

Everest

INSTITUTE

2009-2010 Catalog

FL-EVI 071009

Miami Campus

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A Branch of the Kendall Campus
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www.everest.edu

Accredited by the Accrediting Council for Independent Colleges
and Schools (ACICS), www.acics.org

Published July 2009

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Effective July 10, 2009, through December 31, 2010

The Institute reserves the right to make and designate the effective date of changes in Institute policies and procedures at any time such changes are considered to be desirable or necessary.

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 business, medical, and legal professions. 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.

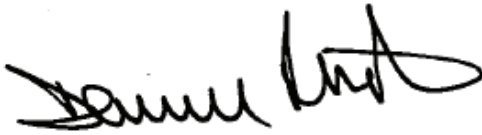
Sincerely,



Chris Tilley
President, Hialeah Campus



Chris Tilley
President, Miami Campus



Darrell Rhoten
President, Kendall Campus



Ed Galizia
President, Fort Lauderdale Campus



Janis Y. Schoonmaker, President and Chief Operating Officer

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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 Institute maintains the highest level of professional dedication. The Institute 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 Institute 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.

All four campuses are wholly owned subsidiaries of CCI and in February of 2008, changed their name to Everest Institute.

FACILITIES

Fort Lauderdale Campus

The Fort Lauderdale campus 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. 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. 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-foot 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.

ADMINISTRATIVE OFFICE HOURS

Administrative office hours are from 8:00 a.m. to 8:00 p.m., Monday through Thursday, 8:00 a.m. to 5:00 p.m. on Friday and 9:00 a.m. to 1:00 p.m. on Saturday.

CLASS HOURS

Class hours are offered from 8:00 a.m. to 10:50 p.m., Monday through Friday. Saturday classes are offered from 8:00 a.m. to 1:00 p.m. (not offered at all campuses). Classes vary by campus, student schedule and program. An instructional hour is equal to fifty (50) minutes of contact time within a sixty (60) minute period.

ACCREDITATION

Everest Institute is accredited at the non-degree and degree level by the Accrediting Council of Independent Colleges and Schools (ACICS) is a national accrediting agency recognized by the United States Department of Education and the Council for Higher Education Accreditation (CHEA) 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 Science degrees. ACICS is located at 750 First Street, NE, Suite 980 Washington, DC 20002-4241 TEL: (202) 336-6780 FAX: (202) 842-2593.

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.

The Medical Assisting programs at the Ft. Lauderdale, Hialeah, Miami, and Kendall campuses are accredited by the Accrediting Bureau of Health Education Schools (ABHES), 7777 Leesburg Pike, Suite 314 N, Falls Church, VA, 22043, (703) 917-9503.

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.

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 Institute 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 Institute President. The Institute 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

ADMISSIONS PROCEDURES AND REQUIREMENTS

GENERAL ADMISSIONS REQUIREMENTS

Graduation from high school or its equivalent, e.g. GED or home schooled, is a requirement for admission to the Institute unless the student applies under the Ability to Benefit (ATB) provision as described below. Associate degree candidates and Ability to Benefit provision students are required to successfully complete a standardized, national assessment examination. The Career Programs Assessment Test (CPAT) is administered by the Institute and is designed to further ensure that the applicant has the skills necessary to successfully pursue a college-level program. Certain programs require certification or externships. Students must be 18 years of age at the time of certification examination or externship.

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 Institutional 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.

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 fifteen (15) days after the start of class, the Institute has not yet received the official documentation, the student must immediately provide official documentation or be withdrawn from class.

ABILITY TO BENEFIT POLICY

Students who do not have a high school diploma or its recognized equivalent may still be admitted into the institute. However, before the institute can accept a prospective student who is seeking federal financial aid and who does not have a high institute diploma or its recognized equivalent, who is beyond the age of compulsory institute attendance, federal law requires the institute 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 institute recognizes the additional benefits of a high institute diploma or its recognized equivalent to the student. For this reason the institute 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 institute 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 institute 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. 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 encouraged 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, 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.

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, national 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 Institute, participate in a new student orientation, seek advisement, and register for a program.
- The Institute does not provide housing; however, assistance is available to guide the student's 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 Institute 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 Institute and the United States Citizenship and Immigration Service.

ACADEMIC INFORMATION

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 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.

CREDIT FOR PREVIOUS EDUCATION OR TRAINING

Students with earned college credits from another accredited institution may apply for credit transfer to the Institute. Credit will be accepted only for courses that are compatible with the student's program of study at the Institute 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 Institute'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 Institute 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 Institute 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.

ADD/DROP PERIOD (QUARTER-BASED PROGRAMS ONLY)

The first 14 calendar days of each academic quarter are designated as the Add/Drop period. There is no Add/Drop 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 Add/Drop 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 Add/Drop period. A student who attends a class beyond the Add/Drop period or who attends a class and does not drop it within the Add/Drop 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 Add/Drop period. Holidays that fall during this timeframe are not counted as part of the Add/Drop 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 address currently on record.

The following grading system is used:

Applies to Quarter-based Courses and MIBC version 2

GRADE	EVALUATION	Quality Points per Quarter Hr.
A	Excellent	4
B	Good	3
C	Average	2
D	Below average (failing grade for MIBC version 2)	1
F	Failed to meet course objectives	0
I	Incomplete	0
IP	Incomplete Passing	Not Calculated
P	Passing	Not Calculated
W	Withdrawal, not calculated in the CGPA	Not Calculated
WD	Withdrawal during Add/Drop 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
NC	No credit earned – credit/no-credit class	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

Grade	EVALUATION	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	
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 GPA for each term and cumulative grade point average (CGPA) are calculated on courses taken in residence at the Institute. 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 Institute 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
Participating in a field trip	Instructor lecture or demonstration
Simulations	Attending a guest lecture
Viewing instructional media	Participating in role play activities
A survey evaluating the course material, text, and instructor performance	Library research
Presenting material (oral or written)	Mid-term assessment performed by faculty to evaluate student progress
	Any classroom or group activity

Student success relies heavily on consistent and meaningful participation in the above-defined class-related/academic activities. Collaborative learning within the curriculum prepares students 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 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 or 14 calendar days, excluding breaks, 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 they will be unavoidably absent, they 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.

Consecutive Absence Rule (Modular Programs)

When a student is absent from school for fourteen (14) consecutive calendar days excluding holidays and scheduled breaks the faculty shall notify the Academic Dean, who shall be ultimately responsible for determining whether the student plans to return to school or has withdrawn. The following guidelines shall be followed:

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

For students who **have not** previously violated the attendance policy, the following rule shall apply:

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

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

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

Reentry Policy

Students must strive for perfect attendance. Everest Institute understands 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 Institute.

Students who have been terminated for violating the attendance policy may apply for reentry to the Institute 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 Institute 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 Institute 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 and have the request approved.

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 Academic Dean provided:

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

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

Failure to Return from a Leave of Absence

A student who fails to return from a 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 to 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 student's 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

A 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 who is receiving benefits is granted leave.

CAUSES FOR TERMINATION AND PROCEDURES

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

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

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

EXTERNSHIP/CLINICAL TRAINING/PROJECT

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 fourteen (14) 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 fourteen (14) days of the end of the student's didactic training, they must be withdrawn from the program.

Students who withdraw following the completion of the classroom training and prior to externship, or who delay the start of their externship training for more than thirty (30) calendar days from the last date of classroom training 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.

If the program instructor or externship site supervisor determines that a student's skill performance is unacceptable, the student must return to the classroom to have their skills evaluated. The student will need to attend lab to improve skills until the program instructor determines that their skill levels are at an acceptable level and the Academic Dean approves the student to return to the externship 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/have been successfully completed, the student must begin externship according to standard policies and procedures.

An externship, practicum, or clinic is required as part of most diploma programs of study. Some externship sites or certification exams may have a minimum age requirement. Externships, 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 Department. Certain externships 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 externship in certain programs. Students attending under the Veterans Administration Educational Assistance program must complete a supervised externship. Veterans may not substitute projects for externship attendance. All externships, 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.

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.

NON-PUNITIVE GRADES, NON-CREDIT OR REMEDIAL COURSES

The Institute 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.

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 (SAP)

Students must maintain satisfactory academic progress in order to remain eligible to continue as regularly enrolled students of the institution and to remain eligible to continue receiving federal financial assistance.

Accrediting agency 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 (MTF) 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, quarter or module, which includes the midpoint (50% of the normal program length), if the program is one academic year or less, the end of each academic year, and the end of the program. Should the midpoint occur within a term, the evaluation will occur at the end of the preceding academic term.

Grading Criteria (CGPA)

Grades may be expressed as letter grades or percentages depending on the program and location. At the end of each evaluation period, the student's cumulative grade point average (CGPA) or cumulative percentage, as applicable, shall be reviewed to determine the student's qualitative progress.

Schools shall calculate CGPA using credit hours and include all letter grades of A, B, C, D, or F and all grades expressed as a percentage which are earned at the school. When a student repeats a course, the student's CGPA will be recalculated based on the higher of the two grades earned. Withdrawals, transfer credits, incompletes, non-punitive (pass, military withdrawal, leave of absence) and non-credit remedial courses have no effect on the student's CGPA.

Rate of Progress Toward Completion (ROP) Requirements

The institution's catalog contains a schedule designating the minimum percentage or credit hours 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: 32 credit hours earned
64 credit hours attempted = 50% ROP

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 institution calculates the maximum time frame using credit hours for courses attempted. All credit hours attempted, which include completed credits, transfer credits, withdrawals, and repeated classes, count toward the maximum number of credits allowed to complete the program. Non-credit remedial courses have no effect on the maximum time frame. The maximum time frames, and required CGPA or percentage grades, and ROP requirements are noted in the following tables.

