as approved Massage Therapy schools by the Florida Board of Massage Therapy, Department of Health.

The Miami, Hialeah, and Kendall campuses are approved by the Department of Florida State Approving Agency for Veterans Training. All language pertaining to veterans and veterans' benefits in this catalog refers to students at those three campuses only.

STATEMENT OF NON-DISCRIMINATION

Everest Institute does not discriminate on the basis of race, color, religion, age, disability, sex, sexual orientation, national origin, citizenship status, gender identity or status, or marital status in its admission to or treatment in its programs and activities, including advertising, training, placement, and employment. The School President is the coordinator of Title IX - the Educational Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. All inquiries or complaints under the sex discrimination provisions of Title IX should be directed to the School President. The School President must act equitably and promptly to resolve complaints and should provide a response within seven working days. Students who feel that the complaint has not been adequately addressed should contact the Student Help Line (800) 874-0255.

STUDENT DISABILITY SERVICES/ACCOMMODATIONS

This institution has an institutional commitment to provide equal educational opportunities for qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. To provide equality of access for students with disabilities, the institution will provide accommodations and auxiliary aids and services to the extent necessary to comply with state and federal laws. For each student, these accommodations and services will specifically address the functional limitations of the disability that adversely affect equal educational opportunity. Applicants or students who would like to request disability service/accommodations must make a request to the Campus President. Students will receive written notification of the determination within seven calendar days. Students may appeal an accommodation decision by following the student grievance procedure as stated in the "Student Academic Appeals Policy" section of this catalog.

MEMBERSHIPS

- Career College Association (CCA) – Miami, Hialeah, Kendall, and Fort Lauderdale
- Florida Association of Postsecondary Schools and Colleges (FAPSC) – Miami, Hialeah, Kendall, and Fort Lauderdale
- American Massage Therapy Association (AMTA) Council of Schools – Miami, Hialeah, and Kendall
- Florida State Massage Therapy Association (FSMTA) – Miami, Hialeah and Kendall

ADMISSIONS PROCEDURES AND REQUIREMENTS

Graduation from high school or its equivalent is a requirement for admission to the School unless the student applies to a modular program under the Ability to Benefit provision, as described below. Applicants not completing a secondary program or not having a diploma will be considered for admission on the basis of the General Education Development (GED) test or other equivalency. Associate degree candidates and Ability to Benefit provision students are required to successfully complete a standardized, nationally normed assessment examination. The Career Programs Assessment Test (CPAt) is administered by the School and is designed to further ensure that the applicant has the skills necessary to successfully pursue a college-level program.

Transfer students who are high school graduates or GED holders (or other equivalency) and who can submit proof of successfully completing a minimum of 36 quarter hours or 24 semester hours of earned college credit at an accredited postsecondary institution will not be required to complete the above-referenced test. Applicants who have completed the ACT with a score of at least 15 or the SAT with a combined score of at least 700 on the critical reading and math portions of the exam will not be required to complete the above-referenced test.

Applicants are informed of their acceptance status shortly after all required information is received and the student's qualifications are reviewed. Students may apply for entry at any time.

Students are responsible for meeting the requirements of the School catalog in effect at the time of enrollment. Students may elect to change to the requirements of a new catalog and must then meet all the requirements of the new edition. Students automatically come under the current catalog at reentrance after not attending for a full academic term.

Applicants for enrollment in the Surgical Technologist program must have a high school diploma, its recognized equivalent, or a GED.

ABILITY TO BENEFIT POLICY

Students who do not have a high school diploma or its recognized equivalent may still be admitted into certain programs at the school. However, before the school can accept a prospective student who is seeking federal financial aid and who does not have a high school diploma or its recognized equivalent, who is beyond the age of compulsory school attendance, federal law requires the school to determine whether the student has the ability to benefit (ATB) from training at the institution. Although students may be admitted under the ATB provision, the school recognizes the additional benefits of a high school diploma or its recognized equivalent to the student. For this reason the school shall make available to all ATB students the opportunity to complete their GED and encourages their utilization of a GED completion program.

GED Preparatory Program

The institution provides to all students admitted under the ATB provision information on preparatory programs convenient to the students for completion of their GED, local testing sites and schedules, and tutorial opportunities. The institution takes reasonable steps, such as scheduling, to make the program available to its ATB students.

ATB Testing

Forms B and C of the Careers Program Assessment Test (CPAt) and the computer-based COMPASS/ESL test by ACT have been approved by the U. S. Department of Education for the assessment of ATB students. Either the CPAt or COMPASS/ESL test may be used. Passing scores on the CPAt are Language Usage 42, Reading 43, and Numerical 41. Passing scores on the COMPASS test are Numerical Skills/Prealgebra 25, Reading 62, and Writing Skills 32.

Retesting Requirements

An applicant who has failed the CPAt may be offered a chance to retest when one of the following conditions is met:

1. The applicant's performance was influenced by factors other than ability, such as illness, cheating, interruption or improper administration of the exam, failure to time the exam correctly, or other factors that may have affected the applicant's performance; or
2. A significant change in the applicant's ability has occurred, such as the student has taken instruction to improve skills, or has participated in tutorial sessions on test taking and basic mathematical and language skills.

A student may not retest, unless the factor that affected performance has been resolved, or the action taken to improve the applicant's ability has been completed.

Retaking the CPAt

Students who fail the first administration of this exam and qualify for a retest as outlined above may retake the exam using the alternative form of the exam with no waiting period, except for applicants for diploma programs in California schools, who must wait seven calendar days. If the retest occurs before a full thirty (30) days have passed since the previous testing, an alternate form (i.e., a form on the approved ATB test list other than the one most recently administered) must be used for the retest. If a minimum of thirty (30) days have passed since the administration of a particular form, the examinee may be retested using the same form. However, no form may be administered to a student more than twice in a ninety (90) day period. A student may retake the exam up to three (3) times (4 times total) before being denied admission.

ATB Advising

By choosing to admit ATB students, the school has an obligation to provide the academic support services necessary for the success of each student in the program and to ensure that following completion of the program the student is ready for placement. Such support can best be provided through structured academic and career advising.

Pre-Enrollment

Prior to enrollment, all ATB students shall:

- Be provided with information on GED preparatory and completion programs
- Be advised regarding what steps the school is taking to make preparatory programs available
- Be encourage to obtain a GED prior to completion of their program
- Receive career advising to be documented using the **ATB Disclosure Form**

Post-Enrollment

All ATB students shall receive academic and career advising during their first and third evaluation periods (i.e., term, module, phase, level, or quarter). Thereafter, ATB students shall receive academic advising at least every other evaluation period unless the student has a CGPA of 2.5 in associate degree programs or 80% in diploma programs. These advising sessions shall be documented using the ATB Advising Form.

Denial of Admission

A student who has been denied admission after four attempts at taking the ATB test must wait six months from the date the student first took the exam, or 90 days from the date the student was denied admission, whichever is later, before the student is eligible to reapply for admission.

Delayed Admission

Students who do not enter school following passing the exam, will not be required to retake and pass the exam prior to a delayed entry, so long as the passing test result is on file at the institution. Similarly, students who have enrolled and then withdrawn and wish to re-enter will not be required to retake and pass the exam prior to re-entry, if the original passing test result is in the student's academic file or if the student has earned a high school diploma or the equivalent.

COURSE WORK TAKEN AT FOREIGN INSTITUTIONS

Course work taken at a foreign institution (excluding secondary school documents that are in English or Canadian or Philippines post-secondary credentials that are in English) must be evaluated for equivalence to coursework taken at a United States institution. Everest Institute accepts the evaluations of foreign course work from the following services:

- World Education Services, Inc., Bowling Green Station, P.O. Box 5087, New York, New York 10274-5087, (305) 358-6688, www.wes.org.
- Josef Silny & Associates, Inc., International Educational Consultants, 7101 S.W. 102 Ave., Miami, FL 33173, 305-273-1616, www.jsilny.com
- Educational Credential Evaluators, Inc., P.O. Box 514070, Milwaukee, Wisconsin 53202-3470, (414) 289-3400, www.ece.org

ADMISSIONS REPRESENTATIVE

Each student will be assigned a representative to aid the student during his or her professional and educational experience.

TRANSFER OF COURSE CREDITS

Decisions concerning the acceptance of credits by any institution other than the granting institution are made at the sole discretion of the receiving institution. No representation is made whatsoever concerning the transferability of any credits to any institution. The Occupational Associate Degree is a terminal occupational degree, and the academic credits earned may or may not be transferable to another higher-level degree program.

Students considering continuing their education at, or transferring to, other institutions must not assume that any credits earned at another school will be accepted by the Everest Institute. An institution's accreditation does not guarantee that credits earned at that institution will be accepted for transfer by any other institution. Students must contact the Academic Dean at Everest Institute to determine what credits, if any, will be accepted.

APPLICATION PROCEDURES FOR INTERNATIONAL STUDENTS

The Everest Institute Kendall and Miami campuses are authorized by the Department of Homeland Security to issue the I-20 form. When students apply to Everest Institute from outside the United States, they must, in addition to submitting a School Application, submit the following material before an I-20 form can be issued.
1. Evidence of High School diploma or recognized equivalent.
2. Evidence of Financial Support - The international student is required by the U.S. Citizenship & Immigration Services to satisfy the local U.S. Consulate that he or she will not need to seek employment while attending school in the United States. The student must submit a current bank statement (within the past six months) or government sponsorship letter guaranteeing payment for tuition, fees, books, housing, personal expenses, and, where appropriate, medical expenses. If the applicant is not considered financially independent, he or she is required to have a financially independent individual fill out an Affidavit of Support Form. This form is included with the international enrollment application and can be obtained at the local immigration office or local consulate.
3. Evidence of English Proficiency - Everest Institute requires satisfactory evidence of mastery and command of the English language from all international students whose native language is not English. Such evidence may be one of the following:
   a) TOEFL score of 450 (paper-based) or 133 (computer-based);
   b) Completion of Level 107 from a designated English Language School Center (ELS);
   c) Score of 5.0 on the International English Language Testing System exam (IELTS);
   d) Score of 60 on Michigan English Language Assessment Battery (MELAB);
   e) Graduation from high school in the United States or an official copy of a GED;
   f) Graduation from an American high school abroad where curriculum is delivered in English.

In addition to the criteria above, all undergraduate applicants are required to successfully complete the CPAt, a standardized, nationally normed assessment examination, with a score of 120 (general admission) or higher if required for admission to a specific program.

IMPORTANT INTERNATIONAL STUDENT VISA INFORMATION

- International applicants are required to comply with all admissions requirements as stated in the catalog before they will be admitted to Everest Institute.
- Admitted students should arrive in the United States approximately two weeks prior to the first term of enrollment. An academic calendar gives specific dates and activities. Early arrival is necessary so that the student may locate housing, provide a local address to the School, participate in a new student orientation, seek advisement, and register into a program.
- The School does not provide housing; however, assistance is available to guide the students' efforts. Two to three months' rent in advance may be required for housing in the community. Students must have sufficient funds to cover all expenses while in the United States.
- Students without sufficient funds will not be permitted to register for a program until the required funds are available.
- International students on visas are normally admitted to the United States for the entire time estimated by the School for the student to complete his or her approved program of study. International visa students must fulfill the following conditions:
  - Pursue a full course of study at the educational institution they are authorized to attend.
  - File an alien address report with the USCIS each January and immediately whenever the student changes his or her address.
  - Not transfer schools or work off campus without USCIS permission.
  - Maintain a current passport or visa.
- All Everest Institute students are required to abide by the policies, regulations, and rules of the School and the United States Citizenship and Immigration Service.

CREDIT FOR PREVIOUS EDUCATION OR TRAINING

Students with earned college credits from another accredited institution may apply for credit transfer to the School. Credit will be accepted only for courses that are compatible with the student's program of study at the School and for courses in which a grade of C or higher was earned. Grades earned more than 10 years ago are not accepted except to fulfill general education and college core requirements. Courses in the medical sciences have a five-year time limit for transfer.

Students must complete at least 25% of all program hours in residence. Students wishing to transfer credits must have official transcripts mailed directly to the Office of the Registrar. Transcripts must be received prior to the end of the first term of enrollment. Transcripts received after the end of the first term may be considered at the discretion of the Academic Dean.

Students receiving veteran's benefits are required by the Veterans Administration to provide transcripts of credit from all schools previously attended. They must have all prior education and training evaluated upon enrollment. Credit will be awarded where applicable with the program being shortened accordingly. The student and the Department of Veteran Affairs will be notified.

GENERAL EDUCATION

Subject to certain limitations and program requirements, coursework in general education subject areas (i.e., humanities, social sciences, mathematics, and science) may be transferred at the School's discretion to fulfill the equivalent subject area general education requirements of the student's program of study. Details on this policy may be obtained in the Academic Dean's office.

MILITARY TRAINING

The School may award credit for occupational experience and training courses completed while serving in the Armed Services of the United States as recommended by the American Council on Education. Veterans or active duty service members may submit the ACE military transcript applicable to their branch of service to the Office of the Registrar for evaluation.

LEARNING ASSESSMENT

The School 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 for the current list of approved exams and minimum scores required for transfer. Official test scores must be sent to the Office of the Registrar.

PROOF OF GRADUATION, FORT LAUDERDALE CAMPUS

If a student cannot produce a high school diploma, he or she will be asked to fill out a transcript request form. If 30 days after the start of class, the School has not yet received the official documentation, the student must
1. Immediately provide official documentation or
2. Pass the examination to quality as an Ability-to-Benefit student.

If the student cannot provide documentation or pass the ATB exam, he or she will be withdrawn from class.

ACADEMIC INFORMATION

DROP/ADD PERIOD (QUARTER-BASED PROGRAMS ONLY)

The first 14 calendar days of each academic quarter are designated as the drop/add period. There is no drop/add period for modular programs. This period allows for adjustments to student schedules that may be necessary. This is the period in which students may add or delete courses in order to finalize their schedules. Holidays that fall during this timeframe are not counted as part of the drop/add period. Students who wish to make course changes must request approval from the Academic Dean and the Student Finance Office.

The student charges for the term will be determined by the classes the student has attended by the end of the third week of the term. There are no charges for classes dropped during the drop/add period. A student who attends a class beyond the drop/add period or who attends a class and does not drop it within the drop/add period will be charged for the class. For this reason it is important that students drop classes in a timely manner.

For students enrolling in school during the mini-term, the first seven days of the mini-term are considered the drop/add period. Holidays that fall during this timeframe are not counted as part of the drop/add period.

GRADING SYSTEM

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.

The following grading system is used:

Applies to Quarter-based Courses and MIBC version 2-0

GRADE	EVALUATION	Quality Points per Quarter Hr.
A	Excellent	4
B	Good	3
C	Average	2
D	Below average	1
F	Failed to meet course objectives	0
I	Incomplete	0
P	Passing	Not Calculated
W	Withdrawal, not calculated in the CGPA	Not Calculated
WD	Withdrawal during drop/add period. Not calculated for purposes of determining rate of progress	Not Calculated
WZ	Withdrawal for those students called to immediate active military duty.	Not Calculated
CR	Credit earned – credit/no-credit class	Not Calculated
NC	No credit earned – credit/no-credit class	Not Calculated
T	Transfer credit	Not Calculated
PE	Passed by Proficiency Exam	Not Calculated
PF	Preparatory class failed (preparatory courses only)	Not Calculated
PP	Preparatory class passed (preparatory courses only)	Not Calculated

Applies to all Modular Programs except MIBC version 2-0

Grade	MEANING	Percentage
A	Excellent	100-90
B	Very Good	89-80
C	Good	79-70
F	Failing	69-0.
L	Leave of Absence	Not Calculated
P	Passing	
W	Withdrawal	
CR	Credit for Advanced Placement	
TR	Credit for Previous Education	

Applies To All Courses

COURSE REPEAT CODES		
1	Student must repeat this class	
R	Student in the process of repeating this class	
2	Course repeated - original grade no longer calculated in CGPA	

GPA AND CGPA CALCULATIONS

The grade point average (GPA) is calculated only for students enrolled in quarter-based programs. The GPA for each term and cumulative grade point average (CGPA) are calculated on courses taken in residence at the School. The GPA for each term is calculated by dividing the quality points earned that term by the total cumulative credits attempted for the GPA. The CGPA is calculated by dividing the total cumulative quality points earned by the total cumulative credits attempted for the GPA.

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. For example, a grade of A in a four-credit course earns 4 (credits) X 4.0 (quality points) for a total of 16.0 quality points, and a grade of C in a three-credit course earns 3 (credits) X 2.0 (quality points) for a total of 6.0 quality points.

A grade average percentage is calculated for students enrolled in modular programs. The GPA equivalent of the calculated average is given in the table above.

DEFINITION OF CREDIT

The School awards credit in the form of quarter credits. One quarter credit is equivalent to a minimum of 10 class hours of theory or lecture instruction, a minimum of 20 hours of supervised laboratory instruction, or a minimum of 30 hours of externship practice. For online learning purposes, one quarter credit is equivalent to a minimum of 10 hours of online learning.

INCOMPLETE GRADES

An "Incomplete" cannot be given as a final grade. However, at the end of the term, students may, with the instructor's approval, be granted a maximum extension of 14 calendar days to complete the required class work, assignments, and tests. The extension cannot be used to make up accrued absences from class. If students do not complete the required class work, assignments, and tests within the extension period, they will receive a failing grade of F or zero for the course. The F or zero will be averaged in with the students' other grades to determine the cumulative GPA.

ATTENDANCE REQUIREMENTS

Quarter Programs

Each course within the programs offered will have regularly scheduled academic activities that occur throughout the term. These academic activities are integral to ensure that course outcomes are met and that specific learning objectives are achieved within individual courses. Academic activities provide the faculty with specifics that aid in the assessment of student performance and the eventual awarding of a final course grade. The importance of student participation in these activities is key to the mastery of material within the course of study.

Academic activities are defined as, but not specifically limited to:

An examination/quiz	A tutorial session
Computer-assisted instruction	Academic advising
Completing a course assignment, including research projects and journalizing	Attending a study group
	Instructor lecture or demonstration
Participating in a field trip	Attending a guest lecture
Simulations	Participating in role play activities
Viewing instructional media	Library research
A survey evaluating the course material, text, and instructor performance	Mid-term assessment performed by faculty to evaluate student progress
Presenting material (oral or written)	

Your success relies heavily on consistent and meaningful participation in the above-defined class-related/academic activities. Collaborative learning within the curriculum prepares you to be comfortable with the learning team concept that is prevalent in today's workplace.

Modular Programs

Regular attendance and punctuality will help students develop good habits necessary for successful careers. Satisfactory attendance is established when students are present in the assigned classroom for the scheduled amount of time.

Faculty are responsible for monitoring student attendance and advising students who have been absent from their classes. Students arriving more than 15 minutes late or leaving more than 15 minutes early will be considered tardy and marked accordingly. Every four tardies or leave earlies are counted as an absence in the calculation of a student's attendance percentage. Students who are not in attendance for at least 51% of the scheduled class time will be considered absent for the day. Students who have been absent from all of their scheduled classes for 10 consecutive school days will be dropped from the training program. Only students who appear on day eleven may appeal the drop.

Students who miss 15% of the total program hours will be advised that they are at risk of being dropped from the program. Students who miss 20% of the total program hours will be advised that they will be dropped from the program. Students must successfully appeal their drop within seven school days in order to continue their training without interruption. If the appeal is unsuccessful, they will be dropped from the program. Students who have been dropped from the program may apply for reinstatement after one module of suspension.

Students are not permitted to make up absences for the classroom-training portion of their program. However, students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation.

Students are encouraged to schedule medical, dental, or other personal appointments after school hours. If a student finds that he/she will be unavoidably absent, he/she should notify the School.

Veterans Attendance

For students who are receiving Veterans benefits, the Department of Veterans Affairs will be notified whenever students violate the institution's attendance policy or are terminated for failure to meet attendance requirements. The Department of Veterans Affairs will also be notified if a student reenters following such termination.

Students Enrolled in Modular Programs Only

In addition to the requirements of the institutional attendance policy, a veteran student enrolled in a modular program will be dismissed if the student is absent for more than 20% of a module.

Reentry Policy

Students must strive for perfect attendance. We understand that there are extenuating circumstances that may cause a student to violate the attendance policy. Upon a showing of good cause through the appeals process, a student may apply for reentry to the School.

Students who have been terminated for violating the attendance policy may apply for reentry to the School through the appeals process. Students reentered after violating the attendance policy may not be absent more than 20% of the total of the remaining classroom hours. Normally approval for reentry will be granted only once. However, in those instances where extenuating circumstances exist, a student may be allowed to reenter more than once with appropriate documentation and the approval of the School President.

Make-up Work

Students are required to make up all assignments and work missed as a result of absence. The instructor may assign additional outside make-up work to be completed for each absence. Arrangements to take any tests missed because of an absence must be made with the instructor and approved by the School administration.

LEAVE OF ABSENCE POLICY (MODULAR PROGRAMS ONLY)

The institution permits students to request a leave of absence (LOA) as long as the leaves do not exceed a total of 180 days during any 12-month period and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education. Extenuating circumstances include, but are not limited to, jury duty, military obligations, birth or adoption of a child, or serious health condition of the student or a spouse, child or parent. In order for a student to be granted an LOA, the student must submit a completed, signed and dated Leave of Absence Request Form to the Academic Dean.

Re-admission Following a Leave of Absence

Upon return from leave, the student will be required to repeat the module and receive final grades for the courses from which the student took leave when the courses are next offered in the normal sequence for students in the class into which the student has re-entered. The student will not be charged any fee for the repeat of courses from which the student took leave or for re-entry from the 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 LOA

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 Director of Education provided:

- The student submits a <u>completed</u> **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 cancellation/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 (see "Cancellation/Refund Policy").

Students who have received federal student loans must be made aware that failure to return from an approved LOA, depending on the length of the LOA, may have an adverse effect on the students' loan repayment schedules.

Federal loan programs provide students with a "grace period" that delays the students' obligation to begin repaying their loan debt for six months (180 days) from the last date of attendance. If a student takes a lengthy LOA and fails to return to school after its conclusion, some or all of the grace period may be exhausted—forcing the borrower to begin making repayments immediately.

Effects of Leave of Absence on Satisfactory Academic Progress

Students who are contemplating a leave of absence should be cautioned that one or more of the following factors may affect their eligibility to graduate within the maximum program completion time:

- Students returning from a leave of absence 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;
- They may be required to repeat the entire module from which they elected to withdraw prior to receiving a final grade;
- Financial aid may be affected.

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.

Veterans: Leave of Absence

Leave of absence is granted to students who wish to temporarily interrupt their training for personal reasons. A student will be granted no more than one leave of absence for a maximum period of 60 days. A written request must be made in advance or the absence will be considered unexcused. The Veteran's Administration will be notified immediately when a veteran student is granted leave.

TERMINATION PROCEDURES

Students may be terminated by the School for cause. Examples include, but are not limited to, the following:

- Violation of the School's attendance policy;
- Failure to maintain satisfactory academic progress;
- Violation of personal conduct standards;
- Inability to meet financial obligations to the School.

Students to be terminated are notified in writing and may appeal to the School President.

EXTERNSHIP/CLINICAL TRAINING

A student who has successfully completed the classroom portion of the program will be scheduled to begin externship training immediately after the Externship Assignment Seminar. A student must be scheduled and begin externship within 10 days of the end of the student's didactic training (excluding holidays and regularly scheduled breaks), as per the attendance policy. If a student does not begin externship training within 20 days of the end of the student's didactic training he/she must be withdrawn from the program.

Students who drop following the completion of the classroom training and prior to externship must have their skill proficiency evaluated by a program instructor prior to reentry and being assigned an externship site. Skill proficiency evaluations must be representative of skills taught in all modules of training and must meet the Terminal Performance Objectives (TPOs) stated in the course outline and/or the evaluation criteria outlined in the student course materials.

Students who drop and delay their externship training for more than 90 days from the last date of attendance must have their skill proficiencies evaluated by a program instructor prior to reentry into the program.

If the program instructor or site determines that a student's skill performance is unacceptable, he/she must return to the classroom to have his/her skills evaluated. The student will need to attend lab to improve skills until the program instructor determines his/her skill levels are acceptable and the Education Director approves the student to return to the site.

All satisfactory academic progress and attendance policies must be enforced. If a repeat module is required, it must be counted as an attempt for satisfactory academic progress purposes. Once the repeat module(s) has been successfully completed, the student must begin externship according to standard policies and procedures.

DIRECTED STUDY (QUARTER-BASED PROGRAMS ONLY)

There may be times during the student's course of study when the student is unable to take a specific required course due to work schedule conflicts, emergency situations, or course scheduling conflicts. Should such an instance arise, the student may request permission from the Program Director and Academic Dean to complete a course through directed study. If approved and scheduled for a directed study course, the student will be assigned to a faculty advisor who will provide the student with a syllabus, assignments, and directions for course completion. The student will meet with the faculty advisor on a weekly basis, complete all reading and writing assignments and examinations, and submit any required research or term papers, all of which will be used to determine the final course grade as defined in the syllabus. Associate's degree students may apply a maximum of eight (8) quarter credit hours earned through directed study to the major core of study. Students may not take more than one directed study course in a single academic term.

