Everest

COLLEGE

2008-2009 CATALOG

EVE Midwest 082808

www.everest.edu

LOCATIONS

Everest College, Burr Ridge Campus*
6880 N. Frontage Road, Suite 400
Burr Ridge, Illinois 60527
(630) 920-1102; (630) 920-9012 fax
A branch of Everest College, 9811 Woods Drive, Suite 200, Skokie, IL 60077

Everest College, Chicago Campus*
247 South State Street, Suite 400
Chicago, Illinois 60604
(312) 913-1616; (312) 913-9422 (fax)
A branch of Everest College, 814 Mission Street, Ste 500, San Francisco, CA 94103

Everest College, Saint Louis (Earth City) Campus***
3420 Rider Trail South
Earth City, MO 63045
(314) 739.7333; (314) 739.6888 (fax)
A branch of Everest College, 155 Washington Ave Ste 200, Bremerton, WA 98337

Everest College, Merrillville Campus**
707 E. 80th Place
Merrillville, Indiana 46410
(219)756-6811; (219) 756-6812 (fax)
A branch of Everest Institute, 1750 Wordworth Street N.E., Grand Rapids, MI 49525

Everest College/Merrionette Park, Merrionette Park Campus***
11560 South Kedzie Ave
Merrionette Park, IL 60803
(708) 239-0055; (708) 239-0066 (fax)
A branch of Everest University, Pompano Beach Campus,
225 North Federal Highway, Pompano Beach, FL 33062

Everest College, North Aurora Campus*
150 South Lincolnway, Suite 100
North Aurora, IL 60542
(630) 896-2140; (630) 896-2144 (fax)
A branch of Everest Institute, 1505 Commonwealth Ave, Brighton, MA 02135

Everest College, Skokie Campus*
9811 Woods Drive, Suite 200
Skokie, Illinois 60077
(847) 470-0277; (847) 470-0266 (fax)

*Accredited by the Accrediting Commission of Career Schools and Colleges of Technology (ACCSCT), 2101 Wilson Blvd, Suite 302, Arlington, VA 22201 (703) 247-4212.

**Accredited by the accrediting commission of the Accrediting Bureau of Health Education Schools (ABHES), 7777 Leesburg Pike, Suite 314 N, Falls Church, Virginia, 22043, (703) 917-9503.

***Accredited by the Accrediting Council for Independent Colleges and Schools (ACICS), 750 First Street, NE, Suite 980, Washington, D.C. 20002-4241; (202) 336-6780.

Publishing Date August 2008

Effective August 28, 2008, through December 31, 2009

TABLE OF CONTENTS

ABOUT CORINTHIAN COLLEGES, INC.

These colleges are a part of Corinthian Colleges, Inc. (CCi). CCi was formed in 1995 to own and operate colleges across the nation that focus on high-demand, specialized curricula. CCi is continually seeking to provide the kind of educational programs that will best serve the changing needs of students, business and industry.

With headquarters in Santa Ana, California, and colleges in various states, CCi provides job-oriented education and training in high-growth, high-technology areas of business and industry. The curricular focus is on allied health, business, and other programs that have been developed based on local employer needs. Students use modern equipment and facilities, similar to the kind they can expect to find on the job. CCi provides people entering or reentering today's competitive market with practical, skill-specific education vital to their success.

Corinthian Colleges, Inc. is dedicated to providing education and training that meets the current needs of business and industry. Under CCi ownership, the College maintains its long-standing reputation for innovation and high-quality private education.

MISSION STATEMENT

Everest College is an independent, private, diploma-granting school of allied health, business and technical education. The school is dedicated to preparing students from diverse backgrounds with the skills, knowledge, and attitudes to successfully compete for jobs and to cope with ever-changing work force requirements; and it encourages lifelong learning and growth both on the job and in life.

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. 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 health 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 College.

OBJECTIVES

- To encourage our students to become contributing members in their communities.
- To provide job-relevant career training to all qualified students.
- To provide technical skills to assist the student with lifelong learning skills on the job and in life.
- To provide the community with specialized personnel for employment in entry-level and related career path positions.
- To provide placement assistance to all graduates in the field for which they were trained.
- To continually provide professional development training for faculty and staff members.
- To continually evaluate and update educational programs;
- To provide modern facilities and training equipment;
- To select teachers with professional experience in the vocations they teach and the ability to motivate and develop students to their greatest potential; and
- To promote self-discipline and motivation so that students may enjoy success on the job and in society.

COLLEGE HISTORY AND DESCRIPTION

Skokie and Burr Ridge

Everest College in Skokie, Illinois, was originally a member of RETS Electronic Colleges and was first licensed by the Michigan Department of Education in 1956. The College was acquired by National Education Corporation in 1978 and in 1979 was made a part of the Technical Colleges group. In 1983 the name was changed to National Education Center® - National Institute of Technology Campus. The College was acquired by Corinthian Schools, Inc. in September 1995. The name of the college was changed to National Institute of Technology on June 30, 1996. The college was relocated to Skokie, Illinois, in April 2001, and the name was changed at that time to Olympia College. The branch campus in Burr Ridge, Illinois, was opened in September 2002. In April of 2007 the name of both campuses was changed to Everest College.

The Skokie campus is conveniently located on Woods Drive just south of Old Orchard Road and west of I-94. The attractive facility of approximately 36,000 square feet includes personal computer, medical assisting and massage therapy laboratories; lecture rooms; resource center; student lounge; and administrative areas. Ample parking is available adjacent to the school building.

The Burr Ridge campus is conveniently located on Frontage Road just north of I-55 and east of County Line Road in Cook County. The attractive facility of approximately 30,100 square feet includes a total of nine laboratories; seven lecture rooms; a resource center; two student lounges; career service center; and administrative areas. Parking is available adjacent to the school building. The Annex is located at 6860 North Frontage Road, Suite 200, Burr Ridge, IL 60527. Some classes will be held at this location.

Saint Louis (Earth City)

Everest College in Bremerton, Washington, is the main campus for this campus. Bryman College in Bremerton, formerly known as Eton, was founded in 1922 by W.B. Barger and established as Bremerton Business College to serve the Bremerton and Kitsap Peninsula areas of the state of Washington. The main campus of Eton moved to new facilities in Port Orchard in 1986. The St. Louis branch of the College opened in March 2005 and changed its name to Everest College in October of 2006.

In 1987 the branch campus in Everett was opened, and in 2003 the Tacoma campus was opened. In 2003 Corinthian Colleges acquired Career Choices, Inc. and its wholly owned subsidiary Eton Education, Inc.

The St. Louis branch campus is conveniently located on Rider Trail South, in Earth City, Missouri, a suburb of St. Louis, Missouri. The College's location is immediately adjacent to the intersection of Freeway I70 and the Earth City Expressway, approximately four miles west of the St. Louis airport. The attractive facility of approximately 30,000 square feet includes personal computer and medical assisting laboratories; lecture rooms; resource center; student lounge; and administrative areas. Ample parking is available adjacent to the school

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

Chicago

Everest College in Chicago was established as Olympia College in June 2003 and received its initial grant of accreditation from ACCSCT as a branch campus of Everest College in San Francisco, California, in July 2003. In April of 2007 the name of the campus was changed to Everest College.

The College is conveniently located on the northeast corner of State Street and Jackson Boulevard in the downtown Chicago loop. Public transportation is conveniently located with bus, subway and train stops within easy walking distance. The modern air-conditioned facility is designed for training students for the working world. The attractive facility has over 48,000 square feet on three floors and includes computer, massage therapy, dental assisting, medical assisting, and pharmacy technician laboratories, lecture rooms, resource center, student lounges, and administrative areas.

North Aurora

Everest College in North Aurora, Illinois, started its first classes on January 25, 2005 as Olympia College. In April of 2007 the name of the campus was changed to Everest College. The North Aurora campus is conveniently located in North Aurora on South Lincolnway, just north of interstate highway I88 and along the Fox River. The attractive facility of approximately 38,000 square feet includes personal computer, massage therapy, and medical assisting laboratories; lecture rooms; resource center; student lounge; and administrative areas. Ample parking is available adjacent to the school building.

Merrionette Park

Everest College, Merrionette Park, a branch of FMU Pompano Beach, started its first classes on October 18, 2005, as Olympia College, Merrionette Park. In April of 2007 the name of the campus was changed to Everest College, Merrionette Park. The Merrionette Park campus is conveniently located in Merrionette Park, Illinois, on South Kedzie Avenue, east of Interstate 294 and west of Highway 57, serving the far south side of Chicago and its southern and southwestern suburbs. The attractive facility of approximately 30,000 square feet on two floors includes personal computer, pharmacy technician, and medical assisting laboratories; lecture rooms; resource center; student lounge; and administrative areas. Ample parking is available adjacent to the school building.

Merrillville

Everest College in Merrillville, Indiana, formerly Horizon Career College and Inservicer's College of Health Education, was founded in January 1990. In April 1996, Malone Management Company purchased the college's assets. Corinthian Colleges acquired the college in February 2001. In July 2001, the college moved to its current facilities, where it operates as an additional location of Everest Institute's Grand Rapids Campus in Grand Rapids, Michigan. In April of 2007 the name of the campus was changed to Everest College.

The campus is located at 707 E. 80th Place, Merrillville, Indiana. The College has plenty of free parking, is handicapped accessible, and is located near public transportation. Everest College is a spacious facility (approximately 32,000 sq. ft.), offering a smoke-free environment and air-conditioning, with administrative offices, lecture rooms, medical and computer labs, student resource center, and student lounge. Additional lecture rooms, medical and computer labs are located at 8585 Broadway, Merrillville, Indiana.

All campuses

These institutions, the facilities they occupy and the equipment they use comply with all federal, state and local ordinances and regulations, including those related to fire safety, building safety and health.

EDUCATIONAL PHILOSOPHY

The Corinthian Colleges, Inc. philosophy is to provide quality programs that are sound in concept, implemented by a competent and dedicated faculty and geared to serve those seeking a solid foundation in knowledge and skills required to obtain employment in their chosen fields. The programs emphasize hands-on training, are relevant to employers' needs and focus on areas that offer strong long-term employment opportunities. To offer students the training and skills that will lead to successful employment, the College will:

- Continually evaluate and update educational programs;
- Provide modern facilities and training equipment;
- Select teachers with professional experience in the vocations they teach and the ability to motivate and develop students to their greatest potential; and
- Promote self-discipline and motivation so that students may enjoy success on the job and in society.

STATEMENT OF NON-DISCRIMINATION

Corinthian Colleges, Inc. 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 Campus President is the coordinator of Title IX - the Educational Amendments Act of 1972, which prohibits discrimination on the basis of sex in any educational program or activity receiving federal financial assistance. All inquiries or complaints under the sex discrimination provisions of Title IX should be directed to the Campus President. The Campus 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.

ACCREDITATION, APPROVALS AND MEMBERSHIPS

This College voluntarily undergoes periodic evaluations by teams of qualified examiners, including subject experts and specialists in occupational education and private college administration.

The Burr Ridge, Chicago, North Aurora and Skokie campuses are accredited by the Accrediting Commission of Career Schools and Colleges of Technology, 2101 Wilson Blvd, Suite 302, Arlington, VA 22201 (703) 247-4212. The Accrediting Commission of Career Schools and Colleges of Technology is listed as a nationally recognized accrediting agency by the United States Department of Education.

The Everest College, Merrionette Park campus and the Earth City campus are accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. The Accrediting Council for Independent Colleges and Schools (ACICS) is located at 750 First Street, NE, Suite 980, Washington, D.C. 20002-4241; (202) 336-6780.

The Merrillville campus is institutionally accredited to offer degree and non-degree programs by the accrediting commission of the Accrediting Bureau of Health Education Schools (ABHES), 7777 Leesburg Pike, Suite 314 N, Falls Church, Virginia, 22043, (703) 917-9503. ABHES is listed by the U.S. Department of Education as a nationally recognized accrediting agency under the provisions of Chapter 33, Title 38, U.S. code and subsequent legislation.

Everest College (Merrillville campus) is regulated by the Indiana Commission on Proprietary Education, 302 West Washington Street, Room E 201, Indianapolis, Indiana 46204, (317) 232-1320, 1-800-227-5695.

Everest College (Earth City campus) has approval to operate granted by the Missouri Coordinating Board for Higher Education.

Certificate of Approval to Operate is issued for the Illinois and Indiana campuses by the Illinois State Board of Education, 100 North First Street, Springfield, Illinois 62777.

Everest College (Merrillville campus) is regulated by the Indiana Commission on Proprietary Education, 302 West Washington Street, Room E 201, Indianapolis, Indiana 46204, (317) 232-1320.

Eligible institutions for Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Pell Grant and Federal Work-Study programs.

The Practical Nurse program at the Merrillville campus has received full accreditation from the Indiana State Board of Nursing, Health Professions Bureau, Indiana Government Center South, 402 W. Washington Street, Room W072, Indianapolis, Indiana 46204, (317) 234-2043.

The Surgical Technologist program at the Merrillville campus is accredited by the Accreditation Review Committee on Education in Surgical Technology (ARC ST), a CAAHEP Recognized Committee on Accreditation. Their address is 7108-C South Alton Way, Centennial, Colorado 80112, (303) 694-9262.

The Medical Assisting programs at the Burr Ridge, North Aurora and Skokie campuses are accredited by The Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, 727-210-2350.

Accreditation assures students (1) that the College is recognized as a qualified institution of higher learning with approved programs of study which meet recognized academic standards; (2) that it employs a professional staff; (3) that it has adequate facilities and equipment; and (4) that it has stability and permanence in the educational community.

The College does not imply, promise, or guarantee that it will maintain its affiliation with any accrediting agency for the duration of the student's enrollment and expressly reserves the right to terminate any such affiliation upon one month's notice to students.

School approvals and memberships are displayed in the lobby. The Campus President can provide additional information.

ADMISSIONS

REQUIREMENTS AND PROCEDURES

Students should apply for admission as soon as possible in order to be officially accepted for a specific program and starting date. All applicants are required to complete a personal interview with an admissions representative. Parents and spouses are encouraged to attend. This gives applicants and their families an opportunity to see the College's equipment and facilities, meet the staff and faculty, and ask questions relating to the campus, curriculum, and career objectives. Personal interviews also enable College administrators to determine whether an applicant is acceptable for enrollment in the program.

Once an applicant has completed and submitted the Enrollment Agreement, the College reviews the information and informs the applicant of its decision. If an applicant is not accepted, all fees paid to the College are refunded.

The College follows an open enrollment system. Individuals may apply up to one year in advance of a scheduled class start. The following items must be completed at the time of application:

- Administration and evaluation of an applicable entrance examination;
- Enrollment Agreement (if applicant is under 18 years of age it must be signed by parent or guardian); and
- Financial aid forms (if applicant wishes to apply for financial aid).

The College reserves the right to reject students if the items listed above are not successfully completed.

This campus does not offer training in English as a Second Language.

Prospective students who have a high school diploma, its recognized equivalent or a GED are required to:

1. Furnish proof by providing the College with the diploma, official transcript or GED certificate, a copy of which will be placed in the student file, and
2. Achieve a passing score on a nationally standardized test. This test measures an applicant's basic skills in reading and arithmetic. Applicants who fail the test can be re-tested using a different nationally standardized test.

Prospective students in Missouri who cannot furnish proof to the College with the diploma, official transcript or GED certificate can Sign an Attestation Regarding High School Graduation or Equivalency indicating that they meet the School's requirements for admission.

Applicants who do not have a high school diploma, official transcript or GED certificate may also apply under the Ability to Benefit Provision (see below). However, the number of students enrolled under the Ability to Benefit Provision is limited. The College reserves the right to reject applicants based on test scores and ability to benefit limitations, or as necessary to comply with any applicable local, state or federal laws, statutes or regulations.

ABILITY TO BENEFIT POLICY

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

GED Preparatory Program

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

ATB Testing

Forms B and C of the Careers Program Assessment Test (CPAt) has been approved by the U. S. Department of Education for the assessment of ATB students. The CPAt test may be used. Passing scores on the CPAt are Language Usage 42, Reading 43, and Numerical 41.

Retesting Requirements

An applicant who has failed the CPAt may be offered a chance to retest when one of the following conditions is met:
1. The applicant's performance was influenced by factors other than ability, such as illness, cheating, interruption or improper administration of the exam, failure to time the exam correctly, or other factors that may have affected the applicant's performance; or
2. A significant change in the applicant's ability has occurred, such as the student has taken instruction to improve skills, or has participated in tutorial sessions on test taking and basic mathematical and language skills.

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

Retaking the CPAt

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

ATB Advising

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

Pre-Enrollment

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

Post-Enrollment

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

Denial of Admission

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

Delayed Admission

Students who do not enter school following passing the exam, will not be required to retake and pass the exam prior to a delayed entry, so long as the passing test result is on file at the institution. Similarly, students who have enrolled and then withdrawn and wish to

re-enter will not be required to retake and pass the exam prior to re-entry, if the original passing test result is in the student's academic file or if the student has earned a high school diploma or the equivalent.

ALLIED HEALTH PROGRAMS

Students entering an allied health program must complete a Health Notice prior to the start of the training program. Health Notice forms are provided by the College.

Pharmacy Technician and Surgical Technologist Programs

Students enrolling in the Pharmacy Technician and Surgical Technologist programs are required to be high school graduates or have received their GED. Students may not apply for these programs under the Ability to Benefit provision.

Practical Nurse Program

In order to be admitted into the Practical Nursing Program, applicants must:

- Be a high school graduate or have a GED
- Pass the COMPASS entrance test
- Pass the PSB entrance test
- Write an essay as assigned by Campus Nursing Director
- Complete a personal interview with the Campus Nursing Director
- Pass a physical examination
- Provide proof of immunizations as required by clinical agencies
- Pass a criminal background check and drug screen
- Provided proof of recent two-step PPO results

The Merrillville Practical Nursing program will use the COMPASS Test in addition to the PSB as part of the admission process.

The COMPASS test evaluates student skills and will be incorporated into the admission process as follows:

Practical Nurse Program - Admission Policy

All prospective students MUST submit ONE of the following:

1. Official high school transcript that reflects graduation from an US high school
2. Transcript from a foreign high school which has been **translated into English, evaluated and notarized**
3. Official GED test results

Criteria (POINTS)	1	2	3	4	5
Previous Education • High School GPA	2.0 – 2.3	2.4 - 2.7	2.8-3.0	3.1 – 3.5	3.6 - 4
• College/Post Secondary credits	6-12 credits	13-18 credits	19-40 credits	41-60 credits	A.A./B.A.
• College/Post Secondary GPA	2.0-2.4	2.5-2.8	2.9 – 3.1	3.2 – 3.5	3.6 - 4
Previous Allied Health Education	Completed course	Certified	Verified paid work experience <6mo.	Verified paid work experience 6 mo to 1 yr	Verified paid work experience 1 to 5 yrs
**Entrance Examination • PSB	50- 55% tile 1 X 2 = 2	56-60% tile 2 X 2 = 4	61-70% tile 3 X 2 = 6	71 – 80% tile 4 X 2 =8	Above 80% tile 5 X 2 =10
***Basic Skills Test • COMPASS	RS 75-80 WS 40-52 Pre-Alg 39-52 1 X 2 = 2	RS–81-85 WS 53-65 Pre-Alg 53-65 2 X 2 = 4	RS 86-90 WS 66-78 Pre-Alg 66-78 3 X 2 = 6	RS 91-95 WS 79-90 Pre-Alg. 79-90 4 X 2 = 8	RS- 96-100 WS- 91-100 Pre-Alg 91-100 5 X 2 = 10

Former or continuing students of CCI program in good standing*	Enrolled student with less than 50% of modules completed	Enrolled student with 50% modules completed	Student who has completed all modules except externship	Student who will complete program prior to admission	Student who has a diploma/certificate prior to admission
Admission Essay	Weak Essay per Grading Rubric	Basic Essay per Grading Rubric	Proficient Essay per Grading Rubric	Advanced Essay per Grading Rubric	Outstanding Essay in both form and content per Grading Rubric

Additional information and explanations of the above

1. A personal interview with the Campus Nursing Director is also part of the admission process. It is important that all documents be placed in the applicant's file prior to this interview. A 150 word, doubled spaced typed essay entitled "Why I want to be a Licensed Practical/Vocational Nurse." is also required. The applicant will need to make an appointment with the nursing department secretary to write the essay. Points will be awarded for the essay according to the grading rubric. The applicant may request a copy of the rubric prior to the writing appointment.
2. Ranking for admission is based on the point system (see point weight at top of the table).
3. Candidates may achieve a maximum of 50 points

4. Candidates will be ranked by the number of points received.
5. Students will be selected from ranked list until approved class size is achieved.