Modular Programs - Satisfactory Academic Progress Tables

47 Quarter Credit Hour Modular Program with percentage grades. 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
13-18	70%	25%	66.7%	N/A
19-24	70%	40%	66.7%	25%
25-30	70%	50%	66.7%	40%
31-36	70%	60%	66.7%	50%
37-42	70%	62%	66.7%	60%
43-48	70%	65%	66.7%	63%
49-70	N/A	70%	N/A	66.7%

47 Quarter Credit Hour Modular Program with letter grades. 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	2.00	N/A	66.7%	N/A
13-24	2.00	0.50	66.7%	25%
25-30	2.00	0.50	66.7%	40%
31-36	2.00	1.00	66.7%	50%
37-42	2.00	1.40	66.7%	60%
43-48	2.00	1.70	66.7%	63%
49-70	N/A	2.00	N/A	66.7%

51 Quarter Credit Hour Modular Program with percentage grades (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
1-15	70%	N/A	66.7%	N/A
16-21	70%	20%	66.7%	N/A
22-27	70%	35%	66.7%	20%
28-33	70%	50%	66.7%	30%
34-39	70%	55%	66.7%	40%
40-46	70%	60%	66.7%	50%
47-52	70%	65%	66.7%	60%
53-76	N/A	70%	N/A	66.7%

51 Quarter Credit Hour Modular Program with percentage grades (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
1-15	2.0	N/A	66.7%	N/A
16-21	2.0	N/A	66.7%	N/A
22-27	2.0	1.0	66.7%	20%
28-33	2.0	1.2	66.7%	30%
34-39	2.0	1.4	66.7%	40%
40-46	2.0	1.6	66.7%	50%
47-52	2.0	1.8	66.7%	60%
53-76	2.0	2.0	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 CGPA is below	Suspension if CGPA 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%
25-55	2.0	1.3	66.7%	55%
56-66	2.0	1.65	66.7%	64%
67-81	2.0	2.0	N/A	66.7%

76.5 Quarter Credit Hour Quarter-Based Program (Surg Tech). Total credits that may be attempted: 115 (150% of 76.5).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA 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
17-28	2.0	1.0	66%	N/A
29-40	2.0	1.25	66%	50%
41-52	2.0	1.5	66%	60%
53-64	2.0	1.75	66%	65%
65-115	N/A	2.0	N/A	66%

Quarter-Based Programs - Satisfactory Academic Progress Table

76.5 Quarter Credit Hour Modular Program with percentage grades (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
1-24	70%	N/A	66.7%	N/A
24.5-29	70%	20%	66.7%	N/A
29.5-37	70%	30%	66.7%	15%
37.5-42	70%	40%	66.7%	30%
42.5-50	70%	50%	66.7%	50%
50.5-57	70%	55%	66.7%	55%
57.5-63	70%	60%	66.7%	60%
63.9-69	70%	65%	66.7%	63%
69.5-114	N/A	70%	N/A	66.7%

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
1-24	2.00	N/A	66.7%	N/A
25-36	2.00	0.25	66.7%	10%
37-48	2.00	0.50	66.7%	20%
49-60	2.00	0.75	66.7%	30%
61-72	2.00	1.00	66.7%	40%
73-84	2.00	1.25	66.7%	50%
85-96	2.00	1.40	66.7%	55%
97-108	2.00	1.60	66.7%	60%
109-120	2.00	1.80	66.7%	63%
121-144	N/A	2.00	N/A	66.7%

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 institution 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 institution's 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/her CGPA/ percentage grade, or ROP remains in the probation ranges specified in the institution's catalog. When both the CGPA/percentage grade 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/percentage grade or ROP falls into the suspension ranges specified in the 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 the program within the maximum time frame with the required minimum CGAP, a SAP appeal may be granted if the student demonstrates a sincere commitment to taking the steps required to succeed in the program and that the failure to maintain the required CGAP or ROP was caused by any of the following mitigating circumstances:

The death of a family member

An illness or injury suffered by the student

Special circumstances of an unusual nature which are not likely to recur

The Appeal Committee shall, as a condition of granting the appeal, require the student to develop an Academic Advising Plan in conjunction with the student's 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 will be on probation and must improve their CGPA during each term on probation following the appeal

If the student meets the above conditions, the student may remain in school and will be considered to be making SAP so long as the student has academic status consistent with meeting the institution's requirements for graduation.

Dismissal

A student is dismissed from a program if: (a) it becomes mathematically impossible for the student to complete the program with the required cumulative grade point average (CGPA)/percentage grade within the maximum timeframe or (b) the student fails to improve their CGPA/Rate of Progress (ROP) at the end of the each evaluation period while on probation after readmission subsequent to a SAP suspension. Students who have been dismissed from a program are not eligible for readmission.

Graduation

Students must complete their program within the maximum time frame (MTF) and with a seventy percent (70%) CGPA as stated in the institutional catalog in order to graduate.

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 institute.

The Student Finance Office will provide details to all eligible recipients. Students should read these standards carefully and refer any questions to Academic or Student Finance 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 and are ineligible for financial aid. Reinstatement of financial aid eligibility will occur only after re-admittance following suspension or in the event the student's appeal results in re-admittance.

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 institution 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 institution retains documentation of probation in the student's file. Students on academic probation may be required to participate in tutoring sessions outside class hours as a condition of 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 institution 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 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.

Upon receipt of the Academic Appeal Form, the Academic Dean shall convene an Appeal Committee, which should normally include the Program Director or Lead Instructor, 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 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 within one (1) calendar day of the date of the decision. The decision of the Appeal Committee is final and no further appeals are permitted.

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

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 or Academic Dean. 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 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; or
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; or
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; or
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 and require the student to develop an Academic Advising Plan in conjunction with their assigned 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 they are 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

INSTITUTIONAL REGULATIONS

Each student is provided the institutional 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.

STUDENT CONDUCT CODE

Background

The College 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 College and to prepare for what the student might later expect to find in a professional-level work environment. The College maintains the right to discipline students found in violation of College policies.

- The College maintains the right to discipline students found in violation of College 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. College Work Study students who violate the student code of conduct in the performance of their college work study duties are subject to disciplinary action/procedures.
- The Campus President or designee (typically the Director of Education/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 College-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 College.
- 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.

Applicability

This Code of Student Conduct (Code) applies at all times to all students. As used in this Code, a student is any individual who has been accepted or is enrolled in school. Student status lasts until an individual graduates, is withdrawn, or is otherwise not in attendance for more than 180 consecutive calendar days.

Generally

CCI seeks to create an environment that promotes integrity, academic achievement, and personal responsibility. All CCI schools should be free from violence, threats and intimidation, and the rights, opportunities, and welfare of students, faculty, staff, and guests must be protected at all times.

To this end, this Code sets forth the standards of behavior expected of students as well as the process that must be followed when a student is accused of violating those standards. Reasonable deviations from the procedures contained herein will not invalidate a decision or proceeding unless, in the sole discretion of the school, the deviation(s) significantly prejudice the student. The School President (or designee) is responsible for appropriately recording and enforcing the outcome of all disciplinary matters.

Conduct Affecting the Safety of the Campus Community

CCi reserves the right to take all necessary and appropriate action to protect the safety and well-being of the campus community. The School President (or designee) may immediately suspend any student whose conduct threatens the health and/or safety of any person(s) or property. The suspension shall remain in effect until the matter is resolved through the disciplinary process. Such conduct includes, but is not limited to:

- Possessing alcohol or other intoxicants, drugs, firearms, explosives, weapons, dangerous devices, or dangerous chemicals on school premises
- Theft
- Vandalism or misuse of school or another's property
- Harassment or intimidation of others
- Endangerment, assault, or infliction of physical harm

Other Prohibited Conduct

Additionally, disciplinary action may be initiated against any student(s) based upon reasonable suspicion of attempting to commit, or assisting in the commission of any of the following prohibited forms of conduct:

- Cheating, plagiarism, or other forms of academic dishonesty
- Forgery, falsification, alteration or misuse of documents, funds, or property
- Any disruptive or obstructive actions, including:
 - The use of cell phones or other electronic devices for voice or text communication in the classroom, unless permitted by the instructor
 - The inappropriate use of electronic or other devices to make an audio, video, or photographic record of any person while on school premises without his/her prior knowledge or effective consent
- Failure to comply with school policies or directives
- Any other action(s) that interfere with the learning environment or the rights of others
- Violations of local, state, provincial, or federal law (see below)

Note: This list is not exhaustive, but rather offers examples of unacceptable behavior which may result in disciplinary action.

Violations of Local, State, Provincial, or Federal Law

CCi students are expected to comply with all local, state, provincial, and federal laws and violations of those laws may also constitute a violation of this Code. While a criminal charge does not mean that the student is guilty of an offense, such a charge does mean that civil authorities have determined that there is at least probable cause to believe that an offense was committed, and that the student committed it. In such instances, the School President (or designee) may conduct an inquiry and/or proceed with disciplinary action under this Code independent of any criminal proceeding.

Limitations on Students with Pending Disciplinary Matters

Any student with a pending disciplinary matter shall not be allowed to:

- Enroll or attend classes at another CCi location (including Online)
- Graduate or participate in graduation ceremonies
- Engage in any other activities proscribed by the School President

Additionally, if a student withdraws from school at any point during the disciplinary process, the student is not eligible for readmission to any CCi school (including Online) prior to resolving the outstanding disciplinary issue.

Inquiry by the School President

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

Conduct Which Does Not Warrant a Suspension or Dismissal

If the School President (or designee), in his or her sole discretion, determines that the student's behavior may have violated this Code but does not warrant a suspension or dismissal, the School President (or designee) shall promptly provide the student with a written warning. Multiple written warnings may result in a suspension or dismissal.

Conduct Which Warrants a Suspension or Dismissal

If the School President (or designee), in his or her sole discretion, determines that the student's behavior warrants a suspension or dismissal, the School President (or designee) shall promptly provide the student with a written notice of the following:

- The conduct for which the sanction is being imposed
- The specific sanction being imposed
- The right to appeal if a written request is filed by the student within (5) calendar days of the date of the written notice

Sanctions

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

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

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

Dismissal – A sanction by which the student is withdrawn from school. Such students may only reapply for admission with the approval of the School President.

Note: Students dismissed for violations of this Code remain responsible for any outstanding balance owed to the school.