INTERNSHIP OR PROJECT

An internship, practicum, or clinic is required as part of most diploma programs of study. Internships, clinical practica, or clinics are practical training settings in which students apply their skills under the supervision of an experienced professional. Assignments are arranged by the Academic Affairs Department. Certain internships are offered only during the day due to limited availability of appropriate learning experiences (see course descriptions). Completion of a project may be required instead of an internship in certain programs. Students attending under the Veterans Administration Educational Assistance program must complete a supervised internship. Veterans may not substitute projects for internship attendance. All internships, clinical practica, or clinics are graduation requirements and part of the student's final grade average. Each student must demonstrate the ability to correctly perform all required competencies in order to graduate.

Whereas the curricula offered at Everest Institute often require students to access medical records and other sensitive information at healthcare facilities, students are individually responsible under applicable federal law to keep strictly confidential and hold in trust all confidential information regarding patients, as well as all confidential information of the health care facility. Students must agree, under penalty of law, not to reveal to any person or persons, except authorized clinical staff and associated personnel, any specific information regarding any patient, and further agree not to reveal to any third party any confidential information of the clinical site, except as required by law or as authorized by site administration. This policy is intended to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the proposed HIPAA security regulations to protect the security of electronic health information, as well as to protect the confidentiality and integrity of health information, as required by law, professional ethics, and affiliate accreditation requirements.

NON-PUNITIVE GRADES, NON-CREDIT OR REMEDIAL COURSES

The School does not assign non-punitive grades or offer non-credit or remedial courses.

CLASS SIZE

Class size averages between 15 and 30 students. Medical laboratory class size usually will not exceed 20 students, allowing for personal attention and individualized instruction.

EXIT INTERVIEWS

Students who want to discontinue their training for any reason are required to schedule an exit interview with a school official. This meeting can help the School correct any problems and may assist students with their plans. In many cases, the problem hindering successful completion of the educational objective can be resolved during an exit interview.

REPEAT POLICY

Students who fail a module must retake that module. The failing grade will be averaged into their GPA at the end of the module and remain in effect until the module is repeated and a new grade is earned. If repeating the training is required, the length of the program must not exceed 1.5 times (150%) the planned program length.

When students repeat a module, the higher of the two grades received for that module is used to calculate the cumulative GPA.

Students who receive a passing grade for a module but wish to repeat the module may do so (subject to seat availability).

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Students must maintain satisfactory academic progress in order to remain eligible to continue as regularly enrolled students of the School. Additionally, satisfactory academic progress must be maintained in order to remain eligible to continue receiving federal financial assistance.

Accreditor and federal regulations require that all students progress at a reasonable rate (i.e. make satisfactory academic progress) toward the completion of their academic program. Satisfactory academic progress is measured by:

1) The student's cumulative grade point average (CGPA)
2) The student's rate of progress toward completion (ROP)
3) The maximum time frame allowed to complete the academic program (150% for all programs)

Evaluation Periods for Satisfactory Academic Progress

Satisfactory academic progress is measured at the end of each academic term, which includes the 25% point, the midpoint, the end of each academic year, and the end of the program. Should the 25% point or the midpoint occur within a term, the evaluation will occur at the end of the preceding academic term.

GPA and CGPA Calculations

At the end of each academic term, the student's cumulative grade point average (CGPA) is reviewed to determine the student's qualitative progress. When a student repeats a course, the student's CGPA will be recalculated based on the higher of the two grades earned. Grades for withdrawals, transfer credits, incompletes, non-punitive (Pass), and non-credit remedial courses have no effect on the student's CGPA.

Students must attain a minimum CGPA of 1.0 at the end of the first 25% of the program and a 1.5 CGPA at the midpoint of the program.

Rate of Progress Toward Completion (ROP) Requirements

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 total number of credit hours in courses 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.

Example: $\underline{\text{12 credit hours earned}}$
24 credit hours attempted = 50% ROP

In order to complete the training within the specified time, the student must maintain a satisfactory rate of progress as defined below:

- Students who have reached the halfway point of their normal program completion time must have successfully completed 25% of the credit hours attempted.
- Students who have reached the halfway point of their maximum program completion time must have successfully completed 60% of the credit hours attempted.
- Students who have reached 75% of their maximum program completion time must have successfully completed 66.7% of the credit hours attempted.

Maximum Time in Which to Complete (MTF)

The maximum time frame for completion of all programs is limited by federal regulation to 150% of the published length of the program. The school calculates the maximum time frame using credit hours for courses attempted. The total scheduled credit hours for all courses attempted, which include completed courses, transfer courses, withdrawals, and repeated classes, count toward the maximum number of credit hours allowed to complete the program. Non-credit remedial courses have no effect on the student's ROP. A student is not allowed to attempt more than 1.5 times, or 150% of the credit hours in the standard length of the program in order to complete the requirements for graduation.

The requirements for rate of progress are to assure that students are progressing at a rate at which they will be able to complete their programs within the maximum time frame. The maximum allowable attempted clock hours are noted in the following tables.

Modular Programs - Satisfactory Academic Progress Tables

47 Quarter Credit Hour Modular Program (MA, MIBC v 1-0, Pharm Tech). Total credits that may be attempted: 70 (150% of 47)

Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	70%	N/A	66.7%	N/A
13-24	70%	25%	66.7%	25%
25-48	70%	63%	66.7%	63%
49-70	N/A	70%	N/A	66.7%

47 Quarter Credit Hour Modular Program (MIBC v 2.0). Total credits that may be attempted: 70 (150% of 47).

Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	2.0	N/A	66.7%	N/A
13-24	2.0	1.0	66.7%	25%
25-48	2.0	1.8	66.7%	63%
49-70	N/A	2.0	N/A	66.7%

51 Quarter Credit Hour Modular Program (PCT). Total credits that may be attempted: 76 (150% of 51)

Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	70%	N/A	66.7%	N/A
17-28	70%	20%	66.7%	25%
29-40	70%	50%	66.7%	40%
41-52	70%	60%	66.7%	60%
53-76	N/A	70%	N/A	66.7%

54 Quarter Credit Hour Modular Program (MT). Total credits that may be attempted: 81 (150% of 54)

Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	70%	N/A	66.7%	N/A
13-24	70%	20%	66.7%	25%
29-54	70%	60%	66.7%	55%
55-66	70%	65%	66.7%	64%
67-81	N/A	70%	N/A	66.7%

76.5 Quarter Credit Hour Modular Program (Surg Tech). Total credits that may be attempted: 114 (150% of 76)

Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	70%	N/A	66.7%	N/A
17-37	70%	20%	66.7%	25%
38-57	70%	45%	66.7%	45%
58-77	70%	60%	66.7%	55%
78-114	N/A	70%	N/A	66.7%

84 Quarter Credit Hour Modular Program (CVT). Total credits that may be attempted: 126 (150% of 84)

Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-14	70%	N/A	66.7%	N/A
15-28	70%	20%	66.7%	25%
29-63	70%	50%	66.7%	44%
64-84	70%	60%	66.7%	58%
85-112	70%	69%	66.7%	69%
112-126	N/A	70%	N/A	66.7%

Quarter-Based Programs - Satisfactory Academic Progress Tables

96 Quarter Credit Hour Quarter-Based Program (Bus, CI, CJ, MIBC, Paralegal) Total credits that may be attempted: 144 (150% of 96)

Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-32	2.0	1.0	66%	N/A
33-48	2.0	1.2	66%	50%
49-60	2.0	1.3	66%	60%
61-72	2.0	1.5	66%	65%
73-95	2.0	1.75	N/A	66%
96-144	N/A	2.0	N/A	66%

106 Quarter Credit Hour Quarter-Based Program (Diag Cardiac Sonographer) Total credits that may be attempted: 159 (150% of 106)

Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-32	2.0	1.0	66%	N/A
33-48	2.0	1.2	66%	50%
49-60	2.0	1.3	66%	60%
61-72	2.0	1.5	66%	65%
73-95	2.0	1.75	N/A	66%
96-159	N/A	2.0	N/A	66%

Academic Probation

Probation is the period of time during which a student's progress is monitored under an advising plan. During the period of probation, students are considered to be making Satisfactory Academic Progress both for academic and financial aid eligibility. Students on probation must participate in academic advising as deemed necessary by the school as a condition of their probation. Academic

advising shall be documented on an Academic Advising Plan and shall be kept in the student's academic file. The Academic Advising Plan will be updated at the end of each evaluation period that the student is on probation.

If, at the end of any evaluation period, a student falls below the required academic progress standards (CGPA, ROP, or other standards) for his/her program as stated in the school catalog, the student shall receive a written warning and be placed on probation. Probation will begin at the start of the next evaluation period. The student will remain on academic probation as long as his or her CGPA or ROP remains in the probation ranges specified in the school catalog. When both the CGPA and ROP are above the probation ranges, the student is removed from probation. In addition, students whose probation status extends over multiple academic terms may be directed to participate in extra tutorial sessions or developmental classes.

Suspension

If, at the end of any evaluation period, a student's CGPA or ROP falls into the suspension ranges specified in the school catalog, the student is considered not to be making SAP. Students not making SAP must be placed on suspension and withdrawn from the program.

Academic Appeals

Any student may submit an appeal of a decision of suspension or dismissal in accordance with the Satisfactory Academic Progress Appeals Policy.

Satisfactory Academic Progress (SAP) Appeals

SAP appeals must be made within five (5) calendar days of the date the student was notified of the violation. The student is deemed to have notice of the pending suspension/dismissal as of the date of the suspension/dismissal letter. Provided that the student can complete their program within the maximum time frame with the required minimum CGAP, a SAP appeal may be granted if the student demonstrates that s/he is sincerely committed to taking the steps required to succeed in their program **and** that their failure to maintain the required CGAP 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

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

Reinstatement Following Suspension

Students who successfully appeal a suspension or dismissal may return to school under the following conditions:

- The student must develop an academic advising plan with their advisor
- The student must bring their CGPA up to the probation range by the end of the evaluation period following the appeal

If the student meets the above conditions, s/he may remain in school, and is considered to be making SAP so long as the student's CGPA does not fall below the probation range.

Dismissal

Students who have been readmitted following academic suspension who fail to improve their CGPA and/or ROP into the applicable probation range by the end of the first evaluation period after readmission must be dismissed from the program. Students who have been dismissed from a program are not eligible for readmission.

Graduation

Students must complete their program within the maximum time frame and with a 70% CGPA as stated in the school catalog in order to graduate.

Application of Grades and Credits

- Grades A through D are included in the calculation of CGPA and are included in the Total Number of Credit Hours Attempted.
- Transfer credits (T) are not included in the calculation of CGPA but are included in the Total Number of Credit Hours Attempted (see below) in order to determine the required levels for CGPA and rate of progress. Transfer credits are included as credit hours attempted and successfully completed in calculating the rate of progress.
- Developmental courses, non-credit and remedial courses (PF, PP, CR, NC) are graded on a pass/fail basis and are not included in the calculation of progress toward completion or the student's CGAP.
- For calculating rate of progress, F grades and W (withdrawn WI, WD, WZ) grades are counted as hours attempted but are not counted as hours successfully completed. Grades of I (incomplete) will also be counted as hours attempted but not as hours successfully completed; however, when the I is replaced with a grade, the CGPA and satisfactory academic progress determination will be recalculated based on that grade and the credit hours earned.
- When a course is repeated, the higher of the two grades is used in the calculation of CGPA, and the total clock hours for the original course and the repeated course are included in the Total Clock Hours Attempted (in the charts above) in order to determine the required progress level. The clock hours for the original attempt are considered as not successfully completed.

Transfer Credit

Students may receive transfer credit for courses taken at another school. Courses for which a student receives transfer credit are counted as attempted and successfully completed for purposes of satisfactory academic progress. As a result, courses for which a student receives transfer credit provide the student with advanced standing, which is applied to the student's progress in calculation of the percentage of maximum time frame for the program that the student has completed. For instance if a student enrolled in a 96-credit-hour

program (with a maximum time frame of 144 credit hours) receives 12 credit hours of transfer credit and completes 12 credit hours in the first term of enrollment, the student will be evaluated as a student who is at the 25% point of the program (24/96=25%) at the end of the first term. However, if a student receives 36 credit hours of transfer credit and will complete 12 credit hours at the end of the first term, the student will be evaluated as a student who is at the midpoint (50% point) of the program (48/96 = 50%).

When a student transfers from or completes one program at the school and enrolls in another program, and all courses completed in the original program are acceptable for credit in the new program, all courses attempted and grades received in the original program are counted in the new program for calculation of the student's satisfactory academic progress in the new program. When a student transfers from or completes one program at the school and enrolls in another program at the school and all courses completed in the original program are NOT accepted for credit in the new program, all attempts of courses taken in the original program that are part of the new program will be counted in the calculation of the student's satisfactory academic progress upon entry into the new program, and the grades for the courses that are a part of the new program that were taken at the same institution will be used in the student's CGPA calculation.

Satisfactory Academic Progress and Financial Aid

Students must meet the standards of satisfactory academic progress in order to remain eligible to continue receiving financial assistance as well as to remain eligible to continue as a student of the school.

The Financial Aid Office will provide details to all eligible recipients. Students should read these standards carefully and refer any questions to Academic or Financial Aid Office personnel. Satisfactory academic progress for purposes of determining continuing federal financial assistance is determined by applying the CGPA requirements, rate of progress requirements, maximum completion time restrictions, probation provisions, suspension and dismissal procedures, and appeals procedures as outlined in the satisfactory academic progress section of the catalog.

Students on academic probation are considered to be maintaining satisfactory academic progress and are eligible to continue receiving federal financial assistance. Students who have been academically suspended or dismissed are no longer active students of the School and are ineligible for financial aid. Reinstatement of financial aid eligibility will occur only after readmittance following suspension or in the event the student's appeal results in readmittance.

SATISFACTORY ACADEMIC PROGRESS FOR STUDENTS RECEIVING VETERANS ADMINISTRATION BENEFITS

Previous Credit for Veterans Affairs Beneficiaries

All Veterans Affairs beneficiaries are required to disclose prior postsecondary school attendance and provide copies of transcripts for all postsecondary education and training. Upon enrollment, the School will request and obtain official written records of all previous education and experience, grant credit where appropriate, and advise the Veterans Affairs claimant and the Department of Veterans Affairs in accordance with VA regulations.

Make-Up Assignments

Make up work and assignments may not be certified for veteran students for Veterans Administration pay purposes.

Maximum Time Frame for Veteran Students

The maximum time frame for veteran students to receive veteran benefits is the standard length of the program, not time and a half. Students funded by the Veterans Administration must complete their programs within the program's standard time frame in order to receive veteran benefits. A veteran student may not be funded for benefits following the standard program length.

Veterans Academic Probation

A veteran student who fails to meet the minimum standards of satisfactory academic progress as stated in the institutional policy is automatically placed on academic probation for one grading period. Any change in enrollment status, including when a veteran is placed on academic probation, changes schedules, or terminates or is dismissed from training, will be reported to the Veterans Administration. The School retains documentation of probation in a student's file. Students on academic probation may be required to participate in tutoring sessions outside class hours as a condition to continued enrollment. At the end of a probationary period, a student's progress is re-evaluated. If the student has met minimum standards for satisfactory academic progress and any written conditions of probation that may have been required, the student is removed from probation and returned to regular student status. A veteran who fails to regain satisfactory academic progress status after one grading period will be treated as all other students under the institutional policy described above, with one exception. A veteran who fails to meet satisfactory academic progress status following one grading period on probation will be reported to the Veterans Administration, and their benefits may be terminated.

Veterans Reinstatement after Successful Appeal of Termination

A student who successfully appeals termination from the School due to failure to maintain satisfactory academic progress may be reinstated. A reinstated student enters under an extended probationary period. This probationary period will extend for one grading period, after which a student must meet minimum standards of satisfactory progress to remain in school. The Department of Veterans Administration will determine whether or not to resume payments of Veterans Administration education benefits to a reinstated student.

STUDENT ACADEMIC APPEALS POLICY

Academic appeals include those appeals related to final grades, attendance violations, and academic or financial aid eligibility.

All formal academic appeals must be submitted in writing 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. 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.

Within five (5) calendar days of receiving the Academic Appeal Form, the Academic Dean/Director of Education shall convene an Appeal Committee, which should normally 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 by the Academic Dean/Director of Education, and shall forward the decision to the student and the instructor 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. 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.

Assignment/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. Only final course grades are eligible for appeal.

Final Course Grades

Appeals of final course grades must be made within five (5) calendar days of the date the grade becomes final. The Academic Dean/Director of Education may direct a grade to be changed only when it is determined through the appeal process 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 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. Have perfect attendance while the appeal is pending;
2. 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 missed class time or assignments, place the student on probation and require the student to develop an Academic Advising Plan in conjunction with their advisor.

Satisfactory Academic Progress (SAP) Appeals

SAP appeals must be made within five (5) calendar days of the date the student was notified of the violation. The student is deemed to have notice of the pending dismissal as of the date of the dismissal letter. 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 their program **and** that their 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 that are not likely to recur.

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

ADMINISTRATIVE POLICIES

STUDENT CONDUCT CODE

Background

The School maintains professional-level standards for conduct and behavior for all students. The standards of conduct for students are patterned after those of professional employees in the workplace. Students are expected to observe campus policies and behave in a manner that is a credit to the campus and to themselves. Certain violations of the student conduct code, as outlined in this policy, shall result in immediate dismissal. Other violations are subject to a progressive disciplinary action, where the student is advised and given every opportunity to change his or her behavior to meet the expectations of the School and to prepare for what the student might later expect to find in a professional-level work environment.

- The School maintains the right to discipline students found in violation of School policies in accordance with the procedures below.
- The student conduct code applies to all students, including students taking online courses or a combination of online and campus courses. Federal Work Study students who violate the student code of conduct in the performance of their work study duties are subject to disciplinary action/procedures.
- The Campus President or designee (typically the Academic Dean or, in the case of online students, the Online Coordinator) has the authority to make decisions about student disciplinary action.
- Students are subject to the student conduct code while participating in any program externship, clinical rotation, or other School-related activity.
- All student conduct code violations shall be documented in the student's academic record.
- Students dismissed for violations of the student conduct code shall remain responsible for any financial obligations to the School.
- Students dismissed from one Corinthian Colleges, Inc. college for violation of the student conduct code shall not be eligible for admittance to another CCi college.

Student Conduct Code

Students must show respect toward and be cooperative with School faculty and staff during the performance of their duties, as well as show respect for fellow students and campus visitors.

Examples of conduct that may result in disciplinary action include, but are not limited to, behavior that is disruptive, intimidating, dishonest, or discourteous; and destruction, theft, or other misuse of School property.

Violations that threaten the health and safety of campus employees, other students, or visitors shall result in immediate dismissal from the School. Violations that warrant immediate dismissal include, but are not limited to: threatening the safety of others; possessing alcohol, drugs, dangerous weapons, or other foreign substances on campus; theft; vandalism or misuse of the School's or another's property; or harassment or intimidation of others. Students dismissed for the reasons outlined above will not be allowed back on campus property without express permission of the Campus President or a designated School official.

Student Conduct Code Violations/Formal Disciplinary Procedure

If the School has reason to believe that a student has violated the student conduct code, the School shall conduct an investigation and follow up with the student in the appropriate manner.

Violations that threaten the health and safety of campus employees, other students, or visitors shall result in immediate dismissal from the School.

Other student conduct code violations shall be governed by a progressive disciplinary procedure. For isolated, minor student conduct code violations, the School may decide to conduct academic advising and issue a verbal reminder of the student conduct code, or to provide the student with written notice, as the School deems appropriate. The School may also decide to suspend or place a student on probation for a specified period of time, pending a full investigation of student conduct code violations or as a form of corrective action short of dismissal from the School.

First Offense - A written warning. The student shall receive a letter that describes the specific examples of the student's misconduct and the consequences if further violations occur.

Second Offense - Student dismissal. Each student dismissed shall receive a dismissal letter from the campus, stating the reasons for dismissal and any applicable appeals procedures.

Threats to Health/Safety - Immediate dismissal. Dismissal letter within a reasonable period of time; student not allowed back on campus property without President's or designee's approval.

Appeals

A student dismissed for violations of the student conduct code may appeal the dismissal by submitting a letter to the School President for consideration. The appeal letter should include the reasons why the decision should be changed and the student allowed to return to school. The student must appeal the decision within 10 days or a reasonable period of time after the student receives notice from the School that he/she has been dismissed. Students should refer to the "Campus Grievance Procedures" in the School catalog. The student who appeals a dismissal shall receive written notice of the decision. The School President's decision on an appeal shall be considered final.

Academic Integrity

- Any form of deception in the completion of assigned work is considered a form of academic dishonesty. This includes, but is not limited to: copying another's work from any source; allowing another to copy one's own work whether during a test or in the submittal of an assignment; any attempt to pass off the work, data, or creative efforts of another, as one's own; knowingly furnishing false information about one's academic performance to the School.

- If a student is found to have committed one or more of the acts listed above, the student may, at the Academic Dean's discretion, receive an F grade for the assignment or exam. If repeated offenses occur, the student may be dismissed from the School as per the disciplinary procedures outlined above.
- All violations of academic policy are documented and made part of the student's academic record.

TRANSCRIPTS AND DIPLOMAS

All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. All student record information is maintained on the School computer system. Permanent records are kept in paper form, microfiche, or microfilm and backed up on disk and tape. The School maintains complete records for each student, including grades, attendance, prior education and training, and awards received.

Student academic transcripts, which include grades, 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 (i.e., tuition and fees due to the School are paid current per the student's financial agreement). Diplomas will be released to students who are current with their financial obligation upon completion of their school program.

Students are provided an official transcript upon completing graduation requirements. Normal processing time for additional copies of the transcript is approximately three to five days.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

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

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. Students should submit to the institution president written requests that identify the record(s) they wish to inspect. The institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the institution official to whom the request was submitted, that official 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 educational records that the student believes are inaccurate or misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write the institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her 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 consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Generally, schools must have written permission for the parents of minor students or eligible students in order to release any information from a student's educational record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
   - School officials with legitimate educational interest;
   - Other schools to which a student is transferring;
   - Specified officials for audit or evaluation purposes;
   - Appropriate parties in connection with financial aid to a student;
   - Organizations conducting certain studies for or on behalf of the school;
   - Accrediting organizations;
   - To comply with a judicial order or lawfully issued subpoena;
   - Appropriate officials in cases of health and safety emergencies; and
   - State and local authorities, within a juvenile justice system, pursuant to specific State Law.
   - Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.
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 the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920. Additional FERPA information is available from the institution's Business Office.

CAMPUS SECURITY AND CRIME AWARENESS POLICIES

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 and staff 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.

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 Institute has established policies regarding campus security.

The school 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.

The school encourages all students and employees to report criminal incidents or other emergencies, which occur on the campus directly to the Campus President, student advisor or instructor. It is important that school personnel are aware of any such problems on school campuses. The Campus President is responsible for investigating such reports and taking legal or other action deemed necessary by the situation. In extreme emergencies, the Campus President may immediately contact law enforcement officers or other agency personnel, such as paramedics. The school will work with local and state law enforcement personnel if such involvement is necessary. A copy of the student's report and any resultant police report will be maintained by the school for a minimum of three years after the incident.

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 and staff 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.safetypub.com/meagan.htm.

Statistical Information

The public law referenced herein requires the school to report to students and employees the occurrence of various criminal offenses on an annual basis. Prior to October 1st of each year, the school will distribute a security report to students and staff containing the required statistical information on any campus crimes committed during the previous three years. A copy of this report is available to students, employees, and prospective students and employees upon request.

CAMPUS COMPLETION RATE REPORTS

Under the Student Right to Know Act (20 U.S.C. § 1092(a)), an institution 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)). Institutions are 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. Notice of the right to request this information is distributed annually.

DRUG AWARENESS

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. The information and referral line that directs callers to treatment centers in the local community is available through Student Services.

This institution 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 a student suspects someone to be under the influence of any drug (or alcohol), they should immediately bring this concern to the attention of the Academic Dean or School President. Violation of the institution's anti-drug policy will result in appropriate disciplinary actions and may include expulsion of the student. The appropriate law enforcement authorities may also be notified.

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

WEAPONS POLICY

No weapons of any type are allowed on campus. This includes, but is not limited to: hand guns, rifles, knives, and any other devices used to harm or intimidate staff or students. This institution maintains a threat-free learning environment. Violation of this policy may result in immediate dismissal from the institution and a complaint with local law enforcement.