* In good standing = Attendance is within class requirements; teacher recommendation; no outstanding financial aid obligations
** A 25% tile minimum score in each of Parts I, II, and III of the PSB, is required for consideration for the nursing program
*** RS = Reading, WS = English and Pre-Algebra + Math

A combined minimum score of 48 on the COMPASS basic skills test is required for an applicant to progress further in the nursing program admission process. Candidates who fail to meet the minimum score on each test will be referred for remedial tutoring or courses (The minimum scores for each category are: Reading Skills 58-74; Writing Skills 30 - 39; Mathematics /Pre algebra 30-38). Once the remediation is completed this candidate can take the COMPASS again.

The COMPASS can only be repeated one time for the current application period. If the score in the skill area falls below the minimal on the second attempt the applicant can reapply for the next available application period. Anyone that scores below the remediation values will be referred for a complete course in that area.

Point Ranking:

A candidate who has between 38-50 points at the time of the interview will be admitted to the program. A prospective student who has less than 38 points will be placed on the waiting list. The PN class should be selected a minimum of 6 weeks prior to the scheduled class start. The class will consist of the students with the highest points on the list; the number selected will depend on the number approved by the board of nursing in each state.

PSB Information

All CCi practical nursing programs use the PSB examination – Aptitude for Practical Nursing Examination. This test is a product of Psychological Services Bureau, Inc., Charlottesville, VA.

The PSB - Aptitude for Practical Nursing Examination is comprised of 5 tests and three subtests. These as are follows:

♦ Academic Aptitude Part I
  Verbal
  Arithmetic
  Nonverbal
♦ Spelling Part II
♦ Information in the Natural Sciences Part III
♦ Judgment & Comprehension in Practical Nursing Situations Part IV
♦ Vocational Adjustment Index Part V

The scores are reported in two ways: as a raw score and a percentile rank.

The percentile scores will be used in the admission process. The percentile scores will be weighted as indicated below:

For example:

Part I   60%tile   x   4= 240
Part II 75%tile x   1= 75
Part III 70%tile   x   3.5= 245
Part IV 80%tile   x   1= 80
Part V 50%tile   x   .5= 25
665/10   67% tile = the students score

        Students are given points on the admission criteria

50 -55%tile   = 2   [1 x 2] points
56-60%tile   = 4   [2 x 2] points
61– 70%tile   = 6   [3 x 2] points
71 – 80%tile   = 8   [4 x 2] points
Above 80%tile   = 10 [5 x2] points

Points given for admission tests are weighted.

Note: If a Practical Nurse applicant has ever been convicted of a felony, or any other crime that is deemed to affect performance, that applicant may be subject to a review and hearing by the State Board of Nursing before he/she is permitted to sit for licensure.

Students must begin classes within one year of their test date. Students who withdraw after starting school, or are terminated by the College and re-enter more than one year after their test date, must take the test again.

Massage Therapy Program – Illinois Specific

Students enrolling into the Massage Therapy program at Everest College must complete requirements as outlined in the Massage Licensing Act, Illinois Compiled Statutes, Chapter 225, Part 57. Students are encouraged to seek licensure as required by Illinois State law. Failure to comply will result in being determined ineligible from the licensure process, which will have a negative impact on career placement assistance and employment eligibility. Be advised that the licensure process can take 10 – 24 weeks to complete after successful completion of the Massage Therapy program. To accelerate the licensure process, students may begin filling out required forms and gathering supporting documentation while still in training.

Licensure Fees

• National Certification Examination (NCBTMB): $225.00 * (not available at the Merrillville campus)
• Licensing Application Fee (IDFPR): $175.00 *
• Livescan Fingerprinting Fee: approximately $60.00 – dependant on vendor selected

All individuals applying for initial licensure as a Massage Therapist in Illinois must submit to a criminal background check and provide evidence of fingerprint processing from the Illinois State Police, or its designated agent. A $38 fee will be charged for programs requiring a background check.

Please note that Section 15. (2) of the above referenced Act states:

The applicant is at least 18 years of age and of good moral character. In determining good moral character, the Department may take into consideration conviction of any crime under the laws of the United States or any state or territory thereof that is a felony or a misdemeanor or any crime that is directly related to the practice of the profession. Such a conviction shall not operate automatically as a complete bar to a license, except in the case of any conviction for prostitution, rape, or sexual misconduct, or where the applicant is a registered sex offender.
In addition, individual fees may be required for a business license based on city, town, village and county ordinances.

* As a service to better support our graduates, Everest College will assume the cost of the initial National Certification Examination ($225.00) and the Licensing Application Fee ($175.00) given that the graduate meets all the necessary requirements of this offer, and applies for and registers for both within 90 days of graduation.

TRANSFER STUDENTS

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

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.

In order for nursing students to transfer a natural science course, the course must have been taken within the past five years. Transfer of nursing courses will be evaluated on an individual basis by the Campus Nursing Director and the Admissions Committee.

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 institution'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 Director of Education's office.

Military Training

The institution 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 Institution accepts appropriate credits transferred from the College Level Examination Program (CLEP), DANTES subject testing, and certain other professional certification examination programs. Contact the campus Director of Education 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.

Advanced Placement

The institution grants credit for successful completion of examination of the Advanced Placement Program of the College Entrance Examination Board with scores of three (3) or better for mathematics, history and biology.

ACADEMIC CREDIT TRANSFER POLICY FOR CAAHEP-ACCREDITED MEDICAL ASSISTING PROGRAMS

In order for a student to transfer credit into a CAAHEP-accredited Medical Assisting program, the receiving campus must follow guidelines established by MAERB as stated below:

Transfer of credit, credit for prior learning and credit by assessment must be documented in an official transcript.
CAAHEP-approved Medical Assisting programs are offered at the following campuses: Burr Ridge, North Aurora, and Skokie.

ACADEMIC POLICIES

GRADING

The progress and quality of students' work is measured by a system of letter grades and grade percentages. The meaning of each grade and its equivalent percentage is as follows:

Grade	Meaning	Percentage	Point Value
A	Excellent	100-90	4.0
B	Very Good	89-80	3.0
C+*	Good/Passing (Practical Nursing program only)	79-75	2.5
C	Good	79-70	2.0
D**	Poor	69-60	1.0
F	Failing	59-0***	0.0
I	Incomplete	N/A	Not Calculated
IP	In Progress	N/A	Not Calculated
L	Leave of Absence	N/A	Not Calculated
W	Withdrawal	N/A	Not Calculated

WZ	Withdrawal for those students called to immediate active military duty.	N/A	Not Calculated
CR	Credit for Advanced Placement	N/A	Not Calculated
TR	Credit for Previous Education	N/A	Not Calculated

*C+ is used only in the Practical Nursing program. Grades of C or D will not be given in this program. The Nursing Board requires a score of 75% to pass.

**Not used in Allied Health programs.

***In the Allied Health programs, an F equals a percentage of 69-0.

Class Repeat Codes	
1	May need to repeat a class
2	Class has been repeated
R	Class is currently being repeated
W	Repeat is Waived

Treatment of Grades in the Satisfactory Academic Progress/Rate of Progress Calculation			
Grade	Included in GPA calculation?	Counted as attempted credits?	Counted as earned credits?
A	Y	Y	Y
B	Y	Y	Y
C+	Y	Y	Y
C	Y	Y	Y
D	Y	Y	Y/N
F	Y	Y	N
I	N	Y	N
L	N	N	N
R	N	Y	N
W	N	Y	N
WZ	N	Y	N
CR	N	Y	Y
TR	N	Y	Y

Transcripts for work completed may be requested from the College Registrar. One copy will be provided upon graduation.

STUDENT AWARDS

Awards for outstanding achievement are presented to deserving students based on performance and faculty recommendations. Graduates find that these awards can be assets when they seek future employment. The Education Department can provide information regarding the specific awards presented.

CLASS SIZE

To provide meaningful instruction and training, classes are limited in size. Specific class size maximums are in the table below:

Campus	Maximum class size
Burr Ridge, Chicago, St. Louis	Standard lecture classes average 25 students. The maximum class size is 30 students. The student-teacher ratio for laboratory classes is a maximum of 24:1.
Merrillville	30 students in lecture and laboratory classes Standard lecture classes average 25 students. The maximum class size is 30 students. The student-teacher ratio for laboratory classes is a maximum of 24:1.
Merrionette Park	24 students in lecture and laboratory classes.
North Aurora	All classes except Massage Therapy have a maximum of 24 students in lecture and laboratory classes. Massage Therapy has a maximum of 20 students in lecture and laboratory classes.
Skokie	Standard lecture classes average 25 students. The maximum class size is 30 students. The student-teacher ratio for laboratory classes is a maximum of 21:1.

GRADUATION REQUIREMENTS

Students on academic probation may qualify for graduation if, at the end of the probationary term, they meet the Satisfactory Academic Progress requirements.

To be eligible for graduation, students must:
- Complete all required classroom modules with a grade of at least 70% (2.0);
- Meet the grade requirements for the module components, if applicable;
- Complete all the required externship hours; and
- Complete all program requirements.

GRADING POLICY – PRACTICAL NURSE PROGRAM

All theory course work/assignments will be assigned point values. Overall course grade will equate the points earned to a percentage grade. The student will receive the following grade points:

> **A** = if the percentage falls between 91 – 100%
> **B** = if the percentage falls between   83 – 90%
> **C+** = if the percentage falls between   75 – 82% C+
> Below 75% is a failing grade in the nursing program

It is a requirement of the PN program that all students maintain a minimum of 75% (C+) in all courses and at least 75% on a course final examination.

Students who do not have a course grade of 75% going into the final examination, must obtain a score on the exam that will bring their average up to 75% (seventy-five percent).

All Practical Nursing students who fall below the 75% final test score passing range in any course will be remediated by the Practical Nursing faculty according to the Board of Nursing approved remediation plan.

Remediation for the course failed will begin immediately following the posting of the final examination scores, and will be done by a member of the Practical Nursing faculty.

At the conclusion of the remediation period the student will be given an alternate written and/or practical examination as appropriate to the remediated material. The highest final exam grade which will be recorded for the student who has been remediated is 75% (C +).

A student who fails the remediation exam and/or does not complete the course with a grade of 75% will not have made satisfactory academic progress and will be dropped from the program.

Students who have required remediation during a Level will be placed on academic probation and will be required to attend weekly remediation sessions (Student Success Program). The academic probation will remain in effect until the end of the Level.

A student may be remediated for two courses in a Level. If a student requires remediation for a third course in a Level the student will be dropped and may return to the program on a space-available basis. A student, who fails to achieve a course grade of 75% or above, either due to overall low average or failure of the make-up examination, will be dropped from the program. The student will be eligible to return on space-available basis the next time the course is offered.

A student who has been dropped from the program will have an exit interview with the Campus Nursing Director, who will provide the student with documentation of courses taken, hours completed by the student in the program and a plan for re-entry.

MAKE-UP WORK

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

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

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

Accreditor and federal regulations require that all students progress at a reasonable rate (i.e. make satisfactory academic progress) toward the completion of their academic program. Satisfactory academic progress is measured by:
1) The student's cumulative grade point average (CGPA)
2) The student's rate of progress toward completion (ROP)
3) The maximum time frame allowed to complete the academic program (150% for all programs)

Evaluation Periods for Satisfactory Academic Progress

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

GPA and CGPA Calculations

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

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

Rate of Progress Toward Completion (ROP) Requirements

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

Example: 12 credit hours earned

24 credit hours attempted = 50% ROP

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

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

Maximum Time in Which to Complete (MTF)

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

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

Satisfactory Academic Progress Tables

35 Quarter Credit Hour Modular Program (MIBC v. 1-1). Total credits that may be attempted: 52 (150% of 35).

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%	33%
19-36	70%	65%	66.7%	66.7%
37-52	N/A	70%	N/A	66.7%

47 Quarter Credit Hour Modular Program (DA, MAA, MA, Pharm Tech). Total credits that may be attempted: 70 (150% of 47).

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

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

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

48 Quarter Credit Hour Modular Program (Bus Acct v. 1-0). Total credits that may be attempted: 72 (150% of 48).

Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	70%	N/A	66.7%	N/A
13-24	70%	25%	66.7%	25%
25-48	70%	63%	66.7%	63%
49-72	N/A	70%	N/A	66.7%

54 Quarter Credit Hour Modular Program (MT v. 1-0). Total credits that may be attempted: 81 (150% of 54).

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

54 Quarter Credit Hour Modular Program (Bus Acct v. 2-0). 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%

55 Quarter Credit Hour Modular Program (MT v 3-0). Total credits that may be attempted: 82 (150% of 55).				
Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	2.0	N/A	66.7%	N/A
13-24	2.0	1.0	66.7%	25%
25-54	2.0	1.5	66.7%	55%
55-66	2.0	1.8	66.7%	64%
67-82	N/A	2.0	N/A	66.7%

69 Quarter Credit Hour Quarter-Based Program (Surg Tech). Total credits that may be attempted: 104 (150% of 69).				
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	1.75	1.75	66%	65%
65-102	N/A	2.0	N/A	66%

85.5 Quarter Credit Hour Quarter-Based Program (Practical Nurse). Total credits that may be attempted: 135 (150% of 85.5).				
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%
65-135	N/A	2.0	N/A	66%

Incompletes Policy

The faculty shall make every effort to assign a final grade when a student has completed the course. Missing work or tests may be factored into the calculation of the final grade. However, the fact that a student has missed tests or assignments alone is not a justification for assigning an incomplete ("I"). The award of an incomplete ("I") is only for exceptional circumstances. Absences without any evidence of extenuating or mitigating circumstances are not exceptional circumstances. When a student presents exceptional circumstances and the instructor agrees that the student can fulfill the course requirements, the instructor can arrange for the student to complete all work and assignments for the course within ten (10) calendar days of the last class session. If the incomplete is not made up within ten (10) calendar days, the student will receive the grade earned prior to the Incomplete mark. Incompletes shall not be given for students who have withdrawn for an official Leave of Absence.

Academic Probation

Probation is the period of time during which a student's progress is monitored under an advising plan. During the period of probation, students are considered to be making Satisfactory Academic Progress both for academic and financial aid eligibility. Students on probation must participate in academic advising as deemed necessary by the school as a condition of their probation. Academic advising shall be documented on an Academic Advising Plan and shall be kept in the student's academic file. The Academic Advising Plan will be updated at the end of each evaluation period that the student is on probation.

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

Suspension

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

Academic Appeals

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

Satisfactory Academic Progress (SAP) Appeals

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

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

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

Reinstatement Following Suspension

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

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

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

Dismissal

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

Graduation

Students must complete their program within the maximum time frame and with a 2.0/70% CGPA as stated in the school catalog in order to graduate.

Application of Grades and Credits

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

Transfer Credit

Students may receive transfer credit for courses taken at another school. The institution will only consider credits transferred from an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). Courses for which a student receives transfer credit are counted as attempted and successfully completed for purposes of satisfactory academic progress. As a result, courses for which a student receives transfer credit provide the student with advanced standing, which is applied to the student's progress in calculation of the percentage of maximum time frame for the program that the student has completed. For instance if a student enrolled in a 96-credit-hour program (with a maximum time frame of 144 credit hours) receives 12 credit hours of transfer credit and completes 12 credit hours in the first term of enrollment, the student will be evaluated as a student who is at the 25% point of the program (24/96=25%) at the end of the first term. However, if a student receives 36 credit hours of transfer credit and will complete 12 credit hours at the end of the first term, the student will be evaluated as a student who is at the midpoint (50% point) of the program (48/96 = 50%).

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

Satisfactory Academic Progress and Financial Aid

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

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

Students on academic probation are considered to be maintaining satisfactory academic progress and are eligible to continue receiving federal financial assistance. Students who have been academically suspended or dismissed are no longer active students of the School and are ineligible for financial aid. Reinstatement of financial aid eligibility will occur only after 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 School will request and obtain official written records of all previous education and experience, grant credit where appropriate, and advise the Veterans Affairs claimant and the Department of Veterans Affairs in accordance with VA regulations.

Make-Up Assignments

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

Maximum Time Frame for Veteran Students

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

Veterans Academic Probation

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

Veterans Reinstatement after Successful Appeal of Termination

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

REQUIRED STUDY TIME

In order to complete the required class assignments, students are expected to spend outside time studying. The amount of time will vary according to individual student abilities. Students are responsible for reading all study materials issued by their instructors and must turn in assignments at the designated time.

UNIT OF CREDIT

Academic

A clock hour is 50 minutes of instruction in a 60-minute period. Clock hours are converted into credit units to allow for comparison with other postsecondary schools. Students earn one quarter credit unit for each 10 clock hours of lecture, 20 hours of laboratory or 30 hours of externship.

Financial Aid

Students may be awarded financial assistance, if eligible, based on the number of financial aid credit units they will earn. For certain educational programs, the U.S. Department of Education requires that students earn one financial aid credit unit for each 20 contact hours of instruction.

This requirement does not apply to all programs. Students should contact the Financial Aid Department for information regarding their program of study.

ATTENDANCE

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

A lack of student attendance is a basis for student academic advising. At the beginning of each course, faculty shall advise students of the following:

- The policy regarding absences
- The importance of regular attendance
- That attendance is required to receive credit for the course

Establishing Attendance / Verifying Enrollment

The schools will take attendance each class session beginning with the first day of scheduled classes. For programs with an add/drop period, the taking of attendance for a student enrolling during the add/drop period shall begin the first scheduled class session following the student's enrollment.

In programs without an add/drop period, students registered for a class shall attend by the second scheduled class session or be withdrawn.

Faculty are responsible for monitoring student attendance and advising students who have been absent from their classes.

Monitoring Student Attendance

Faculty shall monitor student attendance on the basis of both consecutive absences (the "Consecutive Absence Rule") and absences as a percentage of the hours in the class/program (the "Percentage Absence Rule"). A student may appeal an attendance dismissal

pursuant to the Student Academic Appeals Policy only if: (a) the student returns to class the next scheduled class session following the attendance violation and (b) the student has no absences while the appeal is pending.

Note: Should an appeal be granted, the student is not withdrawn, but shall be monitored with an advising plan. Should an appeal not be granted, the student shall be withdrawn from all classes for which the appeal was denied and shall not be charged for any attendance in those classes while the appeal was pending.

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

Consecutive Absence Rule (All Programs)

When a student's absences from any course or module exceed fourteen (14) consecutive calendar days excluding holidays and scheduled breaks, the faculty shall notify the Academic Dean/Director of Education, 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 class are determined to have withdrawn and shall be promptly withdrawn from class(es).
- All students who state they will return to class but have been absent for fourteen (14) consecutive calendar days must attend the next scheduled class session and file an appeal. See "Student Academic Appeals Policy."
- Any student who has promised to return to school but who does not return on the next scheduled class session shall be withdrawn.
- A student must attend school while an appeal is pending, and failure to attend while an appeal is pending may be the basis for denying the appeal.
- An appeal may only be granted based on extenuating or mitigating circumstances. See "Student Academic Appeals Policy."