Examples of conditions the school may require a student to complete prior to returning from a suspension or dismissal are:

- Community Service and/or participation in educational programs
- Research assignments or special projects
- Behavioral contracts
- The loss of specific privileges (e.g., loss of automobile privileges on school premises, restricted access to computer lab or automotive machinery)
- Reimbursement or restitution for property damage
- Referral to receive outside counseling services
- Removal from school sponsored housing

Academic Dishonesty

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 on 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

One or more of the sanctions listed below may be imposed for academic dishonesty:

- A reduction in grade on the assignment on which the violation occurred
- No credit on the assignment, paper, test, or exam on which the violation occurred
- A failing grade for the course/module
- Suspension or Dismissal from the school

Appeal Process

Students are entitled to appeal any sanction which results in suspension or dismissal. The appeal must be in writing and filed within five (5) calendar days of the date of the written notice. If the student files a timely appeal, the School President (or designee) shall convene a Student Conduct Committee to conduct the hearing. The Committee shall generally include the School President, the Academic Dean/Director of Education, a Program or Department Chair, the Student Services Coordinator, or a faculty member. The members of the Committee shall select a Chair. If the alleged violation involves allegations of sexual misconduct committed against faculty or staff, the Committee must include a representative from Corporate or Division Human Resources.

The Committee Chair shall timely schedule a hearing date, and provide written notice to the student. The notice must be mailed or otherwise delivered to the student at least two (2) calendar days prior to the scheduled hearing date, and include notice that the student may:

- Appear in person, but is not required to appear
- Submit a written statement
- Respond to evidence and question the statements of others
- Invite relevant witnesses to testify on his/her behalf
- Submit written statements signed by relevant witnesses

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

The Student Conduct Committee shall:

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

The Student Conduct Committee shall issue a written decision to the student within five (5) calendar days of the date of the hearing which may:

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

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

Record of Disciplinary Matter

All disciplinary files shall be kept separate from the student academic files until resolved.

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

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

DRUG FREE SCHOOLS POLICY

It is the policy of Everest Institute to provide all students, faculty, and staff with a safe and drug-free learning environment and to comply with the Drug-Free Schools and Communities Act Amendments of 1989 and the Drug-Free Workplace Act of 1988. As part of its Drug Abuse Education and Prevention Program, CCI adopts this policy regarding the illegal use of alcohol and other drugs in its schools and during school activities. Any student, faculty, or staff member who violates this policy is subject to disciplinary sanctions.

The unlawful use, manufacture, distribution, dispensation, or possession of alcohol, controlled substances, or any drug on school premises or while involved in school-related activities is strictly prohibited.

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any person taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may impair their ability to function normally. If the use of a medication could compromise the safety of the individual or others, it is the individual's responsibility to take appropriate precautions.

Students who violate the Institute's prohibitions against alcohol, controlled substances, and drugs are subject to disciplinary action up to and including dismissal from the school. When circumstances warrant, a violation of this policy may also be referred to the appropriate law enforcement authorities for investigation and prosecution.

Student Conduct Code Violations/Formal Disciplinary Procedure

If the Institute has reason to believe that a student has violated the student conduct code, the Institute 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.

Other student conduct code violations shall be governed by a progressive disciplinary procedure. For isolated, minor student conduct code violations, the Institute 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 Institute deems appropriate. The Institute 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 Institute.

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 Institute 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 Institute that he/she has been dismissed. Students should refer to the "Campus Grievance Procedures" in the Institute catalog. The student who appeals a dismissal shall receive written notice of the decision. The Institute 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 Institute.
- 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 Institute as per the disciplinary procedures outlined above.
- All violations of academic policy are documented and made part of the student's academic record.

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 the filing of a complaint with local law enforcement.

SEXUAL HARASSMENT POLICY

The Institute 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 Institute does 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 CODE

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 Institute. Students are reminded that the Institute 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. The Institution does not permit any clothing which has expressed or implied offensive symbols or language.

Students in Allied Health programs may be required to wear uniforms that present a professional appearance. A professional appearance puts patients at ease, inspires confidence, and makes a good impression. The Professional Appearance standards included, but not limited to, are:

	AREA	WHAT TO DO	REASONS
PERSONAL HYGIENE	Body	Bathe or shower daily Use deodorant	Removes bacteria that could be harmful to patients Helps keep you healthy Removes odors that can make others uncomfortable
	Teeth	Brush and floss teeth and use mouthwash	Helps keep you healthy Removes odors that can make others uncomfortable
GROOMING	Hair	Away from face and off the shoulders or collar Clean No extreme colors No ornaments or decorations	Keeps hair from blocking your vision or falling on patients Does not distract co-workers or patients
	Fingernails	Clean Clear nail polish Practical length (just over top of fingers)	Long fingernails can harbor bacteria Colored nail polish is inappropriate Long or sharp fingernails can injure patients
	Makeup	Minimal	Does not distract co-workers or patients
	Perfume and Aftershave	Very little, if any	Many people are allergic to these fragrances
	Jewelry	As little as possible Rings: wedding ring only Wrists: simple wristwatch only Earrings: one pair only; lower lobe of ears; small studs—no dangle earrings	Can injure patients Can harbor bacteria
DRESS	Uniform	Clean and pressed Fits properly In good condition – no tears or stains Stain-resistant material Neat, with shirt tucked in Meets office dress code Worn with undergarments (should not be visible beneath uniform)	Dirty uniform can harbor bacteria Improper fit or an untucked shirt can interfere with your work
	Stockings	Clean No holes or tears	Stockings or white socks help to present a professional image

		White socks acceptable	
	Shoes	Comfortable and supportive Fit properly Clean and polished Laces clean No open-toe shoes or sandals No canvas shoes	Supportive shoes keep your feet comfortable when standing and walking all day Exposed feet or toes can become injured or contaminated by splashes or spills and can spread bacteria Canvas shoes stain easily, can harbor bacteria, and are not supportive
OTHER	Posture	Maintain good posture	Good posture helps you avoid injury and strain
	Miscellaneous	No gum or candy No tobacco odors Cover visible tattoos	Anything that can distract patients or co-workers should be avoided

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 Institute 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 Institute 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 and allied health 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 Institute.

TRANSCRIPTS

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 Institute computer system. Permanent records are kept in paper form, microfiche, or microfilm and backed up on disc and tape. The Institute 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 obligations (i.e., tuition and fees due to the University are paid current per the student's financial agreement). Diplomas will be released to students who are current with their financial obligations upon completion of their school program.

Students are provided an official transcript free of charge upon completing graduation requirements as stated in the previous paragraph. Normal processing time for transcript preparation 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 forty-five (45) days of the day the institution receives a request for access. Students should submit written requests to the institution president 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.

Directory Information

The institution has designated certain information contained in the education records of its students as Directory Information for purposes of FERPA. Directory Information at this institution includes:

- Name
- Address
- Telephone numbers
- Major and/or minor fields of study
- Diploma/Degree sought
- Expected date of program completion
- Expected date of graduation
- Diplomas/Degrees conferred
- Awards and Honors
- Dates of attendance
- Previous institutions attended
- Participation in officially recognized activities
- Photograph

Directory information may be disclosed by this institution for any purpose, without the prior consent of a student, unless the student has forbidden disclosure of such information in writing. Students wishing to prevent disclosure of the designated directory information must file written notification to this effect with the Registrar’s Office. In the event that such written notification is not filed, the institution assumes that the student does not object to the release of the directory information.

Additional FERPA information is available from the institution’s **Business Office**.

STUDENT GRIEVANCE PROCEDURES

Persons seeking to resolve classroom problems or complaints should first contact their instructor and if the problem persists, the Program Director. Unresolved complaints should be made to the Academic Dean. For other types of grievances, the student should contact the person in charge of the appropriate department. Students who feel that the complaint has not been adequately addressed should contact the Campus 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 or contact the President and Chief Operating Officer, Everest Florida, 3012 U.S. Highway 301North, Suite 1000, Tampa, Florida, 33619, 813-635-1900, ext. 103, 813-246-5226 (fax).

If a student feels that the Institute has not adequately addressed a complaint or concern, the student may consider contacting the Accrediting Council or the Commission for Independent Education:

Accrediting Council for Independent Colleges and Schools 750 First Street, N.E., Suite 980 Washington, DC 20002-4241 (202) 336-6780	Florida Commission for Independent Education Department of Education 325 West Gaines Street, Suite 1414 Tallahassee, FL 32399 (800) 224-6684
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MODIFYING PROGRAMS AND CHARGES

The Institute 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 is 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.

ALLIED HEALTH STUDENT DISCLOSURE - CRIMINAL BACKGROUND CHECK

Allied health and nursing 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 certain allied health programs will be subjected to a criminal background check which will include:

- 2 name searches (1 additional AKA)
- 1 Social Security trace – address trace report
- 1 statewide sex offender search
- 1 OIG search (Medicare/Medicaid related fraud)
- 1 Federal Search or 1 jurisdiction

The fee for this background check will be covered by financial aid for those who qualify.

Clearance for allied health 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 ten (10) 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. It is the student's responsibility to contact Intellisense to verify conditions. The Institute cannot contact Intellisense.

CAMPUS SECURITY AND CRIME AWARENESS POLICIES

As required by Public Law 101-542, as amended by Public Law 102-325, Title II, Crime Awareness and Campus Security Act of 1990, Section 294, Policy and Statistical Disclosures, Everest Institute has established policies regarding campus security.

The Institute 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, and 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 Institute 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 Institute 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 Institute 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 Institute 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.

STATISTICAL INFORMATION

The Institute is required to report to students and employees the occurrence of various criminal offenses on an annual basis. Prior to October 1st of each year, the Institute 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 regarding 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.

FINANCIAL INFORMATION

STATEMENT OF FINANCIAL OBLIGATION

A student who has applied, is accepted, and has begun classes at the Institute 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 Institute, including damage to Institute property, library fines, and payment of tuition and fees, is subject to exclusion from any or all of the usual privileges of the Institute.

PAYMENT POLICY

The Institute 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 Institute 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 Institute. 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.