STUDENT COMPLAINTS/GRIEVANCE PROCEDURE

Persons seeking to resolve problems or complaints should first contact their instructor. Unresolved complaints should be made to the Program Coordinator/Program Director. Students who feel that the complaint has not been adequately addressed should contact the School President. Written responses will be given to the student within seven working days. If the problem remains unresolved, students may contact the Student Help Line at (800) 874-0255 or by email at studentservices@cci.edu.

If a student feels that the School has not adequately addressed a complaint or concern, the student may consider contacting the Accrediting Bureau of Health Education Schools or the Commission for Independent Education:

The Americans with Disabilities Act of 1990, as amended, protects qualified applicants, students, and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability. The law also requires that covered entities provide qualified applicants, students, and employees who have disabilities with reasonable accommodations that do not impose undue hardship.

ALLIED HEALTH STUDENT DISCLOSURE - CRIMINAL BACKGROUND CHECK

Allied health programs that use Joint Commission on Accreditation of Health Organizations (JCAHO) accredited facilities for student clinical experience/externships are required to comply with JCAHO standard H.R. 1.2 #5, which states: "The hospital verifies information on criminal background check if required by law and regulation or hospital policy. Rationale: This requirement pertains to staff and students as well as volunteers who work in the same capacity as staff when providing care, treatment and services." (CAMH Update 3 August, 2004.)

Students enrolling in the Diagnostic Cardiac Sonographer, Cardiovascular Technologist, Patient Care Technician, Pharmacy Technician, or Surgical Technologist programs will be subjected to a criminal background check, which will include:

- 3 countywide criminal court searches (counties of residence or contiguous counties)
- 2 name searches (up to two married names)
- 1 social security trace – address trace report
- 1 statewide sex offender search
- 1 OIG search (Medicare/Medicaid related fraud)

Clearance for students will not be obtained where the background check identifies a conviction, pending case, or un-completed deferral/diversion for any crime related to the following offenses within the past seven years:

Abuse of any form	Burglary	Medicare or Medical related offenses
All drug and alcohol related offenses	Concealed weapons	Possession of stolen property
Any crime against person or property	Drug paraphernalia	Sexual crimes
Assault	Fraud	Robbery
Battery	Harassment	Theft/shoplifting/extortion-including convictions for bad check charges

If an applicant has an open warrant for a crime that would otherwise be given clearance, IntelliSense will contact the person authorized to make a decision.

A student's inability to obtain criminal background clearance per the requirements outlined above will prohibit clinical site placement and program completion.

FAMILIARITY WITH SCHOOL 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.

POLICY AND PROGRAM CHANGES

The School catalog is current as of the time of printing. Everest Institute reserves the right to make changes in organizational structure, policy, and procedures as circumstances dictate. Everest Institute also reserves the right to make changes in equipment and materials and modify curriculum as it deems necessary. When size and curriculum permit, classes may be combined to provide meaningful instruction and training and contribute to the level of interaction among students. Students are expected to be familiar with the information presented in this School catalog.

Certain programs, modules of instruction, or courses may be offered at either of the main campuses in Miami or Kendall, or the branch campuses in Hialeah or Fort Lauderdale. This may require students to attend classes at another campus in order to complete their studies. Administrative circumstances such as enrollment levels, availability of specialized equipment or facilities, or other limitations of resources may warrant such offerings. A module of instruction may occasionally not be offered due to insufficient enrollment levels. Under these circumstances, students will experience a delay in beginning or completing their program.

ALCOHOL AND SUBSTANCE ABUSE STATEMENT

The School does not permit or condone the use or possession of marijuana, alcohol, or any other illegal drug, narcotic, or controlled substance by students or employees. Possession of these substances on campus is cause for dismissal.

SEXUAL HARASSMENT POLICY

The School will strive to provide and maintain an environment free of all forms of harassment. The following guidelines are issued that legally define sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The School will not tolerate sexual harassment. Behavior toward any employee or student by a member of the staff, faculty, or student body which constitutes unwelcome sexual advances, including comments of a sexual nature, or inappropriate conduct, including the display of derogatory drawings, cartoons, or posters, will be dealt with quickly and vigorously and will result in disciplinary action up to and including termination or dismissal.

Any student or employee who believes that he or she is a victim of sexual harassment should immediately notify the office of the Campus President. The Campus President will conduct an investigation of all allegations. Information surrounding all complaints will be documented and kept strictly confidential.

DRESS

Students are expected to dress in a manner that would not be construed as detrimental to the student body and the educational process at the School. Students are reminded that the School promotes a business atmosphere where instructors and guests are professionals and potential employers. Students should always be cognizant of the first impression of proper dress and grooming.

TELEPHONES

No student will be called out of class for a telephone call, except in case of an emergency. It is suggested that family and friends be informed of this rule. Coin-operated telephones, including telephones equipped for the hearing impaired, are available for student use.

CHILDREN ON CAMPUS

Children are always welcome at special events of the School whenever accompanied by their parents. However, because an atmosphere conducive to learning must be maintained throughout, without disruption to the teaching and work environment, it is the policy of the School that children shall not be brought to classrooms or labs or left in lounges or offices.

IMMUNIZATION

It is recommended that all students under the age of 40 obtain MMR and meningitis vaccinations and that all medical/allied health students receive the full sequence of hepatitis B vaccinations. Medical/allied heath students must show proof of a negative tuberculosis test or negative chest x-ray if the student has had a positive tuberculosis test in the past. Although not currently a requirement, students are encouraged to obtain these immunizations and/or tests prior to entering the School.

RESERVATIONS AS TO PROGRAMS AND CHARGES

The School reserves the right to modify its tuition and fees; to add to or withdraw members from its faculty and staff; to revise its academic programs; and to withdraw subjects, courses, and programs if registration falls below the required number. The total hours specified in each area of the degree or the program total are the minimum requirements for completion.

NOTE: Not all programs of study and/or courses are offered at all locations. Some programs may have limited enrollment.

FINANCIAL INFORMATION

STATEMENT OF FINANCIAL OBLIGATION

A student who has applied, is accepted, and has begun classes at the School 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 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, 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.

PAYMENT POLICY

The School requires that arrangements for payment of tuition for all courses be completed in full at the time of registration. Students may choose to pay tuition and fees by check, cash, and, at certain locations, by credit card.

The School offers the services of several private companies that offer alternative methods of paying for educational costs. The Student Finance Officers will assist students in budgeting a monthly payment plan using a wide range of financing alternatives. The plan best suited to individual needs should be selected early in order for the Student Finance Officer to certify to the Business Office that a student's financial package has been completed and approved. Students eligible for employer-sponsored tuition reimbursement benefits may request a deferred payment plan.

Further questions regarding these payment plans should be directed to a student accounts representative in the Business Office.

Students qualifying for state or federal financial assistance programs are allowed to use certain types of loans and/or grants to satisfy their financial obligations at the time of registration, even though the aid may not have been physically disbursed to them or posted to their accounts. Students seeking to meet their financial obligations in this manner must understand that it is their responsibility to provide all information and documentation necessary to obtain all forms of financial aid by the deadlines imposed by the School. Failure to do so may result in the student having to provide immediate payment of all applicable tuition and fees.

TUITION AND FEES

Tuition and Fees tables can be found in **Appendix B: Tuition and Fees** in this catalog.

Quarter-Based Programs

The tuition and fees listed below will be charged for the student's first quarter (or mid-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. 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 rates, including any courses being repeated. Arrangements for payment of tuition and book charges (if applicable) must be made in advance of the first day of classes for which the student is enrolled. The School charges the student's account for tuition at the beginning of each term for which the student is enrolled.

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 drop/add period by the then current tuition rate for that number of credit hours.

Modular Programs

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, the student is charged for tuition by academic year, instead of by quarter.

Schedule of Tuition and Fees

For a complete schedule of tuition and fees, see Appendix B: Schedule of Tuition and Fees in the back of this catalog.

CHANGES IN PROGRAMS AND TUITION CHARGES

Students are permitted to make one change at no additional charge. A change is defined as a withdrawal, a change of program of study, a leave of absence, or a transfer from day to evening or evening to day class. Students making more than one change will be assessed a processing fee. This policy will not apply to any change made during the first two weeks of school.

TEXTBOOKS

Textbooks and workbooks are sold through the bookstore in accordance with official School policies. At the time of issuance, textbooks become the responsibility of the students. The School 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.

BUYER'S RIGHT TO CANCEL – CANCELLATION

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. The applicant may also request cancellation in writing after signing the agreement and receive a full refund of all monies paid, if the written request is made by midnight of the third day following the signing of the enrollment agreement or within the cancellation period specified in the state refund policy (if applicable), whichever is longer. Applicants who have not visited The School prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of The School facilities and inspection of equipment where training and services are provided. The refund will be made within 30 days of receipt of such notice.

Cancellation will occur when the student gives a signed and dated written notice of cancellation to the Director of Admissions or President at the address shown on the front of this agreement. The written notice of cancellation need not take any particular form, and, however expressed, is effective if signed and dated by the student and if it states that the student no longer wishes to be bound by the Enrollment Agreement. A notice of cancellation may be given by mail, hand delivery or telegram. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed, with postage prepaid.

OFFICIAL WITHDRAWALS

An official withdrawal must be documented in writing. An official withdrawal is considered to have occurred on the earlier of a) the date that the student provides to The School official notification of his or her intent to withdraw or b) the date that the student begins the withdrawal process. Students who must withdraw from The School are requested to notify the office of the Academic Dean by telephone, in person, or in writing, to provide official notification of their intent to withdraw. Students will be asked to provide the official date of withdrawal and the reason for withdrawal in writing at the time of official notification. When the student begins the process of withdrawal, the student or the office of the Academic Dean 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.

REFUND POLICIES

This 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).

When a student withdraws, The School must complete both a "Return to Title IV" and a refund calculation.

- First, if the student is a Title IV recipient, The School must determine how much federal grant and loan assistance the student has earned under the Federal Return of Title IV Funds Policy. If the student (or parent, in the case of a PLUS Loan) is eligible for additional funds at the time of withdrawal, the student may receive additional SFA funds. If the student received more SFA funds than he or she earned under the Federal Return of Title IV Funds policy, The School, and in some cases the student, is required to return the unearned funds to the Federal program(s) or lender, as applicable. The federal Return to Title IV policy is explained below.
- Second, The School must determine how much of the tuition and fees it is eligible to retain using the applicable refund policies. A refund will be calculated on the basis of the institutional refund policy and any applicable state refund policies. If a state or accrediting agency refund policy applies, it will be included on this agreement (see below).

The student will be given the benefit of the refund policy that results in the largest refund to the student.

Any unpaid balance of tuition and fees that remains after calculating the refund and applying the amount of SFA funds earned based on the Federal Return of Title IV Funds policy must be paid by the student to The School.

The refund calculation will be based on the date of withdrawal. Any monies due the applicant or student will be refunded within 30 days of the date of cancellation, termination, or determination of withdrawal. If a student received a loan for tuition, a refund will be made to the lender to reduce the student's loan debt. If the amount of refund exceeds the unpaid balance of the loan, the balance of funds will then be applied in the following order:

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

In cases of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, The School will make a settlement that is reasonable and fair to both parties.

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 mid-point 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.

For a student who withdraws without providing notification from a school that is not required to take attendance, the school must determine the withdrawal date no later than 30 days after the end of the earlier of (1) the payment period or the period of enrollment (as applicable), (2) the academic year, or (3) the student's educational program.

Effect 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, the refund will be made within 30 days from the date the student was scheduled to return (DOD), but the refund calculation will be based on the student's last date of attendance.

Textbook and Equipment Return/Refund Policy

If a student who was charged for and paid for textbooks, uniforms, or equipment, returns unmarked textbooks, unworn uniforms, or new equipment within 30 days following the date of the student's cancellation, termination, or withdrawal, the institution shall refund the charge for the textbooks, uniforms, or equipment 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 textbooks, unworn uniforms or new equipment within 30 days following the date of the student's cancellation, termination, or withdrawal, the institution 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.

Federal Return of Title IV Funds Policy

The Financial Aid Office is required by federal statute to determine how much financial aid was earned by students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term.

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, a school must still complete a Return calculation in order to determine whether the student is eligible for a post-withdrawal disbursement.

The calculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = 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 = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

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

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal unless state policy indicates a shorter time frame (see state refund policy, if applicable).

Refunds are allocated in the following order:
1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Unsubsidized Direct Stafford Loans (other than PLUS loans)
4. Subsidized Direct Stafford Loans
5. Federal Perkins Loans
6. Federal Parent (PLUS) Loans
7. Direct PLUS Loans
8. Federal Pell Grants for which a Return of funds is required
9. Academic Competetiveness Grants for which a return of fundsis required
10. National Smart Grants for which a return of funds is required
11. Federal Supplemental Opportunity Grants for which a Return of funds is required
12. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required

Return of Unearned SFA Program Funds

The School must return the lesser of:
- The amount of SFA program funds that the student did not earn; or
- The amount of institutional costs 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, as appropriate, 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) are not satisfied.)

Institutional Refund Calculation

The School will perform a pro-rata refund calculation for students who terminate their training before completing more than 60 percent of the period of enrollment. Under a pro-rata refund calculation, The School is entitled to retain only the percentage of charges (tuition, fees, 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 weeks in the period of enrollment into the number of weeks completed in that period (as of the withdrawal date). The percentage of weeks attended is rounded up to the nearest 10 percent and multiplied by the school charges for the period of enrollment. A reasonable administrative fee not to exceed $100 or 5% of the total institutional charges, whichever is less, will be excluded from total charges used to calculate the pro-rata refund. The School may retain the entire contract price for the period of enrollment--including tuition, fees, and other charges--if the student terminates the training after completing more than 60 percent of the period of enrollment.

Modular Students Please Note: Since students enrolled in modular programs are charged tuition by academic year, the charges earned and amount due under the institutional refund policy is based on the charges for the portion of the academic year completed, rather than on the portion of the quarter completed.

REQUIREMENTS FOR GRADUATION

A student must:
1. Successfully complete all courses in the program with a 2.0 (70%) grade point average within the maximum time frame for completion as stated in the school catalog.
2. Successfully complete all externship hours (if applicable).
3. Meet any additional program specific requirements as stated in The School catalog.

STUDENT FINANCING OPTIONS

The school offers a variety of student financing options to help students finance their educational costs. Detailed information regarding financing options available and the Financial Aid 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;
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.

Federal Financial Aid Programs

The following is a description 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 school's Student Financial Planning Brochure, the school's 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

The Federal Pell Grant Program is the largest federal student aid program. For many students, these grants provide a foundation of financial assistance that may be supplemented by other resources. Student eligibility for the Federal Pell Grant Program is determined by a standard formula that is revised and approved every year by the federal government. Unlike loans, grants do not have to be repaid.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Undergraduate students who are unable to continue their education without additional assistance may qualify for this program. Grants are based on funds available and do not have to be repaid. Need is determined by the financial resources of the student and parents, and the cost of attending school.

Federal Perkins Loan

This low-interest loan is available to qualified students who need financial assistance to pay educational expenses. Repayment of the loan begins nine months after the student graduates, leaves school or drops below half-time status.

Federal Work Study (FWS)

The need-based program provides part-time employment to students who need income to help meet their costs for postsecondary education. Funds under this program are limited.

Federal Stafford Loans (FSL)

Formerly the Guaranteed Student Loan (GSL), this low-interest loan is available to qualified students through the lending institutions or agencies participating in the program and is guaranteed by the U.S. government. Repayment begins six months after the student graduates, leaves school or drops below half-time status. There are two types of Federal Stafford Loans available: Subsidized Loans and Unsubsidized Loans.

Federal Subsidized Stafford Loan is a low-interest loan issued by a lender (bank, credit union, or savings and loan association). Student eligibility for a Subsidized Stafford Loan is based on "financial need." The Federal government pays the interest while the student is in school at least half time, during the grace period and during periods of deferment.

Federal Unsubsidized Stafford Loan is a low-interest loan issued by a lender (bank, credit union, or savings and loan association). Students do not have to demonstrate "need" in order to obtain this loan. Interest accrues on this loan while a student attends school.

Federal Parent Loan for Undergraduate Students (PLUS)

The Federal Parent Loan for Undergraduate Students (PLUS) provides additional funds to help parents pay for educational expenses. Parents may borrower up to the cost of their dependent student's education minus any other aid the student is eligible for. The interest rate fixed and interest accrues at the time of disbursement. Repayment typically begins within 60 days after the loan has been fully disbursed.

Note: Federal student loans are insured by state and private non-profit guarantee agencies.

Loan origination fees may be deducted from the loan by the institution making the loan as set forth by federal regulations.

ALTERNATIVE FINANCING OPTIONS

For detailed information regarding all financing options available please refer to the school's Student Financial Planning Brochure.

Private Loan Programs

Private lenders offer a variety of private loan programs to help students pay for their educational costs. Loan approval, origination fee, interest rate and terms are based on the applicant's credit and the lenders underwriting criteria. The use of a co-signer on these loans may increase the applicant's chances of loan approval.

Alternative Loan Programs

Alternative loans are private loans offered by the school's preferred lenders. The criteria for preferred lender selection can be obtained from the school's Student Financial Planning Brochure. Alternative loan approval, loan origination fees, interest rates and loan terms are based on the applicant's credit and the lenders underwriting criteria.

Institutional Payment Plans

Cash Payment Plan - Under this plan, a student makes equal monthly payments over the length of the program. All payments are interest free and the first payment is due 30 days from the day the student begins school.

Extended Payment Plan – Under this plan a student makes equal monthly payments over the length of the program plus six extra months. The interest rate is fixed throughout the note term and the first payment is due 30 days from the day the student begins school.

Student Tuition Assistance Resource Program (STAR) – A student may qualify for the STAR Program if s/he is not eligible for one of the school's alternative loan programs. The interest rate is fixed throughout the term of the note and the first payment is due 90 days after the student graduates or leaves school.

SCHOLARSHIP PROGRAM

Everest Institute participates in Florida's Bright Futures Scholarship program. Award recipients are selected by OSFA (Florida Office of Student Financial Assistance). OSFA accepts applications from students in their senior year of high school. The application deadline is April 1. Award recipients attending Everest Institute may use their Bright Futures scholarship toward their cost of education.

DREAM AWARD PROGRAM AND SCHOLARSHIPS

Graduates of any Corinthian Colleges, Inc. (CCi) school may be nominated for the CCi-sponsored Dream Award program. This award is given to recognize a graduate, for whom the decision to attend a CCi school was a turning point in the graduate's life.

The Dream Award program is divided into two tiers – the **Campus Dream Award** which is managed by each campus and recognizes one graduate from each campus; and the **Corinthian Dream Award**, which is selected by Corinthian's executive team and recognizes one "ultimate" winner from the pool of Campus Dream Award winners. Eligible graduates must have graduated from a Corinthian Colleges, Inc. school within the three years prior to the nomination period and be nominated by their campus. Dream Award program scholarships will be awarded annually. They are not transferable nor can they be exchanged for cash. Nominations and awards are determined by an independent panel. Scholarship awards must be used within two years of the award.

Campus Dream Award: Each campus will nominate one recent graduate from the campus to represent the campus in the award competition. Nominations are accepted from April 1 to August 1 each year. Selection of the nominee is based on a review of recent graduates within the past three years by the Campus Selection Committee. The selected nominee should be a graduate whose life story could have gone in any direction, but whose decision to attend a CCi school was a turning point for them. The selected nominee should be an inspiration and motivation to other students. Each Campus Dream Award recipient will receive:

1. A scholarship worth $2,500 that may be used at any CCi campus for training that is more advanced than the one from which the nominee has graduated, and
2. A trophy.

Corinthian Dream Award: Following the close of the nomination period for the Campus Dream Award, the Corinthian Dream Award recipient will be selected from the campus nominees by the Corinthian Colleges Selection Committee, composed of the Executive Management Team of CCi. The award will be given to the nominee with the most compelling story and highest level of achievement. The award will be announced to the winner by the end of August and will be presented at the October CCi Presidents Meeting. The award will include:

1. A full scholarship that may be used at any CCi campus for training that is more advanced than the program from which the recipient has graduated,
2. An all expenses paid trip to the October Presidents Meeting,
3. A trophy,
4. A letter of recognition from the CCi CEO and COO, and
5. A nomination to the Career College Association (CCA) Great Award.

Additional information regarding this award and scholarship program may be requested from the Campus President.

PURPLE HEART

Tuition and fees will be waived for recipients of the Purple Heart or other combat decoration superior in precedence provided that the student meets the following criteria:

1. Admitted as a full-time or part-time student in an undergraduate program of study leaving to a degree or certificate;
2. Is currently, and was at the time of the military action that resulted in the awarding of the Purple Heart or other superior combat decoration, a resident of Florida; and

3. Submits to the institution the DD-214 form, issued at the time of separation from service, as documentation that he or she has received a Purple Heart or other combat decoration superior in precedence.

VETERANS' EDUCATIONAL BENEFITS

Credit Evaluation Policy

Students receiving veterans benefits must have all prior education and training evaluated upon enrollment. Credit will be awarded where applicable with the program being shortened accordingly. The student and the Department of Veterans Affairs will be notified.

Progress Policy

Progress will be monitored each module for all students receiving veterans benefits. If the cumulative grade falls below 2.0, or if attendance falls below 80%, at the end of any given module, the student will be placed on probation for the next module. If the student's cumulative grade is not raised to 2.0, or overall attendance raised to 80%, by the end of the probation period, the Veterans Administration will be notified and benefits will be interrupted.

Conditions for Reentrance

If the director determines that the conditions that caused the interruption have been rectified, the student will be eligible to receive benefits.

Maximum Timeframe

Students receiving veterans benefits must complete their programs within the originally contracted length of time, not the maximum completion time or rate of progress as described in the course catalog.

VETERAN'S ASSISTANCE PROGRAMS

Veteran Education and Employment Assistance Act of 1976 as Amended

Veterans eligible for training under the Montgomery G.I. Bill are entitled to a monthly allowance while attending the School in certain approved programs of study. Veterans with over three years of active duty or two years of active duty and four years in the selected reserve are entitled to a maximum of 36 months of training. The School will assist in preparing and submitting applications.

War Orphan Educational Assistance

This program provides financial assistance for the education of sons and daughters of veterans who died or were permanently and totally disabled in or as a result of service in the Armed Forces of the United States. Benefits are similar to those of the G.I. Bill. Widows and wives of disabled veterans may also be eligible for this program. The School will assist in preparing and submitting applications.

Vocational Rehabilitation for Veterans

Veterans disabled during war time and under certain peace time service may be eligible for educational benefits and training under this program. Applications must be filed directly with the Veterans Administration.

STUDENT SERVICES

JOB PLACEMENT ASSISTANCE

The career development staff helps graduates find employment in their fields. Employment advisement, including resume preparation and interviewing tips, is available. By assisting students with part-time employment and job placement services for graduates and mock interviews, the career development staff makes every effort to assist graduates with securing employment. Everest Institute is not permitted by law to guarantee employment. All programs are designed to prepare graduates for entry-level positions.

TUTORING

Tutoring services are available to assist students who may experience academic difficulties. Sessions are scheduled at mutually agreed upon hours between the students and faculty. This service is offered at no additional cost.

COUNSELING

Students may be referred to counseling resources in the community by faculty or staff of the School.

CPR/FIRST AID CLASSES

Cardiopulmonary resuscitation (CPR) and first aid classes are held as scheduled in the program outlines. CPR certification is awarded upon completion.

The American Heart Association strongly promotes knowledge and proficiency in CPR and has developed instructional materials for this purpose. Its use in an instructional course does not represent course sponsorship by the American Heart Association.

GRADUATION

Upon successful completion of all prescribed subjects of instruction with a cumulative grade average of 2.0 or better, demonstrating the ability to perform all required competencies, satisfaction of all financial obligations to the School, and an exit interview, the student will be awarded a credential as stated in the catalog program information. Students may participate in the graduation ceremony and will be eligible for placement assistance, providing all graduation requirements have been met.

INSURANCE

Each medical student is provided professional liability insurance at no extra charge while on approved internships, practica, and during classroom training exercises.

CAREER AND LEARNING RESOURCE CENTER

A library of professional reference materials and videos is available for student use. Personal computers with Internet access are available to facilitate research and job search activities.

STUDENT LOUNGE

The student lounge is open for use during specified break periods. This is the only area in which students may have food or beverages. Public telephones are located in the student lounge. Telephones within the school offices are for school use only. Incoming calls for students will be accepted only in cases of extreme emergency.

PHOTO IDENTIFICATION BADGES

For security purposes, all students are required to wear a photo identification badge. This badge is issued by the School and is free of charge. Lost badges must be replaced. See "Schedule of Tuition and Fees" for lost badge replacement fee.

COMMUNITY SERVICE AND AWARDS

Everest Institute recognizes the importance of community service. As a part of the technical training, Everest Institute endeavors to instill in its students a feeling of responsibility toward the community and encourages them to participate as volunteers in various community projects.