Percentage Absence Rule (Modular Programs)

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

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

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 program hours missed	Attendance warning letter sent
20% of the remaining program hours missed	Dismissed from the program

Percentage Absence Rule (Quarter-based Programs)

For students in quarter-based programs, the following rule shall apply:

Percentage	Action Taken
25% of the course hours missed	Attendance warning letter sent
40% of the course hours missed	Withdrawn from the course
40% of the total hours for all courses in a term	Dismissed from program

Additional Requirements for Veteran Students

The Veterans Administration (VA) requires that students receiving funds based on their enrollment in school complete their course of studies in the standard length of the program. In order to meet this requirement, students must attend class on a regular basis. The VA requires that it be notified when a veteran student receives any type of probation or warning related to failure to attend. Such notification may result in the termination of veteran benefits. All attendance warnings or dismissals of students funded through the VA shall be reported to the VA by the certifying official for the school.

Date of Withdrawal

When a student is withdrawn for consecutive absences within the term or module, the date of the student's withdrawal shall be the student's last date of attendance (LDA). The LDA is the date that shall be reported on the Student Status Confirmation Report (SSCR). When a student is withdrawn for violating the applicable percentage absence rule, the Date of Withdrawal shall be the date of the violation, and shall be reported on the SSCR.

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

Date of Determination (DOD)

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

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

For students who fail to return after an official Leave of Absence (LOA), the DOD shall be the date the student was scheduled to return to class (for campuses that offer leaves of absence).

Attendance Records

Schools shall maintain attendance records in computer form for all programs required to take attendance. The computer attendance database is the official record of attendance. The official record may be challenged by filing an attendance appeal within five (5) calendar days following the end of a session. See Student Academic Appeal Policy. Without an appeal, after the fourteenth calendar day following the end of the session, the computer attendance database shall be considered final. Notwithstanding this requirement, any attendance roster that has been used to verify the accuracy of attendance as part of any audit procedure shall be maintained for eighteen (18) months.

Attendance Requirements for Practical Nurse Students

Nursing Attendance Policy

The Practical Nursing program encompasses 1416 clock hours. Content areas are determined by the Indiana State Board of Nursing. All missed competencies must be made-up. Students will have the opportunity to make-up missed hours during the Student Success Program (SSP) which is scheduled three (3) hours per week.

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

A student who is absent from class must call the school to notify of absence no later than (one) 1 hour prior to the scheduled class time. The student must state his/her name and reason for the absence.

Clinical/Skills Lab Absences

A student who will be absent from the clinical area must call the clinical site <u>and</u> school <u>and</u> page the clinical instructor to notify of absence no later than (one) <u>1 hour prior to the scheduled clinical time</u>. The student must state his/her name, the instructor, class and reason for absence. Students who will be <u>more than 10 minutes late must call or page the instructor.</u> (All clinical instructors will distribute their pager numbers to students at the beginning of the clinical rotation. It is the student's responsibility to call this number (page the instructor) prior to the beginning of clinical to inform him or her of an absence).

When a student nurse is absent from the clinical site, important skills are missed. Therefore, if a student is absent from a clinical experience, the student will receive:

- Absent **one** clinical day=**Needs Improvement** for attendance
- Absent **two** clinical days=**Unsatisfactory** for attendance and **Needs Improvement** for the clinical performance
- **More than two clinical days**=**Unsatisfactory** for attendance and **Unsatisfactory** for clinical performance.

Students cannot miss more than 6 clinical days for the entire program. Students cannot miss more than 2 clinical days per level. After 2 absences in one level the student will be placed on clinical probation until the end of that level. While the student is on probation they must have perfect attendance. If the student does not have perfect attendance while on probation they will be dismissed from the program. The student can go before the appeals board if they wish to return to the program. If the appeals board allows the student to return to the program it will be on a space available basis.

Indiana State Board of Nursing Attendance Policy

The Indiana State Board of Nursing (ISBN) has approved The Practical Nursing Program which contains 1416 clock hours. When a student is absent from lecture, lab or clinical competencies taught, those hours and work will be counted as missed. The student will be required to make-up missed work.

The Practical Nursing Program provides the following opportunities for make-up.

As part of the student success program three hours will be available for each Friday for remediation and individual tutoring.

The following activities may be available:

- Supervised clinical experience or skill lab
- Computer simulated patient activities
- Case Studies
- Instructor assignments

In addition to the activities may be used for make-up, including but not limited to:

- Community Health Fairs
- Educational programs/lectures
- Instructor approved independent study

Theory Absences

Students who are absent for theory and lab have the responsibility to acquire information from a fellow student.

Students cannot miss more than 6 days for the entire program. Students cannot miss more than 2 days per level. After 2 absences in one level the student will be placed on probation until the end of that level. While the student is on probation they must have perfect attendance. If the student does not have perfect attendance while on probation they will be dismissed from the program. The student can go before the appeals board if they wish to return to the program. If the appeals board allows the student to return to the program it will be on a space available basis.

Tardiness will also be calculated into hours missed.

Students who are absent or tardy must take responsibility for notifying the school as well as their clinical instructor prior to the beginning of the clinical day. Failure to notify the instructor appropriately will result in a no-call no-show status, which will result in clinical probation.

Students who are absent for theory/lab and clinical have the responsibility to make up this time and acquire information from a fellow student. Assignments are due at the beginning of class on the due date. A five percent (5%) point reduction will be deducted for each day the assignment is late. These assignments will be accepted up to 2 weeks (14 calendar days) after the due date or one day before the final exam for the course. If the assignment is not tuned in as required it will be assigned a zero (0).

Students who are absent on testing day must make-up the test on the first day of their return. Five percentage points will be deducted from the score for tests taken at any other time than the scheduled day. The instructor has the option to administer the make-up test in an alternate format

Requirements for Clinicals for Surgical Technologist and Practical Nurse Students

If a student is tardy, inappropriately dressed, in violation of the student code of conduct, or unprepared for clinical, it is the discretion of the clinical instructor to determine if the student will be permitted to participate in the clinical experience. If the student is not permitted to participate in the clinical experience, he/she will receive an absent for that day.

Any student who has more than one absent on a clinical site per course may be removed from the clinical site and will receive a failing grade for the course.

In the case of death of an immediate family member such as a mother, father, sister, brother, child, spouse, or domestic partner, the student will be allowed to make up one day of clinical with written documentation. If a student is removed from an externship site, the student will be placed on an externship waiting list until the site is available.

LEAVE OF ABSENCE POLICY (MODULAR PROGRAMS ONLY)

The institution permits students in modular programs 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 Director of Education.

Re-admission Following a Leave of Absence

Upon return from leave, the student will be required to repeat the module and receive final grades for the courses from which the student took leave when the courses are next offered in the normal sequence for students in the class into which the student has re-entered. The student will not be charged any fee for the repeat of courses from which the student took leave or for re-entry from the leave of absence. The date the student returns to class is normally scheduled for the beginning of a module. When a student is enrolled in a modular program, the student may return at any appropriate module, not only the module from which the student withdrew.

Extension of LOA

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

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

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

Failure to Return from a Leave of Absence

A student who fails to return from an LOA on or before the date indicated in the written request will be terminated from the program, and the institution will invoke the cancellation/refund policy.

As required by federal statute and regulations, the student's last date of attendance prior to the approved LOA will be used in order to determine the amount of funds the institution earned and make any refunds that may be required under federal, state, or institutional policy (see "Cancellation/Refund Policy").

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

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

Effects of Leave of Absence on Satisfactory Academic Progress

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

- Students returning from a leave of absence are not guaranteed that the module required to maintain the normal progress in their training program will be available at the time of reentry;
- They may have to wait for the appropriate module to be offered;
- They may be required to repeat the entire module from which they elected to withdraw prior to receiving a final grade;
- Financial aid may be affected.

When a student returns from a leave of absence and completes the course from which the student withdrew, the hours for which the student receives a passing grade are counted as earned; the grade, hours, and attendance for the original attempt prior to the official leave of absence are not counted for purpose of the rate of progress toward completion calculation, and the original grade is not counted in the CGPA calculation.

Veterans: Leave of Absence

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

EXTERNSHIP/CLINICAL TRAINING

Upon successful completion of all classroom requirements, students are expected to begin the externship/clinical portion of their program, if applicable, within 14 calendar days from the last day of their final classroom module.

Students must complete at least 15 clock hours per week, but no more than 40 clock hours per week, at an approved externship/clinical site. The School recommends that students complete at least 20 clock hours per week. Students must make up absences that occur during the externship/clinical to ensure that the required extern hours are completed prior to graduation.

Students who interrupt their externship/clinical training for more than 10 scheduled work (extern) days will be dropped from the program by the College.

Students who have been dropped may appeal their termination if extenuating circumstances have occurred near the end of the externship/clinical that make it impractical to complete the training within the required completion time. Extenuating circumstances include prolonged illness or accident, death in the family, or other events that make it impractical to complete the externship/clinical within the required completion time. Student appeals must include written documentation of the extenuating circumstances, submitted to the Director of Education and approved by the Appeals Committee. Students may be reinstated only once due to extenuating circumstances.

ADMINISTRATIVE POLICIES

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 conduct 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/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.

Student Conduct Code

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

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

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

Student Conduct Code Violations/Formal Disciplinary Procedure

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

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

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

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 the approval of the Campus President or designee.

Appeals

A student dismissed for violations of the student conduct code may appeal the dismissal by submitting a letter to the Campus 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 College that he/she has been dismissed. Students should refer to the Campus Grievance Procedures in the College catalog. The student who appeals a dismissal shall receive written notice of the decision. The Campus 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 College.
- If a student is found to have committed one or more of the acts listed above, the student may, at the Director of Education's discretion, receive an F grade for the assignment or exam. If repeated offenses occur, the student may be dismissed from the College as per the disciplinary procedures outlined above.
- All violations of academic policy are documented and made part of the student's academic record.

ALCOHOL AND SUBSTANCE ABUSE STATEMENT

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

SEXUAL HARASSMENT

Federal law provides that it shall be unlawful discriminatory practice for any employer, because of the sex of any person, to discharge without cause, to refuse to hire, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment or academic standing. Harassment of an employee on the basis of sex violates this federal law.

Sexual harassment of employees or students is prohibited and shall subject the offender to dismissal or other sanctions following compliance with the procedural due process requirements.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; or
2. Submission or a rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or
3. Such control unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic environment.

Any individual who feels he/she has a complaint or matter he/she wishes to discuss may report the problem directly to the Campus President. Please be reminded that this policy applies to students as well as employees.

DRESS CODE

A clean, neat appearance will help students develop appropriate dress habits for new careers. Employers may visit the campus to interview students for jobs and to give guest lectures, so it is important that the student body convey a professional image at all times.

Dress and grooming should be appropriate for the area of study. Because a variety of business and industrial equipment is used during training, certain items of clothing--such as shorts and open shoes--are not acceptable for obvious safety reasons.

Students may have limited funds, so wardrobes need not be expensive or extensive--simply in good taste. Students should review the established dress and appearance guidelines for details.

Students dressed inappropriately will not be admitted to school. Those who continually disregard the dress code will be warned and, if necessary, disciplinary action will be taken.

Allied Health Programs

Students enrolled in allied health programs are required to wear the standard medical uniform and shoes with a closed heel and toe as described in the College's dress code policy. Students should review the established dress and appearance guidelines for details.

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 the Pharmacy Technician, Surgical Technologist and Practical Nursing programs will be subjected to a criminal background check which will include:

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

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

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

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

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

A student's inability to obtain criminal background clearance per the requirements outlined above will prohibit clinical site placement and program completion. It is the student's responsibility to contact Intellisense to verify conditions. The school cannot contact Intellisense.

ACADEMIC ADVISEMENT AND TUTORING

Students' educational objectives, grades, attendance and conduct are reviewed on a regular basis. Students will be notified if their academic standing or conduct is unacceptable. Failure to improve academic standing or behavior may result in further action. Tutorial programs and academic advisement are provided for students who are experiencing difficulties with their class work. Students are encouraged to seek academic assistance through the Education Department.

HEALTH/MEDICAL CARE

Students must take proper care of their health so that they can do their best in school. This means regular hours, plenty of sleep, sufficient exercise and nutritious food. Students who become seriously ill or contract a communicable disease should stay home and recover, but remember to notify the College immediately. All medical and dental appointments should be made for after school hours.

The College will not be responsible for rendering any medical assistance but will refer students to the proper medical facility upon request.

Practical Nurse Program

A candidate for graduation from the Practical Nurse program must meet the following criteria to be eligible to receive the College certificate:

- Complete all required courses with a grade of C+ or above;
- Complete all required courses with a cumulative grade point average (GPA) of 2.3 or above;
- Complete and submit of all required documents.

The graduation uniform must be purchased by each student prior to graduation. Licensure fees include fees to be paid for the NCLEX-PN Licensure Exam and the State Board of Nursing. These fees are subject to change by the State Board of Nursing and NCLEX-PN.

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.

TERMINATION PROCEDURES

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

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

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

TRANSFERABILITY OF CREDITS

The College President's office provides information on schools that may accept this campus' course credits toward their programs. However, this College does not guarantee transferability of credits to any other college, university or institution, and it should not be assumed that any courses or programs described in this catalog can be transferred to another institution. Any decision on the comparability, appropriateness and applicability of credits and whether they may be accepted is the decision of the receiving institution.

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 College has established policies regarding campus security.

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

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

Students are responsible for their own security and safety both on-campus and off-campus and must be considerate of the security and safety of others. The school has no responsibility or obligation for any personal belongings that are lost, stolen or damaged, whether on or off school premises or during any school activities.

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

Statistical Information

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

CAMPUS COMPLETION RATE REPORTS

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

STUDENT ACADEMIC APPEALS POLICY

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

All formal academic appeals must be submitted in writing on an Academic Appeal Form to the Academic Dean/Director of Education within five (5) calendar days of the date the student has notice of the adverse academic decision. The appeal must include:

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

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

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

Within five (5) calendar days of receiving the Academic Appeal Form, the Academic Dean/Director of Education shall convene an Appeal Committee, which should normally include the Department Chair, a member of the Student Services Staff, and a faculty member from another program. The Appeal Committee shall investigate the facts of the matter to the extent deemed appropriate under the circumstances. The Appeal Committee shall render a written decision within five (5) calendar days of the date the appeal was received by the Academic Dean/Director of Education, and shall forward the decision to the student and the instructor within five (5) calendar days thereafter. Copies of all documents relating to the appeal shall be placed in the student's academic file, and the decision of the Appeal Committee shall be noted in the official student information system. The decision of the Appeal Committee is final, and no further appeals are permitted.

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

Assignment/Test Grades

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

Final Course Grades

Appeals of final course grades must be made within five (5) calendar days of the date the grade becomes final. The Academic Dean/Director of Education may direct a grade to be changed only when it is determined through the appeal process that a final grade was influenced by any of the following:

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

Attendance Violations

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

1. Have perfect attendance while the appeal is pending;
2. Submit a written plan to improve attendance with the Appeal Form.

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

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

The Appeal Committee may, as a condition of granting the appeal, require the student to make up missed class time or assignments, place the student on probation and require the student to develop an Academic Advising Plan in conjunction with their advisor.

Satisfactory Academic Progress (SAP) Appeals

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

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

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

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Persons seeking to resolve problems or complaints should first contact their instructor. Unresolved complaints should be made to the education director. Students who feel that the complaint has not been adequately addressed should contact the College 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.

Any student who believes he has been aggrieved by a violation of the Illinois Private Business and Vocational Schools Act shall have the right to file a written complaint within one year of the alleged violation. The Superintendent shall acknowledge within 20 days receipt of such written complaint. The Superintendent shall issue a written finding as to whether there is good cause to initiate disciplinary proceedings in accordance with the provisions of the Act. The Superintendent shall furnish such findings to the person who filed the complaint and to the Chief Operating Officer of the College cited in the complaint.

For students attending the Illinois campuses, please direct all inquiries to:

Illinois State Board of Education
Private Business and Vocational Schools

100 North First Street E-230		100 West Randolph Street
Springfield, Illinois 62777	or	Suite 14-300
(217) 782-3860		Chicago, Illinois 60601
		(312) 814-5818

For students attending the Merrillville campus, please contact:

The Indiana Commission on Proprietary Education
302 W. Washington St. Room E201
Indianapolis, IN 46204
317-232-1320

If a student at the Burr Ridge, Chicago, North Aurora, or Skokie campus feels that the College has not adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission of Career Schools and Colleges of Technology. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the College for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. A copy of the Commission's Complaint Form is available at the College and may be obtained by contacting the College President. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges of Technology
2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
(703) 247-4212

If a student at the Everest College, Merrionette Park, campus or the Earth City campus feels that the College has not adequately addressed a complaint or concern, the student may consider contacting the Accrediting Council for Independent Colleges and Schools. Please direct all inquiries to:

Accrediting Council for Independent Colleges and Schools
750 First Street, N.E., Suite 980
Washington, DC 20002-4241
(202) 336-6780
http://www.acics.org/

If a student at the Merrillville campus feels that the College has not adequately addressed a complaint or concern, the student may consider contacting the Accrediting Bureau of Health Education Schools. Please direct all inquiries to:

Accrediting Bureau of Health Education Schools
7777 Leesburg Pike, Suite 314 N
Falls Church, Virginia 22043
(703) 917-9503

TRANSCRIPTS AND DIPLOMAS

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

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

Transcript and diploma requests must be made in writing to the Office of the Registrar. Official transcripts will be released to students who are current with their financial obligation (i.e., tuition and fees due to the College are paid current per the student's financial agreement). Diplomas will be released to students who are current with their financial obligation upon completion of their school program.

Students are provided an official transcript free of charge upon completing graduation requirements as stated in the previous paragraph. Normal processing time for additional copies of the transcript is approximately three to five days.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access. Students should submit to the institution president written requests that identify the record(s) they wish to inspect. The institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write the institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Generally, schools must have written permission for the parents of minor students or eligible students in order to release any information from a student's educational record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
   - School officials with legitimate educational interest;
   - Other schools to which a student is transferring;
   - Specified officials for audit or evaluation purposes;
   - Appropriate parties in connection with financial aid to a student;
   - Organizations conducting certain studies for or on behalf of the school;
   - Accrediting organizations;
   - To comply with a judicial order or lawfully issued subpoena;

- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State Law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

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

POLICY AND PROGRAM CHANGES

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

WEATHER EMERGENCIES

The College reserves the right to close during weather emergencies or other "acts of God." Under these conditions, students will not be considered absent. Instructors will cover any missed material to ensure completion of the entire program.

CLOTHING AND PERSONAL PROPERTY

All personal property is the sole responsibility of the student, and the College does not assume liability for any loss or damage. Clothing and other small items should be marked clearly with the student's name and address. Vehicles should always be locked to avoid theft.

FINANCIAL INFORMATION

Tuition and fee information for all campuses can be found in **Appendix B: Tuition and Fees** in this catalog.

TUITION AND FEES

The Enrollment Agreement obligates the student and the College for the entire program of instruction. Students' financial obligations will be calculated in accordance with the refund policy in the Enrollment Agreement and this College catalog. Each program consists of the number of terms listed below. The content and schedule for the programs and academic terms are described in this catalog.

Students may make payments using VISA, MasterCard, or Discover cards.