TEXTBOOKS

Textbooks and workbooks are sold through the bookstore in accordance with official Institute policies. At the time of issuance, textbooks become the responsibility of the students. The Institute 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 Institute 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 Institute until the student has been accepted for admission by an official of the Institute. If the applicant is not accepted by the Institute, 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 fourteenth (14th) day following the signing of the enrollment agreement or within the cancellation period specified in the state refund policy whichever is longer. Applicants who have not visited the Institute 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 Institute 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. 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 Institute 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 Institute 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 Institute prior to the end of the Institute'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 Institute 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 Institute must complete both a "Return to Title IV" and a refund calculation.

- First, if the student is a Title IV recipient, the Institute 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 Institute, 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 in a following section.
- Second, The Institute 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 Institute.

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 Institute 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 the official withdrawal as explained in the Official Withdrawals section. 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 Institute.

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 is 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 Competitiveness Grants for which a Return of Funds is required
10. National Smart Grants for which a return of funds is required
11. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required

Return of Unearned SFA Program Funds

The Institute 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 Institution will perform a pro-rata refund calculation for first-time students who terminate their training after the Add/Drop Period but before completing more than 60% of the period of enrollment. Under a pro-rata refund calculation, the Institution 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 institution 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 Institution 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. **Students who terminate their training during the Add/Drop period will receive a 100% refund.**

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 are based on the charges for the portion of the academic year completed rather than on the portion of the quarter completed.

STUDENTS CALLED TO ACTIVE MILITARY DUTY

Newly Admitted Students

Students who are newly admitted to the school and are called to active military duty prior to the first day of class in their first term/module shall receive a full refund of all tuition and fees paid. Textbook and equipment charges shall be refunded to the student upon return of the textbooks/unused equipment to the school.

Continuing Students

Continuing students called to active military duty are entitled to the following:

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

Note: The pro rata refund will be calculated as follows:

The total number of scheduled classroom hours up to and including the student's LDA divided by the total number of classroom hours in the program.

Continuing Modular Diploma Students

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

INSTITUTIONAL REFUND POLICY FOR CONTINUING STUDENTS IN QUARTER-BASED PROGRAMS

The refund policy is used to determine how much of the tuition and fees the institution has earned after a student withdraws. The institution will make refund determinations for all tuition and fees in accordance with the following schedule:

For Withdrawal During	Refunded to the Student	Amount Retained by the Institution
Institutional Drop/Add Period	100%	0
After Institutional Drop/Add Period up to and including 25% of the Quarter	25%	75%
After 25% of the Quarter	0	100%

STUDENT FINANCING OPTIONS

The Institute 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 Institute'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 Institute.

Student Eligibility

- Being a U.S. citizen, a permanent resident, or in the United States for other than temporary purposes. Acceptable visas include the I-551, I-151, or I-94 if it is stamped refugee, indefinite parole, humanitarian parole, Cuban-Haitian entrance or asylum granted. If you have another visa type, the Student Finance Office will help you determine whether you are eligible.
- Being enrolled in an eligible program.
- Being in attendance at least half-time (for certain programs).
- Not owing a refund on a federal grant or being in default on a federal educational loan.
- Having a valid social security number.
- Making satisfactory academic progress.
- Being registered for the draft with the Selective Service, if you are a male who is at least 18 years old and born after December 31, 1959.
- Not being currently enrolled in high school.
- Not having previously received a Bachelor's degree (applies to Federal Supplemental Educational Opportunity Grant (FSEOG) and Federal Pell programs).

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 Institute's Student Financial Planning Brochure, the Institute'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 or by calling the Federal Student Aid information center at 1-800-433-3243.

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 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.

The 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.

The 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 borrow up to the cost of their dependent student's education minus any other aid the student is eligible for. The interest rate is 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 LOAN PROGRAMS

If your primary financing option does not fully cover your program costs, alternative financing options can help bridge that financial gap. Private loan programs are convenient, affordable and easy to use.

- There are alternative loans provided by private lenders.
- The interest rate is variable and the loan approved and origination fees are based on credit.
- Repayment begins six months after graduation, leaving school or dropping below half-time status.
- Student may apply on their own or with a co-borrower.

Please refer to Student Financial Planning brochure and for further information or please see one of the Student Finance Planners.

GRANTS AND SCHOLARSHIPS

Florida Student Assistance Grant (FSAG)

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

Florida Bright Futures Scholarship Program

The Florida Bright Futures Scholarship Program establishes a lottery-funded scholarship to reward any Florida high school graduate who merits recognition of high academic achievement and who enrolls in an eligible Florida public or private post-secondary educational institution within three years of high institution graduation. The program affects high institution graduates as well as current award recipients who are now attending a post-secondary institution in Florida. The Bright Futures Scholarship Program is the umbrella program for all state-funded scholarships based on academic achievement in high institution. This program restructured the two existing programs--the Florida Undergraduate Scholars' Program (now the Florida Academic Scholars Award) and the Gold Seal Vocational Endorsement Scholarship Program (now the Florida Gold Seal Vocational Scholars Award)--and added a third award--the Florida Merit Scholars Award. For graduates, the law does not change eligibility criteria currently in place for the Undergraduate Scholars' Program or the Gold Seal Vocational Endorsement Scholarship Program.

Eligibility criteria for the scholarship awards vary based on cumulative high institution grade point average and SAT or ACT scores and are available at all local high institutions or through the Student Finance Department. Applications are distributed to potential applicants by high institution guidance counselors or by contacting the Technical Assistance Unit of the Florida Department of Education at 1-888-827-2004. The award levels for the three types of scholarships are as follows:

- Florida Academic Scholars Award - an award equal to the amount required to pay tuition, fees, and \$600 annually (prorated if part time) for college-related expenses. A student who is enrolled in a non-public post-secondary institution is eligible for an award equal to the amount that would be required to pay for the average tuition and fees of a public post-secondary education institution at the comparable level, plus the annual \$600. The award may cover up to 45 semester or 67 quarter credit hours per academic year. A 3.0 cumulative GPA is required for renewal of the award each year. If a student receiving the award fails to achieve a 3.0 GPA in college but makes a 2.75 or higher, he or she will automatically be transferred to the Florida Merit Scholars Award level for the remainder of the college career.
- Florida Merit Scholars Award - an award equal to the amount required to pay 75% of tuition and fees for up to 45 semester or 67 quarter credit hours per year. A student enrolled in a non-public post-secondary education institution is eligible for an award equal to the amount that would be required to pay 75% of the average tuition and fees of a public post-secondary education institution at the comparable level. A 2.75 cumulative GPA is required for renewal of the award each year.
- Florida Gold Seal Vocational Scholars Award - an award equal to the amount required to pay 75% of tuition and fees. A student who is enrolled in a non-public post-secondary institution is eligible for an award equal to the amount that would be required to pay 75% of the average tuition and fees of a public post-secondary education institution at the comparable level. Awards are for up to 45 semester or 67 quarter credit hours per academic year. This is a two-year scholarship. A student may

use the scholarship for up to 90 semester or 135 quarter credit hours. However, a recipient may become eligible to continue to a four-year degree by transferring to a Merit Scholars award upon being accepted into an upper division program and having maintained a 2.75 or higher GPA. A Gold Seal Vocational Scholar may not transfer to an Academic Scholars award. A 2.75 cumulative GPA is also required for renewal of the Gold Seal award each year.

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.

Florida Association of Proprietary Institutions and Colleges (FAPSC) Scholarship

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

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 Institute 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 Institute 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 Institute 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

Everest Institute maintains an active Career Services Office to assist graduates in locating entry-level, educationally related career opportunities. The Career Services Office works directly with business, industry, and program advisory committee members to assist all students with access to the marketplace. This placement assistance is accomplished not only by

presentation of graduates as potential career professionals to industry but also through aiding in the graduates' development of a positive self-image and in assessing competencies, strengths, and career expectations.

Although the Institute does not, in any way, guarantee employment, it is the goal of the Career Services Office to help all students realize a high degree of personal and professional development and successful employment.

Specific information on job opportunities and basic criteria applicable to all students and graduates utilizing placement services is available in the Career Services Office.

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 Institute.

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 Institute, 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 career 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.

PHOTO IDENTIFICATION BADGES

For security purposes, all students are required to wear a photo identification badge. This badge is issued by the Institute and is free of charge. Lost badges must be replaced and a small fee will be charged.

COMMUNITY SERVICE

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.

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)
- Association of Surgical Technologists (AST)
- American Society of Health-System Pharmacists (ASHP)

- American Academy of Professional Coders (AAPC)

Registered Medical Assistant (RMA) Exam: The Institute 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 Institute is certified to administer this on-line exam and offers a review session the Saturday before the exam.

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.

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.

PROGRAMS BY LOCATION

PROGRAM	FORT LAUDERDALE	HIALEAH	KENDALL	MIAMI
Diploma Programs				
Medical Administrative Assistant	<input checked="" type="checkbox"/>			
Medical Assisting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Medical Insurance Billing and Coding	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Patient Care Technician	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
Pharmacy Technician	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Surgical Technologist		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Associate in Science Degree Programs				
Accounting			<input checked="" type="checkbox"/>	
Applied Management		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Business		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criminal Investigations			<input checked="" type="checkbox"/>	
Criminal Justice		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

MODULAR PROGRAMS



Medical Administrative Assistant

Diploma program

Ft. Lauderdale campus

8 months – 720 hours – 47 credit units

V 1

The objective of the Medical Administrative Assistant Program is to prepare students for entry-level positions as medical administrative assistants in a variety of health care settings. Students study various administrative procedures related to the medical office. Students will learn accounting functions essential to a medical environment, set up patient records and maintain all filing and record keeping, basics of coding with CPT and ICD-9 codes, preparation and processing insurance claims, dictation and transcription, correspondence and mail processing and computerized practice management.

The Medical Administrative Assistant Program is designed to prepare students for entry-level positions as medical administrative assistants in a variety of health care settings. Students study various administrative procedures related to the medical office, including patient processing and assessment, processing medical insurance claims, bill collections, and general office procedures utilized in various medical offices. In addition to acquiring manual and hands-on administrative skills, the program is designed to teach students computer and keyboarding skills which enables them to become familiar with the computerized technology that is becoming more visible in the twenty-first century medical office environment.