Everest Institute participates in health fairs and sponsors blood drives in conjunction with the Community Blood Centers of South Florida several times a year. In recognition of its efforts and accomplishments in service to the community, Everest Institute has received several awards and citations. Mayors of Metro-Dade County, the City of Miami, and the City of Hialeah have all issued proclamations honoring Everest Institute for its community service.

PROFESSIONAL / CREDENTIALING ORGANIZATIONS AND EXAMINATIONS

IMPORTANT NOTE: The professional credentialing and licensing organizations described below are independent of Everest Institute. Credentials, eligibility, and licensing requirements are subject to change without notice and may include other requirements beyond educational preparation. Formal documentation of high school graduation (in the form of a diploma, certificate, or transcript) or GED may be required by these organizations in addition to educational and experiential requirements in order to sit for these examinations. Candidates are encouraged to contact the credentialing organizations directly for information regarding all current requirements.

Students are encouraged to associate themselves with the professional and credentialing organizations in their respective career fields for the purpose of continuing education, licensing, certification, employment opportunities, and awareness of industry trends.

- American Medical Technologists (AMT)
- American Association of Medical Assistants (AAMA)
- American Society of Phlebotomy Technicians (ASPT)
- American Society of Cardiovascular Professionals (ASCP)
- Cardiovascular Credentialing International (CCI)
- Greater Miami Society of Echocardiography
- Association of Surgical Technologists (AST)
- American Society of Health-System Pharmacists (ASHP)
- American Academy of Professional Coders (AAPC)
- American Association for Medical Transcription (AAMT)
- American Massage Therapy Association (AMTA)

Registered Medical Assistant (RMA) Exam: The School is a site for the Registered Medical Assistant Examination. This exam is given several times a year. Students are notified of examination dates as they are scheduled. Graduates may take the exam at local testing centers any day by making arrangements with the AMT.

National Certified Insurance & Coding Specialist (NCICS) Exam: The School is certified to administer this on-line exam and offers a review session the Saturday before the exam.

Certified Phlebotomy Technician (CPT) Exam: Given several times a year in Miami at testing locations selected by the ASPT. Students are notified of examination dates as they are scheduled.

Certified Cardiographic Technician (CCT) Exam: The Certified Cardiographic Technician Examination is offered by Cardiovascular Credentialing International (CCI) at a local testing facility. Check with CCI for location and schedule.

Licensed Massage Therapist (LMT) Exam: Test dates and locations are scheduled as graduates apply to the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB). The State of Florida currently accepts the national certification exam offered by the NCBTMB as the exam for state licensure. Candidates complete two applications, one for national certification and one for state licensure by the Florida Department of Health, Board of Massage Therapy. The combined costs are approximately $430.

Certified Surgical Technologist (CST) Exam: Offered continuously by the Liaison Council on Certification for the Surgical Technologist. Test dates are scheduled as graduates register for the exam. The exam is administered nationwide, including a local Miami test site.

Certified Pharmacy Technician (CPhT) Exam: Offered three times a year in March, July, and November by the Pharmacy Technician Certification Board (PTCB). The exam is administered nationwide, including a local Miami test site.

Nursing Assistant Certification (CNA) Exam: Offered several times a year by the National Council of State Boards of Nursing. This organization is responsible for the development and administration of the Nurses Aide Competency Evaluation Program (NACEP). This exam is administered nationwide, including a local Miami test site.

Certified Professional Coder (CPC) Exam: Offered annually by the American Academy of Professional Coders (AAPC). The Certified Professional Coder - Hospital (CPC-H) exam is also offered by AAPC. These exams are administered nationwide, including various locations in Florida as selected by the AAPC throughout the year. Substantial postgraduate practical experience is advised prior to taking either credentialing examination.

Certified Medical Transcriptionist (CMT) Exam: The Medical Transcriptionist Certification Program (MTCP) core certification exam is offered year-round at various local and nationwide exam sites. Schedules vary by test center. MTCP offers a voluntary two-part certification exam to individuals who wish to become certified medical transcriptionists (CMT's). The CMT credential is granted upon successful completion of both Parts I and II of the exam. Certification is valid for three years.

Registered Cardiovascular Technologist Specialty Exams:
- Registered Cardiac Sonographer (RCS) Exam
- Registered Vascular Specialist (RVS) Exam

These exams require prerequisites in addition to the training required in the program. Students interested in taking these exams should request a copy of the examination application booklet prior to enrollment in the program.

Registered Diagnostic Cardiac Sonographer (RDCS) Exam and Registered Vascular Technologist (RVT) Exam: These credentialing exams are offered by the American Registry of Diagnostic Medical Sonographers (ARDMS). They are administered locally and nationally throughout the year as computer or written exams. These exams require prerequisites in addition to the training required in the program. Students interested in taking these exams should request a copy of the examination application booklet prior to enrollment in the program. Postgraduate practical experience is required prior to taking any of the specialty examinations.

PROGRAMS BY LOCATION

PROGRAM	FORT LAUDERDALE	HIALEAH	KENDALL	MIAMI
Diploma Programs				
Cardiovascular Technologist		☑*		
Massage Therapy	☑*	☑*	☑*	☑*
Medical Assisting	☑	☑	☑	☑
Medical Insurance Billing and Coding	☑	☑	☑	☑
Patient Care Technician	☑			☑
Pharmacy Technician	☑	☑	☑	☑
Surgical Technologist		☑	☑	
Associate in Science Degree Programs				
Business		☑	☑	☑
Criminal Investigations		☑*	☑	☑
Criminal Justice		☑*	☑*	☑*
Diagnostic Cardiac Sonographer		☑*		
Medical Insurance Billing and Coding		☑*	☑*	☑*
Paralegal			☑*	☑*

*No longer enrolling new students.

DIPLOMA PROGRAMS

CARDIOVASCULAR TECHNOLOGIST

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	1100	84	13 months	Hialeah*,	1-0
*No longer accepted new students					

The diploma in Cardiovascular Technology provides the graduate with the skills and comprehensive knowledge to become an active participant in a hospital, clinic, doctor's office or diagnostic center. Graduates will apply their skills in electrocardiography, stress testing, and Holter monitoring. These non-invasive tests are practiced continuously by cardiologists in order to evaluate the status of their patients. Some graduates cross train in the cardiac catheterization laboratories in order to become cath-lab technologists. They use their electrocardiography and radiology background combined with their knowledge of anatomy, physiology, and pharmacology to assist the cardiovascular surgeon in the practice of angiography and other procedures.

The program consists of 84 credit hours of learning with an internship of 220 hours in a supervised setting. Students are able to utilize information given to them and combine it with their acquired skills in order to function as cardiovascular technologists. The majority of students become certified by taking and passing the Cardiovascular Credentialing International (CCI) certification examination.

The cardiovascular technology diploma program provides the student with the theory and application skills required to perform the following:

1. Demonstrate an understanding of the basic principles and practices of cardiovascular technology.
2. Demonstrate the skills required to become a cardiovascular technologist.
3. Recognize the role of the cardiovascular technologist in the community.
4. Discuss and be able to demonstrate the technique used to test and evaluate the cardiac patient.
5. Identify strategies and develop plans for better patient care.
6. Demonstrate competency and follow licensing policies and procedures in cardiovascular technology.

MODULE	MODULE TITLE	CONTACT HOURS	CREDIT HOURS
Module A	Normal ECG Variants and Vectorial Analysis	80	7.0
Module B	Ischemia, Injury and Infarction	80	7.0
Module C	Hypertrophy & InterVentricular Conduction Disturbances	80	7.0
Module D	Arrhythmia Recognition and Management	80	7.0
Module E	Stress Test and Holter Monitoring	80	7.0
Module F	Cardiovascular Interventional Technology	80	7.0
Module G	Radiographic Technique and Production	80	7.0
Module H	Clinical Cardiac Pathology	80	7.0
Module I	Ambulatory Monitoring	80	7.0
Module J	Cardiovascular Diseases	80	7.0
Module K	Fundamentals of Radiology, Terminology and Mathematics	80	7.0
Module X	Externship (Clinical Rotation)	220	7.0
PROGRAM TOTAL		**1100**	**84.0**

Major Equipment: EKG machines, stethoscopes, stress test machines, sphygmomanometer, Holter monitoring system, patient exam tables, X-Ray simulator, non-imaging vascular equipment.

Module A – Normal ECG Variants and Vectorial Analysis	**7.0 Quarter Credit Hours**

Covers the physical principles behind the electrical activity of the heart. These are correlated with the findings in the ECG and the cardiac cycle. This course includes discussion of the principles of vectorcardiography, its similarities and differences from ECG, and different lead placement. Normal and abnormal ECG results are also covered. Prerequisite: None. Lecture Hours: 60.0 Lab Hours: 20.0 Other Hours: 0.0.

Module B – Ischemia, Injury and Infarction	**7.0 Quarter Credit Hours**

Correlation of hemodynamic abnormality in coronary circulation with electromechanical dysfunction of the heart and its ECG manifestation. Includes conduction abnormalities secondary to coronary flow aberration. This course describes the basic anatomy and physiology of the coronary artery circulation. Prerequisite: None. Lecture Hours: 60.0 Lab Hours: 20.0 Other Hours: 0.0.

Module C – Hypertrophy & InterVentricular Conduction Disturbances	**7.0 Quarter Credit Hours**

A study of the relationship between cardiac enlargement and interventricular conduction disturbances, as well as their manifestation on the ECG. Given pertinent information regarding hypertrophies and interventricular conduction disturbances, supported by instructional resources, the student will be capable of performing a variety of related skills. Prerequisite: None. Lecture Hours: 60.0 Lab Hours: 20.0 Other Hours: 0.0.

| **Module D – Arrhythmia Recognition and Management** | **7.0 Quarter Credit Hours** |

This course allows students to identify cardiac arrhythmias. They identify the characteristics and clinical significance of all major dysrhythmias. Students perform an electrocardiogram, analyze and differentially interpret these major dysrhythmias. Prerequisite: None. Lecture Hours: 60.0 Lab Hours: 20.0 Other Hours: 0.0.

| **Module E – Stress Testing and Holter Monitoring** | **7.0 Quarter Credit Hours** |

A demonstration of the steps involved in preparing a patient for Holter monitoring, stress testing and vascular studies. Study proper electrode placement for artifact-free recording. Students practice doing actual EST and Holter. Given pertinent information regarding stress and Holters supported by instructional resources, the student will be capable of performing a variety of related skills. Prerequisite: None. Lecture Hours: 60.0 Lab Hours: 20.0 Other Hours: 0.0.

| **Module F – Cardiovascular Interventional Technology** | **7.0 Quarter Credit Hours** |

An introduction to the study of cardiac catherization, its modalities and applications in the clinical setting. Given pertinent information regarding this topic supported by instructional resources, the student will be capable of performing a variety of related skills. Prerequisite: Modules A, B, C, D, & E. Lecture Hours: 60.0 Lab Hours: 20.0 Other Hours: 0.0.

| **Module G – Radiographic Technique and Production** | **7.0 Quarter Credit Hours** |

A practical discussion and demonstration of patient positioning, film processing, quality assurance procedures and basic pathology related to diagnostic radiography in the physician's office. Prerequisite: Modules A, B, C, D, & E. Lecture Hours: 60.0 Lab Hours: 20.0 Other Hours: 0.0.

| **Module H – Clinical Cardiac Pathology** | **7.0 Quarter Credit Hours** |

This course describes the clinical aspects and manifestations of cardiac pathology. The student will be taught to differentiate between one cardiac pathology and another. The etiology, symptomatology and mode of treatment will be described for each pathology. Related laboratory skills will be taught to supplement the lectures. Prerequisite: Modules A, B, C, D, & E. Lecture Hours: 60.0 Lab Hours: 20.0 Other Hours: 0.0.

| **Module I – Ambulatory Monitoring** | **7.0 Quarter Credit Hours** |

Presentation of Holter scanning and its application in cardiology. Different types of recording and scanning techniques, lead placements and hook up, and sources of artifacts. Given pertinent information regarding ambulatory electrocardiology, Holter testing, supported by instructional resources, the student will be capable of performing a variety of related skills. Prerequisite: Modules A, B, C, D, & E. Lecture Hours: 60.0 Lab Hours: 20.0 Other Hours: 0.0.

| **Module J – Cardiovascular Diseases** | **7.0 Quarter Credit Hours** |

The study of cardiovascular diseases, their etiologies, anatomic abnormalities, signs and symptoms and hemodynamic changes. Given pertinent information regarding clinical pathology, supported by instructional resources, the student will be capable of performing a variety of related skills. Prerequisite: Modules A, B, C, D, & E. Lecture Hours: 60.0 Lab Hours: 20.0 Other Hours: 0.0.

| **Module K – Fundamentals of Radiology, Terminology and Mathematics** | **7.0 Quarter Credit Hours** |

An introduction to radiant energy, the properties of x-ray radiation and the clinical language of x-ray technology; formulas and calculations for problem solving and the biological effects of radiation on patients. Prerequisite: Modules A, B, C, D, & E. Lecture Hours: 60.0 Lab Hours: 20.0 Other Hours: 0.0.

| **Module X – Externship (Clinical Rotation)** | **7.0 Quarter Credit Hours** |

Directed practice at a clinical site utilizing cardiovascular testing equipment. This rotation involves the supervised performance of diagnostic procedures in the area of electrocardiography. Experiences leading to technical accuracy in the performance of EKG's, Holters, pacemakers' assessment and exercise stress testing will be provided. Beyond the development of technical competency, this clinical rotation will also guide the student toward the professional realm. Upon gathering a complete cardiac data base in the electrocardiographic domain, the student will be able to analyze the information and formulate interpretive statements which are incorporated into preliminary reports. Emphasis is placed on the ability to accurately gather data, note variations, and arrive at logical interpretive conclusions. Prerequisite: All previous Modules. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 220.0.

MASSAGE THERAPY

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	54	9 months	Fort Lauderdale*, Hialeah*, Kendall*, Miami*	1-0
*No longer enrolling new students.					

The Massage Therapy program is designed to provide the student with the 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 720-hour program consists of nine self-contained units of learning called modules. Included in this program are 225 hours of Anatomy and Physiology, as well as introduction to principles and practices of massage therapy, massage fundamentals, massage and bodyworks, 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. With the tools of a well-trained Massage Therapist, 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.

The Massage Therapy program provides the student with the theory and hands-on applications required to perform the following tasks:

1. Be knowledgeable and competent in the performance of various forms and types of massage and in the use of hydrotherapy.
2. Be knowledgeable in the study of anatomy and physiology and as such, be familiar with exercise programs and therapeutic massage that can help in caring for conditions affecting different body systems.
3. Be knowledgeable and competent in the performance and use of techniques to help specific problems such as neck, back, sciatic pain, relaxation, stress reduction, and muscle spasms.
4. Be acquainted with and competent in various allied modalities currently being practiced in the field of massage therapy.

This program will prepare students for the certification exam. (Note: Certification or licensure is not required for graduation; however, the State of Florida requires that all Massage Therapists be licensed prior to employment. Students seeking certification or licensure may need additional resources, books, practice tests and study time.)

MODULE	MODULE TITLE	CONTACT HOURS	CREDIT HOURS
Module A	Business and Ethics	80	6.0
Module B	Swedish Massage, Western Theory & History, Practice & Mechanisms of Health & Disease	80	6.0
Module C	Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage	80	6.0
Module D	Eastern Theory and Practice	80	6.0
Module E	Energy & Non-Traditional Therapies, Wellness & CPR	80	6.0
Module F	Deep Tissue, Myofascial Release & Pin and Stretch	80	6.0
Module G	Neuromuscular/Trigger Point and Muscle Energy Techniques	80	6.0
Module H	Clinical and Sports Massage	80	6.0
Module I	Health and Wellness	80	6.0
PROGRAM TOTAL		**720**	**54.0**

Major Equipment: Massage tables, massage chairs, CPR manikins, anatomical charts, AV equipment

Module A - Business and Ethics   **6.0 Quarter Credit Hours**
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, the law as it relates to massage and communication are discussed. Clinical practice in Swedish massage, chair massage and integrated techniques continue to build the massage therapists practical skills. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module B – Swedish Massage, Western Theory & History, Practice & Mechanisms of Health & Disease   **6.0 Quarter Credit Hours**
This module is designed to provide the student with the theory & hands-on skills involved in practicing a form of massage known as Swedish massage. Also covered in this module are joint classification, range of motion for shoulder, and Western theory & history. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module C – Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage   **6.0 Quarter Credit Hours**
This module is designed to provide the student with the theory & hands-on skills involved in practicing a form of massage known as Swedish Massage. Also covered in this module is range of motion for hip, pre-natal, post-natal, infant & elder/geriatric massage. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module D – Eastern Theory and Practice	**6.0 Quarter Credit Hours**
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 for this module please refer to the anatomy and physiology outline. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.	
Module E – Energy & Non-Traditional Therapies, Wellness & CPR	**6.0 Quarter Credit Hours**
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. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.	
Module F - Deep Tissue, Myofascial Release & Pin and Stretch	**6.0 Quarter Credit Hours**
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 sites of caution for deep tissue. In addition students will develop an understanding of the digestive system, urinary system and the muscles of the anterior neck. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.	
Module G – Neuromuscular/Trigger Point and Muscle Energy Techniques	**6.0 Quarter Credit Hours**
This module is designed to provide the student with the understanding and knowledge of neuromuscular techniques (NMT), muscle energy techniques (MET) and trigger point therapy and the assessment skills necessary for these modalities. The student will also learn the nervous system and the musculature of the deep posterior spinal muscles. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.	
Module H - Clinical and Sports Massage	**6.0 Quarter Credit Hours**
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. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.	
Module I – Health and Wellness	**6.0 Quarter Credit Hours**
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, including HIV/AIDS. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.	

MEDICAL ASSISTING

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	47	8 months	Fort Lauderdale, Hialeah, Kendall, Miami	1-1

In recent years the medical assisting profession has become indispensable to the health care field. Not only have physicians become more reliant on medical assistants, but their services are also being requested by hospitals, clinics, and nursing homes, as well as medical supply businesses, home health agencies, insurance companies and pharmaceutical companies. Medical assistants have become an important part of the health care team, and their responsibilities continue to expand as the need for their services grows.

The objective of the Medical Assisting program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as medical assistants. Since medical assistants are trained in both administrative and clinical procedures, they are capable of filling a variety of entry-level positions, including clinical or administrative assistant, medical receptionist, and medical insurance billing and coding specialists.

This training program is divided into seven learning units called modules. Each module, which consists of a theory section, a clinical/laboratory section, and a computer/keyboarding section, stands alone as a unit of study and is not dependent upon previous training. Students may enter the program at the beginning of any module and continue through the sequence until all modules have been completed. Upon successful completion of the seven classroom modules and the comprehensive written and laboratory skills exam, students participate in a 160-clock-hour externship.

In each module the students study subject-related medical terminology and develop keyboarding skills on a computer. Completion of the Medical Assisting program, including the classroom training and externship, is acknowledged by the awarding of a diploma.

MODULE	MODULE TITLE	CLOCK HOURS	CREDIT UNITS
Module A	Patient Care and Communication	80	6.0
Module B	Clinical Assisting and Pharmacology	80	6.0
Module C	Medical Insurance, Bookkeeping and Health Sciences	80	6.0
Module D	Cardiopulmonary and Electrocardiography	80	6.0
Module E	Laboratory Procedures	80	6.0
Module F	Endocrinology and Reproduction	80	6.0
Module G	Medical Law, Ethics, and Psychology	80	6.0
Module X	Externship	160	5.0
PROGRAM TOTAL		**720**	**47.0**

Major Equipment: Autoclave, personal computers, calculators, sphygmomanometers, electrocardiography machine, stethoscopes, examination tables, surgical instruments, hematology testing equipment, teletrainer, mayo stands, training manikins, microscopes

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Module A - Patient Care and Communication   **6.0 Quarter Credit Hours**
Module A emphasizes patient care, including 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 an understanding of the importance of communication (verbal and nonverbal) when working with patients both on the phone and in person. Students participate in positioning and draping of patients for various examinations. Students develop an understanding of basic anatomy and physiology of the special senses (eyes and ears), nervous and integumentary systems, common diseases and disorders, and medical terminology related to these systems. 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. Prerequisite: None. Lec. Hrs. 040 Lab Hrs 040 Other Hrs. 000

Module B - Clinical Assisting and Pharmacology   **6.0 Quarter Credit Hours**
Module B stresses the importance of asepsis and sterile technique in today's health care environment. 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 become familiar with the principles and various methods of administering medication. Basic pharmacology, therapeutic drugs, their uses, inventory, and classification and effects on the body are included. Students participate in positioning and draping of patients for various examinations and prepare for and assist with minor office surgical procedures. Students gain an understanding of basic anatomy and physiology of the muscular system, common diseases and disorders, and medical terminology related to this system. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective, create a neat, accurate, well-organized cover letter, resume, and job application. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 040 Other Hrs. 000

Module C - Medical Insurance, Bookkeeping, and Health Sciences	6.0 Quarter Credit Hours

Module C introduces students to the health care environment and office emergencies and first aid, with an emphasis on bandaging techniques for wounds and injuries. Students study medical insurance, billing and coding, bookkeeping procedures, accounts payable and receivable, financial management, banking, and check writing procedures that are essential to the successful operation of the medical office. Students develop an understanding of good health nutrition and weight control and strategies in promoting good health in patients. Students gain an understanding of basic anatomy and physiology of the digestive system, common diseases and disorders, and medical terminology related to this system. Students study essential medical terminology, build on their 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. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 040 Other Hrs. 000

Module D - Cardiopulmonary and Electrocardiography	6.0 Quarter Credit Hours

Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs and diseases, disorders, and diagnostic tests associated with these systems. Students learn about the electrical pathways of the heart muscle in preparation for applying electrocardiography (ECG or EKG) leads and recording a 12-lead electrocardiogram. A cardiopulmonary resuscitation (CPR) course is taught which enables students to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. They obtain blood samples, and prepare syringes and medications for administration. Students study essential medical terminology, build on their keyboarding and word processing skills. Students 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. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 040 Other Hrs. 000

Module E - Laboratory Procedures	6.0 Quarter Credit Hours

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 knowledge in radiology and nuclear medicine and become familiar with various radiological examinations and the patient preparation for these exams. Anatomy and physiology of the Urinary system, Blood and Lymphatic system, and the body's immunity including the structure and functions, as well as, common diagnostic exams and disorders related to these systems and HIV/AIDS. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals. Prerequisite: None. Lec Hrs. 040 Lab Hrs. 040 Other Hrs. 000

Module F - Endocrinology and Reproduction	6.0 Quarter Credit Hours

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 identifies and examines the basic structural components and functions of the skeletal, endocrine and reproductive systems. Students learn about child growth and development, and how heredity, cultural and the environmental aspects affect behavior. Students gain an understanding about assisting 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, weight, measurements and restraining techniques used for infants and children. They check vital signs, assist with diagnostic examinations and laboratory tests, instruct patients regarding health promotion practices, and perform certain invasive procedures. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to become and learn from mentoring. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 040 Other Hrs. 000

Module G - Medical Law, Ethics, and Psychology	6.0 Quarter Credit Hours

Module G covers the history and science of the medical field, as well as, the medical assisting profession and how it fits into the big picture. Students gain an understanding of concepts related to patient reception and the medical office and preparing for the day. Students become familiar with 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, and how they can best be dealt with. Students learn how to maintain equipment and inventory. Computers in the medical office are discussed and how ergonomics plays an important role 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. Basic principles of psychology are discussed, as well as, psychological disorders and diseases and treatments available. Medical law and ethics and various physical therapy modalities are discussed. Students check vital signs, obtain blood samples, and prepare and administer intramuscular injections. 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 dress for success. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 040 Other Hrs. 000

Module X – Externship	5.0 Quarter Credit Hours

Upon successful completion of Modules A through G, Medical Assisting students participate in a 160-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 externs work under the direct supervision of qualified personnel at the participating externship sites, and under general supervision of the school staff. Externs are evaluated by supervisory personnel at the site at 80- and 160-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. Prerequisite: None. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 160

MEDICAL INSURANCE BILLING AND CODING

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	47	8 months	Fort Lauderdale, Hialeah, Kendall, Miami	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 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 study 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.

The Medical Insurance Billing and Coding Program is a 720 clock hour/47.0 credit unit course of study, consisting of seven individual learning units, called modules. Students are required to complete all modules, starting with Module MEDINTRO and continuing in any sequence until all seven modules have been completed. After the MEDINTRO Introductory Module is completed, the remaining six modules stand alone as units of study. If students do not complete any portion of one of these modules, the entire module must be repeated. Upon successful completion all modules, students participate in an externship. This consists of 160 clock hours of hands-on experience working either in a tutorial classroom setting called a practicum or in an outside facility in the field of medical insurance billing and coding.