ADDITIONAL FEES AND EXPENSES

Charges for textbooks, uniforms and equipment are separate from tuition. The institution does not charge for books, uniforms and equipment until the student purchases and receives the items. Incidental supplies, such as paper and pencils, massage lotions or creams and sheets are to be furnished by the students. In addition, Practical Nurse students are responsible for providing clinical assessment kits.

Allied Health students are required to wear scrubs. The cost of this attire is unique to each individual student.

Medical Assisting, Medical Administrative Assistant, Dental Assisting, Pharmacy Technician, Practical Nurse and Surgical Technologist students may be responsible for providing their Hepatitis B vaccine injections, TB/Chest X-ray, and a signed physical form. Surgical Technologist students must also provide proof of tetanus injection within the past five years. Surgical Technologist and Practical Nurse students will be required to have a background check.

VOLUNTARY PREPAYMENT PLAN

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

BUYER'S RIGHT TO CANCEL – CANCELLATION

The applicant's signature on the Enrollment Agreement does not constitute admission into The School until the student has been accepted for admission by an official of The School. If the applicant is not accepted by The School, all monies paid will be refunded. The applicant may also request cancellation in writing after signing the agreement and receive a full refund of all monies paid, if the written request is made by midnight of the third day following the signing of the enrollment agreement or within the cancellation period specified in the state refund policy (if applicable), whichever is longer. Applicants who have not visited The School prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of The School facilities and inspection of equipment where training and services are provided. The refund will be made within 30 days of receipt of such notice.

Cancellation will occur when the student gives a signed and dated written notice of cancellation to the Director of Admissions or President at the address shown on the front of this agreement. The written notice of cancellation need not take any particular form, and, however expressed, is effective if signed and dated by the student and if it states that the student no longer wishes to be bound by the

Enrollment Agreement. A notice of cancellation may be given by mail, hand delivery or telegram. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed, with postage prepaid.

OFFICIAL WITHDRAWALS

An official withdrawal is considered to have occurred on the earlier of a) the date that the student provides to The School official notification of his or her intent to withdraw or b) the date that the student begins the withdrawal process. Students who must withdraw from The School are requested to notify the office of the Academic Dean/Director of Education 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/Director of Education will complete the necessary form(s).

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

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

REFUND POLICIES

This School is certified by the U.S. Department of Education as an eligible participant in the Federal Student Financial Aid (SFA) programs established under the Higher Education Act of 1965 (HEA), as amended (Title IV programs).

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

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

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

The refund calculation will be based on the date of withdrawal. Any monies due the applicant or student will be refunded within 30 days of the date of cancellation, termination, or determination of withdrawal. If a student received a loan for tuition, a refund will be made to the lender to reduce the student's loan debt. The 30 day period begins with the date of determination. If the amount of refund exceeds the unpaid balance of the loan, the balance of funds will then be applied in the following order:
1. to pay authorized charges at the institution;
2. with the student's permission, applied to reduce the student's Title IV loan debt (not limited to the student's loan debt for the period of enrollment);
3. returned to the student.

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

Date of Withdrawal versus Date of Determination (DOD)

The date of withdrawal for purposes of calculating a refund is the student's last date of attendance. The date of determination, from which The School has 30 days to issue a refund, is the earlier of the date the student officially withdraws or the date The School determines the student has violated an academic standard. For example, when a student is withdrawn for violating an academic rule, the date of the student's withdrawal shall be the student's last date of attendance. The date of determination shall be the date The School determines the student has violated the academic rule, if the student has not filed an appeal. If the student files an appeal and the appeal is denied, the date of determination is the date the appeal is denied. If the student ceases attendance without providing official notification, the DOD shall be no more than 14 days from the student's last date of attendance.

Effect of Leaves of Absence on Refunds

If a student does not return from an approved leave of absence (where applicable) on the date indicated on the written request, the refund will be made within 30 days from the date the student was scheduled to return (DOD), but the refund calculation will be based on the student's last date of attendance.

Textbook and Equipment Return/Refund Policy

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

Federal Return of Title IV Funds Policy

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

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

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

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

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

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

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

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

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

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

Return of Unearned SFA Program Funds

The School must return the lesser of:
- The amount of SFA program funds that the student did not earn; or
- The amount of institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that were not earned.

The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate, the amount by which the original overpayment amount exceeds 50% of the total grant funds received by the student for the payment period or period of enrollment, if the grant overpayment is greater than $50.

(Note: If the student cannot repay the grant overpayment in full, the student must make satisfactory arrangements with the U.S. Department of Education to repay any outstanding grant balances. The Student Financial Aid Department will be available to advise the student in the event that a student repayment obligation exists. The individual will be ineligible to receive additional student financial assistance in the future if the financial obligation(s) are not satisfied.)

Institutional Refund Calculation

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

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

REQUIREMENTS FOR GRADUATION

A student must:

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

ILLINOIS BUYER'S RIGHT TO CANCEL AND REFUND POLICY

When a student gives written notice of cancellation, The School shall provide a refund in the amount of at least the following:

a. When notice of cancellation is given before midnight of the fifth business day after the date of enrollment but prior to the first day of class, all application registration fees, tuition, and any other charges shall be refunded to the student;
b. When notice of cancellation is given after midnight of the fifth business day following acceptance but prior to the close of business on the student's first day of class attendance, The School may retain no more than the application registration fee which may not exceed $150 or 50% of the cost of tuition, whichever is less;
c. When notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the student's completion of 5% of the course of instruction, The School may retain the application registration fee, an amount not to exceed 10% of the tuition and other instructional charges or $300, whichever is less, and the cost of any books or materials which have been provided by The School. A school must refund any book and materials fees when: (a) the book and materials are returned to The School unmarked; and (b) the student has provided The School with a notice of cancellation.
d. When a student has completed in excess of 5% of the course of instruction The School may retain the application registration fee but shall refund a part of the tuition and other instructional charges in accordance with whichever of the following applies:
   After 5% of the course of instruction, but within the first 4 weeks of classes, The School shall refund at least 80% of the tuition;
   During the first 25% of the course, The School shall refund at least 55% of the tuition;
   During the second 25% of the course, The School shall refund at least 30% of the tuition;
   In cases of withdrawal after 50% of the course, The School may commit the student to the remaining obligation of tuition.

BUYER'S RIGHT TO CANCEL AND REFUND POLICY — INDIANA STUDENTS

When a student gives written notice of cancellation, The School shall provide a refund in the amount of at least the following:

a. When notice of cancellation is given before midnight of the fifth business day after the date of enrollment but prior to the first day of class, all application registration fees, tuition, and any other charges shall be refunded to the student;
b. When notice of cancellation is given after midnight of the fifth business day following acceptance but prior to the close of business on the student's first day of class attendance, The School may retain no more than the application registration fee which may not exceed $150 or 50% of the cost of tuition, whichever is less;
c. When notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the student's completion of 5% of the course of instruction, The School may retain the application registration fee, an amount not to exceed 10% of the tuition and other instructional charges or $300, whichever is less, and the cost of any books or materials which have been provided by The School. A school must refund any book and materials fees when: (a) the book and materials are returned to The School unmarked; and
(b) the student has provided The School with a notice of cancellation.
d. When a student has completed in excess of 5% of the course of instruction The School may retain the application registration fee but shall refund a part of the tuition and other instructional charges in accordance with whichever of the following applies:
   After 5% of the course of instruction, but within the first 4 weeks of classes, The School shall refund at least 80% of the tuition;
   During the first 25% of the course, The School shall refund at least 55% of the tuition;
   During the second 25% of the course, The School shall refund at least 30% of the tuition;
   In cases of withdrawal after 50% of the course, The School may commit the student to the remaining obligation of tuition.

NOTICE TO THE BUYER - ILLINOIS AND INDIANA STUDENTS

1. Do not sign this agreement before you read it or if it contains any blank spaces.
2. This is a legal instrument. Both sides of the contract are binding. Read both sides before signing.
3. You are entitled to receive one copy of the agreement you sign and any information disclosure pages presented by The School.
4. Under the law you have the right, among others, to pay the full amount due and to obtain under certain conditions a partial refund of the finance charge.

Any changes in the agreement shall not be binding on either the student or The School unless such changes have been approved in writing by the authorized official of The School and by the student or the student's parent or guardian if the student is a minor.

STUDENT FINANCING OPTIONS

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

FINANCIAL ASSISTANCE

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

STUDENT ELIGIBILITY

To receive financial assistance you must:

1. usually, have financial need;
2. be a U.S. citizen or eligible noncitizen;
3. have a social security number;
4. if male, be registered with the Selective Service;
5. if currently attending school, be making satisfactory academic progress;
6. be enrolled as a regular student in any of the school's eligible programs;
7. not be in default on any federally-guaranteed loan.

FEDERAL FINANCIAL AID PROGRAMS

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

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

Federal Pell Grant

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

Federal Supplemental Educational Opportunity Grant (FSEOG)

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

Federal Perkins Loan

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

Federal Work Study (FWS)

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

Federal Stafford Loans (FSL)

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

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

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

Federal Parent Loan for Undergraduate Students (PLUS)

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

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

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

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.

ALTERNATIVE FINANCING OPTIONS

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

Alternative Loan Programs

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

Private Loan Programs

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

Institutional Payment Plans

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

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

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

STUDENT SERVICES

ORIENTATION

Approximately one week prior to class, an orientation will be scheduled. At orientation, students become acquainted with Everest College staff, student expectations, and policies.

COLLEGE FACULTY AND GUEST LECTURERS

Selection of instructors is based on their educational specialty background, and practical experience. Instructors' qualifications are on file with the accrediting agencies. Everest College also has active Advisory Boards made up of local health professionals. Guest lecturers may speak throughout the course and may include local physicians, dentists, and technologists. Other speakers may familiarize students with the workings of health care facilities, as schedule permits.

PLACEMENT ASSISTANCE

The College encourages students to maintain satisfactory attendance, conduct and academic progress so they may be viewed favorably by prospective employers. While the College cannot guarantee employment, it has been successful in placing the majority of its graduates in their field of training. All graduating students participate in the following placement assistance activities:
- Preparation of resumes and letters of introduction--an important step in a well-planned job search.
- Interviewing techniques. Students acquire effective interviewing skills through practice exercises.
- Job referral by Placement Department. The Placement Department compiles job openings from employers in the area.

All students are expected to participate in the placement assistance program and failure to do so may jeopardize these privileges. Graduates may continue to utilize the College's placement assistance program at no additional cost.

REGISTRATION AND CERTIFICATION

Medical Assistant graduates are immediately eligible to sit for the Registered Medical Assistant Examination. Candidates who pass the exam are considered Registered Medical Assistants (RMA).

Medical Assistant graduates are immediately eligible to sit for the National Certified Medical Assistant Examination. Candidates who pass the exam are considered Nationally Certified Medical Assistants (NCMA).

Practical Nursing graduates are immediately eligible to sit for the State of Indiana Practical Nurse Exam. Candidates who pass the exam are considered Licensed Practical Nurses.

Surgical Technologist graduates are immediately eligible to sit for the Surgical Technologist Certification Exam. Candidates who pass the exam are considered a Certified Surgical Technologist (CST).

Medical Administrative Assistant graduates are immediately eligible to sit for the professional coders exam by the American Academy of Professional Coders (AAPC).

STUDENT ACTIVITIES

Throughout the school year, activities that encourage school spirit and develop student leadership may be offered. The College believes that participation in these activities is an important part of the educational process, and student involvement is encouraged.

HOUSING ASSISTANCE

Although the College does not maintain dormitory facilities, students who are relocating and must arrange their own housing may request additional assistance.

TRANSPORTATION ASSISTANCE

The College maintains information on public transportation.

FIELD TRIPS

This campus believes that training is enriched by observing real-life applications. When appropriate, visits are arranged to industrial or professional locations.

SPECIAL LECTURES

Guest lecturers are invited to speak to students about career opportunities and current industry applications of educational programs.

DRUG ABUSE PREVENTION

Information on drug abuse prevention is available at the College for all students and employees.

ADVISING

The College provides advising to students on issues involving education and academics.   For personal problems that may require professional advising or counseling, the College has information available on community resources that address these types of problems.

PROGRAM LOCATIONS

Program	Credential	Burr Ridge	Chicago	Earth City	Merrillville	Merrionette Park	North Aurora	Skokie
Business Accounting	Diploma		☑	☑	☑		☑	☑
Dental Assisting	Diploma	☑	☑		☑			
Massage Therapy	Diploma	☑	☑	☑	☑	☑	☑	☑
Medical Administrative Assistant	Diploma	☑	☑	☑	☑		☑	☑
Medical Assisting	Diploma	☑	☑	☑	☑	☑	☑	☑
Medical Insurance Billing and Coding	Diploma	☑	☑	☑		☑	☑	☑
Pharmacy Technician	Diploma		☑			☑		☑
Practical Nurse	Diploma				☑			
Surgical Technologist	Diploma				☑			

A modular program is a complete body of prescribed subjects or studies that is divided into periods of instruction approximately four to five weeks in length. Programs are offered in-residence.

BUSINESS ACCOUNTING

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	54	9 months/ 36 weeks	Chicago, North Aurora, Skokie, Merrillville	2-0

This 720-hour program consists of two pre-requisite modules (A & B), and nine self-contained units of learning called modules. Each student must successfully complete the pre-requisite modules before moving on to any one of the remaining modules in the program. The last two modules contain the Capstone AIPB curriculum which prepares students to take the national exams to become Certified Professional Bookkeepers. The accounting field offers a variety of interesting and challenging career opportunities to graduates of the Business Accounting Program. In this program, students will receive training in the basic skills required of entry-level accountants and bookkeepers using today's modern computerized accounting systems. In addition to covering basic accounting principles, the program includes coursework in a variety of computer and accounting related areas, including Payroll Accounting, Computer Applications, and Corporate Accounting.

This program prepares the student for an entry-level position in an accounting department of a large company or a training position as a full-charge bookkeeper in a small office.

This training program is divided into 9 learning units called modules. Each module stands alone as a unit of study and is four (4) weeks in length. If students do not complete any portion of one of these modules, the entire module must be retaken. Upon successful completion of the 9-module program, students are awarded a diploma.

MODULE NUMBER	MODULE TITLE	LECTURE HOURS	LAB HOURS	OTHER HOURS	TOTAL CONTACT HOURS	QUARTER CREDIT UNITS
Pre-requisite Course						
Mod. A or B may be taken first and the other must be taken second. A & B are prerequisites.						
A	Strategies for Success Keyboarding & 10-Key Computerized Office Applications	40	40	0	80	6.0
B	Principles of Accounting I Keyboarding & 10-Key Computerized Office Applications	40	40	0	80	6.0
Modular Courses						
Mods. C through F may be taken in any order after Mods A & B have been completed. Recommended to start with Mod C.						
C	Principles of Accounting II Applied Spreadsheets	40	40	0	80	6.0
D	Computerized Accounting Business Math	40	40	0	80	6.0
E	Business Communications Corporate Accounting	40	40	0	80	6.0
F	Business Enterprise Tax Accounting	40	40	0	80	6.0
Modular Courses						
Mods G, H & I are Capstone Mods and maybe taken in any order after Mods C-F have been successfully completed.						
G	Mastering Double-Entry Bookkeeping AIPB Capstone: Adjustments & Error Correction	40	40	0	80	6.0
H	Payroll Accounting AIPB Capstone: Payroll & Depreciation	40	40	0	80	6.0
I	Career Skills AIPB Capstone: Inventory, Internal Controls & Fraud Prevention	40	40	0	80	6.0
PROGRAM TOTAL:		360	360	0	720	54.0

Module A – Strategies for Success, Keyboarding/10-key and Computerized Office Applications   6.0 Quarter Credit Hours
Module A is designed to equip students for transitions in their education and life. The course includes introduction to college and its resources, study skills, and personal resource management skills. Students will become familiar with basic keyboarding and will develop minimum typing skills including the practical skill of 10-key by touch. Students will learn about a variety of computer concepts including basic hardware architecture, software types, and operating system features. Students will practice creating and managing documents using word processing and spreadsheet applications. Particular attention and practice is given to exploring the use of spreadsheets in business applications.
Prerequisites: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

Module B – Principles of Accounting I, Keyboarding/10-key and Computerized Office Applications	**6.0 Quarter Credit Hours**

Module B introduces students to the principles of accounting as well as provides training and practice with computer keyboarding. Students will learn about the accrual method of accounting based upon generally accepted accounting principles and Analysis of income statement procedures, computerized accounting applications and the accounting cycle are highlighted. In addition, students will become familiar with basic keyboarding and will develop minimum typing skills. Computerized Office Applications introduces students to the essential concepts necessary to make effective use of the computer. Students will learn about a variety of computer concepts including basic hardware architecture, software types, and operating system features. Students will practice creating and managing documents using word processing and spreadsheet applications. Particular attention and practice is given to exploring the use of spreadsheets in business applications. Prerequisites: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

Module C – Principles of Accounting II and Applied Spreadsheets	**6.0 Quarter Credit Hours**

Module C 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. This module also focuses on the various topics in relation to spreadsheet applications. Course topics include creating workbooks, editing and formatting tools, using formulas and functions, employing creative formatting, building charts, working with multiple worksheets and lists, building templates, working with macros, using analysis and auditing tools, using lists, database features and pivot tables. Prerequisites: Modules A & B. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

Module D - Computerized Accounting and Business Math	**6.0 Quarter Credit Hours**

Module D 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, and more. In addition, this module will provide a thorough review of Business Math. The Business Math portion of this module includes such topics as decimals, percents, discounting, markups, and simple and compound interest. Prerequisites: Modules A & B. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

Module E - Corporate Accounting and Business Communications	**6.0 Quarter Credit Hours**

Module E provides a comprehensive introduction to the business and corporate enterprise, with a focus on the accounting function. Topics to be covered include corporate accounting principles, financial statements, cash flow statements, stocks, bonds, and other investments, as well as the terminology, functions, and procedures related to the organization and management of businesses. The Business Communications portion is designed to provide opportunities through reading, discussions, and exercises for students to improve their proficiency as communicators in business environments. Prerequisites: Modules A & B. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

Module F -Business Enterprise and Tax Accounting	**6.0 Quarter Credit Hours**

Module E provides a comprehensive introduction to the business and corporate enterprise, with a focus on the accounting function. Topics to be covered include corporate accounting principles, financial statements, cash flow statements, stocks, bonds, and other investments, as well as the terminology, functions, and procedures related to the organization and management of businesses. In addition, the personal and professional skills necessary for launching into a career in business are discussed. Students will study the concepts and techniques necessary for successful career-oriented employment. Specific focus is given towards tax accounting covering the laws, procedures, returns, and subsidiary schedules involved in the preparation of Federal personal tax returns. Prerequisites: Modules A & B. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

Module G – AIPB Capstone: Mastering Double-Entry Bookkeeping, Adjustments & Error Correction	**6.0 Quarter Credit Hours**

The intent of this module is to review and reinforce the concepts of double-entry bookkeeping, as well as accounting adjustments and error corrections and prepare students to pass the national certification exam and obtain their Certified Bookkeeper Certificate. Students will review and actively practice topics such as recording journal entries, general ledger accounts, rules, income statements and balance sheets. Students will receive more in depth knowledge of accruals, deferral and other accounting adjustments and well as where accounting errors occur and how to find them. Prerequisites: Modules C, D, E & F. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

Module H – Payroll Accounting and AIPB Capstone: Mastering Payroll and Depreciation	**6.0 Quarter Credit Hours**

This module provides students with a working knowledge of payroll laws, principles, practices, methods and systems. Students gain hands-on experience performing the payroll function as well as gain valuable experience with Federal lays, W-4 and state withholding, required payroll data and journal entries for payroll. Mastering Depreciation will prepare students to understand depreciation: for book versus tax purposes, under GAAP, under federal income tax rules and under MACRS. This Capstone is to prepare students to pass the national certification exam and obtain their Certified Bookkeeper Certificate. Prerequisites: Modules C, D, E & F. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

Module I – Career Skills and AIPB Capstone: Mastering Inventory, Internal Controls & Fraud Prevention	**6.0 Quarter Credit Hours**

Career skills will 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. Mastering Inventory will focus students to merchandise inventory, the perpetual and periodic methods, FIFO, LIFO and LCM concepts. Internal Controls & Fraud Prevention presents students with topics such as: how employees steal non-cash assets, how to prevent employee theft, preventing check and credit-card fraud, con schemes and prevention against vendor cheating. This Capstone is to prepare students to pass the national certification exam and obtain their Certified Bookkeeper Certificate. Prerequisites: Modules C, D, E & F. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

BUSINESS ACCOUNTING

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	600	48	7.5 months/ 30 weeks	Earth City, Merrillville, Skokie*	1-0
*No longer enrolling new students in version 1-0 of the program. See preceding pages for version 2-0 of the program, offered at Skokie.					