Module	Module Title	Total Clock Hours	Quarter Credit Units
Module A	Office Finance	80	6.0
Module B	Patient Processing and Assisting	80	6.0
Module C	Medical Insurance	80	6.0
Module D	Insurance Plans and Collections	80	6.0
Module E	Office Procedures	80	6.0
Module F	Patient Care and Computerized Practice Management	80	6.0
Module G	Dental Administrative Procedures	80	6.0
Module X	Medical Administrative Assistant Externship	160	5.0
	TOTAL	720	47.0

Major Equipment: Autoclave, Calculators, Personal Computers, Patient Examination Table, Stethoscopes, Sphygmomanometer, Transcription Machine

<p>Module A: Office Finance Module A introduces accounting functions essential to a medical environment. Students learn basic bookkeeping procedures and apply them to a bookkeeping project and accounting system. Students will also complete assignments writing payroll checks and keeping check registers. Patient billing is an integral portion of the module, including tracing delinquent claims and insurance problem solving. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in your new job so that you can advance in your career. They also become familiar with essential medical terminology. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0</p>	6.0 Quarter Credit Hours
<p>Module B: Patient Processing and Assisting In Module B, students learn to set up patient records and maintain and organize them manually and electronically. Students become familiar with records management systems and develop skills in alphabetic filing and indexing, and appointment scheduling. The basics of health insurance are introduced, as well the basic of coding with CPT and ICD-9 codes. Students are trained in vital signs, and a cardiopulmonary resuscitation (CPR) course is taught. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0</p>	6.0 Quarter Credit Hours
<p>Module C: Medical Insurance Module C develops student proficiency in preparing and processing insurance claims. Students study insurance programs, including HMOs, PPOs, and worker's compensation plans. National coding systems used for claims processing are studied. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. Students are given hypothetical insurance billing situations and select appropriate forms, codes, and procedures to process insurance claims for optimal reimbursement. Office & insurance collection strategies are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist you in being successful in the medical field. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0</p>	6.0 Quarter Credit Hours

<p>Module D: Insurance Plans and Collections</p> <p>Module D develops student proficiency in preparing and processing insurance claims. The Medicaid, Medicare, TRICARE, and CHAMPVA programs are discussed. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. They also focus on important aspects of the collection process including collection letters, telephone calls, and collection servicing agencies. They will also learn about Occupational Safety and Health Administration (OSHA) standards and the use of universal precautions in the medical office. Medical ethics and law are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately. Lecture Hours: 40.0 Computer/Key-boarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module E: Office Procedures</p> <p>In Module E, students are introduced to dictation and transcription. Emphasis is also placed on correspondence and mail processing, health information management and the medical facility environment. Students will also become familiar with disability income insurance and legal issues affecting insurance claims. In addition, students learn about the Health Insurance Accountability and Portability Act (HIPAA). Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module F: Patient Care and Computerized Practice Management</p> <p>Module F emphasizes computerized practice management, including file maintenance, patient records, bookkeeping and insurance. Students will learn the health insurance claim form and managed care systems. Hospital billing is introduced this module. Students will also learn about the history of the healthcare industry and the Medical Assisting Profession. In addition, students learn basic techniques for taking patients vital signs. They learn OSHA standards and the use of universal precautions in the medical office. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to become and learn from mentoring. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module G: Dental Administrative Procedures</p> <p>Module G focuses on basic administrative procedures performed in the dental office. Students are introduced to the dental health team with emphasis on the tasks performed by the administrative support staff. Specialized procedures including appointment scheduling, bookkeeping, dental charting, processing patients, insurance billing and coding, and law and ethics are presented. Students are also given an introduction to radiography and radiation safety. Students will do vital signs. They discuss interpersonal skills and human relations, telephone techniques, and patient reception techniques. Students build on keyboarding and word processing skills, become familiar with essential dental terminology, and become familiar with the self-directed job search process by learning how to dress for success. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module X – Medical Administrative Assistant Externship</p> <p>Upon successful completion of modules A through G, students participate in a 160-hour externship at an approved facility. This course is 160 hours of supervised, practical, in-service experience in a medical office or clinic in which the student practices direct application of all administrative functions of the medical administrative assistant. Lecture Hours: 0.0 Computer/Keyboarding Hours: 0.0 Spelling/Skillbuilding Hours: 0.0 Other Hours: 160</p>	<p>5.0 Quarter Credit Hours</p>



Medical Assisting

Diploma Program

All Campuses

8 Months – 720 Clock Hours – 47 Credit Units

V1

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

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

<p>Module C - Medical Insurance, Bookkeeping, and Health Sciences</p> <p>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</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module D - Cardiopulmonary and Electrocardiography</p> <p>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</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module E - Laboratory Procedures</p> <p>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</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module F - Endocrinology and Reproduction</p> <p>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</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module G - Medical Law, Ethics, and Psychology</p> <p>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</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module X – Externship</p> <p>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</p>	<p>5.0 Quarter Credit Hours</p>



MEDICAL INSURANCE BILLING AND CODING

Diploma Program

All Campuses

8 Months – 720 Clock Hours – 47 Credit Units

V2

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 Genitourinary 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: 040 Lab Hrs: 040 Other Hrs: 000

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: 040 Lab Hrs: 040 Other Hrs: 000

Module MIBGU – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural 6.0 Quarter Credit Hours

Coding of the Genitourinary 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: 040 Lab Hrs: 040 Other Hrs: 000

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: 040 Lab Hrs: 040 Other Hrs: 000

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: 040 Lab Hrs: 040 Other Hrs: 000

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: 040 Lab Hrs: 040 Other Hrs: 000

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: 040 Lab Hrs: 040 Other Hrs: 000

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 MEBINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN. Lec Hrs: 000 Lab Hrs: 000 Other Hrs: 160



Patient Care Technician

Diploma Program

Fort Lauderdale, Miami Campuses

8 Months – 720 Clock Hours – 51 Credit Units

V2

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: 060 Lab Hrs: 020 Other Hrs: 000

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: 080 Lab Hrs: 000 Other Hrs: 000

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: 040 Lab Hrs: 040 Other Hrs: 000

<p>Module D – Patient Care Skills II</p> <p>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: 040 Lab Hrs: 040 Other Hrs: 000</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module E – Electrocardiography and CPR</p> <p>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: 040 Lab Hrs: 040 Other Hrs: 000</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module F – Phlebotomy and Electrocardiography</p> <p>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: 040 Lab Hrs: 040 Other Hrs: 000</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module G – Physical and Occupational Therapy and Clerical Skills II</p> <p>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: 060 Lab Hrs: 020 Other Hrs 000</p>	<p>7.0 Quarter Credit Hours</p>
<p>Module X – Externship</p> <p>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: 000 Lab Hrs: 000 Other Hrs: 160</p>	<p>5.0 Quarter Credit Hours</p>



Pharmacy Technician

Diploma Program

All Campuses

8 Months – 720 Clock Hours – 47 Credit Units

V1

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

<p>Module C - History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear and Oncology Pharmacy Practice 6.0 Quarter Credit Hours</p> <p>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. Prerequisites: None. Lec. Hrs. 040 Lab Hrs. 040 Other Hrs. 000</p>
<p>Module D - Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses 6.0 Quarter Credit Hours</p> <p>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. Prerequisites: None. Lec. Hrs. 040 Lab Hrs. 040 Other Hrs. 000</p>
<p>Module E - Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System 6.0 Quarter Credit Hours</p> <p>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. Prerequisites: None. Lec. Hrs. 040 Lab Hrs. 040 Other Hrs. 000</p>
<p>Module F - Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System 6.0 Quarter Credit Hours</p> <p>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. Prerequisites: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>
<p>Module G - Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System 6.0 Quarter Credit Hours</p> <p>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. Prerequisites: None. Lec. Hrs. 040 Lab Hrs. 040 Other Hrs. 000</p>
<p>Module X - Clinical Externship 5.0 Quarter Credit Hours</p> <p>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</p>



SURGICAL TECHNOLOGIST

Diploma Program

Hialeah and Kendall Campuses

13 Months – 1220 Clock Hours – 76.5 Credit Units

V1

The surgical technologist possesses the appropriate expertise in the theory and application of sterile and aseptic technique and combines the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures. In order to gain an understanding of the theory and the hands on skills required of the surgical technologist, this 1220-hour program is based upon those skills required of today's Certified Surgical Technologist and ARC-ST.

Students must document a total of eighty (80) procedures in the first scrub solo role or with assist and fifty-five (55) of these procedures must be in the five core areas of General, Orthopedics, ENT, Gynecology and Genitourinary. The twenty five (25) remaining procedures will be in the specialty areas. 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 CST, or Certified Surgical Technologist.

The objective of the Surgical Technologist Program is to provide the student with the appropriate didactic theory and hands-on skills in required and necessary, to prepare them for entry level positions as certified surgical technologists in today's health care centers clinics, and facilities. The goal and objective of this 1220-hour program is preparation of the student to be a competent entry level Surgical Technologist by achievement and demonstration of learning within the following three domains; cognitive (knowledge), affective (behavior), and psychomotor (skills).

The Surgical Technologist program provides the student with the theory and hands-on applications, upon successful completion of this program, the graduate will be required to perform the following tasks:

- Demonstrate an understanding of the basic principles and practices of surgical technology, including how it relates to the operating room environment, medical law and ethics, communications and interpersonal skills, and safety.
- Recognize, spell, define, and use appropriate medical terminology as part of the study of anatomy and physiology, physics, electricity, robotics, computers, microbiology and infection control.
- Use appropriate medical and surgical asepsis and patient care skills, including those required in universal precautions, pre- and post-operative care, scrubbing, gowning, and gloving, surgical positioning, and draping and prepping a patient for surgery.
- Demonstrate an understanding of surgical pharmacology, including anesthesia, drugs and solutions, use, care, and precautions in drugs, drugs used before, during, and after surgery, and how to deal with surgical emergencies requiring emergency drugs.
- Identify the names, use, and handling of surgical supplies, instruments, and operating room furniture and equipment.
- Accurately create and maintain an instrument count.