MODULE	MODULE TITLE	CLOCK HOURS	CREDIT UNITS
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
MIBE	Externship	160	5.0
PROGRAM TOTAL		**720**	**47.0**

Module MEDINTRO - Introduction to Medical Terminology, Keyboarding, Word Processing,   **6.0 Quarter Credit Hours**
Basic Math, Insurance Coding, and Administrative Duties of Medical Personnel
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 are covered 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. Prerequisite: None. Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

Module MIBCL – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural   **6.0 Quarter Credit Hours**
Coding of the Cardiovascular and Lymphatic Systems
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. Prerequisite: MEDINTRO   Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

Module MIBGU – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural   **6.0 Quarter Credit Hours**
Coding of the Genitorurinary System

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 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. Prerequisite: MEDINTRO
Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

Module MIBIE – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural   **6.0 Quarter Credit Hours**
Coding of the Integumentary and Endocrine Systems, and Pathology

This module presents a study of basic medical terminology focused on the integumentary system, the endocrine system, and pathology. 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. Prerequisite: MEDINTRO   Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

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

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. Prerequisite: MEDINTRO Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

Module MIBRG – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural　　　　**6.0 Quarter Credit Hours**
Coding of the Respiratory and Gastrointestinal Systems
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. Prerequisite: MEDINTRO   Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

Module MIBSN – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural　　　　**6.0 Quarter Credit Hours**
Coding of the Sensory and Nervous Systems, and Psychology
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. Prerequisite: MEDINTRO   Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

Once a student has completed all modules, he or she will be placed in his or her 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 MIBE – Externship　　　　**5.0 Quarter Credit Hours**
Upon successful completion of Modules MIBINTRO. MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, medical insurance billing/coding students participate in a 160-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 80 and 160-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: Successful completion of Modules MIBINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN. Lec Hrs: 0 Lab Hrs: 0 Other Hrs; 160

PATIENT CARE TECHNICIAN

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	51	8 months	Fort Lauderdale, Miami	2-0

The Patient Care Technician Program is designed to train students to function safely and effectively as integral members of the health care delivery team. The program combines basic knowledge with applied skills mastered in both the classroom and the laboratory. In this multi- occupational program, students are cross-trained to perform any number of clinical skills from performing basic patient care skills, to performing electrocardiograms, as an EKG Technician, to collecting laboratory specimens as a Phlebotomist, or to assisting a patient to walk for the first time, as a physical therapy aide.

The Patient Care Technician can expect to find employment opportunities in hospitals, rehabilitation centers, specialty and urgent care centers, long-term and skilled nursing facilities, and staffing agencies. In addition to being qualified to work as a Patient Care Technician and Home Health Aide, graduates of this program are also qualified to work as Physical Therapy and Occupational Therapy Aides, and EKG Technician.

The program is comprised of seven modular units of learning which are made up of 80 hours of combined theory and laboratory time and one module which is referred to "clinical rotation," for a total 160 hours. During this rotation, which is completed after all theory modules, students are given the opportunity to observe and become part of the health care team as they gain hands-on experience working side-by-side with other health care practitioners.

The Patient Care Technician program provides the student with the theory and hands-on applications required to perform the following tasks:

- Demonstrate the basic principles and practices of basic patient care and safety, home health care, physical therapy and occupational therapy, phlebotomy, electrocardiography, healthcare law and ethics, communications and interpersonal skills, clerical skills, and safety.
- Recognize, spell, define, and use appropriate medical terminology, words, and abbreviations as part of the study of anatomy and physiology, microbiology, and infection control.
- Use appropriate medical and surgical asepsis and patient care skills, including those required in infection control, including universal precautions, pre- and post-operative care, scrubbing, gowning, and gloving, body mechanics, personal care, bed-making, positioning, observational and charting skills, and basic laboratory, cardiology, physical therapy, and occupational therapy skills.
- Demonstrate skills to obtain CPR certification.

MODULE	MODULE TITLE	CLOCK HOURS	CREDIT UNITS
Module A	Basic Healthcare Concepts & Clerical Skills I	80	7.0
Module B	Anatomy & Physiology and Medical Terminology	80	8.0
Module C	Patient Care Skills I	80	6.0
Module D	Patient Care Skills II	80	6.0
Module E	Electrocardiography and CPR	80	6.0
Module F	Phlebotomy and Basic Laboratory Skills	80	6.0
Module G	Physical and Occupational Therapy and Clerical Skills II	80	7.0
Module X	Externship	160	5.0
PROGRAM TOTAL		**720**	**51.0**

Module A – Basic Healthcare Concepts and Clerical Skills I   **7.0 Quarter Credit Hours**
Module A provides the student with an overall understanding to the field of healthcare, particularly as it relates to the "multi-skilled" Patient Care Technician. At the end of the module, students will be able to discuss the various fields of healthcare, infection control, legal and ethical responsibilities, communication and interpersonal skills. Students will be able to identify and explain safety procedures, and skills involved in observations, recording and reporting. In this module, students will be given the opportunity to learn some of the basic clerical and administrative procedures required of the patient care technician in the hospital and health care environment. Prerequisite: None. Lec Hrs: 60 Lab Hrs: 20 Other Hrs: 0

Module B – Anatomy & Physiology and Medical Terminology   **8.0 Quarter Credit Hours**
Module B focuses on the study of anatomy and physiology and its associated terminology. At the end of the module, students will be able to identify the various body systems and through discussions, use the terminology associated with these systems. Students will be able to identify and discuss common disorders and diseases affecting each system. HIV/AIDS is also covered. Prerequisite: None. Lec Hrs: 80 Lab Hrs: 0 Other Hrs 0

Module C – Patient Care Skills I   **6.0 Quarter Credit Hours**
Module C provides the student with the theory and hands-on application involved in providing basic patient care as is required as a patient care technician. In some states, the training in this program readies the student for duties of a nursing assistant. Students will take and record vital signs, demonstrate skills for appropriate personal patient care, simulate procedures for admitting, transferring and discharging patients, and discuss restorative care and meeting the patients' physical and psycho-social needs. Prerequisite: None. Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

Module D – Patient Care Skills II	**6.0 Quarter Credit Hours**

Module D provides the student with the theory and hands-on skills involved in providing advanced patient and home health care (Home Health Aide). Students will acquire the skills to determine and discuss therapeutic diets, examine various methods to control infections, identify the components and functions of body mechanics, and simulate caring for the client/patient in the home care setting. Prerequisite: None. Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

Module E – Electrocardiography and CPR	**6.0 Quarter Credit Hours**

This module will provide the student with the theory and hands-on skills involved in electrocardiography and explore the profession. Students will perform the procedures and record electrocardiographs and demonstrate how to interpret basic EKG's for possible abnormalities. CPR CERTIFICATION IS PART OF THIS MODULE. Prerequisite: None. Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

Module F – Phlebotomy and Electrocardiography	**6.0 Quarter Credit Hours**

Module F will provide the student with the theory and hands-on skills involved in phlebotomy and basic lab procedures. Students will explore the profession and perform basic laboratory skills. Students will draw blood samples, collect specimen samples and perform simple laboratory procedures. Prerequisite: None. Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

Module G – Physical and Occupational Therapy and Clerical Skills II	**7.0 Quarter Credit Hours**

Module G will provide the student with the basic theory and hands-on applications involved in the field of physical therapy and occupational therapy as performed by the patient care technician, the physical therapy aide, and the occupational therapy aide. Students will identify various therapeutic modalities used in both physical therapy and occupational therapy. Students will use various types of communication devices, prepare medical bills, transcribe physician orders and perform computer-based advanced clerical skills. Prerequisite: None. Lec Hrs: 60 Lab Hrs: 20 Other Hrs 0

Module X – Externship	**5.0 Quarter Credit Hours**

After the completion of Modules A-G, students will complete their clinical rotation. The student will apply what has been learned in the classroom and laboratory to "real-life" clinical facility tasks. Students may rotate through various departments within the clinical facility to perform tasks and observe, as appropriate. These experiences will include patient care units, physical therapy, cardiology, laboratory, central service, admitting and the business office areas. Students will work under the direct supervision of qualified personnel in participating institutions and under the general supervision of the PCT program staff. All students will be evaluated at the half-way point and the conclusion of the clinical experience. Patient care technician students must complete the clinical rotation in order to fulfill their requirements for graduation. Prerequisite: Modules A – G. Lec Hrs: 0 Lab Hrs: 0 Other Hrs: 160

PHARMACY TECHNICIAN

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	47	8 months	Fort Lauderdale, Hialeah, Kendall, Miami	1-0

The Pharmacy Technician diploma program provides both technical and practical training which will enable the technician, 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 fully prepared to take the national pharmacy technician certification exam offered by the Pharmacy Technician Certification Board (PTCB).

Pharmacy services have expanded and grown at an accelerated rate, paving a new way for Pharmacy Technicians. It cannot be over emphasized how significant pharmacy technicians have become, upon pharmacy operations and the substantial part they play in the healthcare work force. As pharmacy services continue to grow, with new services being offered, new drugs entering the market, and 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.

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 school.

MODULE	MODULE TITLE	CLOCK HOURS	CREDIT UNITS
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	160	5.0
PROGRAM TOTAL		**720**	**47.0**

Module A - Administration of Medications and Pharmacology of the Endocrine and Lymphatic Systems   6.0 Quarter Credit Hours
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. Lec. Hrs. 040 Lab Hrs. 040 Other Hrs. 000

Module B - Aspects of Retail Pharmacy and Pharmacology of the Nervous System   6.0 Quarter Credit Hours
This module is designed to provide the student with responsibilities of a technician filling prescriptions, including the information required to fill prescriptions and typing the prescription label. This module also covers how to read a drug label. Medications for the nervous system are covered including a study of medications for neurological conditions, mental disorders and a discussion on muscle relaxants. This module will include C.P.R. certification. Hands-on skills in the laboratory practice setting are performed. Lec. Hrs. 040 Lab Hrs. 040 Other Hrs. 000

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

This module is designed to introduce the student to the professional aspects of working in pharmacy technology. Subjects covered include a history of and changing roles of pharmacists and pharmacy technicians. This module covers the law 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. Lec. Hrs. 040 Lab Hrs. 040 Other Hrs. 000

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

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 & drug interactions. Hands-on skills in the laboratory practice setting are performed. Lec. Hrs. 040 Lab Hrs. 040 Other Hrs. 000

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

In this module, emphasis is placed on the role and responsibilities of the pharmacy technician regarding parenteral dosages, including using proportion 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 system 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 are covered. Hands-on skills in the laboratory practice setting are performed. Lec. Hrs. 040 Lab Hrs. 040 Other Hrs. 000

Module F - Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System
6.0 Quarter Credit Hours

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. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

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

This module is designed to familiarize the student with all aspects of home health care, mail order pharmacy/E-Pharmacy, 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 system and discuss medications for circulatory disorders and medications for the skeletal system. Hands-on skills in the laboratory practice setting are performed. Lec. Hrs. 040 Lab Hrs. 040 Other Hrs. 000

Module X - Clinical Externship
5.0 Quarter Credit Hours

This 160-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 Modules A-G. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 160

SURGICAL TECHNOLOGIST

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	1220	76.5	13 months	Hialeah, Kendall	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. The surgical technologist works 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 environment is safe, that equipment functions appropriately, and that the operative procedure is conducted under conditions that maximize patient safely.

The goal and objective of this 1220 hour Surgical Technology Program is to provide the student with the appropriate didactic theory and hands-on skills required and necessary, to prepare them for an entry level position as a surgical technologist in today's ambulatory surgery centers, hospitals, clinics, and Dr's offices.

The combination of introduced skills taught in this program, will prepare students for the ever-changing field of medicine and surgical technology. The surgical tech students will possess 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. Before the students go to their externship, they have the opportunity to practice their skills in three "mock" surgical practicums.

Also covered in this program will be the ethical and legal responsibilities of the surgical technologist as they relate to the operating room environment, the patient, and co-workers. Professionalism and general communication skills, both of which are considered essential to any health care professional, are also taught and addressed throughout the entire program.

The Surgical Technologist Program is a 1220 Clock Hour/76.5 Credit Unit course of study, consisting of 10 individual learning units, called modules. Of these modules, two are spent in the clinical site. Students must document a total of eighty (80) procedures in the first scrub solo role or with assist and fifty-five (55) of theses procedures must be in the five core areas of General, Orthopedics, ENT, Gynecology and Genitourinary. The twenty five (25) remaining procedures will be in a specialty area. The clinical case requirements must meet the Core Curriculum for Surgical Technology, 5th ed. ***Upon successful completion of the entire course of study, students are awarded a Diploma in Surgical Technology, and are eligible to take the national certification exam, sponsored by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). The NBSTSA awards certificates to those who demonstrate their theoretical and practical knowledge by passing the national surgical technologist examination. Graduates who pass this exam earn the distinction of being able to work as a Certified Surgical Technologist (CST).

* Must be graduate of CAAHEP approved program

MODULE	MODULE TITLE	CLOCK HOURS	CREDIT UNITS
Module A	Principles & Practices of Surgical Technology	80	8.0
Module B	Anatomy & Physiology I	80	8.0
Module C	Anatomy II & Microbiology	80	8.0
Module D	Surgical Technology Clinical I-A: Asepsis & Patient Care Skills	80	5.0
Module E	Surgical Pharmacology	80	8.0
Module F	Surgical Technology Clinical I-B: Instrumentation & Equipment	80	5.0
Module G	Clinical Rotation I – Central Supply	80	2.5
Module H	Surgical Procedures I: Mock Surgery Practicum I	80	6.0
Module I	Surgical Procedures II: Mock Surgery Practicum II	80	6.0
Module J	Surgical Procedures III: Mock Surgery Practicum III	80	6.0
Module X	Clinical Rotation II **	420	14.0
PROGRAM TOTAL		**1220**	**76.5**

**This program requires clinical placement in contracted off-campus sites. Sites must be identified and contracted to meet enrollment numbers. This insures placement of the students and decreases the potential for over enrollment.

Major Equipment

Operating Tables with Standard Attachments
Anesthesia (Gas) Machine, Intravenous Pole
Basic Surgical Instruments (Major and Minor Surgical Set-Ups)
Antiseptic Soap and Soap Dispensers, Brushes
Scrub Sinks, Mayo Stand and Prep Stand

Gowns, Gloves, Masks, Caps, and Sheets
Recovery Room Table, Catheters
Skeleton, Head and Torso, and Heart Instructional Aids
Draping Materials, Blood Pressure Devices
Sitting Stool, Sutures and Needles

Module A – Principles and Practices of Surgical Technology	8.0 Quarter Credit Hours

This course is designed to provide the student 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. Prerequisite: None. Lec. Hrs. 080 Lab Hrs.000 Other Hrs. 000

Module B -- Anatomy and Physiology I	8.0 Quarter Credit Hours

This course is designed to provide the student with an overall study of the human body and its parts including the structures and functions of the integumentary, cells and tissues, skeletal, muscular, nervous, endocrine, digestive, urinary system, fluids and electrolytes and acid-base balance. Prerequisite: None. Lec. Hrs. 080 Lab Hrs. 000 Other Hrs. 000

Module C -- Anatomy II and Microbiology	8.0 Quarter Credit Hours

This course is designed to provide the student with an overall study of the human body and its parts including the structures and functions of the reproductive, pregnancy, growth and development, respiratory, cardiovascular, lymphatic and immune system, and HIV/AIDS. Prerequisite: None. Lec. Hrs. 080 Lab Hrs. 000 Other Hrs. 000

Module D -- Surgical Technology Clinical I-A: Asepsis and Patient Care Skills	5.0 Quarter Credit Hours

This course is designed to provide the student 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. Prerequisite: None. Lec. Hrs. 020 Lab Hrs. 060 Other Hrs. 000

Module E -- Surgical Pharmacology	8.0 Quarter Credit Hours

This course is designed to provide the student 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. Prerequisite: None. Lec. Hrs. 080 Lab Hrs. 000 Other Hrs. 000

Module F -- Surgical Technology Clinical I-B: Instrumentation and Equipment	5.0 Quarter Credit Hours

This course is designed to provide the student with an overall understanding of the theory and the hands-on applications involved in the use and maintenance of surgical instruments and equipment. Prerequisite: None. Lec. Hrs. 060 Lab Hrs. 020 Other Hrs. 000

Module G -- Clinical Rotation I – Central Supply	2.5 Quarter Credit Hours

This 80-hour module 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. (Student must complete modules A through F prior to taking this module). Prerequisite: Completion of Modules A through F. Lec. Hrs. 0000 Lab Hrs. 000 Other Hrs. 080

Module H -- Surgical Procedures I: Mock Surgery Practicum I	6.0 Quarter Credit Hours

This course is a study of the Introduction to surgical procedures, and general surgery (gastrointestinal surgery, hepatobiliary surgery, breast, thyroid and hernia surgery). This course also introduces robotics and principles of physics and electricity. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 040 Other Hrs. 000

Module I -- Surgical Procedures II: Mock Surgery Practicum II	6.0 Quarter Credit Hours

This course is a study of obstetrics and gynecology, Genitourinary surgery, otorhinolarygologic surgery, ophthalmic surgery. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 040 Other Hrs. 000

Module J -- Surgical Procedures III: Mock Surgery Practicum III	6.0 Quarter Credit Hours

This course is a study of plastic surgery, and burns, cardiac surgery, neurosurgery, and orthopedic surgery. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module X -- Clinical Rotation II	14.0 Quarter Credit Hours

This 420-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the clinical area of the operating room. Students may also rotate throughout various departments within the clinical area. (Student must complete modules A through I prior to taking this module). Prerequisite: Completion of Modules A through I. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 420

ASSOCIATES DEGREE PROGRAMS

BUSINESS

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Associates Degree*	970-1,010	96	24 months	Hialeah, Kendall, Miami	2.0
*At the Kendall campus, the degree granted is the Associate In Science Degree; at the Hialeah and Miami campuses, the degree granted is the Associate of Applied Science Degree.					

The **Associate in Science in Business** programs are 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 graduate of this program will be prepared for entry-level positions in supervisory roles in business, industry, and government.

Marketing

The concentration in Marketing is designed to provide students with a basic marketing background to prepare for entry-level positions in business, industry, 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 TITLE	Associate's Degree Quarter Credit Hrs.	
COLLEGE CORE REQUIREMENTS				
SLS	N105	Strategies for Success	4.0	
SLS	N321	Career Skills	2.0	
CGS	N167C	Computer Applications	4.0	
Choose 4 credits from the following list:				
OST	N141L	Keyboarding	2.0	
OST	N335	Business Communications	4.0	
LIS	N004	Introduction to Internet Research	2.0	
OSTP	N725	Applied Word Processing	4.0	
CGS	N510C	Applied Spreadsheets	4.0	
MTB	N103	Business Math	4.0	
		COLLEGE CORE TOTALS		**14.0**
MAJOR CORE REQUIREMENTS: ALL CONCENTRATIONS				
MAN	N030	Introduction to Business Enterprise	4.0	
MAN	N021	Principles of Management	4.0	
BUL	N131	Applied Business Law	4.0	
MAN	N300	Introduction to Human Resources	4.0	
MAR	N011	Introduction to Marketing	4.0	
APA	N111	Principles of Accounting I	4.0	
APA	N121	Principles of Accounting II	4.0	
MANP	N501	Senior Capstone Experience	4.0	
And one of the following 4 concentrations:				
BUSINESS ADMINISTRATION CONCENTRATION ADDITOINAL MAJOR CORE REQUIREMENTS				
FIN	N103	Introduction to Finance	4.0	
MAR	N305	Customer Relations and Servicing	4.0	
Choose 2 of the following courses:				
MAN	N727	Strategic Planning for Business	4.0	
ACG	N178	Financial Statement Analysis	4.0	
ACG	N021	Introduction to Corporate Accounting	4.0	
SBM	N000	Small Business Management	4.0	
APA	N161	Introductory Cost/Managerial Accounting	4.0	
		TOTAL MAJOR CORE CREDIT HOURS		**48.0**

OR				
MANAGEMENT CONCENTRATION ADDITIONAL MAJOR REQUIREMENTS				
MAR	N305	Customer Relations and Servicing	4.0	
FIN	N103	Introduction to Finance	4.0	
SBM	N000	Small Business Management	4.0	
MAN	N604	Introduction to International Management	4.0	
		TOTAL MAJOR CORE CREDIT HOURS		**48.0**
OR				
MARKETING CONCENTRATION ADDITIONAL MAJOR REQUIREMENTS				
MAR	N323	Advertising	4.0	
MAR	N141	Introduction to International Marketing	4.0	
MAR	N721	Marketing on the Internet	4.0	
SBM	N000	Small Business Management	4.0	
		TOTAL MAJOR CORE CREDIT HOURS		**48.0**
OR				
INTERNATIONAL BUSINESS CONCENTRATION ADDITIONAL MAJOR REQUIREMENTS				
MAR	N141	Introduction to International Marketing	4.0	
MAN	N604	Introduction to International Management	4.0	
GEB	N353	International Competitiveness	4.0	
BUL	N261	International Business Law	4.0	
		TOTAL MAJOR CORE CREDIT HOURS		**48.0**
GENERAL EDUCATION CORE REQUIREMENTS				
ENC	N101	Composition I	4.0	
ENC	N102	Composition II	4.0	
MAT	N033	College Algebra	4.0	
PSY	N012	General Psychology	4.0	
SPC	N016	Oral Communications*	4.0	
EVS	N001	Environmental Science	4.0	
SLS	N505	Basic Critical Thinking	2.0	
		TOTAL QUARTER CREDIT HOURS		**26.0**
APPROVED ELECTIVE REQUIREMENT				
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.				**8.0**
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				**96.0**

BUSINESS

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Associates Degree*	970-1,010	96	24 months	Hialeah**, Kendall**, Miami**	1.2
*At the Kendall campus, the degree granted is the Associate In Science Degree; at the Hialeah and Miami campuses, the degree granted is the Associate of Applied Science Degree. **No longer enrolling new students in version 1.2 of this program. See the preceding pages for version 2.0.					

The **Associate in Science in Business** programs are 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 graduate of this program will be prepared for entry-level positions in supervisory roles in business, industry, and government.

Marketing

The concentration in Marketing is designed to provide students with a basic marketing background to prepare for entry-level positions in business, industry, 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 TITLE	Associate's Degree Quarter Credit Hrs.	
COLLEGE CORE REQUIREMENTS				
SLS	N105	Strategies for Success	4.0	
SLS	N321	Career Skills	2.0	
CGS	N167C	Computer Applications	4.0	
Choose 4 credits from the following list:				
OST	N141L	Keyboarding	2.0	
OST	N335	Business Communications	4.0	
LIS	N004	Introduction to Internet Research	2.0	
OSTP	N725	Applied Word Processing	4.0	
CGS	N510C	Applied Spreadsheets	4.0	
MTB	N103	Business Math	4.0	
		COLLEGE CORE TOTALS		14.0
MAJOR CORE REQUIREMENTS: ALL CONCENTRATIONS				
MAN	N030	Introduction to Business Enterprise	4.0	
MAN	N021	Principles of Management	4.0	
BUL	N131	Applied Business Law	4.0	
MAN	N300	Introduction to Human Resources	4.0	
MAR	N011	Introduction to Marketing	4.0	
APA	N111	Principles of Accounting I	4.0	
APA	N121	Principles of Accounting II	4.0	
MANP	N501	Senior Capstone Experience	4.0	
And one of the following 4 concentrations:				
BUSINESS ADMINISTRATION CONCENTRATION ADDITOINAL MAJOR CORE REQUIREMENTS				
FIN	N103	Introduction to Finance	4.0	
MAR	N305	Customer Relations and Servicing	4.0	
Choose 2 of the following courses:				
MAN	N727	Strategic Planning for Business	4.0	
ACG	N178	Financial Statement Analysis	4.0	
ACG	N021	Introduction to Corporate Accounting	4.0	
SBM	N000	Small Business Management	4.0	
APA	N161	Introductory Cost/Managerial Accounting	4.0	
		TOTAL MAJOR CORE CREDIT HOURS		48.0

OR				
MANAGEMENT CONCENTRATION ADDITIONAL MAJOR REQUIREMENTS				
MAR	N305	Customer Relations and Servicing	4.0	
FIN	N103	Introduction to Finance	4.0	
SBM	N000	Small Business Management	4.0	
MAN	N604	Introduction to International Management	4.0	
		TOTAL MAJOR CORE CREDIT HOURS		**48.0**
OR				
MARKETING CONCENTRATION ADDITIONAL MAJOR REQUIREMENTS				
MAR	N323	Advertising	4.0	
MAR	N141	Introduction to International Marketing	4.0	
MAR	N721	Marketing on the Internet	4.0	
SBM	N000	Small Business Management	4.0	
		TOTAL MAJOR CORE CREDIT HOURS		**48.0**
OR				
INTERNATIONAL BUSINESS CONCENTRATION ADDITIONAL MAJOR REQUIREMENTS				
MAR	N141	Introduction to International Marketing	4.0	
MAN	N604	Introduction to International Management	4.0	
GEB	N353	International Competitiveness	4.0	
BUL	N261	International Business Law	4.0	
		TOTAL MAJOR CORE CREDIT HOURS		**48.0**
GENERAL EDUCATION CORE REQUIREMENTS				
ENC	N101	Composition I	4.0	
ENC	N102	Composition II	4.0	
MAT	N033	College Algebra	4.0	
PSY	N012	General Psychology	4.0	
SPC	N016	Oral Communications*	4.0	
EVS	N001	Environmental Science	4.0	
SLS	N505	Basic Critical Thinking	2.0	
		TOTAL QUARTER CREDIT HOURS		**26.0**
APPROVED ELECTIVE REQUIREMENT				
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. A minimum of 8.0 units must be selected from general business courses.				**8.0**
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				**96.0**

CRIMINAL INVESTIGATIONS

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Associates Degree*	970	96	24 months	Hialeah**, Kendall, Miami	1.2
*At the Kendall campus, the degree granted is the Associate In Science Degree; at the Hialeah and Miami campuses, the degree granted is the Associate of Applied Science Degree. **No longer enrolling new students.					