The accounting field offers a variety of interesting and challenging career opportunities to graduates of the Business Accounting Program. In this program, students will receive training in the basic skills required of entry-level accountants and bookkeepers using today's modern computerized accounting systems. In addition to covering basic accounting principles, the program includes coursework in a variety of computer and accounting related areas, including Payroll Accounting, Computer Applications, and Corporate Accounting.

This program prepares the student for an entry-level position in an accounting department of a large company or a training position as a full-charge bookkeeper in a small office.

This training program is divided into 5 learning units called modules. Each module stands alone as a unit of study. If students do not complete any portion of one of these modules, the entire module must be completed. Upon successful completion of the 5-module program, students are awarded a diploma.

Module	Module Title	Clock Hours	Credit Units
Module A	Principles of Accounting and Keyboarding	120	9
Module B	Computerized Office Applications	120	9
Module C	Computerized Accounting and Business English	120	10
Module D	Payroll Accounting, 10-Key, and Business Math	120	10
Module E	Corporate Accounting, the Business Enterprise, and Career Skills	120	10
	Program Total	**600**	**48**

Module A – Principles of Accounting and Keyboarding   **9.0 Quarter Credit Hours**

Module A introduces students to the principles of accounting as well as provides training and practice with computer keyboarding. Students will learn about the accrual method of accounting based upon generally accepted accounting principles and will cover such topics as bank statement reconciliation, accounts payable and receivable, bad debt, various methods of inventory pricing, and the accounting cycle. In addition, students will become familiar with basic keyboarding and will develop minimum typing skills. Prerequisites: none. Lec Hrs: 060, Lab Hrs. 060, Other Hrs: 000

Module B - Computerized Office Applications   **9.0 Quarter Credit Hours**

Module B introduces students to the essential concepts necessary to make effective use of the computer. Students will learn about a variety of computer concepts including basic hardware architecture, software types, and operating system features. Students will practice creating and managing documents using word processing and spreadsheet applications. Particular attention and practice is given to exploring the use of spreadsheets in business applications. Prerequisites: none. Lec Hrs: 060, Lab Hrs. 060, Other Hrs: 000

Module C - Computerized Accounting and Business English   **10.0 Quarter Credit Hours**

Module C 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, and more. In addition, this module will provide a thorough review of Business English as it relates to grammar, sentence structure, and editing practices. Prerequisite: Module A. Lec Hrs: 080, Lab Hrs. 040, Other Hrs: 000

Module D - Payroll Accounting, 10-Key, and Business Math   **10.0 Quarter Credit Hours**

Module D emphasizes the practical understanding of payroll accounting principles, and also provides a comprehensive review of mathematical skills as they apply in the business world. Topics include various payroll methods and systems, personnel/payroll records, and time-keeping methods. Students acquire hands-on experience performing the payroll function, including the practical skill of 10-key by touch. The Business Math portion of this module includes such topics as decimals, percents, discounting, markups, and simple and compound interest. Prerequisite: Module A. Lec Hrs: 080, Lab Hrs. 040, Other Hrs: 000

Module E - Corporate Accounting, the Business Enterprise, and Career Skills   **10.0 Quarter Credit Hours**

Module E provides a comprehensive introduction to the business and corporate enterprise, with a focus on the accounting function. Topics to be covered include corporate accounting principles, financial statements, cash flow statements, stocks, bonds, and other investments, as well as the terminology, functions, and procedures related to the organization and management of businesses. In addition, the personal and professional skills necessary for launching into a career in business are discussed. Students will study the concepts and techniques necessary for successful career-oriented employment. Prerequisite: Module A. Lec Hrs: 080, Lab Hrs. 040, Other Hrs: 000

DENTAL ASSISTING

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	47	8 months/ 32 weeks	Burr Ridge, Chicago, Merrillville	1-1

The goal of the Dental Assisting Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as dental assistants. Since they are trained in clinical and radiographic procedures, their services are also sought by general dentists, and dental offices and facilities specializing in pediatrics, orthodontics, endodontics and other specialties, dental schools, dental supply manufacturers, hospital dental departments, dental laboratories and insurance companies.

The objective of the Dental Assistant program is to provide the student with the appropriate didactic theory and hands-on skills required and necessary, to prepare them for entry level positions as dental assistants in today's modern health and dental care offices, dental clinics, and facilities. Students will study diagnostic and procedural terminology as it relates to the accurate completion of dental examinations, procedures, and daily tasks.

The combination of introduced skills taught in this program, will prepare students for the ever-changing field of dentistry and orthodontics. Students study dental radiography, dental sciences, operatory dentistry, laboratory procedures, dental anatomy and orthodontics, and dental health.

Completion of the Dental Assisting Program, including the classroom training and externship, is acknowledged by the awarding of a diploma.

Module	Module Title	Lecture Hours	Lab Hours	Other Hours	Total Contact Hours	Quarter Credit Units
MODULE A	Dental Office Emergencies and Compliance	40	40	0	80	6.0
MODULE B	Dental Radiography	40	40	0	80	6.0
MODULE C	Dental Specialties	40	40	0	80	6.0
MODULE D	Operatory Dentistry	40	40	0	80	6.0
MODULE E	Laboratory Procedures	40	40	0	80	6.0
MODULE F	Dental Anatomy and Orthodontics	40	40	0	80	6.0
MODULE G	Dental Health	40	40	0	80	6.0
MODULE X	Dental Assisting Externship	0	0	160	160	5.0
	Program Totals:	**280**	**280**	**160**	**720**	**47.0**

Major Equipment			
Amalgamators	DXTTR and Typodont Manikins	Model Vibrators	Personal Computers
Autoclave	Handpieces	Oral Evacuation Equipment	Ultrasonic Units
Automatic and Manual Processing Equipment	Model Trimmers	Oxygen Tank	X-Ray Units
Dental Unit and Chairs			

Module A – Dental Office Emergencies and Compliance   **6.0 Quarter Credit Hours**
In this module, students are introduced to Occupational Safety and Health Administration (OSHA) Standards for infection control and hazard communication. Topics include microbiology, contagious diseases concerning the dental team, universal precautions, barrier techniques and handling hazardous chemicals. Students practice step-by-step instrument decontamination using approved sterilization agents and methods. Students learn operatory disinfection using approved agents and methods. Methods for taking and recording vital signs and blood pressure are introduced. Students also learn about CPR for the Healthcare Provider and how to manage emergencies that may occur in the dental office. Related dental terminology is studied. Basic concepts of psychology and communication are discussed with emphasis on helping dental patients overcome anxieties related to dental treatment. Special considerations for the medically and physically compromised patients are presented. Career development skills are also taught. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000.

Module B – Dental Radiography   **6.0 Quarter Credit Hours**
Module B introduces students to the basic anatomy of the head and teeth in order to familiarize students with the anatomical structures involved in dental radiographs. Radiation protection and the hazards of X-ray radiation are studied. Emphasis is placed on maintaining radiation safety while obtaining the best possible diagnostic quality on dental radiographs. Students are also introduced to digital radiography. Theory, laboratory skills and clinical practice meet state guidelines for a Radiation Safety Certificate and comply with federal regulations for certifying radiographic operators. Students practice techniques of film exposure and mounting in equipped dental operatories with industry-approved structural and monitoring devices. Exposure techniques include bitewing, bisecting and parallel techniques and are performed on a patient simulator manikin. Upon successful completion of practice, students produce radiographs on site for clinical patients as prescribed by a licensed dentist. Students process film using a fully equipped darkroom or automatic processor. Students are also required to mount processed radiographs and to evaluate the diagnostic quality according to established criteria. Students retake non-diagnostic films. Professional responsibilities regarding the state radiation safety certificate are introduced as well as quality assurance and infection control. Related dental terminology is also taught. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000.

Module C – Dental Specialties	**6.0 Quarter Credit Hours**
In this module, student study cranial anatomy as it relates to anesthesia administration and pain control. Methods for taking and recording vital signs and blood pressure are introduced. Skills performed by the dental assistant in the specialty areas of Oral Surgery and Endodontics (root canals) are presented, including procedures for the administration of topical and local anesthetics. Students practice acquired skills on training manikins (Typodonts), placing instruments and materials. Children's dentistry (Pediatric Dentistry) as a specialty is presented. Related dental terminology is studied. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000.	

Module D – Operatory Dentistry	**6.0 Quarter Credit Hours**
This module introduces students to chair-side assisting duties and techniques practiced in general dentistry with emphasis on sit-down, four-handed dentistry. Students learn how to handle and transfer dental instruments and place materials on models. Properties and manipulation of common dental materials, including amalgam, composites, glass ionomers and sealants, are presented. Students practice required RDA procedures such as placement, wedging and removal of matrices, placement of cement bases and liners, and placement of temporary sedative dressing on Typodont manikins. Basic concepts of psychology and communication are discussed with emphasis on helping dental patients overcome anxieties related to dental treatment. Students also study related dental terminology. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000.	

Module E – Laboratory Procedures	**6.0 Quarter Credit Hours**
In this module, students receive hands-on training in taking impressions and constructing study and master casts. Students are exposed to a variety of impression and gypsum materials and procedures for their use. The casts are then used to practice dental procedures such as the fabrication of custom trays and temporary crowns. Prosthodontics as a specialty is presented with instruction in crown and bridge procedures and full and partial dentures. Students are introduced to dental implants and the various types of mouth guards such as night-guards, sports guards and bleaching trays. Laboratory safety and infection control are presented. Related dental terminology is studied. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000.	

Module F – Dental Anatomy and Orthodontics	**6.0 Quarter Credit Hours**
This module focuses on orthodontics as a specialty. Students receive hands-on training in practicing orthodontic measurements, placement of separators, sizing bands and placement and ligation of arch wires. Theory on orthodontic assistant duties, office routine and malocclusion classifications are presented. In addition, students learn to chart the oral conditions of patients in compliance with state guidelines for mouth mirror inspection. Introduction of tooth morphology, oral structures, and oral pathology are presented. Related spelling and terminology is studied throughout the module. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000.	

Module G – Dental Health	**6.0 Quarter Credit Hours**
Specialty areas of oral pathology and periodontics are studied. Placement of periodontal surgical dressings is demonstrated and practiced on manikins according to RDA criteria. Preventive dentistry is emphasized. Related areas of nutrition and fluorides are presented. Students also study related dental terminology. Coronal polish theory and procedures are taught and practiced on manikins and then on clinical patients under the direct supervision of a licensed dentist. Completion of coronal polish requirements will permit the assistant to perform the procedure after obtaining the Registered Dental Assistant license (California programs only). Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000.	

Module X – Dental Assisting Externship	**5.0 Quarter Credit Hours**
This module is 160 hours of unpaid, supervised, practical in-service in a dental office or clinic in which the student practices direct application of all administrative and clinical functions of dental assisting. Prerequisite: Completion of Modules A-G. Lec Hrs: 000, Lab Hrs: 000, Other Hrs: 160.	

MASSAGE THERAPY

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	750	55	9 months/ 36 weeks	Burr Ridge, Chicago, Earth City, Merrillville, Merrionette Park, North Aurora, Skokie	3-0

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

This 750-hour program consists of one pre-requisite course, eight self-contained units of learning called modules, and a 30-hour clinic, which students must complete before they graduate. Each student must successfully complete the pre-requisite course before moving on to any one of the remaining modules in the program. Included in this program are 225 hours of Anatomy and Physiology, as well as introduction to principles and practices of massage therapy, massage fundamentals, massage and bodywork, pathology, business and success skills, and health and wellness. Upon the successful completion of this program, graduates will have received the education necessary to attain a career in one of the most engaging and exciting fields today. The graduate may work in an entry-level position as a Massage Therapist in a variety of health care facilities, including, but not limited to, a massage clinic, hospital, chiropractic office, nursing home, health club, spa, resort, or in private practice. Massage Therapists may be employed in urban, suburban, and rural areas.

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

* Massage Therapy Clinic hours are to be scheduled throughout the last three modules of training.

MTD100 – Introduction to massage Therapy   **6.0 Quarter Credit Hours**
This course is designed to prepare the student for future course work in more advanced modalities presented later on in the program. The topics covered in this course are Joint Classification, Range of Motion of the shoulder, Western Theory & History, the Benefits of Massage Therapy on the Body Systems, Classification of Massage Movements, Draping Procedures, The Client Consultation, Procedures for a Complete Body Massage, The Skeletal System, The Muscular System, General Structural Plan of the Body, Movements, and Directional Terms, and Indications/Contraindications for Massage Therapy. Prerequisite: None. Lecture Hours: 040 Lab Hours: 040 Other Hours: 000.

MTD201 - Business and Ethics   **6.0 Quarter Credit Hours**
This module is designed to provide students with an understanding of the job opportunities in the massage industry while building core computer and business skills. Professionalism, ethical practice, the law as it relates to massage and communication are discussed. Clinical practice in Swedish massage, and chair massage. Prerequisite MTD100 Lecture Hours: 040 Lab Hours: 040 Other Hours: 000.

MTD237 – Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage   **6.0 Quarter Credit Hours**
This module is designed to provide the student with the theory & hands-on skills involved in practicing Swedish Massage. Also covered in this module is range of motion for hip, pre-natal, post-natal, infant & elder/geriatric massage. Prerequisite: MTD100 Lecture Hours: 040 Lab Hours: 040 Other Hours: 000.

MTD263 – Eastern Theory and Practice   **6.0 Quarter Credit Hours**
This module is designed to provide the student with the understanding and knowledge of Eastern theory and practice as used within different styles of Asian bodywork. The student will also learn the immune and lymphatic systems. For specific musculature covered for this module please refer to the anatomy and physiology outline. Prerequisite: MTD100 Lecture Hours: 040 Lab Hours: 040 Other Hours: 000.

MTD220 – Energy & Non-Traditional Therapies, Wellness & CPR   **6.0 Quarter Credit Hours**
This module is designed to provide the student with the theory and hands-on skills involved in introducing fundamental energy based modalities including Polarity and Beginning Reiki hand-placements. The student will be introduced to basic health and wellness concepts including CPR. This module will also provide the student with the understanding of the Integumentary System and musculature of the forearms and hands. Prerequisite: MTD100 Lecture Hours: 040 Lab Hours: 040 Other Hours: 000.

MTD282- Deep Tissue, Myofascial Release & Pin and Stretch   **6.0 Quarter Credit Hours**
This module is designed to provide students with an understanding of myofascial, deep tissue and pin and stretch techniques. These techniques will be incorporated into a Swedish massage to better address individual client needs. Students will use basic assessment skills to identify muscular holding patterns and develop treatment plans. The indications and contraindications of these techniques will be discussed as will specific sights of caution for deep tissue. In addition students will develop an understanding of the digestive system, urinary system and the muscles of the anterior neck. Prerequisite: MTD100 Lecture Hours: 040 Lab Hours: 040 Other Hours: 000.

MTD214 – Neuromuscular/Trigger Point and Muscle Energy Techniques	6.0 Quarter Credit Hours

This module is designed to provide the student with the understanding and knowledge of neuromuscular techniques (NMT), muscle energy techniques (MET) and trigger point therapy and the assessment skills necessary for these modalities. The student will also learn the nervous system and the musculature of the deep posterior spinal muscles. Prerequisite: MTD100 Lecture Hours: 040 Lab Hours: 040 Other Hours: 000.

MTD246 - Clinical and Sports Massage	6.0 Quarter Credit Hours

This module is designed to provide the student with the understanding and knowledge of clinical and sports massage techniques and the assessment skills necessary for these modalities. The student will also learn the assessment skills, charting/documentation, clinical applications and focus within the endocrine system with a review of the nervous system (CNS/PNS). For specific musculature covered for this module please refer to the anatomy and physiology outline. Prerequisite: MTD100 Lecture Hours: 040 Lab Hours: 040 Other Hours: 000.

MTD295 – Health and Wellness	6.0 Quarter Credit Hours

This module is designed to provide the student with an overall understanding of the skills involved in working in spa services and in working with specific strategies to enhance good health and wellness. Prerequisite: MTD100 Lecture Hours: 040 Lab Hours: 040 Other Hours: 000.

MTD278 – Massage Clinic	1.0 Quarter Credit Hours

This course is designed to provide the student with a realistic hands-on view and experience of working in the field by participating in a real massage therapy clinic or 'mock' clinic environment. The clinic provides the students an opportunity to enhance skills learned and practiced from instruction. This course is a continuation of supervised clinical practice integrating the principles of Swedish massage, chair massage and adjunctive therapeutic modalities. Students are afforded the opportunity to practice their massage and evaluation skills on a diverse group of subjects. Prerequisite: Successful completion of 6 of the 9 modules and Instructor approval. Students may be able to start the clinic prior to the 6th module with instructor approval. Lecture Hours: 000 Lab Hours: 000 Other Hours: 030.

MASSAGE THERAPY

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	54	9 months (day) 9 months (evening)	Burr Ridge*, Chicago*, Merrillville*, North Aurora*, Skokie*	1-0
*No longer enrolling new students in version 1-0 of this program. Please see preceding pages for version 3-0 of Massage Therapy.					

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

This 720-hour program consists of nine self-contained units of learning called modules. Included in this program are 225 hours of Anatomy and Physiology, as well as introduction to principles and practices of massage therapy, massage fundamentals, massage and bodyworks, business and success skills, and health and wellness. Upon the successful completion of this program, graduates will have received the education necessary to attain a career in one of the most engaging and exciting fields today. The graduate may work in an entry-level position as a massage therapist in a variety of health care facilities, including but not limited to a massage clinic, hospital, chiropractic office, nursing home, health club, spa, resort, or in private practice. Massage therapists may be employed in urban, suburban, and rural areas.

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

Module A - Business and Ethics   **6.0 Quarter Credit Hours**
This module is designed to provide students with an understanding of the job opportunities in the massage industry while building core computer and business skills. Professionalism, ethical practice, the law as it relates to massage and communication are discussed. Clinical practice in Swedish massage, chair massage and integrated techniques continue to build the massage therapist's practical skills. Prerequisite: None. Lecture Hours: 040 Lab Hours: 040 Other Hours: 000.

Module B – Swedish Massage, Western Theory & History, Practice & Mechanisms of Health & Disease   **6.0 Quarter Credit Hours**
This module is designed to provide the student with the theory & hands-on skills involved in practicing a form of massage known as Swedish massage. Also covered in this module are joint classification, range of motion for shoulder, and Western theory & history. Prerequisite: None. Lecture Hours: 040 Lab Hours: 040 Other Hours: 000.