Demonstrate the surgical technologist's role as it relates to "scrubbing in" for the following cases: those involving diagnostic procedures, general surgery, gastrointestinal surgery, obstetrics and gynecological surgery, genitourinary surgery, ear, nose, and throat surgery, ophthalmic surgery, plastic surgery, orthopedic surgery, neurosurgery, thoracic surgery, and cardiovascular and peripheral vascular surgery.

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	Gowns, Gloves, Masks, Caps, and Sheets
Anesthesia (Gas) Machine, Intravenous Pole	Recovery Room Table, Catheters
Basic Surgical Instruments (Major and Minor Surgical Set-Ups)	Skeleton, Head and Torso, and Heart Instructional Aids
Antiseptic Soap and Soap Dispensers, Brushes	Draping Materials, Blood Pressure Devices
Scrub Sinks, Mayo Stand and Prep Stand	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: 040 Lab Hours: 040 Other Hours: 000	
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



ACCOUNTING

Associate Degree Program
Kendall campus
24 Months – 96 Credit Units

V 1

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

Course Code		Course Title	Associate Degree Quarter Credit Hrs.	
COLLEGE CORE REQUIREMENTS				
SLS	N105	Strategies for Success	4.0	
CGS	N 167C	Computer Applications	4.0	
SLS	N 321	Career Skills	2.0	
Associates students choose 8 credits from the following:				
LIS	N 004	Introduction to Internet Research	2.0	
MAN	N 031	Let's Talk Business	2.0	
OST	N 335	Business Communications	4.0	
MTB	N 103	Business Math	4.0	
OST	N 141L	Keyboarding	2.0	
CGS	N 510C	Applied Spreadsheets	4.0	
			TOTAL QUARTER CREDIT HOURS	18.0
MAJOR CORE REQUIREMENTS				
APA	N 111	Principles of Accounting I	4.0	
APA	N 121	Principles of Accounting II	4.0	
APA	N 161	Introductory Cost/Managerial Accounting	4.0	
ACG	N 021	Introduction to Corporate Accounting	4.0	
APA	N 141	Computerized Accounting	4.0	
ACO	N 806	Payroll Accounting	4.0	
ACG	N 551	Non-Profit Accounting	4.0	
TAX	N 000	Tax Accounting	4.0	
MAN	N 030	Introduction to Business Enterprise	4.0	
BUL	N 131	Applied Business Law	4.0	
Choose two courses from the following:				
CGS	N 510C	Applied Spreadsheets	4.0	
FIN	N 103	Introduction to Finance	4.0	
ACG	N 178	Financial Statement Analysis	4.0	
MAN	N 021	Principles of Management	4.0	
				48.0
GENERAL EDUCATION CORE REQUIREMENTS				
ENC	N 101	Composition I	4.0	
ENC	N 102	Composition II	4.0	
MAT	N 033	College Algebra	4.0	
PSY	N 012	General Psychology	4.0	
SPC	N 016	Oral Communications*	4.0	
AML	N 000	Introduction to American Literature	4.0	
EVS	N 001	Environmental Science	4.0	
SLS	N 505	Basic Critical Thinking	2.0	
			TOTAL QUARTER CREDIT HOURS	30.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				96.0

*Online students will take SPCP2300- Interpersonal Communications



APPLIED MANAGEMENT
 Associate Degree Program
 Hialeah, Kendall and Miami campuses
 24 Months – 96 Credit Units

V 1

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

Course Number	Course Name	Total Quarter Credit Hours
College Core Requirements		
SLS 1105	Strategies for Success	4.0
SLS 1321	Career Skills	2.0
CGS 2167C	Computer Applications	4.0
Total Credit Hours		10.0
Major Core Requirements – All Concentrations		
MAN 1030	Introduction to Business Enterprise	4.0
MAN 2021	Principles of Management	4.0
APA 2111	Principles of Accounting I	4.0
BUL 2131	Applied Business Law	4.0
Major Core Electives		36.0
Associate's students choose 8 units from the following:		
MAN 2300	Introduction to Human Resources	4.0
FIN 1103	Introduction to Finance	4.0
MAR 2305	Customer Relations and Servicing	4.0
MAR 1011	Introduction to Marketing	4.0
SBM 2000	Small Business Management	4.0
Total Credit Hours		60.0
General Education Requirements		
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
MAT 1033	College Algebra	4.0
SLS 1505	Basic Critical Thinking	2.0
PSY 2012	General Psychology	4.0
ECOP 1021	General Economics	4.0
EVS 1001	Environmental Science	4.0
Total Credit Hours		26
Total Credit Hours Required for Graduation		96

*Major Core Electives: Credit will be applied from the student's previously completed certificate, diploma, or associates program. Students who have fewer than 36 transferable major core credits will be required to select additional courses from the business and management areas.



BUSINESS

Associate Degree Program

Hialeah, Kendall, and Miami Campuses

24 Months – 970-1,010 Clock Hours – 96 Credit Units

V2-0

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	N312	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 ADDITIONAL 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



CRIMINAL INVESTIGATIONS

Associate Degree Program

Kendall Campus

24 Months – 970 Clock Hours – 96 Credit Units

V1

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.

College Core Requirements			Quarter Credit Hrs
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
The students will select 16 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 Core 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

Associate Degree Program

Kendall and Miami Campuses

24 Months – 970 Clock Hours – 96 Credit Units

V1

The Criminal Justice program provides a broad understanding of the criminal justice system and prepares graduates for entry-level career opportunities in 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	
CCJP	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

COURSE DESCRIPTIONS – ASSOCIATE IN SCIENCE DEGREE PROGRAMS

<p>ACG N021 Introduction to Corporate Accounting 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</p>	<p>4.0 Quarter Credit Hours</p>
<p>ACG N178 Financial Statement Analysis 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</p>	<p>4.0 Quarter Credit Hours</p>
<p>ACG N551 Non Profit Accounting In this course the student explores accounting systems unique to non-profit organizations. Accounting principles for hospitals and educational organizations are examined. Prerequisite: ACG 2021 Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.</p>	<p>4.0 Quarter Credit Hours</p>
<p>ACO N806 Payroll Accounting This course provides students with a working knowledge of payroll laws, principles, practices, methods and systems. Students gain hands-on experience performing the payroll function. Prerequisite: APA 2111. Lecture Hrs: 30. Lab Hrs: 20. Other Hrs: 0.</p>	<p>4.0 Quarter Credit Hours</p>
<p>AML N000 Introduction to American Literature This course concentrates on the major writers of Modern American literature. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000</p>	<p>4.0 Quarter Credit Hours</p>
<p>APA N111 Principles of Accounting I 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</p>	<p>4.0 Quarter Credit Hours</p>
<p>APA N121 Principles of Accounting II 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</p>	<p>4.0 Quarter Credit Hours</p>
<p>APA N141 Computerized Accounting This course emphasizes the practical application of fundamental accounting principles through the use of automated accounting software. Students will gain experience in integrated software designed to handle general ledger, accounts payable, accounts receivable, financial statement analysis, fixed assets, sales order processing, inventory, and payroll. Prerequisite: APA 2121. Lecture Hrs: 30. Lab Hrs: 20. Other Hrs: 0.</p>	<p>4.0 Quarter Credit Hours</p>
<p>APA N161 Introductory Cost/Managerial Accounting 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</p>	<p>4.0 Quarter Credit Hours</p>
<p>BSC N080 Anatomy and Physiology of Body Systems 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: HSC 1239. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.</p>	<p>4.0 Quarter Credit Hours</p>
<p>BUL N131 Applied Business Law 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</p>	<p>4.0 Quarter Credit Hours</p>
<p>BUL N261 International Business Law 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.</p>	<p>4.0 Quarter Credit Hours</p>
<p>CCJ N017 Criminology 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</p>	<p>4.0 Quarter Credit Hours</p>
<p>CCJ N024 Introduction to Criminal Justice 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</p>	<p>4.0 Quarter Credit Hours</p>
<p>CCJ N288 Spanish for the Criminal Justice Professional 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</p>	<p>4.0 Quarter Credit Hours</p>
<p>CCJ N306 Introduction to Corrections 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</p>	<p>4.0 Quarter Credit Hours</p>
<p>CCJ N358 Criminal Justice Communications 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</p>	<p>4.0 Quarter Credit Hours</p>
<p>CCJ N610 Criminal Investigations 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</p>	<p>4.0 Quarter Credit Hours</p>

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	
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 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	
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 No24. 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 No24. 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	
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.	

HSC 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.	
HIM 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 2167C . Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 0.0.	
HIM N260C 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: HIM 2272. Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 0.0.	
HIM N270C 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: HIM N272. Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 0.0.	
HIM N272 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: HSC N239. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.	
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 N031 Let's Talk Business	2.0 Quarter Credit Hours
Designed to provide opportunities through reading, discussions, and exercises for students to improve their proficiency as communicators in business environments. Prerequisites: None. Lecture Hrs. 020 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	
MAN N733 Management Today	4.0 Quarter Credit Hours
Examines and reviews classical and contemporary managerial thought in strategy formulation, planning, leadership, and decision-making. Use of case studies emphasizes today's managerial practices. Prerequisites: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0	

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	
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	
OSTP 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	
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 Basic 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	
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	
TAX N000 Tax Accounting	4.0 Quarter Credit Hours
This is a survey course covering the laws, procedures, returns, and subsidiary schedules involved in the preparation of Federal personal tax returns. Prerequisites: None. Lecture Hrs: 30. Lab Hrs: 20. Other Hrs: 0.	