The Criminal Investigations associate's degree program provides a broad understanding of the theoretical and scientific aspects of the investigative process. The program prepares graduates for entry-level career opportunities in law enforcement, private investigations and/or security as evidence and crime scene technicians.

COURSE CODE		COURSE TITLE	Associate's Degree Quarter Credit Hours	
COLLEGE CORE REQUIREMENTS				
SLS	N105	Strategies for Success	4.0	
SLS	N321	Career Skills	2.0	
CGS	N167C	Computer Applications	4.0	
		Total Quarter Credit Hours		**10.0**
MAJOR CORE REQUIREMENTS				
CJE	N640	Criminalistics I	4.0	
CJE	N641	Criminalistics II	4.0	
CJE	N673	Graphics & Documentation I	4.0	
CJE	N602	Graphics & Documentation II	4.0	
INV	N310	Fingerprints Classification & Latents I	4.0	
INV	N320	Fingerprints Classification & Latents II	4.0	
CJB	N712	Crime Scene Photography I	4.0	
CJB	N714	Crime Scene Photography II	4.0	
CJE	N676	Biological Evidence I	4.0	
CJE	N682	Biological Evidence II	4.0	
		Total Quarter Credit Hours		**40.0**
Students will select 16.0 additional credits from the following courses::				
CJE	N678	Crime Scene Dynamics I	4.0	
CJE	N679	Crime Scene Dynamics II	4.0	
CJE	N690	Technology Crimes I	4.0	
CJE	N691	Technology Crimes II	4.0	
INV	N600	Collecting and Presenting Audio & Visual Evidence	4.0	
CCJ	N358	Criminal Justice Communications	4.0	
		Total Quarter Credit Hours		**16.0**
GENERAL EDUCATION REQUIREMENTS				
ENC	N101	Composition I	4.0	
ENC	N102	Composition II	4.0	
SPC	N016	Oral Communications	4.0	
MAT	N033	College Algebra	4.0	
PSY	N012	General Psychology	4.0	
SLS	N505	Basic Critical Thinking	2.0	
AML	N000	Introduction to American Literature	4.0	
EVS	N001	Environmental Science	4.0	
		Total Quarter Credit Hours		**30.0**
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				**96.0**

CRIMINAL JUSTICE

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Associates Degree*	970	96	24 months	Hialeah**, Kendall**, Miami**	1.1
*At the Kendall campus, the degree granted is the Associate In Science Degree; at the Hialeah and Miami campuses, the degree granted is the Associate of Applied Science Degree. **No longer enrolling new students.					

The Criminal Justice program provides a broad understanding of the criminal justice system and prepares graduates for entry-level career opportunities in probation, corrections, immigration, law enforcement, and/or security.

COURSE CODE		COURSE TITLE	Associate's Degree Quarter Credit Hours	
COLLEGE CORE REQUIREMENTS				
SLS	N105	Strategies for Success	4.0	
SLS	N321	Career Skills	2.0	
CGS	N167C	Computer Applications	4.0	
		Total Quarter Credit Hours		**10.0**
MAJOR CORE REQUIREMENTS				
BUL	N131	Applied Business Law	4.0	
CCJ	N017	Criminology	4.0	
CCJ	N024	Introduction to Criminal Justice	4.0	
CJL	N130	Criminal Evidence	4.0	
CJL	N134	Criminal Procedure and the Constitution	4.0	
CCJ	N610	Criminal Investigations	4.0	
CCJ	N358	Criminal Justice Communications	4.0	
CCJ	N306	Introduction to Corrections	4.0	
CJD	N250	Introduction to Interviews and Interrogations	4.0	
DSC	N002	Introduction to Terrorism	4.0	
		Total Quarter Credit Hours		**40.0**
Students will select 12.0 additional credits from the following courses:				
CJE	N100	Policing in America	4.0	
CCJ	N288	Spanish for the Criminal Justice Professional	4.0	
CCJ	N679	Introduction to Victims Advocacy	4.0	
CCJ	N943	Current Issues in Criminal Justice	4.0	
CJE	N670	Introduction to Forensics	4.0	
CCJ	N910	Career Choices in Criminal Justice	4.0	
		Total Quarter Credit Hours		**12.0**
GENERAL EDUCATION REQUIREMENTS				
ENC	N101	Composition I	4.0	
ENC	N102	Composition II	4.0	
SPC	N016	Oral Communications	4.0	
SYG	N000	Principles of Sociology	4.0	
MAT	N033	College Algebra	4.0	
PSY	N012	General Psychology	4.0	
SLS	N505	Basic Critical Thinking	2.0	
AML	N000	Introduction to American Literature	4.0	
EVS	N001	Environmental Science	4.0	
		Total Quarter Credit Hours		**34.0**
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				**96.0**

DIAGNOSTIC CARDIAC SONOGRAPHER

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Associates Degree*	1720	106	24 months	Hialeah**	1.0
*At the Hialeah campus, the degree granted is the Associate of Applied Science Degree. **No longer enrolling new students.					

This program enables students to perform diagnostic examinations through the acquisition of medical knowledge and techniques in diagnostic cardiac and vascular sonography. Graduates meet the educational requirements as may be applicable to take the following credentialing examinations: Registered Cardiac Sonographer and Registered Vascular Specialist. Additional clinical experience or degrees are required to sit for the requisite specialty exam to obtain the RDCS and RVT credentials. Graduates may be required to become registered in order to obtain gainful employment and should become registered to increase professional opportunities once working in the field.

COURSE CODE		COURSE TITLE	Associate's Degree Quarter Credit Hours
COLLEGE CORE REQUIREMENTS			
SLS	N105	Strategies for Success	4.0
SLS	N321	Career Skills	2.0
		Total College Core Quarter Credit Hours	**6.0**
MAJOR CORE REQUIREMENTS			
CVT	N111	Ultrasonic Sound Waves	4.0
CVT	N112	Pulse Echo Instrumentation Display	2.0
CVT	N113	Doppler Technique	2.0
CVT	N114	Artifacts and Bioeffects	4.0
CVT	N115	Hemodynamics	4.0
DCS	N211	Echocardiography Anatomy and Physiology	4.0
DCS	N212	Introduction to Normal 2-Dimensional Echocardiography	4.0
DCS	N213	Introduction to Conventional Doppler Examination	4.0
DCS	N214	Echocardiographic Pathology I	4.0
DCS	N215	Echocardiographic Pathology II	4.0
DCS	N216	Physics of Ultrasound Laboratory	2.0
DCS	N217	Two-Dimensional Echocardiographic Laboratory	2.0
DCS	N218	Non-Invasive Echocardiographic Laboratory	2.0
DCS	N219	Seminars and Special Projects	4.0
DCS	N220	Clinical Rotation I	10.0
DCS	N221	Clinical Rotation II	10.0
DCS	N222	Clinical Rotation III	10.0
		Total Major Core Quarter Credit Hours	**76.0**
GENERAL EDUCATION REQUIREMENTS			
ENC	N101	Composition I	4.0
ENC	N102	Composition II	4.0
SPC	N016	Oral Communications	4.0
PSY	N012	General Psychology	4.0
MAT	N033	College Algebra	4.0
AML	N000	Introduction to American Literature	4.0
		Total General Education Quarter Credit Hours	**24.0**
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION			**106.0**

MEDICAL INSURANCE BILLING AND CODING

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Associates Degree*	1.080	96	24 months	Hialeah**, Kendall**, Miami**	2-0
*At the Kendall campus, the degree granted is the Associate In Science Degree; at the Hialeah and Miami campuses, the degree granted is the Associate of Applied Science Degree. **No longer enrolling new students.					

This program is designed to provide comprehensive skills in the administrative, insurance billing, and coding area of study. The program will take the student beyond the basic information adding depth in the many specialty areas of the Medical Insurance Billing industry. The hands on practical approach will give the student the experience and confidence needed to succeed in this highly specialized field. The degree prepares the graduate to be an entry-level professional in medical offices, clinics, hospitals, and associated medical facilities.

This program consists of 96 quarter credit hours including college core requirements, major core requirements, and general education requirements. In addition to completion of all didactic and hands-on courses, students are also required to participate in a 120-hour externship prior to graduation from the program.

Completion of the Medical Insurance Billing and Coding Program is acknowledged by the awarding of an A.S. Degree

COURSE CODE		COURSE TITLE	Associate's Degree Quarter Credit Hours	
COLLEGE CORE REQUIREMENTS				
CGS	N167C	Computer Applications	4.0	
SLS	N105	Strategies for Success	4.0	
SLS	N321	Career Skills	2.0	
		Total Quarter Credit Hours		**10.0**
MAJOR CORE REQUIREMENTS				
MEA	N326C	Computer Applications for MIBC	4.0	
MEA	N239	Medical Terminology	4.0	
MEA	N385	Medical Law and Ethics	2.0	
MEA	N232	Anatomy and Physiology of the Body Systems	4.0	
MEA	N305	Medical Office Management and Compliance	4.0	
MEA	N348C	Introduction to Hospital Billing	4.0	
MEA	N250	Diseases of the Human Body	4.0	
MEA	N332C	Medical Finance and Insurance	4.0	
MEA	N335	Medical Insurance Billing	4.0	
MEA	N301	Introduction to ICD-9 Coding	4.0	
MEA	S305	Introduction to CPT Coding	4.0	
MEA	N346	Advanced CPT Coding	4.0	
MEA	N345	Third Party Payers	4.0	
MEA	N348	Abstract Case Coding	2.0	
MEA	N246	Pharmacology for MIBC	4.0	
MEA	N808	Externship for MIBC	4.0	
		Total Quarter Credit Hours		**60.0**
GENERAL EDUCATION REQUIREMENTS				
ENC	N101	Composition I	4.0	
ENC	N102	Composition II	4.0	
SPC	N016	Oral Communications*	4.0	
MAT	N033	College Algebra	4.0	
PSY	N012	General Psychology	4.0	
SLS	N505	Basic Critical Thinking	2.0	
EVS	N001	Environmental Science	4.0	
		Total Quarter Credit Hours		**26.0**
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				**96.0**

* Online students take SPCP 2300 Fundamentals of Interpersonal Communication

PARALEGAL

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Associates Degree*	1,000	96	24 months	Kendall**, Miami**	1.1

*At the Kendall campus, the degree granted is the Associate In Science Degree; at the Miami campus, the degree granted is the Associate of Applied Science Degree.
**No longer enrolling new students.

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 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 TITLE	Associate's Degree Quarter Credit Hours	
COLLEGE CORE REQUIREMENTS				
CGS	N167C	Computer Applications	4.0	
SLS	N105	Strategies for Success	4.0	
SLS	N321	Career Skills	2.0	
OST	N725	Applied Word Processing	4.0	
		Total Quarter Credit Hours		**14.0**
MAJOR CORE REQUIREMENTS				
PLA	N003	Introduction to Paralegal	4.0	
PLA	N363	Criminal Procedure and the Constitution	4.0	
PLA	N105	Legal Research and Writing I	4.0	
PLA	N106	Legal Research and Writing II	4.0	
PLA	N273	Torts	4.0	
PLA	N423	Contract Law	4.0	
PLA	N600	Wills, Trusts, and Probate	4.0	
PLA	N800	Family Law	4.0	
PLA	N763	Law Office Management	4.0	
PLA	N203	Civil Procedure	4.0	
		Total Quarter Credit Hours		**40.0**
Students will select 8.0 additional credits from the following courses:				
PLA	N460	Bankruptcy	4.0	
PLA	N930	Contemporary Issues and Law	4.0	
PLA	N433	Business Organizations	4.0	
PLA	N483	Introduction to Administrative Law	4.0	
PLA	N610	Real Estate Law	4.0	
PLA	N631	Environmental Law	4.0	
		Total Quarter Credit Hours		**8.0**
GENERAL EDUCATION REQUIREMENTS				
ENC	N101	Composition I	4.0	
ENC	N102	Composition II	4.0	
SPC	N016	Oral Communications	4.0	
SYG	N000	Principles of Sociology	4.0	
MAT	N033	College Algebra	4.0	
PSY	N012	General Psychology	4.0	
SLS	N505	Basic Critical Thinking	2.0	
AML	N000	Introduction to American Literature	4.0	
EVS	N001	Environmental Science	4.0	
		Total Quarter Credit Hours		**34.0**
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				**96.0**

COURSE DESCRIPTIONS – ASSOCIATE IN SCIENCE DEGREE PROGRAMS

ACG N021 Introduction to Corporate Accounting	**4.0 Quarter Credit Hours**
This course defines financial accounting objectives and their relationship to business. Students are introduced to the fundamental principles of accounting and the accounting cycle as it applies to corporations. Prerequisite: APA N121. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ACG N178 Financial Statement Analysis	**4.0 Quarter Credit Hours**
The basics of financial statement analysis in directing a firm's operations are covered in this course. 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. Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
AML N000 Introduction to American Literature	**4.0 Quarter Credit Hours**
This course concentrates on the major writers of Modern American literature. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
APA N111 Principles of Accounting I	**4.0 Quarter Credit Hours**
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
APA N121 Principles of Accounting II	**4.0 Quarter Credit Hours**
This course emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bank statement reconciliation, bad debt, accounts receivable, notes receivable, accounts payable, notes payable, various methods of inventory pricing, fixed asset allocations, intangible assets, and natural resources. Prerequisite: APA N111. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
APA N161 Introductory Cost/Managerial Accounting	**4.0 Quarter Credit Hours**
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. Prerequisite: APA N121. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
BUL N131 Applied Business Law	**4.0 Quarter Credit Hours**
This course is designed to provide students 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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
BUL N261 International Business Law	**4.0 Quarter Credit Hours**
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 Hrs: 40.Lab Hrs: 0. Other Hrs: 0.	
CCJ N017 Criminology	**4.0 Quarter Credit Hours**
The study of crime and causes of crime, the types of crime, and crime prevention strategies and society's response to crime. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ N024 Introduction to Criminal Justice	**4.0 Quarter Credit Hours**
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ N288 Spanish for the Criminal Justice Professional	**4.0 Quarter Credit Hours**
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ N306 Introduction to Corrections	**4.0 Quarter Credit Hours**
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ N358 Criminal Justice Communications	**4.0 Quarter Credit Hours**
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ N610 Criminal Investigations	**4.0 Quarter Credit Hours**
Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ N679 Introduction to Victims Advocacy	**4.0 Quarter Credit Hours**
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. Prerequisite: CCJ N024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ N910 Career Choices in Criminal Justice	**4.0 Quarter Credit Hours**
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. Prerequisite: CCJ N024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ N943 Current Issues in Criminal Justice	**4.0 Quarter Credit Hours**
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 N024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CGS N167C Computer Applications	**4.0 Quarter Credit Hours**
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. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
CGS N510C Applied Spreadsheets	**4.0 Quarter Credit Hours**
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. Prerequisite: CGS N167C. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000	

CJB N712 Crime Scene Photography I	**4.0 Quarter Credit Hours**

Upon successful completion of the course, the students will be able to understand the role of a photographer in a crime scene. The students will become familiar with the history of photography and comprehend fundamental concepts of general camera use. The students will also be able to apply photography concepts and practical applications to vehicular accidents, vehicle examinations, and crimes against property. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJB N714 Crime Scene Photography II	**4.0 Quarter Credit Hours**

Upon successful completion of the course the students will be able to understand the role of a photographer in a crime scene. The students will comprehend fundamental concepts of general camera use and be able to apply photographic concepts and protocols to crimes against persons such as assault and homicide scenes, autopsy, and special issues covering arson, alternative light sources, and SMAT (Scars, Marks, and Tattoos). Prerequisite: CJB N712. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJD N250 Introduction to Interviews and Interrogations	**4.0 Quarter Credit Hours**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJE N100 Policing in America	**4.0 Quarter Credit Hours**

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. Prerequisite: CCJ N024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJE N602 Graphics & Documentation II	**4.0 Quarter Credit Hours**

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. Prerequisite: CJE N673. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJE N640 Criminalistics I	**4.0 Quarter Credit Hours**

This course is designed to introduce the concepts involved in the field of Criminalistics. The students will be introduced to the concepts of "Criminalistics" from the professional and scientific disciplines dedicated to the recognition, collection, identification, and individualization of physical evidence and the application of the natural sciences to the matters of the law will be examined. Lec. Hrs: 040 Lab Hrs. 000 Other Hrs. 000

CJE N641 Criminalistics II	**4.0 Quarter Credit Hours**

This course continues the introduction to the concepts involved in the field of Criminalistics. The students will be introduced to the concepts of "Criminalistics" from the professional and scientific disciplines dedicated to the recognition, collection, identification, and individualization of physical evidence and the application of the natural sciences to the matters of the law will be examined. Prerequisite: CJE N640. Lec. Hrs: 040 Lab Hrs. 000 Other Hrs. 000

CJE N670 Introduction to Forensics	**4.0 Quarter Credit Hours**

This course will explore and explain the application of applied science to those criminal and civil matters that are investigated by various agencies. Prerequisite: CCJ N024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJE N673 Graphics & Documentation I	**4.0 Quarter Credit Hours**

This course will provide the students with an understanding of the procedures of crime scene observation, note taking, photography and report writing. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJE N676 Biological Evidence I	**4.0 Quarter Credit Hours**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJE N678 Crime Scene Dynamics I	**4.0 Quarter Credit Hours**

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: 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. Lec. Hrs: 040 Lab Hrs. 000 Other Hrs. 000

CJE N679 Crime Scene Dynamics II	**4.0 Quarter Credit Hours**

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. Prerequisite: CJE N678. Lec. Hrs: 040 Lab Hrs. 000 Other Hrs. 000

CJE N682 Biological Evidence II	**4.0 Quarter Credit Hours**

This course will continue to discuss the biological evidence commonly found at crime scenes. Packaging, preservation, and care of biological evidence will be discussed. Chain of custody will be explained. Additional topics include DNA, case studies, courtroom testimony, and exhibits for the courtroom. Students will participate in a moot court and a mock crime scene. Prerequisite: CJE N676. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJE N690 Technology Crimes I	**4.0 Quarter Credit Hours**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJE N691 Technology Crimes II	**4.0 Quarter Credit Hours**

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. Prerequisite: CJE N690. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJL N130 Criminal Evidence	**4.0 Quarter Credit Hours**

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. Prerequisite: CCJ N024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJL N134 Criminal Procedure and the Constitution	**4.0 Quarter Credit Hours**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CVT N111 Ultrasonic Sound Waves	**4.0 Quarter Credit Hours**

Introduction to sound waves, physics of ultrasound, acoustic variables and parameters of acoustic media. Prerequisite: Cardiovascular Technology Program.

CVT N112 Pulse Echo Instrumentation Display	**2.0 Quarter Credit Hours**

This course involves the study of normal cardiac views, identification of different cardiac structures and echocardiographic pitfalls. Prerequisite: Cardiovascular Technology Program.

CVT N113 Doppler Technique	**2.0 Quarter Credit Hours**

This course involves the introduction to Doppler principles and methods of calculating velocity and Doppler shift. Different applications of Doppler and pulse wave Doppler will be seen. Continuous wave Doppler and color flow Doppler will be described. Prerequisite: Cardiovascular Technology Program.

CVT N114 Artifacts and Bioeffects	**4.0 Quarter Credit Hours**

This course involves the study of ultrasound artifacts in both two dimensional and Doppler imaging. Artifacts of resolution, beam axis, refraction, reflection and attenuation artifacts are covered in detail. Doppler artifacts and aliasing will be covered in detail. Prerequisite: Cardiovascular Technology Program.

CVT N115 Hemodynamics	**4.0 Quarter Credit Hours**

This course involves the study of blood flow and circulation. Flow velocity, Poisuivillis law, intravascular pressure and properties of flow energy will be covered. Bernoullis law as well as normal and abnormal flow dynamics, both arterial and venous will be completely described. Prerequisite: Cardiovascular Technology Program.

DSC N002 Introduction to Terrorism	**4.0 Quarter Credit Hours**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

DCS N211 Echocardiography Anatomy and Physiology	**4.0 Quarter Credit Hours**

This course involves the study of the parts of the heart as seen in different echocardiographic views, such as parasternal long axis, short axis and apical windows. Prerequisite: Cardiovascular Technology Program.

DCS N212 Introduction to Normal Two-dimensional Echocardiography	**4.0 Quarter Credit Hours**

This course involves the discussion and techniques for obtaining echocardiographic views with emphasis on different planes, transducer movement and patient position. Prerequisite: Cardiovascular Technology Program.

DCS N213 Introduction to Conventional Doppler Examinations	**4.0 Quarter Credit Hours**

This course involves the introduction to Doppler in cardiac imaging. It describes velocity measurements, normal Doppler wave forms, abdominal Doppler, regurgitation and cardiac shunt assessment using Doppler principles. Prerequisite: Cardiovascular Technology Program.

DCS N214 Echocardiographic Pathology I	**4.0 Quarter Credit Hours**

This course involves the study of cardiac diseases in general, with emphasis on echocardiographic findings and valvular heart diseases. The study of each cardiac valve pathology , including stenosis and regurgitation will be covered in detail. Prerequisite: Cardiovascular Technology Program.

DCS N215 Echocardiographic Pathology II	**4.0 Quarter Credit Hours**

This course involves the study of cardiac diseases, myocardial diseases, congenital heart disease and ischemic heart disease. Cardiac tumors, pericardial diseases and their related signs and symptoms are explained in detail. The echocardiographic findings of each of these conditions are thoroughly described. Prerequisite: Cardiovascular Technology Program.

DCS N217 Two-Dimensional Echocardiographic Laboratory	**2.0 Quarter Credit Hours**

This course involves the orientation of the echocardiographic controls, the demonstration of two dimensional imaging, color flow Doppler and motion mode echocardiography. Normal study protocols are discussed. Prerequisite: Cardiovascular Technology Program.

DCS N218 Non-Invasive Echocardiographic Laboratory	**2.0 Quarter Credit Hours**

This course involves the orientation of the ultrasound laboratory, patient preparation, patient safety and the sonographer's responsibilities. The laboratory protocols will be thoroughly described. Prerequisite: Cardiovascular Technology Program.

DCS N219 Seminars and Special Projects	**4.0 Quarter Credit Hours**

Students are required to meet with the Director of Echocardiography one night per week, for five hours. At this time they discuss their practical experiences, scanning protocols and difficulties they may encounter during their clinical rotation. During this time also, they will receive lectures and both practical and theoretical examinations. Prerequisite: Cardiovascular Technology Program.

DCS N220 Clinical Rotation I	**10.0 Quarter Credit Hours**

Students will observe real time echocardiographic imaging in the clinical setting. They will assist practicing sonographers and cardiologists in the echocardiographic laboratory facility, and understand the importance of accurate record keeping. They will perform imaging studies under supervision. These are to include stress echocardiography and transesophageal echocardiography (TEE) studies. Prerequisite: Cardiovascular Technology Program.

DCS N221 Clinical Rotation II	**10.0 Quarter Credit Hours**

Students will observe real time echocardiographic imaging in the clinical setting. They will assist practicing sonographers and cardiologists in the echocardiographic laboratory facility, and understand the importance of accurate record keeping. They will perform imaging studies under supervision. These are to include stress echocardiography and transesophageal echocardiography (TEE) studies. Prerequisite: Cardiovascular Technology Program.

DCS N222 Clinical Rotation III	**10.0 Quarter Credit Hours**

Students will observe real time echocardiographic imaging in the clinical setting. They will assist practicing sonographers and cardiologists in the echocardiographic laboratory facility, and understand the importance of accurate record keeping. They will perform imaging studies under supervision. These are to include stress echocardiography and transesophageal echocardiography (TEE) studies. Prerequisite: Cardiovascular Technology Program.