Module C – Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage   **6.0 Quarter Credit Hours**
This module is designed to provide the student with the theory & hands-on skills involved in practicing a form of massage known as Swedish Massage. Also covered in this module are range of motion for hip, pre-natal, post-natal, infant & elder/geriatric massage. Prerequisite: None. Lecture Hours: 040 Lab Hours: 040 Other Hours: 000.

Module D – Eastern Theory and Practice   **6.0 Quarter Credit Hours**
This module is designed to provide the student with the understanding and knowledge of Eastern theory and practice as used within different styles of Asian bodywork. The student will also learn the immune and lymphatic systems. For specific musculature covered for this module please refer to the anatomy and physiology outline. Prerequisite: None. Lecture Hours: 040 Lab Hours: 040 Other Hours: 000.

Module E – Energy & Non-Traditional Therapies, Wellness & CPR   **6.0 Quarter Credit Hours**
This module is designed to provide the student with the theory and hands-on skills involved in introducing fundamental energy based modalities including Polarity and Beginning Reiki hand-placements. The student will be introduced to basic health and wellness concepts including CPR. This module will also provide the student with the understanding of the Integumentary System and musculature of the forearms and hands. Prerequisite: None. Lecture Hours: 040 Lab Hours: 040 Other Hours: 000.

Module F - Deep Tissue, Myofascial Release & Pin and Stretch   **6.0 Quarter Credit Hour**
This module is designed to provide students with an understanding of myofascial, deep tissue and pin and stretch techniques. These techniques will be incorporated into a Swedish massage to better address individual client needs. Students will use basic assessment skills to identify muscular holding patterns and develop treatment plans. The indications and contraindications of these techniques will be discussed as will specific sites of caution for deep tissue. In addition students will develop an understanding of the digestive system, urinary system and the muscles of the anterior neck. Prerequisite: None. Lecture Hours: 040 Lab Hours: 040 Other Hours: 000.

Module G – Neuromuscular/Trigger Point and Muscle Energy Techniques   **6.0 Quarter Credit Hours**
This module is designed to provide the student with the understanding and knowledge of neuromuscular techniques (NMT), muscle energy techniques (MET) and trigger point therapy and the assessment skills necessary for these modalities. The student will also learn the nervous system and the musculature of the deep posterior spinal muscles. Prerequisite: None. Lecture Hours: 040 Lab Hours: 040 Other Hours: 000.

Module H - Clinical and Sports Massage	**6.0 Quarter Credit Hours**

This module is designed to provide the student with the understanding and knowledge of clinical and sports massage techniques and the assessment skills necessary for these modalities. The student will also learn the assessment skills, charting/documentation, clinical applications and focus within the endocrine system with a review of the nervous system (CNS/PNS). For specific musculature covered for this module please refer to the anatomy and physiology outline. Prerequisite: None. Lecture Hours: 040 Lab Hours: 040 Other Hours: 000.

Module I – Health and Wellness	**6.0 Quarter Credit Hours**

This module is designed to provide the student with an overall understanding of the skills involved in working in spa services and in working with specific strategies to enhance good health and wellness. Prerequisite: None. Lecture Hours: 040 Lab Hours: 040 Other Hours: 000.

MEDICAL ADMINISTRATIVE ASSISTANT

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	47	8 months/ 32 weeks	Burr Ridge, Chicago, Merrillville, North Aurora, Earth City, Skokie	1-0

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 21st century medical office environment.

The medical professionals have come to rely upon well-trained medical administrative assistants for their ability to handle managed-care insurance claims and the general financial functions of the medical office. This diploma prepares the graduate to fill entry-level positions in all medical facilities and insurance companies.

The program is divided into eight learning units called modules. Student must complete modules A through G before starting Module X which is externship. A student can start with any module and continue in any sequence until all seven modules are successfully completed. Modules A through G stand alone as units of study and are not dependent upon previous training. If students do not complete any portion of one of these modules, the entire module must be repeated.

Upon successful completion of modules A through G, students participate in a 160-clock hour externship (Module X). Completion of the Medical Administrative Assistant Program is acknowledged by the awarding of a diploma.

Module	Module Title	Clock Hours	Credit Units
Module A	Office Finance	80	6
Module B	Patient Processing and Assisting	80	6
Module C	Medical Insurance	80	6
Module D	Insurance Plans and Collections	80	6
Module E	Office Procedures	80	6
Module F	Patient Care and Computerized Practice Management	80	6
Module G	Dental Administrative Procedures	80	6
Module X	Medical Administrative Assistant Externship	160	5
	Program Total	**720**	**47**

Module A - Office Finance   **6.0 Quarter Credit Hours**
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

Module B - Patient Processing and Assisting   **6.0 Quarter Credit Hours**
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

Module C - Medical Insurance   **6.0 Quarter Credit Hours**
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

Module D - Insurance Plans and Collections	**6.0 Quarter Credit Hours**

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/Keyboarding Hours: 20.0   Spelling/Skillbuilding Hours: 20.0

Module E - Office Procedures	**6.0 Quarter Credit Hours**

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

Module F - Patient Care and Computerized Practice Management	**6.0 Quarter Credit Hours**

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

Module G - Dental Administrative Procedures	**6.0 Quarter Credit Hours**

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

Module X – Medical Administrative Assistant Externship	**5.0 Quarter Credit Hours**

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

MEDICAL ASSISTING

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	47	8 months/ 32 weeks	Burr Ridge, Chicago, Earth City, Merrillville, Merrionette Park, North Aurora, Skokie	1-1

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

In recent years, the medical assisting profession has become indispensable to the health care field. Physicians have become more reliant on medical assistants for their front and back office skills, and their services are being sought by medical offices, and ambulatory care providers, clinics, hospitals, urgent care centers, nursing homes, medical supply businesses, home health agencies, insurance providers, and pharmaceutical companies. This diploma program prepares graduates to fill entry-level positions such as clinical or administrative assistant, medical receptionist, and medical insurance biller.

This program is divided into eight learning units called modules. The first seven modules, A through G, are classroom modules. Each stands alone as a unit of study and is not dependent upon the completion of any previous or subsequent module. If students do not complete any portion of a module, the entire module must be repeated. Students may enter the program in any of the seven modules and continue through these modules until all have been completed. Following the successful completion of the first seven modules, A through G, students participate in a 160-hour externship.

Completion of the Medical Assisting Program is acknowledged by the awarding of a diploma.

Module	Module Title	Clock Hours	Credit Units
Module A	Patient Care and Communication	80	6
Module B	Clinical Assisting, Pharmacology	80	6
Module C	Medical Insurance, Bookkeeping and Health Sciences	80	6
Module D	Cardiopulmonary and Electrocardiography	80	6
Module E	Laboratory Procedures	80	6
Module F	Endocrinology and Reproduction	80	6
Module G	Medical Law, Ethics, and Psychology	80	6
Module X	Externship	160	5
	Program Total	**720**	**47**

Major Equipment			
Autoclave	Electrocardiography Machine	Microscopes	Stethoscopes
Blood Chemistry Analyzer	Examination Tables	Personal Computers	Surgical Instruments
Calculators	Mayo Stands	Sphygmomanometers	Training Manikins

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 develop an understanding of basic anatomy and physiology of the special senses (eyes and ears), nervous and integumentary system, common diseases and disorders, and medical terminology related to these systems. Students 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 their new job so that they can advance in their career. Prerequisites: 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. Prerequisites: None. Lec. Hrs: 040, Lab Hrs: 040, Other Hrs: 000.

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

Module C introduces students to the health care environment and office emergencies and first aid, with an emphasis on bandaging techniques for wounds and injuries. Students study medical insurance, billing and coding, bookkeeping procedures, accounts payable and receivable, financial management, banking, and check writing procedures that are essential to the successful operation of the medical office. Students develop an understanding of good health nutrition and weight control and strategies in promoting good health in patients.

Students gain an understanding of basic anatomy and physiology of the digestive system, common diseases and disorders, and medical terminology related to this system. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist them in being successful in the medical field. Prerequisites: None. Lec. Hrs: 040, Lab Hrs: 040, Other Hrs: 000.

Module D - Cardiopulmonary and Electrocardiography	**6.0 Quarter Credit Hours**

Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs, and diseases, disorders, and diagnostic tests associated with these systems. Students learn about the electrical pathways of the heart muscle in preparation for applying electrocardiography (ECG or EKG) leads and recording a 12-lead electrocardiogram. A cardiopulmonary resuscitation (CPR) course is taught with 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, 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. Prerequisites: None. Lec. Hrs: 040, Lab Hrs: 040, Other Hrs: 000.

Module E - Laboratory Procedures	**6.0 Quarter Credit Hours**

Module E introduces microbiology and laboratory procedures commonly performed in a physician's office or medical clinic. Students learn specimen identification, collection, handling and transportation procedures, and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. Students gain knowledge in radiology and nuclear medicine and become familiar with various radiological examinations and the patient preparation for these exams. Anatomy and physiology of the urinary system, and the body's immunity, including the structure and functions, as well as common diagnostic exams and disorders related to these systems. 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. Prerequisites: None. Lec. Hrs: 040, Lab Hrs: 040, Other Hrs: 000.

Module F - Endocrinology and Reproduction	**6.0 Quarter Credit Hours**

Module F covers general anatomy and physiology, including an overview of the study of biology and the various body structures and systems. This module also identifies and examines the basic structural components and functions of the skeletal, endocrine, and reproductive systems. Students learn about child growth and development, and how hereditary, cultural, and 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 a mentor and learn from mentoring. Prerequisites: None. Lec. Hrs: 040, Lab Hrs: 040, Other Hrs: 000.

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

Module G covers the history and science of the medical field, as well as the medical assisting profession and how it fits into the big picture. Students gain an understanding of concepts related to patient reception in the medical office and preparing for the day. Students become familiar with that 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 their keyboarding and word processing skills, and become familiar with the self-directed job search process by leaning how to dress for success. Prerequisites: None. Lec. Hrs: 040, Lab Hrs: 040, Other Hrs: 000.

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

Upon successful completion of Modules A through G, Medical Assisting students participate in a 160 hour externship at an approved facility. The externship provides the student an opportunity to apply principles and practices learned in the program and utilize entry level Medical Assisting skills in working with patients. Medical assisting externs work under the direct supervision of qualified personnel at the participating externship sites, and under general supervision of the school staff. Externs are evaluated by supervisory personnel at the site at 80- and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship experience in order to fulfill requirements for graduation. Prerequisites: None. Lec. Hrs: 000, Lab Hrs: 000, Other Hrs: 160.

MEDICAL INSURANCE BILLING AND CODING

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	47	8 months	Chicago, North Aurora, Skokie, Earth City, Merrillville, Burr Ridge	2-0

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

The objective of the Medical Billing and Coding Program is to provide the student with the appropriate didactic theory and hands-on skills required and 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 Hours/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.

Upon successful completion of all program courses, students will be awarded a diploma.

Course	Course Title	Clock Hours	Credit Units
MEDINTRO	Introduction to Medical Terminology, Keyboarding, Word Processing, Basic Math, Insurance Coding, and Administrative Duties of Medical Personnel	80	6.0
MIBCL	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Cardiovascular and Lymphatic Systems	80	6.0
MIBGU	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitorurinary System	80	6.0
MIBIE	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumetary and Endocrine Systems, and Pathology	80	6.0
MIBMS	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Musculosketal 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
MIBP	Practicum	160	5.0
MIBE	Externship	160	5.0
	Program Totals	720	47.0

Module MEDINTRO   Introduction to Medical Terminology, Keyboarding, Word Processing, Basic Math,
Insurance Coding, and Administrative Duties of Medical Personnel   6 Quarter Credit Hours
This module presents basic prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols. Also covered is medical jurisprudence and medical ethics. Legal aspects of office procedure are covered, including a discussion of various medical/ethical issues in today's medical environment. Students will learn basic computer skills and acquire knowledge of basic medical insurance billing and coding. Students are provided exposure to computer software applications used in the health care environment including basic keyboarding, Word and Excel. In addition, basic guidelines and coding conventions in ICD-9 and CPT with focus on the professional (outpatient) guidelines, as well as an introduction to the use of the coding reference books. Basic math is introduced. Career skills and development of proper study and homework habits are introduced as well as professionalism needed in the healthcare environment. Prerequisite: None. Lecture Hours: 040 Lab Hours: 040 Other Hours: 000

Module MIBCL	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding	
	of the Cardiovascular and Lymphatic Systems	**6 Quarter Credit Hours**

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. Lecture Hours: 040 Lab Hours: 040 Other Hours: 000

Module MIBGU	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding	
	of the Genitourinary System	**6 Quarter Credit Hours**

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. Lecture Hours: 040 Lab Hours: 040 Other Hours: 000

Module MIBIE	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding	
	of the Integumentary and Endocrine Systems, and Pathology	**6 Quarter Credit Hours**

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. Lecture Hours: 040 Lab Hours: 040 Other Hours: 000

Module MIBMS	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding	
	of the Musculoskeletal System	**6 Quarter Credit Hours**

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. Lecture Hours: 040 Lab Hours: 040 Other Hours: 000

| **Module MIBRG** | **Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding** | |
| | **of the Respiratory and Gastrointestinal Systems** | **6 Quarter Credit Hours** |

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. Lecture Hours: 040 Lab Hours: 040 Other Hours: 000

| **Module MIBSN** | **Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding** | |
| | **of the Sensory and Nervous Systems, and Psychology** | **6 Quarter Credit Hours** |

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. Lecture Hours: 040 Lab Hours: 040 Other Hours: 000

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

| **Module MIBP** | **Practicum** | **5 Quarter Credit Hours** |

Upon successful completion of Modules MIBINTRO. MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, Medical Insurance Billing and Coding students participate in a 160 hour practicum on-campus. The practicum provides the student an opportunity to apply principles and practices learned in the program and utilize entry-level skills in working with insurance companies and processing claims. Medical insurance billing and coding students work under the direct supervision of the school staff. Students are evaluated by an instructor or Department Chair at 80 and 160 hour intervals. Completed evaluation forms are placed in the students permanent records. Students must successfully complete their practicum experience in order to fulfill requirements for graduation. Prerequisite: Successful completion of Modules MIBINTRO. MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN. Lecture Hours: 000 Lab Hours: 000 Other Hours: 160

| **Module MIBE** | **Externship** | **5 Quarter Credit Hours** |

Upon successful completion of Modules MIBINTRO. MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, medical insurance billing/coding students participate in a 160-hour externship. Students are expected to work a full-time (40 hours per week) schedule if possible. Serving in an externship at an approved facility gives externs an opportunity to work with the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Supervisory personnel will evaluate externs at 80 and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation. Prerequisite: Successful completion of Modules MIBINTRO. MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN. Lecture Hours: 000 Lab Hours: 000 Other Hours: 160

MEDICAL INSURANCE BILLING AND CODING

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	560	35	6 months	Merrionette Park, Skokie*	1-1
*No longer enrolling new students in this version of the program at the Skokie campus. Please see the preceding pages for version 2-0.					

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

The objective of the Medical Billing/Coding Program is to provide the student with the appropriate didactic theory and hands-on skills required and necessary, to prepare them for entry level positions as medical insurance billers/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 combination of introduced skills taught in this program, will prepare students for the ever-changing field of insurance billing and coding. Students study coding procedures as well as the proper management and execution of various medical insurance plan and programs. In simulated practice, students will also actually prepare insurance claim forms, both manually and by computer. Additional skills covered in this program will be the practice of interviewing and the documentation methods required to obtain and using patient information necessary for successful claims management.

Module	Module Title	Clock Hours	Credit Units
Module A	Introduction to Medical Insurance and Managed Care	80	6.0
Module B	Government Programs	80	6.0
Module C	Electronic Data Interchange and Modifiers	80	6.0
Module D	Medical Documentation, Evaluation, and Management	80	6.0
Module E	Health Insurance Claim Forms	80	6.0
Module F	Practicum **OR**	*160	*5.0
Module X	Externship		
	Program Total	**560**	**35**

*Either a Practicum or an Externship, but not both

Major Equipment
Calculators
Personal Computers

Module A – Introduction to Medical Insurance and Managed Care   **6.0 Quarter Credit Hours**
Module A introduces students to various types of health care plans, including Managed Care and Health Maintenance Organizations (HMO). Module A develops proficiency in preparing and processing insurance claims, while developing strategies for insurance problem solving. Students are introduced to basic skills required to obtain correct ICD-9 and CPT codes. Students will have the opportunity to practice obtaining information from patient charts, including interpretation of physician notations regarding procedures and diagnoses relevant to claims completion. Also covered in this module is basic anatomy and physiology of the human body, including the muscular and skeletal systems, and medical terminology associated with these systems. Students will develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by preparing a resume and completing a job application. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000.

Module B – Government Programs   **6.0 Quarter Credit Hours**
Module B develops students' proficiency in preparing and processing insurance claims, as it relates to government programs. As part of this module, students will process medical claims for Medicare, Medicaid, and TRICARE. Students will gain an understanding of the responsibilities of a medical insurance specialist and other employment opportunities. Also covered in this module is basic anatomy and physiology of the nervous system and special senses, and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by learning how to conduct a successful job search and prepare a career portfolio. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000.

Module C – Electronic Data Interchange and Modifiers   **6.0 Quarter Credit Hours**
Module C introduces students to the process of electronic data exchange and interchange (ED), and will provide an opportunity to work with different types of computer claims systems, such as carrier-direct and clearinghouse. As part of their study, students will have the opportunity to perform electronic data interchange working with an outside claims clearinghouse. Also covered in this module is basic anatomy and physiology of the integumentary, endocrine, lymphatic and immune systems, and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by developing proper interviewing techniques and demonstrate how to accurately answer common interview questions. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000.

Module D – Medical Documentation, Evaluation, and Management	**6.0 Quarter Credit Hours**

Module D introduces students to the next step in procedural coding by learning the importance of documentation, evaluation, and management services, and the role it plays in the overall process of billing and coding. In addition to learning about general principles of medical documentation, students will also work with unlisted procedures and basic life evaluation services. Students will also learn insurance collection strategies, and how to trace delinquent accounts while utilizing proper communication skills. Students will gain knowledge about workers' compensation laws and the necessary requirements for filing a claim. Also covered in this module is basic anatomy and physiology of the respiratory and cardiovascular systems and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by creating a professional introduction or cover letter and a thank you letter. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000.

Module E - Health Insurance Claim Forms	**6.0 Quarter Credit Hours**

Module E introduces students to the Health Insurance Claim Form (CMS-1500), and provides the student with the experience of completing various claim forms as part of their hands-on experiences. Students will learn the process of hospital billing and will complete and process the UB-92 claim form. Students will gain an understanding of the purpose and function of state and federal disability insurance and the steps to filing a claim. Students will also develop an understanding of basic anatomy and physiology of the digestive, reproductive, and urinary systems and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students build upon their professional development skills by learning how to dress for success. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000.

Once students have completed Modules A - E, they will be placed in their final module of training, as chosen by the College administration, in an on-campus practicum experience or out in the field in an approved externship facility.

Module F – Practicum	**5.0 Quarter Credit Hours**

Upon successful completion of Modules A through E, Medical Insurance billing/coding students participate in a 160 hour practicum on-campus. The practicum provides the student an opportunity to apply principles and practices learned in the program and utilize entry-level skills in working with insurance companies and processing claims. Medical insurance/billing students work under the direct supervision of the school staff. Students are evaluated by an instructor or program chair personnel at 80- and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their practicum experience in order to fulfill requirements for graduation. Prerequisite: Successful completion of Modules A – E. Lec Hrs: 000, Lab Hrs: 000, Other Hrs: 160.

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

Upon successful completion of Modules A-E, 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 College 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 A – E. Lec Hrs: 000, Lab Hrs: 000, Other Hrs: 160.