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

APPENDIX A: FACULTY AND ADMINISTRATION

FORT LAUDERDALE CAMPUS		
ADMINISTRATION		
Edward, Galizia, Jr.	Campus President	
Shea, Calvin	Director of Admissions	
Dariarow, Esmail	Academic Dean	
Sova, Clint	Director of Student Finance	
Chandarlapaty, Sujatha	Director of Career Services	
ACADEMIC PROGRAM DIRECTORS		
Blake, Nakia	Patient Care Technician	A.A., A.S., Broward Community College; R.N., State of Florida
Caraballo, Yovanna	Medical Assisting	A.A.S. Northwestern Business College; B.G.S. North Park University; M.B.A. American Intercontinental University
Moore, Piper-Marie	Medical Insurance Billing and Coding	M.I.B.C. Diploma, FastTrain ; Certified Insurance and Coding Specialist
FACULTY		
Baca, Ximena	Medical Insurance Billing and Coding	NCCT Certified Insurance/Coding Specialist L.M.T. Lindsey-Hopkins, Miami, FL
Blake, Jennifer	Medical Assisting	Diploma, National School of Technology
Colby, Blair	Medical Assisting Lab Technician	Diploma, National School of Technology,
DePass, Lori	Medical Insurance Billing and Coding	Medical Office Assistant Certificate, Queensborough Community College; Billing and Coding Certificate, Roxbury Institute
Doctor, Myrtle	Patient Care Technician	Nursing Certificate, Atlantic Vo-Tech; L.P.N. State of Florida
Duffie, Sarah	Medical Insurance Billing and Coding	NHA Certified Billing and Coding Specialist
Hill, Margaret	Pharmacy Technician	M.H.A., Florida Atlantic University, B.S. Biology, University of Central Florida; CPhT
Lazarut, Lucian	Medical Assisting	M.D. University of Medicine and Pharmacy, Targu Mures, Romania
Mendez, Giovanna	Patient Care Technician	A.A.S. Nursing, Palm Beach Community College
Milligen, Alicia	Medical Assisting	Nursing Certificate, McFatter Tech Center; L.P.N. State of Florida
Morris, Meredith	Medical Insurance Billing and Coding	Medical Coding & Billing Specialist and Office Systems Technician, Florida Career College
Sanders, Towana	Patient Care Technician	Nursing Diploma, Caribbean Training; L.P.N. State of Florida
Scott, Nicole	Pharmacy Technician	B.S. Pre-Med Biology, Florida Atlantic University; A.A. Pharmacy, Broward Community College; CPhT
Serrano, Candice	Pharmacy Technician	Enrolled M.S. Biology program, Florida Atlantic University; CPhT
Williams, Donna	Medical Assisting	M.M.S. and B.S. Nova Southeastern University

HIALEAH CAMPUS		
ADMINISTRATION		
Chris Tilley	Campus President	
Kinney, Audra	Academic Dean	
Alonso, Daniel,	Director of Admissions	
Campos, Xiomara	Director of Student Finance	
Mauri, Juan	Director of Student Accounts	
Fortune, Vesly	Director of Career Services	
Katwaroo, Adrian, M.D.	Director of Student 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 and Criminal Investigations	M.S., Florida International University; B.S., Florida State University
Katwaroo, Adrian, M.D.	Cardiovascular Technologist	M.D., University of St. Domingo
Grant, Tracie	Surgical Technologist	Specialized Associates Degree in Surgical Technology National School of Technology
Estrada-Marina, Marc A.	Medical Assisting	M.B.A. University of Phoenix, Certified Medical Assisting (NCCT)
Moran, Maria Carmen	Medical Insurance Billing and Coding	B.L.S., Barry University; R.M.A., N.C.C.T., Certification
Manuel, Vicente	Diagnostic Cardiac Sonographer	M.D., University of De Los Andes, Merida, Venezuela
FACULTY		
Abraham, Melissa	Pharmacy Technician	C.PH.T., National School of Technology
Arjona, Rosa Aurora	Criminal Justice	B.S., M.S., Florida International University

Ahumada, Carolina	Medical Assisting	Diploma, Florida Career College
Aguilar, Gloria	Surgical Technologist	S.T., Lindsey Hopkins Technical Education Center
Baez, Ana	General Education	M.S., Information Technology, Barry University
Balbuena, Milagros	Medical Insurance Billing and Coding	Diploma, Medical Insurance Billing and Coding, National School of Technology
Bustios, A. Gustavo	General Education	B. S., New Jersey Institute of Technology; M.B.A., Harvard Institute for International Development
Chirino, Leslye	Medical Insurance Billing and Coding	Diploma, Pharmacy Technician, Everest Institute
Correa, Carlos	Medical Assisting	M.D., University of Buenos Aires
Deveaux, M. Cecilia	General Education	Doctor of Science Education Curtin University
Diaz, Rosana	Medical Assisting	Medical Assistant Degree, Hialeah Technical Institute
De La Cruz, Ramon	Pharmacy Technician	Diploma, Pharmacy Technician, National School of Technology
Dipace, Peter	Criminal Justice	J.D., St. Thomas University School of Law, Miami, Florida
Drane, Sherman	Medical Assisting	Diploma, National Education Center
Hernandez, Fernando	Business	Master of Science in Management, St. Thomas University, FL
Flores, Gerardo	Medical Insurance Billing and Coding	A.S., Miami Dade College
Flowers, Antonio	Criminal Justice	M.S. Criminal Justice, Florida A&M University
Fundora, Yanilin	Medical Insurance Billing and Coding	Diploma, Medical Insurance Billing and Coding
Gelpi, Carmen	Medical Assisting	Medical Assistant, Specialized Associates, National School of Technology
Gonzalez, Maria del Carmen	Medical Assisting	M.D., The Higher Institute Of Medical Sciences of Camaguey
Green, Kaynell	Gen. Ed./Business	M.S., Southeastern Louisiana Univ., B.S., Florida Memorial Univ.
Grimaldo, Richard	Pharmacy Technician	Vocational Certificate of Pharmacy Technician, Miami-Dade College Medical Center Campus
Guzman, Orlando	Surgical Technologist	M.D., Nuestra Senora de La Paz University
James, Nerissa	Criminal Justice	Master of Education, Criminal Justice
Justiniano, Israel	General Education	MBA., Polytechnic University, Puerto Rico, B.S. B.A. Univ. of P.R.
Linares, Mirta	Medical Insurance Billing and Coding	Diploma, Medical Insurance Billing and Coding National School of Technology
Luna, Lucille	Medical Assisting	Diploma, Medical Assistant, Drake College of Business
Maristany, Sandra	Medical Insurance Billing and Coding	Expert in Medical Insurance Billing and Coding
Medina Marun, A.	Medical Assisting	M.D., Higher Institute of Medical Sciences
Mesa, Albert	Cardiovascular Technologist	C.V.T. National School of Technology
Merilus, Janice	Criminal Investigations	Juris Doctorate, Florida A&M University
Mola, Yenilen A.	Medical Assisting	C.M.A. Medical and Dental Training Center
Moner, Mayelin	Medical Insurance Billing and Coding	Diploma Medical Insurance Billing and Coding National School of Technology
Moreno, Liliana	Criminal Investigations	M.S., Florida International University; B.S., University of Puerto Rico
Nall, Madelys	Medical Insurance Billing and Coding	Diploma, Medical Insurance Billing and Coding National School of Technology
Naranjo, Rafael	Medical Assisting	M.D., Universidad Autonoma de Santo Domingo, Santo Domingo, Dominican Republic
Ortega, Zoila	Medical Assisting	M.D. Universidad Autonoma de Santo Domingo
Ortiz, Jose	Medical Assisting	Diploma in Medical Assisting, National School of Technology
Pinkney, Charlene M.	Criminal Justice	B.S., Florida State University J.D., Nova Southeastern University
Prine, Howard	Surgical Technologist	Certificate, Surgical Technologist, Lindsey Hopkins Technical Education Center
Ratchliffe, Iris	General Education	M.A. New York University, B.A., Brooklyn College
Richards, Viana	Medical Insurance Billing and Coding	Occupational Associates degree in Advanced Medical Assisting; National School of Technology
Ritchie, Joyce	Surgical Technologist	S.T., National School of Technology
Sanabria, Maria	Surgical Technologist	C.S.T., National School of Technology
Sheffield, Felecia D.	General Education	Ph.D., M.A. University of South Florida; A.B., University of Miami
Silva, William	Criminal Justice	M.S., Florida International University
Timothee, Jean	General Education	M.A., Brooklyn College, B.A., Brooklyn College
Trouillot, Emmanuelle E.	Medical Assisting	Diploma Medical Assistant Training, Medical Arts Training Center
Varela, Annabel	Medical Assisting	M.D., Higher Institute of Medical Services in Villa Clara Cuba
Vargas, Sujey	Pharmacy Technician	Expert in Pharmacy Tech.
Vaughn, Cherie	Pharmacy Technician	Expert in Pharmacy Tech.
Vega, Jennifer	Medical Insurance Billing and Coding	Vocational Certificate Medical Coder and Biller Specialist Miami Dade College
Wallace, Richard	Surgical Technologist	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	
Tablada, Monique	Director of Admissions	
Lodovici, Ivana	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
Menberu, Tariku	Medical Assisting	M.D., Addis Ababa University, Ethiopia
Sirven, Roberto	Medical Assisting	Doctorate in Medicine, Universidad Autonoma de Centro America
Porro, Laura	Medical Insurance Billing and Coding	M.D., Instituto Tecnologico de Santo Domingo
Gamez, Luis	Criminal Justice	B.S., M.S., Florida International University
Mardy, Hans	Business	B.B.A., M.B.A., American Intercontinental University
Mayers, Jeffrey	Criminal Investigation	B.S., M.S., Florida International University
FACULTY		
Adams, Karina	Surgical Technologist	O.A.D., National School of Technology
Amster, Rebecca	Criminal Justice	B.S., Cornell University M.S., Nova Southeastern University
Arias, Regla	Surgical Technologist	J.D., UM School of Law Diploma, Lindsey Hopkins Technical Education Center
Arjona, Rosa	Criminal Investigations and Criminal Justice	B.S., M.S., Florida International University
Bedran, Kebir	Medical Assisting	M.D., University of Cartagena Certified Medical Assistant
Bello, Barbara	Medical Insurance Billing and Coding	Diploma, National School of Technology
Bello, Leo	Medical Insurance Billing and Coding	B.A., Bauder College
Bello, Susanna	Criminal Justice	B.A., University of Wisconsin J.D., UM School of Law
Blanco Suarez, Maria	Surgical Technologist	Surgical Technician Associates Degree, Miami Dade College B.S., Florida International University
Cheema, Jamshaid	Medical Assisting	Doctorate Degree, Universidad Tecnological de Santiago-Medicine
Corbett, Dawn	Surgical Technologist Preceptor	Diploma, Temple Junior College
Delgado, Ivania	General Education	M.S.W., B.S., Florida International University
Diamond, Linda	General Education	B.S., University of Utah; M.S., University of Michigan
Diaz, Omaris	Pharmacy Technician	Certified Pharmacy Technician, Everest Institute
Fernandez, Ivis	Medical Insurance Billing and Coding	B.S., University of Havana Cuba
Garcia, Anthony	Medical Assisting	Doctorate Degree, Universidad Central de Este
Gomez, Sally	Medical Insurance Billing and Coding	Diploma, MedVance Institute
Griffin, Delisa	Medical Assisting	Certified Medical Assistant, National School of Health Sciences
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
Linares, Mirta	Medical Insurance Billing and Coding	Medical Insurance Billing and Coding Specialist, National School of Technology
Lopez, Venus	Pharmacy Technician	Diploma, National School of Technology
Love, Sharon	Medical Insurance Billing and Coding	Diploma, National School of Technology
Lynn, Janna	General Education	M.A. B.A., University of Connecticut
McKinley, Jennifer	Surgical Technologist	O.A.D., National School of Technology
Middlebrooks, Cassandra	General Education	Doctorate in Education, M.S., Nova Southeastern University
Murgado, Vicente	Surgical Technologist Preceptor	S.A.D., National School of Technology
Noguerol, Luis	Computers	M.I.T, University of Holguin
Olmo, Alberto	Surgical Technologist Preceptor	O.A.D., National School of Technology
Orue, Marcela	Medical Assisting	Diploma, 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
Perez, Giselle	Medical Assisting	O.A.D., National School of Technology
Pepper, Sandra	Pharmacy Technician	Certified Pharmacy Technician, Everest Institute
Pipper, Dawn	General Education	B.S., M.S., Barry University