ENC N101 Composition I	**4.0 Quarter Credit Hours**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ENC N102 Composition II	**4.0 Quarter Credit Hours**

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. Prerequisite: ENC N101. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

EVS N001 Environmental Science	**4.0 Quarter Credit Hours**

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. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs.000

FIN N103 Introduction to Finance	**4.0 Quarter Credit Hours**

This course is a survey of the financial considerations encountered during life, including purchases, credit, banking, taxes, insurance, investments, retirement and estate planning. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

GEB N353 International Competitiveness	**4.0 Quarter Credit Hours**

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 Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

INV N310 Fingerprints Classification & Latents I	**4.0 Quarter Credit Hours**

Upon successful completion of the course, the students will be able to understand the historical background of the science of fingerprints and legal aspects. The students will learn and be able to classify fingerprint cards using the Henry Classification System, to recognize fingerprint patterns and sections of the hand, terminology, obtain ten prints and major case prints, and to understand the New Automated Fingerprint Identification Systems. The students will also be able to individualize one fingerprint card from another. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

INV N320 Fingerprints Classification & Latents II	**4.0 Quarter Credit Hours**

Upon successful completion of the course, the students will be able to understand the historical background of the science of fingerprints. The students will learn and be able to classify fingerprint cards using the Henry Classification System, to recognize fingerprint patterns, terminology, and to understand the New Automated Fingerprint Identification Systems. The students will also be able to individualize one fingerprint card from another and to demonstrate the ability to locate, process, and recover latent prints in the field and lab. Prerequisite: INV N310. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

INV N600 Collecting and Presenting Audio & Visual Evidence	**4.0 Quarter Credit Hours**

This course is designed to introduce the concepts involved in collecting and presenting audio and visual evidence. The students will also be introduced to the documentation methods for preserving visual evidence. This course will allow the students to understand the courtroom technology available for presentation methods utilizing audio and visual means. These disciplines will include digital photography, film photography, video, voice and audio recordings. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

LIS N004 Introduction To Internet Research	**2.0 Quarter Credit Hours**

Provides instruction on the basic use of the Internet and the use of search engines. Students will have hands-on access to the Internet. Prerequisite: None. Lecture Hrs. 010 Lab Hrs. 020 Other Hrs. 000

MAN N021 Principles of Management	**4.0 Quarter Credit Hours**

The course covers an analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN N030 Introduction to Business Enterprise	**4.0 Quarter Credit Hours**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN N300 Introduction to Human Resources	**4.0 Quarter Credit Hours**

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: MAN N021. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN N604 Introduction to International Management	**4.0 Quarter Credit Hours**

A comparative study of international management thoughts and practices with special attention to the transferability of these practices across borderlines. Prerequisites: MAN N021. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

MAN N727 Strategic Planning for Business	**4.0 Quarter Credit Hours**

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 N030, FIN N103, and APA N121. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs.000

MANP N501, Senior Capstone Experience	**4.0 Quarter Credit Hours**

This course, to be taken within the student's last 24 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. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0

MAR N011 Introduction to Marketing	**4.0 Quarter Credit Hours**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAR N141 Introduction to International Marketing	**4.0 Quarter Credit Hours**

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. Prerequisite: MAR N011. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

MAR N305 Customer Relations and Servicing	**4.0 Quarter Credit Hours**

Explores the basic functions relating to customers on a one-on-one basis. It teaches the skills needed to work with people to enhance the company, its public image, and satisfy the client or customer. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAR N323 Advertising	**4.0 Quarter Credit Hours**

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 Hrs: 40. Lab Hrs: 0. Other Hrs: 0

MAR N721 Marketing on the Internet	**4.0 Quarter Credit Hours**

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. Prerequisite: MAR N011. Lecture Hrs: 30. Lab. Hrs: 20. Other Hrs: 0.

MAT N033 College Algebra	**4.0 Quarter Credit Hours**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MEA N006C Therapeutic Communication	**2.0 Quarter Credit Hours**

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. Lec. Hrs 020 Lab Hrs. 000 Other Hrs. 000

MEA N232 Anatomy and Physiology of Body Systems	**4.0 Quarter Credit Hours**

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. Prerequisite: MEA N239. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.

MEA N239 Medical Terminology	**4.0 Quarter Credit Hours**

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. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.

MEA N246 Pharmacology for MIBC	**4.0 Quarter Credit Hours**

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. Lecture Hrs 40.0 Lab Hrs 0.0 Other Hrs 0.0

MEA N250 Diseases of the Human Body	**4.0 Quarter Credit Hours**

This course is a scientific study of the human body's diseases and disorders, including signs and symptoms, etiology, diagnosis and treatment. Prerequisite MEA N232. Lecture Hours 40.0 Lab Hrs. 0.0 Other Hrs. 0.0

MEA N301 Introduction to ICD-9 Coding	**4.0 Quarter Credit Hours**

This course will cover the basic guidelines and coding conventions in ICD-9-CM. This course will focus on the professional (outpatient) guidelines. The proper diagnostic assignment based on documentation will be discussed, as well as, the proper use of multiple codes, 3 digit, 4 digit and 5 digit specificity. Prerequisite: MEA N239 and MEA N232. May be taken with co-requisite of MEA N250. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0

MEA N305 Medical Office Management and Compliance	**4.0 Quarter Credit Hours**

This course covers a broad area of topics that are essential to the Medical Office Manager. This course will 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 the office manager. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.

MEA N326C Computer Applications for MIBC	**4.0 Quarter Credit Hours**

This course is designed to give the student basic computer skills and knowledge in medical insurance billing and coding. Students are provided exposure to computer software applications used in the health care environment. This course will provide students with guidelines for preparing claims, including the use of medical office management software. Students will be working from source documents to do data entry, code entry and assignment, and produce clean claims. Prerequisite: CGS N167C. Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 0.0.

MEA N332C Medical Finance and Insurance	**4.0 Quarter Credit Hours**

This course will train the student in the major medical insurances and claims forms processing. 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 bookkeeping and bank-keeping procedures will be discussed. Additionally the process of purchasing equipment and supplies will be covered. Computer use in the ambulatory environment will also be taught. Prerequisite: MEA N335. Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 0.0.

MEA N335 Medical Insurance Billing	**4.0 Quarter Credit Hours**

This course will train the student in the major medical insurance types and claims form processing. It will include information on national and other common insurance plans, as well as, claim form completion with proper ICD and CPT coding. Problem solving and managed care systems will also be discussed. Prerequisite: MEA N239. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.

MEA N345 Third Party Payers	**4.0 Quarter Credit Hours**

This course will cover the third party payers (Managed Care, Medicare, Medicaid, Tricare and Worker's Compensation) and its related terminology. This course will give the billing and coding students, an in depth look at how third party payer's bill. It will cover the following information, rule and regulation, submission of the correct claim form, the criteria needed for each payer, the federal laws for each payer, identification of benefits or non-benefits for each third party payer, how to calculate payment, and scenario. Prerequisite: MEA N714. Lecture Hours: 40.0 Lab Hours: 0.0 Lab Hours: 0.0 Other Hours: 0.0

MEA N346 Advanced CPT Coding	**4.0 Quarter Credit Hours**

This course will cover advanced guidelines and coding conventions in CPT. This course will focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Prerequisite: MEA S305. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0

MEA N348 Abstract Case Coding	**2.0 Quarter Credit Hours**

This course will cover the abstracting guidelines and coding conventions in ICD-9-CM, CPT and HCPCS coding. This course will focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of cross coding diagnoses with procedures. Prerequisite: MEA N346. Lecture Hours: 20.0 Lab Hours: 0.0 Other Hours: 0.0

MEA N348C Introduction to Hospital Billing	**4.0 Quarter Credit Hours**

This course will cover the hospital-billing environment, including the completion of the UB-92 claim form using the Medisoft Just Claims software. Case studies will provide the student an opportunity to apply their skills as they complete inpatient and outpatient UB-92 claim forms. The hospital revenue cycle, medical insurance and payment systems will be discussed. ICD-9 procedural coding and prospective payment systems are introduced. Prerequisite: MEA N301 and MEA N335. Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 0.0.

MEA N385 Medical Law and Ethics	**2.0 Quarter Credit Hours**

This course is designed to cover 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. Lecture Hours: 20.0 Lab Hours: 0.0 Other Hours: 0.0.

MEA N808 Externship for MIBC	**4.0 Quarter Credit Hours**

Upon successful completion of all Medical Insurance Billing/Coding core courses, students participate in a 120-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 60 and 120-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. Lecture Hrs 0.0 Lab Hrs 0.0 Other Hrs 120

MEA S305 Introduction to CPT Coding	**4.0 Quarter Credit Hours**

This course will cover the basic guidelines and coding conventions in CPT. This course will focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of procedure codes and associated modifiers. Prerequisite: MEA N239, MEA N250, and MEA N232. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0

MTB N103 Business Math	**4.0 Quarter Credit Hours**

This course presents a comprehensive review of computational skills as they apply to the business world. Topics include fractions, decimals, banking and credit card transaction, equations, percents, discounting process (trade and cash), markups and markdowns, simple and compound interest, and payroll functions. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

OST N141L Keyboarding	**2.0 Quarter Credit Hours**

Designed to familiarize the student with basic keyboarding and develop minimum typing skills. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

OST N335 Business Communications	**4.0 Quarter Credit Hours**

Practical written communications 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. Prerequisite: ENC N102. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

OST N725 Applied Word Processing	**4.0 Quarter Credit Hours**

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. Prerequisite: CGS N167C. Lecture Hrs: 030 Lab Hrs: 020 Other Hrs: 000

PLA N003 Introduction to Paralegal	**4.0 Quarter Credit Hours**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA N105 Legal Research and Writing I	**4.0 Quarter Credit Hours**

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. Prerequisite: PLA N003. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

PLA N106 Legal Research and Writing II	**4.0 Quarter Credit Hours**

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. Prerequisite: PLA N105. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

PLA N203 Civil Procedure	**4.0 Quarter Credit Hours**

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. Prerequisite: PLA N003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA N273 Torts	**4.0 Quarter Credit Hours**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA N363 Criminal Procedure and the Constitution	**4.0 Quarter Credit Hours**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA N423 Contract Law	**4.0 Quarter Credit Hours**

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. Prerequisite: PLA N003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA N433 Business Organizations	**4.0 Quarter Credit Hours**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA N460 Bankruptcy	**4.0 Quarter Credit Hours**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA N483 Introduction to Administrative Law	**4.0 Quarter Credit Hours**
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

PLA N600 Wills, Trusts, and Probate	**4.0 Quarter Credit Hours**
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

PLA N610 Real Estate Law	**4.0 Quarter Credit Hours**
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

PLA N631 Environmental Law	**4.0 Quarter Credit Hours**
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

PLA N763 Law Office Management	**4.0 Quarter Credit Hours**
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. Prerequisite: PLA N003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

PLA N800 Family Law	**4.0 Quarter Credit Hours**
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

PLA N930 Contemporary Issues and Law	**4.0 Quarter Credit Hours**
This course examines contemporary law, including contemporary legal issues as well as practicing law in today's environment. Prerequisite: PLA N003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

POS N041 American National Government	**4.0 Quarter Credit Hours**
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. Prerequisite: None. Lecture Hrs. 040 Lab. Hrs. 000 Other Hrs. 000	

PSY N012 General Psychology	**4.0 Quarter Credit Hours**
This course is designed to provide students with a general understanding of the general principles of psychology and theories underlying modern psychology. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

SBM N000 Small Business Management	**4.0 Quarter Credit Hours**
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 0	

SLS N105 Strategies for Success	**4.0 Quarter Credit Hours**
This course is designed to equip students for transitions in their education and life. The course includes introduction to the School and its resources, study skills, and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

SLS N321 Career Skills	**2.0 Quarter Credit Hours**
A course designed to assist students with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation. Prerequisite: None. Lecture Hrs. 020 Lab Hrs. 000 Other Hrs. 000	

SLS N505 Critical Thinking	**2.0 Quarter Credit Hours**
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. Prerequisite: None. Lecture Hrs. 020 Lab Hrs. 000 Other Hrs. 000	

SPC N016 Oral Communications	**4.0 Quarter Credit Hours**
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

SPCP 2300 Fundamentals of Interpersonal Communication	**4.0 Quarter Credit Hours**
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	

SYG N000 Principles of Sociology	**4.0 Quarter Credit Hours**
A study of cultural heritage, of the cultural influence of human nature and personality, and of social interaction. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

CORINTHIAN COLLEGES, INC.

The following schools in the United States are owned by Corinthian Colleges, Inc.:

Everest College
Alhambra, CA (main campus)
Anaheim, CA (main campus)
Arlington, TX (branch of Everest Institute, Rochester, NY)
Arlington, VA (branch of Everest College, Thornton, CO)
Aurora, CO (branch of Everest College, Thornton, CO)
Bremerton, WA (main campus)
Burr Ridge, IL (branch of Everest College, Skokie, IL)
Chicago, IL (branch of Everest College, San Francisco, CA)
City of Industry, CA (branch of WyoTech, Long Beach, CA)
Colorado Springs, CO (main campus)
Dallas, TX (branch of Everest College, Portland, OR)
Everett, WA (branch of Everest College, Bremerton, WA)
Fife, WA (branch of Everest College, Seattle, WA)
Fort Worth, TX (branch of Everest College, Salt Lake City, UT)
Gardena, CA (main campus)
Hayward, CA (main campus)
Los Angeles (Wilshire), CA (main campus)
McLean, VA (branch of Everest College, Colorado Springs, CO)
Merrillville, IN (branch of Everest Institute, Grand Rapids, MI)
Merrionette Park, IL (branch of Everest University, Pompano Beach, FL)
Mesa, AZ (branch of Everest College, Phoenix, AZ)
North Aurora, IL (branch of Everest Institute, Brighton, MA)
Ontario, CA (main campus)
Ontario (Metro), CA (branch of Everest College, Springfield, MO)
Phoenix, AZ (main campus)
Portland, OR (main campus)
Renton, WA (main campus)
Reseda, CA (main campus)
Salt Lake City, UT (main campus)
San Bernardino, CA (main campus)
San Francisco, CA (main campus)
San Jose, CA (main campus)
Seattle, WA (main campus)
Skokie, IL (main campus)
Springfield, MO (main campus)
St. Louis (Earth City), MO (branch of Everest College, Bremerton, WA)
Tacoma, WA (branch of Everest College, Bremerton, WA)
Thornton, CO (main campus)
Torrance, CA (main campus)
Vancouver, WA (branch of Everest College, Portland, OR)
Vancouver, WA (branch of Everest College, Seattle, WA)
West Los Angeles, CA (main campus)
Everest Institute
Atlanta (DeKalb), GA (branch of Everest Institute, Cross Lanes, WV)
Austin, TX (branch of Everest Institute, Southfield, MI)
Brighton, MA (main campus)
Chelsea, MA (branch of Everest College, Alhambra, CA)

Chesapeake, VA (branch of Everest Institute, Newport News, VA)
Cross Lanes, WV (main campus)
Dearborn, MI (branch of Everest Institute, Southfield, MI)
Detroit, MI (branch of Everest Institute, Southfield, MI)
Eagan, MN (branch of Everest Institute, Cross Lanes, WV)
Fort Lauderdale, FL (branch of Everest Institute, Kendall, FL)
Gahanna, OH (branch of Everest College, Ontario, CA)
Grand Rapids, MI (main campus)
Hialeah, FL (branch of Everest Institute, Miami, FL)
Houston (Bissonnet), TX (branch of Everest College, Renton, WA)
Houston (Greenspoint), TX (branch of Everest Institute, San Antonio, TX)
Houston (Hobby), TX (branch of Everest Institute, San Antonio, TX)
Jonesboro, GA (branch of Everest Institute, Gardena, CA)
Kalamazoo, MI (branch of Everest Institute, Grand Rapids, MI)
Marietta, GA (branch of Everest Institute, Atlanta, GA)
Miami (Kendall), FL (main campus)
Miami, FL (main campus)
Newport News, VA (main campus)
Norcross, GA (branch of Everest College, Gardena, CA)
Pittsburgh, PA (main campus)
Portland (Tigard), OR (branch of Everest College, Seattle, WA)
Rochester, NY (main campus)
San Antonio, TX (main campus)
Southfield, MI (main campus)
South Plainfield, NJ (branch of Everest Institute, Southfield, MI)
Silver Spring, MD (branch of Everest College, Portland, OR)
Everest University
Tampa (Brandon), FL (branch of Everest University Tampa, FL)
Jacksonville, FL (branch of Everest University, Clearwater (Pinellas), FL)
Lakeland, FL (branch of Everest University, Clearwater (Pinellas), FL)
Melbourne, FL (branch of Everest University, Orlando, FL)
North Orlando, FL (main campus)
Orange Park, FL (branch of Everest University, Tampa, FL)
Clearwater (Pinellas), FL (main campus)
Pompano Beach, FL (main campus)
South Orlando, FL (branch of Everest University, North Orlando, FL)
Tampa, FL (main campus)
Las Vegas College
Henderson, NV (main campus)
WyoTech
Blairsville, PA (branch of WyoTech, Laramie, WY)
Daytona Beach, FL (main campus)
Fremont, CA (main campus)
Laramie, WY (main campus)
Long Beach, CA (main campus)
Oakland, CA (branch of WyoTech, Fremont, CA)
Sacramento, CA (branch of WyoTech, Laramie, WY)

STATEMENT OF OWNERSHIP

The Kendall main campus and its branch at Fort Lauderdale are owned by Ward Stone College, Inc., which is a wholly owned subsidiary of National School of Technology, Inc. The Miami main campus and its branch at Hialeah are owned by National School of Technology, Inc. National School of Technology, Inc. is a wholly owned subsidiary of Rhodes Colleges, Inc., which in turn, is a wholly owned subsidiary of Corinthian Colleges, Inc., a publicly traded corporation. All corporate offices are located at 6 Hutton Centre Drive, Suite 400, Santa Ana, California 92707, (714) 427-3000.

CORINTHIAN COLLEGES, INC.		
DIRECTORS	**OFFICERS**	**TITLE**
Terry Hartshorn	Jack D. Massimino	Chief Executive Officer
Paul R. St. Pierre	Peter Waller	President and Chief Operating Officer
Jack D. Massimino	Kenneth S. Ord	Executive Vice President and Chief Financial Officer
Linda Arey Skladany	Beth A. Wilson	Executive Vice President, Operations
Hank Adler	Mark L. Pelesh	Executive Vice President, Legislative and Regulatory Affairs
Alice T. Kane	William Buchanan	Executive Vice President, Marketing
Robert Lee	William Murtagh, Jr.	President, CSI Division
Tim Sullivan	David Poldoian	President, Pegasus Division
John Dionisio	Janis Schoonmaker	President, FMU Division
	Frank Stryjewski	President, WyoTech Division
	Stan A. Mortensen	Senior Vice President, General Counsel and Corporate Secretary
	Paul T. Dimeo	Senior Vice President, Real Estate
	Robert C. Owen	Senior Vice President, Chief Accounting Officer and Assistant Secretary
	Anna Marie Dunlap	Senior Vice President, Investor Relations & Corporate Communications
	Rick Simpson	Senior Vice President, Academic Affairs & Chief Academic Officer
	Carmella Cassetta	Senior Vice President and Chief Information Officer
	Jim Wade	Senior Vice President, Human Resources
RHODES COLLEGES, INC.		
DIRECTORS	**OFFICERS**	**TITLE**
Jack D. Massimino	Jack D. Massimino	Chief Executive Officer
Peter Waller	Peter Waller	President and Chief Operating Officer
Beth A. Wilson	Kenneth S. Ord	Executive Vice President and Chief Financial Officer
	Beth A. Wilson	Executive Vice President, Operations
	Stan A. Mortensen	Senior Vice President, General Counsel and Corporate Secretary
	Robert C. Owen	Treasurer and Assistant Secretary
NATIONAL SCHOOL OF TECHNOLOGY, INC.		
DIRECTORS	**OFFICERS**	**TITLE**
Jack D. Massimino	Jack D. Massimino	President and Chief Executive Officer
Peter Waller	Kenneth S. Ord	Executive Vice President and Chief Financial Officer
Beth A. Wilson	Beth A. Wilson	Executive Vice President, Operations
	Stan A. Mortensen	Senior Vice President, General Counsel and Corporate Secretary
	Robert C. Owen	Treasurer and Assistant Secretary
WARD STONE COLLEGE, INC.		
DIRECTORS	**OFFICERS**	**TITLE**
Jack D. Massimino	Jack D. Massimino	President and Chief Executive Officer
Peter Waller	Kenneth S. Ord	Executive Vice President and Chief Financial Officer
Beth A. Wilson	Beth A. Wilson	Executive Vice President, Operations
	Stan A. Mortensen	Senior Vice President, General Counsel and Corporate Secretary
	Robert C. Owen	Treasurer and Assistant Secretary

APPENDIX A: FACULTY AND ADMINISTRATION

FORT LAUDERDALE CAMPUS

ADMINISTRATION

Lawrence, Calvin	Campus President	
Shea, Calvin	Director of Admissions	
Dariarow, Esmail	Academic Dean	
Sova, Clint	Director of Student Accounts	
Chandarlapaty, Sujatha	Director of Career Services	
Balram, Bill	Director of Student Finance	
Townsend, Carole	Director of Student Services	

ACADEMIC PROGRAM DIRECTORS

Baca, Ximena	Massage Therapy	L.M.T. #MA39133, Lindsey-Hopkins Technical Education Center
Blake, Nakia	Patient Care Technician	A.A., A.S., Broward Community College; R.N. # RN9210616
Fortune, Vesly	Pharmacy Technician	B.S., Health Sciences, Florida International University; A.A., Tallahassee Community College; P.T.C.B. Certified
Moore, Piper-Marie	Medical Insurance Billing and Coding	M.I.B.C. Diploma, FastTrain ; Certified Insurance and Coding Specialist
Scott, Tamecia	Medical Assisting	B.S., Florida State University; A.A., Tallahassee Community College; R.M.A. #92318, Keiser College

FACULTY

Arteaga, Miguel	Massage Therapy	L.M.T. #MA15441, Acupressure-Acupuncture Institute A.A., Southwestern College
Castaneda, Emilio, M.D.	Medical Assisting	M.D., Central University of the East
Castaneda, Natacha, M.D.	Medical Assisting	M.D., Central University of the East
Doctor, Myrtle	Patient Care Technician	L.P.N. # PN 1312291, Atlantic Vocational Center
Duffie, Sarah	Medical Insurance Billing and Coding	
Hill, Margaret	Pharmacy Technician	M.H.A., Florida Atlantic University B.S., University of Central Florida
Jackson, James Michael	Patient Care Technician	L.P.N. # PN1152751, McFatter Vocational Technical Center
Jones, Dontavious	Medical Assisting	Medical Assistant, Florida Career College
Klosky, Lawrence, D.C.	Massage Therapy	D.C., New York Chiropractic College B.S., State University of New York
Kopyless, Radheeka	Massage Therapy	L.M.T. #MA40116, National School of Technology
McIntyre-Gray, Carole	Medical Assisting	Medical Assistant, Concorde Career Institute
Mesa, Daisy	Medical Assisting	Medical Assistant, Concorde Career Institute
Milligen, Alicia	Medical Assisting	L.P.N., McFatter Vocational Technical Center
Osilaja, Pearl	Patient Care Technician	L.P.N. # PN869561, Miami Lakes Educational Center
Panetto, Minnie	Medical Insurance Billing and Coding	Diploma, Theology, Nazarene Bible College
Sanders, Towana	Patient Care Technician	L.P.N., Caribbean Training
Scott, Nicole	Pharmacy Technician	B.S., Florida Atlantic University A.A., Broward Community College P.T.C.B. Certified
Serrano, Candice	Pharmacy Technician	P.T.C.B. Certified Pharmacy Technician
Troy, Frances	Medical Insurance Billing and Coding	Certified Professional Coder, American Academy of Professional Coders
Varas, John	Medical Insurance Billing and Coding	B.S., Dominican College M.S.C.I.S., University of Phoenix N.H.A., Certified Billing and Coding Specialist

HIALEAH CAMPUS

ADMINISTRATION

Bisciotti, Patricia	Campus President	
Daniel Alonso, B.A.	Director of Admissions	
Xiomara Campos	Director of Student Finance	
Juan Mauri, B.S.	Director of Student Accounts	
Audra Kinney	Academic Dean	
Daniela Ciffoni	Director of Career Services	