PHARMACY TECHNICIAN

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	47	8 months	Chicago, Merrionette Park, Skokie	1-0

The Pharmacy Technician Diploma program provides both technical and practical training that 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 that 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. Pharmacy Technicians play a major role in pharmacy operations and in the overall healthcare work force. As pharmacy services continue to grow, with new services being offered, new drugs entering the market, and as comprehensive drug information becomes a necessity, the need for highly-trained pharmacy technicians increases.

Many of the traditional pharmacy functions, once performed by pharmacists, are now being performed by pharmacy technicians. Today's pharmacy technician has assumed a position which supports and enhances the progressive direction taken by pharmacy. The technician has also become the key person in assuring the smooth uninterrupted functioning of traditional pharmacy services.

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

Module	Module Title	Total Hours	Quarter 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 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 Systems	80	6.0
MODULE F	Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive Systems	80	6.0
MODULE G	Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal Systems	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. Prerequisite: 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 Respiratory and Nervous systems 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. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000.

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

This module is designed to introduce the student to the professional aspects of working in pharmacy technology. Subjects covered include a history of and changing roles of pharmacists and pharmacy technicians. This module covers the Law and Ethics of Pharmacy which includes the Food and Drug Act, The 1970 Comprehensive Drug Abuse Prevention and Control Act, and other modern-day drug legislation. The respiratory system is discussed along with medications for respiratory tract disorders. Oncology agents are covered in this module along with HIV/AIDS. Calculations and dimensional analysis of drug dosages are covered. Hands-on skills in the laboratory practice setting are performed. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000.

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

This module covers pharmacy technician registration and certification, including professionalism and communication in the pharmacy setting. Over-the-Counter medications, vitamins and skin care products are discussed in this module. Medications for the integumentary system are covered along with a discussion on medication calculations for the elderly. Also covered in this module are medications used for disorders of the eyes and ears. Students learn the most common medication errors, alternative medication and food & drug interactions. Hands-on skills in the laboratory practice setting are performed. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000.

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

In this module, emphasis is placed on the role and responsibilities of the pharmacy technician regarding parenteral dosages, including using proportion in calculating drug dosages for pediatrics. This module is designed to provide the student with an overall understanding of the administrative aspects and hands-on applications involved in working in a pharmacy. Medications for the G.I. and Musculoskeletal Systems are covered along with medications for disorders of the musculoskeletal system, as well as a study of general operations of pharmacies at different settings. Subjects covered include safety in the workplace, using computers in the pharmacy, communications and interpersonal relations within the pharmacy. Students will learn about migraine headaches, analgesics and drugs for NSAID. Use of computers in the pharmacy practice setting are covered. Hands-on skills in the laboratory practice setting are performed. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000.

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

This module is designed to provide the student with an overall understanding of anatomy and physiology as it relates to the Urinary and Reproductive Systems. Students will learn common tasks performed by pharmacy technicians in the hospital practice setting, including policies and procedures, responsibilities of the inpatient pharmacy technician, and specific state requirements regulating the use of pharmacy technicians in various states. Students will familiarize themselves with intravenous flow rates of large volume and small volume IV, infusion of IV Piggybacks, and the use of a Heparin lock. Critical Care flow rates and automated medication dispensing systems are discussed and calculated. Hands-on skills in the laboratory practice setting are performed. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000.

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

This module is designed to familiarize the student with all aspects of home health care, mail order pharmacy/E-Pharmacy, and long term care pharmacy. Also covered in this module are drug distribution systems utilized in the pharmacy to include pharmacy stocking and billing, inventory and purchasing. This module will provide students with the understanding of the cardiovascular, circulatory and skeletal systems and discuss medications for circulatory disorders and medications for the skeletal system. Hands-on skills in the laboratory practice setting are performed. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000.

Module X - Clinical Externship   **5.0 Quarter Credit Hours**

This 160-hour module is designed to provide the student with supervised, practical, hands-on and observational experiences in the working pharmacy. Students will be expected to gain experiences in either a hospital pharmacy or a community (retail) pharmacy. Students will gain exposure to "on-the-job" experiences and training in the pharmacy setting and practice of skills, gaining experiences in all aspects of drug preparation, and distribution utilized by participating sites. Prerequisite: Completion of Modules A through G. Lec Hrs: 000, Lab Hrs: 000, Other Hrs: 160.

PRACTICAL NURSE						
Credential	Clock Hours	Credit Units	Length	Campuses		Version
Diploma	1,416	85.5	12months /48 weeks	Merrillville		001 IN-PNP

Philosophy/Purpose

The faculty of the Practical Nursing Program believes that individuals are holistic beings who possess unique physiological, psychological, socio-cultural, and spiritual qualities. Individuals continually interact with the environment, thereby learning and adapting to achieve optimum health. A graduate of the program is prepared to enter the occupation in an entry-level position.

Health is a dynamic state of wellness or system stability in which individuals adapt to changes in the internal and external environments to maintain harmony between their physiological, psychological, social-cultural, and spiritual states. Responsibility for health/illness care is shared mutually by providers and individuals receiving care. Health attainment, maintenance, restoration, and quality care are rights of each individual regardless of race, religious beliefs, nationality, social, or financial status.

Society has the responsibility to its members both individually and collectively to provide an environment that promotes health promotion, attainment, maintenance, and restoration. Society must strive to achieve optimal care within a legal and ethical framework while managing economic restraints and technological advances in health care. Environment is viewed as an open system within which the individual interacts continuously. It has both internal and external components, which are affected by changes within the physical, emotional, spiritual, economic, and cultural state of the individual.

Nursing is both an art and science. It is a unique profession that deals with all of the dynamics affecting individuals and views the individual as a whole. Nurses collaborate with other members of the health care team to encourage individuals to participate in their care. The foundation of nursing practice is the nursing process, which the nurse uses to assist individuals and families to attain mutually agreed upon goals.

Practical nurses provide care within their scope of practice. The nursing process is used for planning, implementation, and evaluation of health care services and care of the individual. Since the delivery of health care is dynamic, the practical nurse evaluates individuals based on their goal achievement, need for reassessment and refocus of priorities with the ultimate end of setting new goals. Care is given within a sound legal and ethical framework.

Educational Philosophy

Learning is a continuous, active lifelong process. Learning progresses sequentially from simple to complex and results in behavioral changes in cognitive, psychomotor, and affective domains. Nurses seek educational resources that provide opportunities for learning experiences that maintain and enhance knowledge and skills, as well as those that foster continued competence, nursing practice and increased professional growth.

The teaching-learning process is at its best when students actively participate in their learning experiences and take responsibility for achieving programmatic competencies. In this process the teacher is a facilitator, coach, counselor, and resource person. Further, the teacher and student share the responsibility of building an atmosphere that fosters a learning community that promotes intellectual curiosity, critical and analytical thought, and individual creativity. To that end, the faculty uses a variety of teaching techniques to accommodate students from diverse backgrounds and experiences.

Hence, nursing education is both a system and a process. Students bring with them a broad range of experiences as well as their ability to respond to and adapt to ongoing inputs and expected behavioral changes. These inputs awaken students to their nursing care. Moreover, faculty are committed to facilitating this process through their monitoring the teaching-learning environment to ensure optimum experiences and evaluating the students and program to achieve the outcome of safe and effective practitioners of practical nursing.

Conceptual Framework

Transcultural nursing is important because health and illness states are strongly influenced by culture. At a time when the world has become our community, we must embrace the world through a global perspective. Trans-cultural nursing is needed because of the growing diversity that characterizes our national and global population. Dr. Madeleine Leininger's Cultural Care, Diversity and Universality Theory incorporate the philosophical beliefs and concepts relevant to the nursing profession which includes the concepts of nursing, person/client, health and environment.

- Nursing -- A learned humanistic art and science that focuses on personalized behaviors, functions, and processes to promote and maintain health or recovery from illness. It has physical, psychosocial, and cultural significance for those being assisted. It uses a problem-solving approach, as depicted in the Sunrise Model, and uses three models of action: culture care preservation, culture care accommodation, and culture care repatterning.
- Person/Client -- Human beings are caring and capable of feeling concern for others; caring about human beings is universal, but ways of caring vary across cultures.
- Health -- A state of well-being that is culturally defined, valued, and practiced. Is universal across cultures but is defined differently by each culture. It includes health systems, health care practices, health patterns, and health maintenance and promotion.
- Environment – Although not specifically defined by Dr. Leininger, concepts of world view, social structure, and environmental context are closely related to the concept of culture.

A graduate of the program will be prepared to assume the role of a health provider in a global society. He or she will be able to deliver culturally proficient care while meeting the physical, spiritual and psychosocial needs of clients.

In the second level, the student is introduced to the care of individuals with special needs and more complex needs throughout the life span. Enhancement and further refinement of nursing skill with individuals throughout the life span and complex health needs are

accomplished at various types of clinical experiences. At the successful completion of this level, the student will demonstrate clinical competence and expertise at the practical nurse level. The nursing process emphasizes the development of nursing care plans for various populations throughout the life span. Courses included in this level are Maternal Child Health and the Young Family, Nursing Care for Adults with Medical Needs, Nursing Care for Adults with Surgical Needs, and Geriatrics and the Special Needs Populations.

Program Objectives

Students completing the Practical Nursing program will have met the following competencies:

I. Utilization of the nursing process (assessment, diagnosis, planning, interventions and evaluation) to provide safe and competent nursing care for the client/client, family or groups by:
   A. Assessment: identification of basic physical, psychological, social, spiritual and cultural needs.
   B. Nursing Diagnosis: appropriate utilization of the NANDA approved diagnosis in the development of a care plan
   C. Planning: participation in development of the care plan for the client/client, in multiple and varied settings.
   D. Interventions: safely implement therapeutic nursing skills and techniques which incorporate scientific principles.
   E. Evaluation: utilization of critical thinking skills in evaluation of the individual client/client nursing care.
      Appropriately consults with nursing personnel in revising/updating the plan of care.

II. Appropriately demonstrates the ability to use verbal, nonverbal and written communication principles and techniques.
   A. Identification and application of basic communications skills in the health care setting
   B. Establishment of positive interpersonal relationships with medical/healthcare
   C. Accurate identification of pertinent observations and communicating observations to appropriate health care personnel.
   D. Demonstrate interviewing techniques with client/client to obtain related health information.

III. Education of persons, families and groups with principles that promote wellness and assist in the prevention of illness by:
   A. Identification of the prominent learning needs of the person, family or groups.
   B. Appropriate referrals of persons, families or groups to agencies, facilities or community resources.

IV. Demonstration of personal growth by:
   A. Demonstration of respect for individual dignity
   B. Identification of personal strengths, weakness, and growth, while seeking assistance for personal improvement.
   C. Seeks out learning situations
   D. Participates in continuing education

V. Implementation of the practical nurse role by:
   A. Complying with state scope of practice
   B. Consistent demonstration of ethical practical nursing behaviors
   C. Identifies positive advantages of professional organization

Course Number	Course Title	Clock Hours	Credit Hours
Level One		**Lec/Lab/Clin**	
IN-NSG101	Fundamentals of Nursing	130/80	17
IN-NSG102	Pharmacology	60/42	8
IN-NSG103	Geriatric Nursing	30/00	3
IN-NSG104	Nutrition	10/10	1.5
	Level I Competency Check-offs	00/10	
IN-NSG100X	Level I Clinical	00/00/264	8.5
	Total Hours	**636**	**38**
Level Two			
IN-NSG201	Medical Surgical Nursing/Integumentary System	20/5	2
IN-NSG202	Medical Surgical Nursing/Respiratory System	30/10	3.5
IN-NSG203	Medical Surgical Nursing/ Musculoskeletal System	20/5	2
IN-NSG204	Medical Surgical Nursing/ Cardiovascular System	30/10	3.5
IN-NSG205	Medical Surgical Nursing/ Gastrointestinal System	30/10	3.5
IN-NSG206	Medical Surgical Nursing/Neurosensory System	30/10	3.5
	Level II Competency Check-off	00/15	
IN-NSG200X	Level II Clinical	00/00/160	5
	Total Hours	**385**	**23**
Level Three			
IN-NSG301	Maternal and Infant Nursing	35/10	4
IN-NSG302	Mental Health Nursing	25/10	3
IN-NSG303	Medical Surgical/G.U. System	20/5	2
IN-NSG304	Pediatric Nursing/Growth and Development	35/10	4
IN-NSG305	Leadership and Supervision	25/10	3
IN-NSG306	Medical Surgical Nursing/Endocrine System	30/10	3.5
	Level III Competency Check-offs	00/10	
IN-NSG300X	Level III Clinical	00/00/160	5
	Total Hours	**395**	**24.5**
	Total Program Hours	**1416**	**85.5**

Everest College reserves the right to reschedule or cancel any class. All clinical times and locations are tentative based upon clinical availability and class size.

Clinical Facilities

Clinical experiences throughout the program will be conducted at a variety of health care facilities throughout the area. Observation experiences will be scheduled with various clinical sites in accordance with the area of study. Classes will be conducted at Everest College and/or at approved clinical sites.

Evaluations

Evaluation devices will be used to measure progress toward the specific objectives at each stage of the program. These include, but are not limited to, test and quiz results, student and faculty evaluation results, clinical evaluation tools and summaries, and the nursing process recordings and care plans.

Program Level Outline
Level I Outline
Description

The first level of the Practical Nurse Program introduces the student to the nursing process in the care of individuals with basic, simple health needs who may or may have not adapted to chronic health problems. As the level progresses, the student is introduced to individuals with more emerging difficult health needs. The application of the nursing process focuses on the development of nursing skills learned in the laboratory and clinical settings. The nursing process is further organized with other health care providers with the development of care plans.

Objectives:

At the end of this level the student will be able to:
1. Provide comprehensive basic nursing care for 2 assigned clients
2. Accurately define and utilize the nursing process in a client situation(assessment [data collection] nursing diagnosis [in collaboration with an RN] planning, implementing and evaluating)
3. Select appropriate nursing diagnosis based on a given client situation utilizing physical assessment skills
4. Utilize communication concepts in a client interview situation
5. Consistently utilize safety and proficiency in all nursing skills/procedures
6. Accurately document client condition and nursing interventions in a timely manner using correct format for the facility, using correct spelling and grammar
7. Demonstrate proficiency in selected skills in a testing situation (Level I Skills Competencies)

Courses

• Fundamentals of Nursing	• Pharmacology
• Geriatric Nursing	• Nutrition
• Level I Clinical	

Level II Outline
Description

In the second level, the student is introduced to the care of adults with medical/surgical disorders. Medical Surgical Nursing care is taught by body systems with integration of Anatomy and Physiology. Enhancement and further refinement of nursing skills are accomplished in a variety of clinical and observational settings. The nursing process emphasizes the development of nursing care plans for the adult with health care needs.

Objectives:

At the end of this level the student will be able to:
1. Provide comprehensive nursing care for 3 assigned clients
2. Accurately administer medications to assigned clients and record on MAR (medication administration record)
3. Perform a head-to-toe assessment of client independently and record appropriately in the client's medical record
4. Develop a comprehensive care plan for one client in each medical/surgical module
5. Assist instructor in the preparation of client assignments when serving as a student team leader
6. Provide client teaching in the form of discharge instructions
7. Demonstrate proficiency in selected skills in a testing situation (Level II Skills Competencies)

Courses:

Medical Surgical Nursing/Integumentary	Medical Surgical Nursing/Gastrointestinal
Medical Surgical Nursing/Respiratory	Medical Surgical Nursing/Neurosensory
Medical Surgical Nursing/Musculoskeletal	Level II Clinical
Medical Surgical Nursing/Cardiovascular	

Level III Outline
Description

In the third level, the student is introduced to care of individuals throughout the life span. The student continues to care for individuals with increasing complexity while refining their nursing skills.

At the completion of this level, the student will demonstrate competence and expertise at the entry practical nurse level under the supervision of a licensed health care professional.

Objectives:
At the end of this level the student will be able to:
1. Provide comprehensive nursing care for 3-4 assigned clients, including the administration of medications
2. Provide comprehensive client care according to Marlow's hierarchy of human needs
3. Provide comprehensive culturally competent nursing care
4. Demonstrate the responsibilities of the Practical nurse in nursing specialty areas
5. Perform the duties of a charge nurse in the long term care setting
6. Perform the duties of a medication nurse in the long term care setting
7. Perform the duties of the treatment nurse in the long term care setting
8. Demonstrate critical thinking for nursing interventions in a testing situation (Level III competencies)

Courses:

Maternal and Infant Nursing	Pediatric Nursing/Growth and Development
Mental Health Nursing	Leadership and Supervision
Medical Surgical Nursing/G.U.	Medical Surgical Nursing/Endocrine
Level III Clinical	

LEVEL I

IN-NSG101 – FUNDAMENTALS OF NURSING   **17.0 Quarter Credit Hours**
This Module includes classroom instruction, skills lab, and clinical experience in the acute care facility. Theoretical instruction in nursing history, legal and ethical issues, health care delivery systems, documentation and reporting, safety, asepsis, hygiene, skin integrity and wound care, anatomy and physiology overview, health assessment, vital signs, pain, fluid and electrolytes, elimination, oxygenation, activities rest and sleep, communication, critical thinking, nursing process and theory, pre and post-op care, admission, transfers and discharge, client teaching, culturally competent care, loss, grieving and death. Prerequisites: None. Lecture Hours: 130.0 Lab Hours: 80.0

IN-NSG102 – PHARMACOLOGY   **8.0 Quarter Credit Hours**
Medications, their source and uses, calculation of dosage and safe administration of prescribed medications, classifications of drugs according to body systems are covered in this module. Prerequisites: IN-NSG101 Fundamentals of Nursing. Lecture Hours: 60.0 Lab Hours: 42.0.