Porro, Richard	Medical Assisting	Doctorate of Medicine, Nuibe Medical College
Porter, Claire	General Education	M.A., University of Memphis, B.A., University of Georgia
Ratcliffe, Iris	General Education	M.S., University of North Carolina, M.A., New York University, B.A., Brooklyn College
Rosado, Ermilo	Surgical Technologist	Doctorate of Medicine, Univerisdad Nacional Autonoma de Mexico; S.A.D., National School of Technology
Sanchez, Fulton		B.S., Universidad de Guayaquil Ecuador
Sanchez, Stephanie	Surgical Technologist	M.A., Nova Southeastern University
Schwartz, Belkys	General Education	O.A.D., National School of Technology
Tomlinson, Osrien	General Education	B.A., Florida International University
Tomlinson, Osrien	Surgical Technologist	M.S., University of Miami
Vargas, Sandra	Surgical Technologist	A.S., Miami Dade College Certified Surgical Technologist
Woolman-Kirby, Johanna	Surgical Technologist	B.S., Florida International University
Woolman-Kirby, Johanna	Criminal Justice/Criminal Investigations	Diploma, Miami Dade Community College
Woolman-Kirby, Johanna	Criminal Justice/Criminal Investigations	M.S., Carlos Albizu University, M.S., Nova Southeastern University
Yousaf, Shahbaz	Medical Assisting	Doctorate in Medicine, Universidad Nordestana

MIAMI CAMPUS ADMINISTRATION		
Chris Tilley	Campus President	
Drake, Mechelle	Vice President	
Giacchino, Michael	Academic Dean	
Wilkinson, Kevin	Director of Admissions	
Soto-Gonzalez, Naebelys	Director of Student Finance	
Nelson, Peter	Director of Student Accounts	
Carr, Dedrick	Director of Student Services	
Murray, Rose-Marie	Associate Academic Dean	
Bido, Jose	Director of Career Services	
Aginian, Linda	Senior Registrar	
ACADEMIC PROGRAM DIRECTORS		
Farquason, Josh	Medical Assisting	O.A., National School of Technology; A.A., Miami Dade College
Landis, Alyssa	Pharmacy Technician	Technical Career Institute
Ramos, Xiomara	Patient Care Technician	A.A.S., Staten Island College; R.N., State of Florida
Seymour, Janet	Business, Medical Insurance Billing and Coding	AAS M.H.S.A., B.S., Florida International University
Small, Latrenda	Criminal Justice and Paralegal	M.S., Florida International University; B.S., South Carolina
Low, Mildred	Medical Insurance Billing and Coding	Diploma
FACULTY		
Alexandre, Virginia	Medical Assisting	Diploma, Concord Career Institute
Ampudia, Carolina	Medical Insurance Billing and Coding	M.S., B.A.
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
Carrington, Rashika	Medical Assisting	Diploma, National School of Technology
Chaisson, Angel	General Education	M.S., Nova Southeastern University; B.A., Louisiana State University
Duvernoy, 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
Henriques, Meredith	Pharmacy Technician	O.A., Technical Career Institute
Hollin, Robyn		
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
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
Phillippe, Jean	Patient Care Technician	LPN, McFatter Technical Center
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
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		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)

Burke, Ann	Patient Care Technician	A.S.N. Broward College, Davie, FL; R.N. State of Florida
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

APPENDIX B: SCHEDULE OF TUITION AND FEES

Quarter-Based Programs

The tuition and fees listed on the Enrollment Agreement 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. These tuitions and fees are for on-ground students and blended on-ground/online students. Students who are completing their program of study completely on line will find tuition information in the "Online Program Tuition and Fees" section of this catalog.

The minimum full-time course load is 12 credits per quarter for undergraduate programs, and 8 credits per quarter for graduate programs. Non-credit-bearing coursework will be charged at the same rate as credit-bearing coursework. Textbook costs per quarter are dependent upon the classes for which the student is registered. All credits for which a student is registered are charged at the current rates, including any courses being repeated. All arrangements for payment of tuition, books and fees must be made at the time of registration. The institution 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. Upon enrolling into a modular program, the student is charged for tuition by academic year, instead of by quarter. All arrangements for payment of tuition, books and fees must be made at the time of registration.

QUARTER-BASED PROGRAMS	Program Length	Quarter Credit Hours	Tuition	Estimated Total Tuition	Estimated Books (Total)
Accounting	24 months	96 credits	\$371/credit hr	\$35,616	\$3,200
Applied Management	24 months	96 credits	\$371/credit hr	\$35,616	\$3,200
Business Administration	24 months	96 credits	\$371/credit hr	\$35,616	\$3,200
Criminal Investigations	24 months	96 credits	\$371/credit hr	\$35,616	\$3,200
Criminal Justice	24 months	96 credits	\$371/credit hr	\$35,616	\$3,200
Diagnostic Cardiac Sonographer	24 months	106 credits	\$371/credit hr	\$39,326	\$3,200
Medical Insurance Billing and Coding	24 months	96 credits	\$371/credit hr	\$35,616	\$3,200
Paralegal	24 months	96 credits	\$371/credit hr	\$35,616	\$3,200
MODULAR PROGRAMS	Program Length	Quarter Credit Hours	Tuition	Estimated Books and Supplies	
Cardiovascular Technologist	12 months	84 credits	\$21,230	\$700	
Massage Therapy	9 months	54 credits	\$13,402	\$1,415	
Medical Administrative Assistant	8 months	47 credits	\$13,750	\$1,225	
Medical Assisting	8 months	47 credits	\$13,750	\$1,175	
Medical Insurance Billing/Coding	8 months	47 credits	\$13,000	\$1,875	
Patient Care Technician	8 months	51 credits	\$13,000	\$800	
Pharmacy Technician	8 months	47 credits	\$13,800	\$800	
Surgical Technologist	11 months	76.5 credits	\$23,100	\$1,235	
*Including massage tables					
Tuition effective July 1, 2009.					

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

ADDITIONAL FEES		
Registration Fee	\$25	per quarter
Technology Fee	\$35	per quarter

APPENDIX C: ACADEMIC CALENDARS

MODULAR PROGRAMS

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

Student Breaks 2008 - 2010	
Thanksgiving Break	11/27/2008 – 11/28, 2008
Winter Break	12/24/2008 - 1/1/2009
MLK Jr. Birthday	1/19/2009
Presidents Day	2/16/2009
Memorial Day	5/25/2009
Independence Day	7/3/2009
Labor Day	9/7/2009
Thanksgiving	11/26/09 - 11/29/09
MLK Jr. Birthday	1/18/2010
Presidents Day	2/15/2010
Memorial Day	5/31/2010

QUARTER-BASED PROGRAM ACADEMIC CALENDAR

FY 2008 - 2009 Academic Calendar				
Summer Term Starts		July	14	2008
Summer Term Add/Drop Deadline		July	26	2008
Mini-Term Starts		August	25	2008
Mini-Term Add/Drop 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 Add/Drop Deadline		October	25	2008
Thanksgiving Day Holiday	From:	November	27	2008
	To:	November	29	2008
Mini-Term Starts		November	24	2008
Mini-Term Add/Drop 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 Add/Drop Deadline		January	26	2009
Presidents' Day		February	16	2009
Mini-Term Starts		February	23	2009
Mini Term Add/Drop Deadline		February	28	2009
Winter Term Ends		April	5	2009
Spring Vacation	From:	April	6	2009
	To:	April	11	2009
Spring Term Starts		April	13	2009
Spring Term Add/Drop Deadline		April	25	2009
Memorial Day Holiday		May	25	2009
Mini-Term Starts		May	26	2009
Mini Term Add/Drop Deadline		June	1	2009
Spring Term Ends		July	5	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 Add/Drop Deadline		July	26	2009
Mini-Term Starts		August	24	2009
Mini-Term Add/Drop 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 Add/Drop Deadline		October	25	2009
Thanksgiving Day Holiday	From:	November	26	2009
	To:	November	29	2009
Mini-Term Starts		November	23	2009
Mini-Term Add/Drop 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	10	2010
Winter Term Starts		January	11	2010
M.L. King Jr. Birthday Holiday		January	18	2010
Winter Term Add/Drop Deadline		January	25	2010
Presidents' Day		February	15	2010
Mini-Term Starts		February	22	2010
Mini Term Add/Drop 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 Add/Drop Deadline		April	25	2010
Memorial Day Holiday		May	31	2010
Micro-Term Starts		June	14	2010