ACADEMIC PROGRAM DIRECTORS

Collie, Lois	Pharmacy Technician	B.S., Antillian University; C.Pht., Columbia South University; Diploma Education, University of The West Indies
Carlsen, Ben A.	Business and General Education	Doctoric of Education, University of San Francisco; M.B.A., Pepperdine University; B.S., University of Washington
Delva, Elsie	Criminal Justice	M.S., Florida International University; B.S., Florida State University
Katwaroo, Adrian, M.D.	Cardiovascular Technologist	M.D., University of St. Domingo
Melo, Vivian	Massage Therapy	L.M.T., Florida College of Natural Health
Mendez, Ingrid	Surgical Technologist	O.R.T. Certification, Lindsey Hopkins Technical Education Center
Moran, Maria Carmen	Medical Insurance Billing and Coding	B.L.S., Barry University; R.M.A., N.C.C.T., Certification
Pena, Filibero	Diagnostic Cardiac Sonographer	O.A.D., National School of Technology
Powell-Taylor, Shaun A.	Medical Assisting	A.S., L.P.N., Orangeburg-Calhoun Technical College

FACULTY

Abraham, Melissa	Pharmacy Technician	C.PH.T., National School of Technology
Aguilar, Gloria	Surgical Technologist Preceptor	S.T., Lindsey Hopkins Technical Education Center
Ahumada, Carolina	Medical Assisting	Diploma, Florida Career College
Amarante, Nelson	Massage Therapy	L.M.T., National School of Technology
Arjona, Rosa Aura	Criminal Justice	B.S., M.S., Florida International University
Bustios, Antonio	General Education/Business	B.S., New Jersey Institute of Technology; M.B.A., Harvard Institute for International Development
Canto, Griselle	Cardiovascular Technologist	R.C.T., American Medical Training
Chacon, Ruth	Surgical Technologist Preceptor	C.S.T., National Professional Training Center
Comas, Rafael	Surgical Technologist Preceptor	S.T., National School of Technology
Concepcion, Manuel	General Education	Doctoric of Economics, University of Rostock; B.S., Central University of Las Villas
Correra, Carlos	Medical Assisting	M.D., University of Buenos Aires
Delva, Franz	General Education	M.A., San Diego State University; Ph.D., Bernadean University; M.D., University Autnoma of Chihuahua; B.S., University of San Diego
Drane, Sherman	Medical Assisting	Diploma, National Education Center
Estrada-Marina, Marc A.	General Education	M.B.A., University of Phoenix
Fernandez, Ivis Marina	Medical Insurance Billing and Coding	B.S., Havana University
Flores, Geraldo Alberto	Medical Insurance Billing and Coding	A.S., Miami Dade College
Fortuno, Jose	Surgical Technologist Preceptor	S.T., B.S., Nova Southeastern University; B.S., St. Joseph College
Garcia, Juan O.	Medical Assisting	M.D., Institute of Medicine
Guzman, Orlando	Surgical Technologist	M.D., Nuestra Senora de La Paz University
Manuel, Vicente	Diagnostic Cardiac Sonographer	O.A.D., National School of Technology
Manzor, Alberto R.	Cardiovascular Technologist	M.D., Higher Institute of Medical Sciences
Medina, Arianny D.	Medical Assisting	M.D., Higher Institute of Medical Sciences
Merilus, Janice C.	Criminal Investigation	B.S., University of Florida; J.D., Florida A&M University
Mesa, Albert	Cardiovascular Technologist	C.V.T., National School of Technology
Mola, Yenilen Adriana	Medical Assisting	C.M.A., Medical and Dental Training Center
Mola-Perez, Aharis	Medical Assisting	Diploma, Higher Institute of Medical Science
Monge, Erika	Massage Therapy	L.M.T., National School of Technology
Morales, Idiana	General Education/College Core	M.S., Nova Southeastern University; B.A., Pace University
Moran, Marie C.	Medical Insurance Billing and Coding	B.L.S., Barry University
Moreno, Liliiana	Criminal Investigations	M.S., Florida International University; B.S., University of Puerto Rico
Natal, Shantal Stark	Medical Insurance Billing and Coding	M.I.B.C., National School of Technology
Parmentier, Suzanne	Surgical Technologist	C.S.T., Erwin Vocational Center
Pinkney, Charlene M.	Criminal Justice	B.S., Florida State University; J.D., Nova Southeastern University
Quadreny, Maria	General Education	B.S., University of Sacred Heart; M.S., Nova Southeastern University
Ritchie, Joyce	Surgical Technologist	S.T., National School of Technology
Rodriguez, Adis	General Education	B.S., M.S., Florida International University
Rojas, Paola	General Education/College Core	M.A., Ph.D., University of South Florida
Rowland, Yvette Freeman	Criminal Justice	M.S., Florida Metropolitan University; B.S., A.A., Art Institute of

		Fort Lauderdale
Sanabria, Maria	Surgical Technologist Preceptor	C.S.T., National School of Technology
Santamaria, Luis	Cardiovascular Technologist Program	M.D., University of Cartagena
Sheffield, Felicia	General Education	Ph.D., M.A., University of South Florida; A.B., University of Miami
Silva, William	Criminal Justice	B.S., M.S., Florida International University; A.A., Miami Dade College
Torres, Marcelo E.	Medical Insurance Billing and Coding	M.D., Catholic University of Santiago de Guayaquil
Varela, Annabel	Cardiovascular Technologist	M.D., Higher Institute of Medical Services in Villa Clara
Vega, Aida	Surgical Technologist	C.S.T., National School of Technology
Wallace, Richard	Surgical Technologist Preceptor	C.S.T., School of Surgical Technology

KENDALL

ADMINISTRATION

Rhoten, Darrell	Campus President	
Bastiony, Peter	Academic Dean	
Thompson, Claudette	Associate Academic Dean	
Flores, Yaly	Director of Student Services	
Freire, Carmen	Director of Student Finance	
Hornsberger, William	Director of Admissions	
Martin, Marlene	Director of Career Services	
Fernandez-Rubio, Ramon	Director of Student Accounts	

ACADEMIC PROGRAM DIRECTORS

Ehlen, Sherrill	Surgical Technologist	Certified Surgical Technologist, Iowa Western Community College
Fabregas, Claribel	Pharmacy Technician	Certified Pharmacy Technician; SAD, National School of Technology
Giraldez, Sergio	Massage Therapy	Licensed Massage Therapist, MA11198; Diploma, Educating Hands School of Massage Therapy
Memberu, Tariku	Cardiovascular Technologist and Medical Assisting	M.D., Addis Ababa University, Ethiopia
Porro, Laura	Medical Insurance Billing and Coding	M.D., Instituto Technologico de Santo Domingo

FACULTY

Acevedo, Patricia	Massage Therapy	Diploma, National School of Technology
Arias, Regla	Surgical Technologist	Diploma, Lindsey Hopkins Technical Education Center
Arjona, Rosa	Criminal Investigations and Criminal Justice	B.S., M.S., Florida International University
Bello, Barbara	Medical Insurance Billing and Coding	Diploma, National School of Technology
Campbell, Donald	Criminal Justice	B.S., Wesleyan College; M.S., Florida International University
Cardet, George	Paralegal	B.A., University of Florida; J.D., University of Florida
Cascudo, Helen	Massage Therapy	Diploma, Educating Hands School of Massage Therapy
Chaney, Virginia	Medical Insurance Billing and Coding	Diploma, National School of Technology
Cheema, Jamshaid	Medical Assisting	Doctorate Degree, Universidad Tecnological de Santiago-Medicine
Corbett, Dawn	Surgical Technologist Preceptor	Diploma, Temple Junior College
Diamond, Linda	General Education	B.S., University of Utah; M.S., University of Michigan
Diego, Alejandro	Pharmacy Technician	Doctorate in Medicine, Technological Institute of Santo Domingo
Fernandez, Ivonne	Surgical Technologist	Doctorate in Medicine, Medical Sciences University; SAD, National School of Technology
Gamez, Luis	Criminal Justice	B.S., M.S., Florida International University
Gomez, Salley	Medical Insurance Billing and Coding	Diploma, MedVance Institute
Hernandez, Belkys	Surgical Technologist	Doctorate of Medicine, University of Medicine; Diploma, Professional Training Center
Hernandez, Fernando	Oral Communications	B.S., M.S., St. Thomas University
Hernandez, Marlene	Medical Assisting/Medical Insurance Billing and Coding	Doctorate of Medicine, Pontificia Univerisdad Catolica Madre y Mestra; B.S., University of Miami
Hoffman, Leonard	Criminal Investigations	B.S., M.S., Florida International University; M.S., University of Miami
Lopez, Venus	Pharmacy Technician	Diploma, National School of Technology
Love, Sharon	Medical Insurance Billing and Coding	Diploma, National School of Technology
Mardy, Hans	Business	B.B.A., M.B.A., American Intercontinental University
Master, Margo	Massage Therapy	Diploma, Educating Hands School of Massage Therapy
Mayers, Jeffrey	Criminal Investigation	B.S., M.S., Florida International University
McKinley, Jennifer	Surgical Technologist	O.A.D., National School of Technology
Moradiganjeh, Reza	Medical Assisting	Doctorate of Medicine, University of Bologna
Murgado, Vincente	Surgical Technologist Preceptor	S.A.D., National School of Technology
Olmo, Alberto	Surgical Technologist Preceptor	O.A.D., National School of Technology

Otero, Michelle	General Education/College Core	B.A., Florida International University; M.S., Nova University
Pacheco, Vanessa	Pharmacy Technician	Diploma, National School of Technology
Palacios, Roberto	Medical Assisting	O.A.D., National School of Technology
Porro, Richard	Medical Assisting	Doctorate of Medicine, Nuibe Medical College
Rodriguez, Jesus	Paralegal	B.A., Florida International University; J.D., St. Thomas University
Rosado, Ermilo	Surgical Technologist	Doctorate of Medicine, Univerisdad Nacional Autonoma de Mexico; S.A.D., National School of Technology
Semidey, Marisel	Medical Assisting	Diploma, Nassau School for Medical Assistants
Triana, Medelaine	Massage Therapy	Diploma, Florida College of Natural Health
Vargas, Sandra	Surgical Technologist	B.S., Florida International University Diploma, Miami Dade Community College
Yousaf, Shahbaz	Medical Assisting	Doctorate in Medicine, Universidad Nordestana
Zaldivar, Alexander	Applied Word Processing	B.S., M.S., University of Miami

MIAMI CAMPUS

ADMINISTRATION

Tilley, Donald Christopher	Acting Campus President	
Carpenter, Thomas	Academic Dean	
Friedman, Laurie	Director of Admissions	
Soto-Gonzalez, Naebelys	Director of Finance	
Willson, Theresa	Director of Student Accounts	
Rodriguez, Angela	Director of Student Services	
Murray, Rose-Marie	Associate Academic Dean	
Colon, Luis	Director of Career Services	
Dowling, Gloria "Kookie"	Senior Registrar	

ACADEMIC PROGRAM DIRECTORS

Ebanks, Marlene	Medical Assisting	A.S., Broward Community College
Giceharo, Michael	General Education	J.D., Nova Southeastern University B.A., M.F.D., University of North Carolina
Landis, Alyssa	Pharmacy Technician	Technical Career Institute
Norris, Kimari	Massage Therapist	A.S., Broward Community College; L.M.T., State of Florida
Ramos, Xiomara	Patient Care Technician	A.A.S., Staten Island College; R.N., State of Florida
Seymour, Janet	Medical Insurance Billing and Coding and Business	M.H.S.A., B.S., Florida International University
Small, Latrenda	Criminal Justice and Paralegal	M.S., Florida International University; B.S., South Carolina State

FACULTY

Almira, Dario S.	Medical Assisting	M.D., Higher Institute of Medical Sciences
Auster, Lynda	Medical Insurance Billing and Coding	A.S., South University
Bacchus, Patsy	Patient Care Technician	B.S.N., Long Island University; R.N., State of Florida
Chaisson, Angel	General Education	M.S., Nova Southeastern University; B.A., Louisiana State University
Duverny, Geralda	Patient Care Technician	A.S., Miami Dade College; B.S., Florida Atlantic University; R.N., State of Florida
Farquharson, Joshua	Medical Assisting	O.A., National School of Technology; A.A., Miami Dade College
Faxas, Miguel	General Education	M.S., Ph.D., Florida International University; B.S., Manhattan College
Giacchino, Michael	Criminal Justice	J.D., Nova Southeastern University; B.A., M.F.A., University of North Carolina
Golaub, Renee	Medical Insurance Billing and Coding	O.A., National School of Technology
Guerra, Katia C	Medical Assisting	D.D.S., Higher Institute of Medical Sciences
Henriques, Meredith	Pharmacy Technician	O.A., Technical Career Institute
Hyde-Bodden, Vickie M.	Medical Insurance Billing and Coding	O.A., National School of Technology
Lebowitz, Walter B.	Paralegal	B.B.A., J.D., University of Miami
Lolagne, Josiane	Patient Care Technician	B.S., William Paterson College; R.N., State of Florida
Mejia, Alexander	Medical Insurance Billing and Coding	M.D., Pontifical Catholic University
Mohammed, Vianela	Medical Assisting	O.A., National School of Technology
Morales, Jorge	Medical Insurance Billing and Coding	M.S., St. Thomas University; B.A., Florida International University
Nazario, Ramon	Massage Therapist	A.S., Florida College of Natural Health; L.M.T., State of Florida
Novak, Sandra	General Education	M.S., Barry University; B.S., University of State of New York
O'Brien, Lidia	Medical Insurance Billing and Coding	O.A., National School of Technology
Oruwari, Frank	Business	M.S., Nova Southeastern University; B.A., Florida Memorial College
Pachano, Daniela Leon	Medical Insurance Billing and Coding	M.D., Pontifical Catholic University of Ecuador; B.S., American School of Quito
Poag, James	Criminal Justice	M.S.M., St. Thomas University; B.A., Florida A&M University
Porter, Ruth Elaine	Patient Care	L.P.N., Lindsey Hopkins Technical Education Center
Preddie, Steve	Massage Therapy	B.S., Florida Metropolitan University; L.M.T., State of Florida
Rivera, Selenia	Massage Therapy	L.M.T., Educating Hands School of Massage Therapy
Rouco, Maria	Medical Assisting	B.S., M.A., D.Psy., Nova Southeastern University
Seeman, Bernard	Criminal Justice	L.L.B., New York University; B.A., Queens College
Shelley, Nakeia T.	Pharmacy Technician	P.T.C.B., Certified Pharmacy Technician
Smith, Patricia	Medical Assisting	Diploma, National School of Health and Technology
Smith, Raushanah	Criminal Justice	M.A., University of Phoenix; B.A., University of South Florida
Solon, Guy	Criminal Justice	B.S., M.S., Florida International University
Streeter, Michael	Medical Assisting	B.S., Florida Memorial College
Tarancon, Omar	Medical Insurance Billing and Coding	A.S., Miami Dade College; P.T., Jackson Memorial Hospital
Williams, Clarence	Criminal Justice	B.S., M.S., Florida A&M University
Williams, Joan	Medical Assisting	A.S., Keiser College; Diploma, National School of Technology

Clinical Preceptors (All Campuses)		
Blake, Nakia	Patient Care Technician	A.A./A.S. Broward Community College, Fort Lauderdale, FL, RN#9210616
Corbett, Dawn	Surgical Technologist	S.T.. Temple Junior College
Hernandez, Belkys	Surgical Technologist	S.T., Professional Training Center, Miami, Florida
Murgado, Vincente	Surgical Technologist	S.T. National School of Technology, Hialeah, Florida
Olmo, Alberto	Surgical Technologist	S.T. National School of Technology, Hialeah, Florida
Vargas, Sandra	Surgical Technologist	O.R. Tech., Miami Dade Community College, Florida

HOSPITAL AFFILIATIONS

The following hospitals are affiliated with NST and provide practical learning environments for externships:

1. Aventura Hospital and Medical Center
2. Baptist Hospital of Miami
3. Boca Raton Community Hospital
4. Cedars Medical Center
5. Cleveland Clinic Hospital
6. Coral Gables Hospital
7. Florida Medical Center
8. HealthSouth Doctors' Hospital
9. Hialeah Hospital
10. Hollywood Medical Center
11. Holy Cross Hospital
12. Homestead Hospital
13. Jackson Memorial Hospital
14. Jackson South Hospital
15. Kendall Regional Medical Center
16. Mariner Hospital
17. Memorial Pembroke Hospital
18. Memorial Regional Hospital
19. Mercy Hospital
20. Miami Children's Hospital
21. Miami Heart Institute
22. Miami Jewish Home and Hospital
23. Miami VA Medical Center
24. Mt. Sinai Medical Center
25. North Shore Medical Center
26. Northwest Medical Center
27. Palmetto General Hospital
28. Palm Springs General Hospital
29. Pan American Hospital
30. Parkway Regional Medical Center
31. Plantation General Hospital
32. Port St. Lucie Hospital
33. South Miami Hospital
34. University of Miami - Hospital & Clinics
35. Wellington Regional Medical Center
36. West Boca Medical Center
37. Westside Regional Medical Center

In addition to hospitals, NST also affiliates with private physicians' offices, insurance companies, diagnostic centers, medical clinics and mobile diagnostics units for clinical training purposes.

APPENDIX B: SCHEDULE OF TUITION AND FEES

QUARTER-BASED PROGRAMS	Program Length	Quarter Credit Hours	Tuition	Estimated Total Tuition	Estimated Books
Business Administration	24 months	96 credits	$350/credit hr	$33,600	$1,760
Criminal Investigations	24 months	96 credits	$350/credit hr	$33,600	$1,760
Criminal Justice	24 months	96 credits	$350/credit hr	$33,600	$1,760
Diagnostic Cardiac Sonographer	24 months	106 credits	$350/credit hr	$37,100	$1,760
Medical Insurance Billing and Coding	24 months	96 credits	$350/credit hr	$33,600	$1,760
Paralegal	24 months	96 credits	$350/credit hr	$33,600	$1,760
MODULAR PROGRAMS	Program Length	Quarter Credit Hours	Tuition	Estimated Books and Supplies	
Cardiovascular Technologist	12 Modules	84 credits	$21,230	$700	
Massage Therapy	9 Modules	54 credits	$12,295	$1,415	
Medical Assisting	8 Modules	47 credits	$13,475	$1,250	
Medical Insurance Billing/Coding	8 Modules	47 credits	$11,605	$2,100	
Patient Care Technician	8 Modules	51 credits	$11,770	$700	
Pharmacy Technician	8 Modules	47 credits	$12,265	$750	
Surgical Technologist	11 Modules	76.5 credits	$23,100	$900	
*Including massage tables					
Tuition effective July 1, 2008.					

Additional fees, not included in the above costs, may be assessed. Information concerning additional fees may be found below.

ADDITIONAL FEES		
Registration Fee	$25	per quarter
Technology Fee	$35	per quarter
Physical Examination Fee	$40	Medical Assisting, Surgical Technologist, Pharmacy Technician, Patient Care Technician, Cardiovascular Technologist and Diagnostic Cardiac Sonographer students
Background Check Fee	$52	Surgical Technology, Pharmacy Technician, Cardiovascular Technologist, Patient Care Technician and Diagnostic Cardiac Sonographer students
Proficiency Challenge Exam (non-refundable):	$75	
Graduation Fee (refundable):	$50	
Transcript Fee*	$5	
Uniforms, shoes, hose	$75-100	
Late Registration Fee	$25	per quarter occurrence
Return check penalty	$25	per item

* Exception: Students are provided one official transcript free of charge upon completing graduation requirements.

APPENDIX C: ACADEMIC CALENDARS

MODULAR PROGRAMS

Start dates in the left-hand table are for the following classes: Miami morning, afternoon, and evening; Kendall morning and evening (see the right-hand table for Kendall afternoon); Hialeah morning, afternoon and evening; Fort Lauderdale morning, afternoon, and evening.

Modular start dates, all campuses	
2008	
Start Date	End Date
1/29/2008	2/26/2008
2/27/2008	3/25/2008
3/26/2008	4/22/2008
4/24/2008	5/21/2008
5/22/2008	6/19/2008
6/23/2008	7/21/2008
7/23/2008	8/19/2008
8/20/2008	9/17/2008
9/18/2008	10/15/2008
10/20/2008	11/14/2008
11/17/2008	12/16/2008
12/17/2008	1/26/2009

Modular start dates, all campuses	
2009	
Start Date	End Date
1/28/2009	2/25/2009
2/26/2009	3/25/2009
3/26/2009	4/22/2009
4/27/2009	5/22/2009
5/26/2009	6/22/2009
6/23/2009	7/21/2009
7/23/2009	8/19/2009
8/20/2009	9/17/2009
9/21/2009	10/16/2009
10/20/2009	11/16/2009
11/17/2009	12/16/2009
12/17/2009	1/25/2010

Modular start dates, all campuses	
2010	
Start Date	End Date
1/27/2010	2/24/2010
2/25/2010	3/24/2010
3/25/2010	4/21/2010
4/26/2010	5/21/2010
5/24/2010	6/21/2010
6/22/2010	7/20/2010
7/22/2010	8/18/2010
8/19/2010	9/16/2010
9/20/2010	10/15/2010
10/19/2010	11/15/2010
11/16/2010	12/15/2010
12/16/2010	1/21/2011

Modular start dates, all campuses	
2011	
Start Date	End Date
1/25/2011	2/22/2011
2/23/2011	3/22/2011
3/23/2011	4/19/2011
4/21/2011	5/18/2011
5/19/2011	6/16/2011
6/20/2011	7/18/2011
7/20/2011	8/16/2011
8/17/2011	9/14/2011
9/19/2011	10/14/2011
10/18/2011	11/14/2011
11/15/2011	12/14/2011
12/15/2011	1/20/2012

Holidays	
Martin Luther King, Jr. Day	January 21, 2008
Presidents Day	February 18, 2008
Memorial Day	May 26, 2008
Independence Day	July 4, 2008
Labor Day	September 1, 2008
Thanksgiving Break	November 27, 2008—November 28, 2008
Holiday Break	December 23, 2008—January 4, 2009

QUARTER-BASED PROGRAM ACADEMIC CALENDAR

FY 2008 - 2009 Academic Calendar				
Summer Term Starts		July	14	2008
Summer Term Drop/Add Deadline		July	26	2008
Mini-Term Starts		August	25	2008
Mini-Term Drop/Add Deadline		August	30	2008
Labor Day Holiday		September	1	2008
Summer Term Ends		October	4	2008
Fall Break	From:	October	6	2008
	To:	October	11	2008
Fall Term Start		October	13	2008
Fall Term Drop/Add Deadline		October	25	2008
Thanksgiving Day Holiday	From:	November	27	2008
	To:	November	29	2008
Mini-Term Starts		November	24	2008
Mini-Term Drop/Add Deadline		December	2	2008
Winter Holiday	From:	December	24	2008
	To:	January	1	2009
Classes Resume		January	2	2009
Fall Term Ends		January	10	2009
Winter Term Starts		January	12	2009
M.L. King Jr. Birthday Holiday		January	19	2009
Winter Term Drop/Add Deadline		January	26	2009
Presidents' Day		February	16	2009
Mini-Term Starts		February	23	2009
Mini Term Drop/Add Deadline		February	28	2009
Winter Term Ends		April	4	2009
Spring Vacation	From:	April	6	2009
	To:	April	11	2009
Spring Term Starts		April	13	2009
Spring Term Drop/Add Deadline		April	25	2009
Memorial Day Holiday		May	25	2009
Mini-Term Starts		May	26	2009
Mini Term Drop/Add Deadline		June	1	2009
Spring Term Ends		July	2	2009
Independence Day Holiday		July	3	2009
Summer Vacation	From:	July	6	2009
	To:	July	11	2009

FY 2009 - 2010 Academic Calendar				
Summer Term Starts		July	13	2009
Summer Term Drop/Add Deadline		July	26	2009
Mini-Term Starts		August	24	2009
Mini-Term Drop/Add Deadline		August	30	2009
Labor Day Holiday		September	7	2009
Micro-Term Starts		September	14	2009
Summer Term Ends		October	3	2009
Fall Break	From:	October	5	2009
	To:	October	11	2009
Fall Term Start		October	12	2009
Fall Term Drop/Add Deadline		October	25	2009
Thanksgiving Day Holiday	From:	November	26	2009
	To:	November	29	2009
Mini-Term Starts		November	23	2009
Mini-Term Drop/Add Deadline		December	2	2009
Micro-Term Starts		December	7	2009
Winter Holiday	From:	December	20	2009
	To:	January	3	2010
Classes Resume		January	4	2010
Fall Term Ends		January	9	2010
Winter Term Starts		January	11	2010
M.L. King Jr. Birthday Holiday		January	18	2010
Winter Term Drop/Add Deadline		January	26	2010
Presidents' Day		February	15	2010
Mini-Term Starts		February	22	2010
Mini Term Drop/Add Deadline		February	28	2010
Micro-Term Starts		March	15	2010
Winter Term Ends		April	3	2010
Spring Vacation	From:	April	4	2010
	To:	April	11	2010
Spring Term Starts		April	12	2010
Spring Term Drop/Add Deadline		April	25	2010
Memorial Day Holiday		May	31	2010
Micro-Term Starts		June	14	2010