IN-NSG103 – GERIATRIC NURSING   **3.0 Quarter Credit Hours**
This module includes the aging process; psychosocial changes and needs of the elderly; nursing care of the elderly hospitalized client; promotion of healthy elders. Lecture Hours: 30.0 Lab Hours: 0.0

IN-NSG104 – NUTRITION   **1.5 Quarter Credit Hours**
Basic principles of nutrition as it relates to health and disease, assessment of the nutritional status of the hospitalized client, and therapeutic interventions are included in this module. Lecture Hours: 10.0 Lab Hours: 10.0

IN-NSG100X – LEVEL I CLINICAL EXPERIENCE   **8.5 Quarter Credit Hours**
In acute and/or skilled nursing care facilities the student will have to opportunity to perform basic nursing care and procedures to a variety of adult clients. Clinical competencies for Fundamentals of Nursing; Geriatric Nursing and Nutrition will be accomplished. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 264.0

*Level I Competency Check-offs
In a skills lab situation the students will be tested on randomly selected skills which they have learned and practiced during Level I Grade: Pass/Fail

LEVEL II

IN-NSG201 – MEDICAL SURGICAL NURSING/INTEGUMENTARY SYSTEM   **2.0 Quarter Credit Hours**
Care of clients with problems of the skin, including dermatological conditions, infections, ulcerations, tumors, dermatological and plastic reconstructive surgery are covered in this module. Prerequisites: Level I and Level I Competencies. Lecture Hours: 20.0 Lab Hours: 5.0

IN-NSG202 - MEDICAL SURGICAL NURSING/RESPIRATORY   **3.5 Quarter Credit Hours**
Basic respiratory anatomy and physiology; care of clients with diseases or conditions of the nose throat and lungs, including acute and chronic respiratory disorders are addressed in this module. Prerequisites: Level I and Level I Competencies. Lecture Hours: 30.0 Lab Hours: 10.0

IN-NSG203 - MEDICAL SURGICAL NURSING/MUSCULOSKELETAL   **2.0 Quarter Credit Hours**
Basic musculoskeletal anatomy and physiology; care of clients with musculoskeletal problems from trauma and inflammatory diseases' pre and post-op care of clients with surgical interventions are addressed in this module. Prerequisites: Level I and Level I Competencies. Lecture Hours: 20.0 Lab Hours: 5.0

IN-NSG204 - MEDICAL SURGICAL NURSING/CARDIOVASCULAR SYSTEM   **3.5 Quarter Credit Hours**
This module addresses basic cardiovascular anatomy and physiology; assessment; intervention and evaluation of cardiovascular diseases and disorders. Prerequisites: Level I and Level I Competencies. Lecture Hours: 30.0 Lab Hours: 10.0

IN-NSG205 - MEDICAL SURGICAL NURSING/GASTROINTESTINAL SYSTEM   **3.5 Quarter Credit Hours**
Signs, symptoms, and treatment for common conditions of the esophagus, stomach, intestine and associated organs (liver, gallbladder and pancreas) are covered in this module. Prerequisites: Level I and Level I Competencies. Lecture Hours: 30.0 Lab Hours: 10.0

IN-NSG 206 - MEDICAL SURGICAL NURSING/NEUROSENSORY SYSTEM   **3.5 Quarter Credit Hours**
Basic neurological anatomy and physiology; intervention/management of common neurological diseases and disorders of hospitalized clients are included in this module Prerequisites: Level I and Level I Competencies. Lecture Hours: 30.0 Lab Hours: 10.0

IN-NSG 200X LEVEL II CLINICAL EXPERIENCE   **5.0 Quarter Credit Hours**
Level II clinical competencies will be met in the acute care setting. In addition to the clinical competencies related to each body system, the student will also be expected to meet the competencies related to pharmacology. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 160.0

*Level II Competency Check-offs	**0.0 Quarter Credit Hours**

In a skills lab situation the students will be tested on randomly selected skills which they have learned and practiced during Level II Grade: Pass/Fail Lecture Hours: 0.0 Lab Hours: 15.0

LEVEL III

IN-NSG 301 – MATERNAL AND INFANT NURSING	**4.0 Quarter Credit Hours**

Male and female anatomy and physiology and development changes; stages of pregnancy and delivery; complications of pregnancy; nursing care of postpartum mother and newborn; contraception and sexually transmitted diseases are addressed in this module. Prerequisites: Level II and Level II Competencies. Lecture Hours: 35.0 Lab Hours: 10.0

IN-NSG 302 – MENTAL HEALTH NURSING	**3.0 Quarter Credit Hours**

Legal and ethical issues, mental health concepts, communication and interpersonal skills; major mental disorders, addressing the psychosocial issues of the physically ill client are included in this module. Prerequisites: Level II and Level II Competencies. Lecture Hours: 25.0 Lab Hours: 10.0

IN-NSG 303 – MEDICAL SURGICAL NURSING/GENTOURINARY SYSTEM	**2.0 Quarter Credit Hours**

This module addresses basic renal system anatomy and physiology; diagnostic, treatments and nursing care of the clients with urinary and renal diseases/disorders of the system. Prerequisites: Level II and Level II Competencies. Lecture Hours: 20.0 Lab Hours: 5.0

IN-NSG 304 – PEDIATRIC NURSING/GROWTH AND DEVELOPMENT	**4.0 Quarter Credit Hours**

Growth and development history and theory; life span development (newborn, infant, toddler, preschool child, school-age child, adolescent; nursing care of the hospitalized child, for both acute, chronic and terminally ill children; health problems related to body systems are addressed in this module. Prerequisites: Level II and Level II Competencies. Lecture Hours: 35.0 Lab Hours: 10.0

IN-NSG 305 - LEADERSHIP AND SUPERVISION	**3.0 Quarter Credit Hours**

Communication; legal-ethical issues in the workplace; preparation for licensure; career opportunities; professional nursing organizations; team leading and supervision are included in this module. Prerequisites: Level II and Level II Competencies. Lecture Hours: 25.0 Lab Hours: 10.0

IN-NSG 306 – MEDICAL SURGICAL NURSING/ENDOCRINE SYSTEM	**3.5 Quarter Credit Hours**

This module addresses anatomy and physiology of the endocrine system. Also included are nursing care and pre/post-operative care for clients with diseases of the thyroid, diseases of the adrenal glands, diabetes mellitus, and complications associated with these conditions. Prerequisites: Level II and Level II Competencies. Lecture Hours: 30.0 Lab Hours: 10.0

*Level III Competency Check-offs	**0.0 Quarter Credit Hours**

In a one-on-one situation with an instructor the student will be provided with three critical thinking client scenarios. The student will be expected to describe appropriate interventions: The student's knowledge will assessed as basic, proficient or advanced. Lecture Hours: 0.0 Lab Hours: 10.0

IN-NSG 300X LEVEL II CLINICAL EXPERIENCE	**5.0 Quarter Credit Hours**

In the acute, long term and specialty care facilities as well as observational sites the student will have opportunity to meet clinical competencies for Maternal and Infant Nursing; Pediatric Nursing/Growth and Development; Mental Health Nursing; Advanced Medical Surgical Nursing and Leadership and Supervision. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 160.0

SURGICAL TECHNOLOGIST

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	1,200	69	11.5 months/46 weeks	Merrillville	1-0

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

The surgical technologist possesses the appropriate expertise in the theory and application of sterile and aseptic technique and combines the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures. The goal and objective of this 1200-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).

Course Number	Course Title	Total Contact Hours	Quarter Credit Units
STS 1004	Anatomy and Physiology I	32	3.0
STS 1005	Anatomy and Physiology II	32	3.0
STS 1006	Anatomy and Physiology III	32	3.0
STS 1007	Anatomy and Physiology IV	32	3.0
STS 1008	Career Development	32	3.0
STS 1009	Medical Terminology I	32	3.0
STS 1010	Medical Terminology II	32	3.0
STS 1011	Medical Law & Ethics I	16	1.5
STS 1012	Medical Law & Ethics II	16	1.5
STS 1013	Surgical Technology I	64	4.5
STS 1014	Surgical Technology II	64	4.5
STS 1015	Surgical Technology III	96	6.0
STS 1016	Surgical Technology IV	96	6.0
STS 1017	Microbiology	16	1.5
STS 1018	Microbiology II	16	1.5
STS 1019	Surgical Pharmacology	32	3.0
STS 1020	Externship I	280	9.0
STS 1021	Externship II	280	9.0
	TOTAL QUARTER CREDIT HOURS	**1,200**	**69.0**

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

STS 1004 Anatomy & Physiology I	**3.0 Quarter Credit Hours**

This course is an introduction to the scientific study of the structure of the human body and its parts including relationships and functions of the cells, cellular metabolism and tissues. Prerequisite: None. Lec Hrs: 032, Lab Hrs: 000, Other Hrs: 000.

STS 1005 Anatomy & Physiology II	**3.0 Quarter Credit Hours**

This course is a scientific study of the structure of the human body and its parts; including relationships, functions, and disease processes of the integumentary, skeletal, muscular, nervous and special senses. Prerequisite: STS 1004 (Anatomy & Physiology I). Lec Hrs: 032, Lab Hrs: 000, Other Hrs: 000.

STS 1006 Anatomy & Physiology III	**3.0 Quarter Credit Hours**

This course is a scientific study of the structure of the human body and its parts including relationships and functions of the endocrine, blood, cardiovascular, lymphatic and digestive system. Prerequisite: STS 1005 (Anatomy & Physiology II). Lec Hrs: 032, Lab Hrs: 000, Other Hrs: 000.

STS 1007 Anatomy & Physiology IV	**3.0 Quarter Credit Hours**

This course is a scientific study of the human body and its parts including the relationships and functions of the respiratory, urinary, and reproductive systems. Prerequisite: STS 1006 (Anatomy & Physiology III). Lec Hrs: 032, Lab Hrs: 000, Other Hrs: 000.

STS 1008 Career Development	**3.0 Quarter Credit Hours**

This course is designed to prepare the student for entering the job market in the health field. Topics include professional growth, job hunting skills, and interviewing skills. Emphasis is placed on formulating a professional resume and rendering a successful interview. Prerequisite: None. Lec Hrs: 028, Lab Hrs: 004, Other Hrs: 000.

STS 1009 Medical Terminology I	**3.0 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 world 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. Prerequisite: None. Lec Hrs: 032, Lab Hrs: 000, Other Hrs: 000.

STS 1010 Medical Terminology II	3.0 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. Prerequisite: STS 1009 (Medical Terminology I). Lec Hrs: 032, Lab Hrs: 000, Other Hrs: 000.

STS 1011 Medical Law & Ethics I	1.5 Quarter Credit Hours

This course is designed to help the student understand moral behavior, acceptable standards of conduct, professional relations and professional organizations. In addition to covering laws pertinent to the health care facility, the course outlines various ethical codes and their current impact on society. Prerequisite: None. Lec Hrs: 016, Lab Hrs: 000, Other Hrs: 000.

STS 1012 Medical Law & Ethics II	1.5 Quarter Credit Hours

This course is designed to help the student understand moral behavior, acceptable standards of conduct, professional relations and professional organizations. In addition to covering laws pertinent to the health care facility, the course outlines various ethical codes and their current impact on society -- includes HIPPA and OSHA training. Prerequisite: (STS 1011 Medical Law & Ethics I). Lec Hrs: 016, Lab Hrs: 000, Other Hrs: 000.

STS 1013 Surgical Technology I	4.5 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 in the operating room environment and the hands-on skills involved in following medical and surgical aseptic techniques, scrubbing, gowning, and gloving and providing basic pre-operative care to the surgical patient. Prerequisite: None. Lec Hrs: 032, Lab Hrs: 032, Other Hrs: 000.

STS 1014 Surgical Technology II	4.5 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. This course also introduces robotics and the principles of physics and electricity. Prerequisite: STS 1013 (Surgical Technology I). Lec Hrs: 032, Lab Hrs: 032, Other Hrs: 000.

STS 1015 Surgical Technology III	6.0 Quarter Credit Hours

This course is designed to provide the student with an overall understanding of the theory and hands-on applications, involved in the general, as well as specific surgical procedures involving the gastrointestinal system, the reproductive system and obstetrics, and the genitourinary system. Prerequisite: STS 1014 (Surgical Technology II). Lec Hrs: 032, Lab Hrs: 064, Other Hrs: 000.

STS 1016 Surgical Technology IV	6.0 Quarter Credit Hours

This course is designed to provide the student with an overall understanding of the theory and hands-on applications, involved in surgical procedures of the ear, nose, and throat, ophthalmic surgery, plastic surgery, orthopedic surgery, surgery of the nervous system, thoracic surgery, and cardiovascular and peripheral vascular surgery. Prerequisite: STS 1015 (Surgical Technology III). Lec Hrs: 032, Lab Hrs: 064, Other Hrs: 000.

STS 1017 Microbiology	1.5 Quarter Credit Hours

This course is designed to provide the student with an overall understanding of basic microbiology, infection control, disease processes and the body's defenses against them. Additionally, wound healing, as well as the terminology associated with each of these areas of concentration will also be included. Prerequisite: None. Lec Hrs: 016, Lab Hrs: 000, Other Hrs: 000.

STS 1018 Microbiology II	1.5 Quarter Credit Hours

This course is designed to provide the student with an overall understanding of basic microbiology, infection control, disease processes and the body's defenses against them, and wound healing, as well as the terminology associated with each of these areas of concentration. Prerequisite: STS 1017 (Microbiology I). Lec Hrs: 016, Lab Hrs: 000, Other Hrs: 000.

STS 1019 Surgical Pharmacology	3.0 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 surgical pharmacology. Prerequisite: None. Lec Hrs: 032, Lab Hrs: 000, Other Hrs: 000.

STS 1020 Externship I	9.0 Quarter Credit Hours

During this course the student will spend his or her time in a hospital or clinic working under the supervision of a nurse or operating room technician. This course is the final course of the surgical technology program. Successful completion is required for graduation. All externships must be completed in daytime hours. This course is designed to provide acclimation to the Operating Room through observation of surgical cases, studying and preparing for cases, opening sterile supplies and instruments. Students will second assist surgical procedures. The student will also be introduced to Specialty Surgical procedures to include but not be limited to Orthopedic, ENT, Plastics and Reconstructive and Eyes. The student will also rotate through Central Supply and other surgical areas permitted by the hospital. Prerequisite: STS 1016 (Surgical Technology IV & Mock Final Exam). Lec Hrs: 002, Lab Hrs: 000, Other Hrs: 280.

STS 1021 Externship II	9.0 Quarter Credit Hours

This course is designed to enhance previously learned surgical skills by repetition. Students will show independence in preparing the operating room for surgery, opening surgical cases, setting up the back –table and mayo stand, first assisting surgical cases and turning over the surgical suite. Prerequisite: STS 1020 (Externship I). Lec Hrs: 002, Lab Hrs: 000, Other Hrs: 280

CORINTHIAN COLLEGES, INC.

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

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

Everest Institute
Atlanta (DeKalb), GA (branch of Everest Institute, Cross Lanes, WV)
Austin, TX (branch of Everest Institute, Southfield, MI)
Brighton, MA (main campus)
Chelsea, MA (branch of Everest College, Alhambra, CA)

Cross Lanes, WV (main campus)
Dearborn, MI (branch of Everest Institute, Southfield, MI)
Detroit, MI (branch of Everest Institute, Southfield, MI)
Eagan, MN (branch of Everest Institute, Cross Lanes, WV)
Gahanna, OH (branch of Everest College, Ontario, CA)
Grand Rapids, MI (main campus)
Houston (Bissonnet), TX (branch of Everest College, Renton, WA)
Houston (Greenspoint), TX (branch of Everest Institute, San Antonio, TX)
Houston (Hobby), TX (branch of Everest Institute, San Antonio, TX)
Jonesboro, GA (branch of Everest Institute, Ontario, CA)
Kalamazoo, MI (branch of Everest Institute, Grand Rapids, MI)
Marietta, GA (branch of Everest Institute, Reseda. CA)
Norcross, GA (branch of Everest College, Gardena, CA)
Pittsburgh, PA (main campus)
Portland (Tigard), OR (branch of Everest College, Seattle, WA)
Rochester, NY (main campus)
San Antonio, TX (main campus)
Southfield, MI (main campus)
South Plainfield, NJ (branch of Everest Institute, Southfield, MI)
Silver Spring, MD (branch of Everest College, Portland, OR)

Everest University
Tampa (Brandon), FL (branch of Everest University Tampa, FL)
Jacksonville, FL (branch of Everest University, Clearwater (Pinellas), FL)
Lakeland, FL (branch of Everest University, Clearwater (Pinellas), FL)
Melbourne, FL (branch of Everest University, Orlando, FL)
North Orlando, FL (main campus)
Orange Park, FL (branch of Everest University, Tampa, FL)
Clearwater (Pinellas), FL (main campus)
Pompano Beach, FL (main campus)
South Orlando, FL (branch of Everest University, North Orlando, FL)
Tampa, FL (main campus)

Las Vegas College
Henderson, NV (main campus)

Everest Institute
Fort Lauderdale, FL (branch of NST, Kendall, FL)
Hialeah, FL (branch of NST, Miami, FL)
Miami (Kendall), FL (main campus)
Miami, FL (main campus)

WyoTech
Blairsville, PA (branch of WyoTech, Laramie, WY)
Daytona Beach, FL (main campus)
Fremont, CA (main campus)
Laramie, WY (main campus)
Long Beach, CA (main campus)
Oakland, CA (branch of WyoTech, Fremont, CA)
Sacramento, CA (branch of WyoTech, Laramie, WY)

STATEMENT OF OWNERSHIP

The Burr Ridge, Chicago, North Aurora and Skokie campuses are owned and operated by Corinthian Schools, Inc., a Delaware corporation, which is a wholly owned subsidiary of Corinthian Colleges, Inc.,

The Merrillville campus is owned and operated by Grand Rapids Educational Center, Inc., a wholly owned subsidiary of Corinthian Schools, Inc., which is a wholly owned subsidiary of Corinthian Colleges, Inc.

The Merrionette Park, Everest College campus is owned and operated by Florida Metropolitan University Inc., a wholly owned subsidiary of Rhodes College, Inc., which is a wholly owned subsidiary of Corinthian Colleges, Inc.

The Earth City campus is owned and operated by Eton Education, Inc., a wholly owned subsidiary of Career Choices, Inc. Career Choices, Inc., is a wholly owned subsidiary of Corinthian Colleges, Inc.

Corinthian Colleges, Inc., is a Delaware corporation. Corporate offices are located at 6 Hutton Centre Drive, Suite 400, Santa Ana, CA 92707.

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

CAREER CHOICES, INC.		
DIRECTORS	**OFFICERS**	**TITLE**
Jack D. Massimino	Jack D. Massimino	President and Chief Executive Officer
Peter Waller	Kenneth S. Ord	Executive Vice President and Chief Financial Officer
Beth A. Wilson	Beth A. Wilson	Executive Vice President, Operations
	Stan A. Mortensen	Senior Vice President, General Counsel and Corporate Secretary
	Robert C. Owen	Treasurer and Assistant Secretary
ETON EDUCATION, INC.		
DIRECTORS	**OFFICERS**	**TITLE**
Jack D. Massimino	Jack D. Massimino	President and Chief Executive Officer
Peter Waller	Kenneth S. Ord	Executive Vice President and Chief Financial Officer
Beth A. Wilson	Beth A. Wilson	Executive Vice President, Operations
	Stan A. Mortensen	Senior Vice President, General Counsel and Corporate Secretary
	Robert C. Owen	Treasurer and Assistant Secretary

APPENDIX A: ADMINISTRATION AND FACULTY

BURR RIDGE

Administration		
Mark E. Sullivan	President	BS, Central Michigan University
	Director of Education	
Daniel Sloan	Director of Admissions	BA, Lewis University MSBM, Colorado Technical University
Connie Alabi	Director of Finance	MBA, North Park University BS, DePaul University AA, Montay College
Erika Nelson	Director of Career Services	BS, East Carolina University
Faculty		
Department Chairs		
Michal Powell	Medical Assistant	A.A., Applied Sciences, Southwest Missouri State University; Certified Medical Assistant, AAMA; Registered Medical Assistant, AMT; Certified Professional Coder, American Academy of Professional Coders; Certified Clinical Hemodialysis Technologist, American Nephrology Nurses Association.
Robin Helton	Massage Therapy	Licensed Massage Therapist, Specializing in Neuromuscular and Myofacial, Chicago School of Massage Therapy
Xandra Fuller	Dental Assistant	C.D.A., Specializing in Coronal Polishing and Pit and Fissure Sealants; Bryman College for Dental Assisting

Medical Assistant Instructors	
Eileen Drabik	Medical Assisting Diploma, Medical Careers Institute
Lynette Montalto	Medical Assisting Diploma, National Education Center
Marine Nelson	Medical Assisting Diploma, Bryman School Nursing, Malcolm X College
Lorena Suarez Paul Eubanks	Medical Assisting Diploma, National Education Center B.S. Biology/Chemistry, Ashwood University; A.A. Connecticut College of Broadcasting; P.N./M.A., Field Medical Service School; NCTBTMD Certified Massage Therapist; Certified Advanced Hypnotherapist, Leidecker Institute
Jack Taha Debra Turnbull	MD, Doctor of Medicine, Medical University of Bialystok, Poland AAF, Illinois Medical Training
Keeshia Whiteside Michelle Balich	AAS, Northwestern Business College M.A. Tucson College

Massage Therapy Instructors	
Carole Schaffer	Psychophysical Ed. , Registered Herbalist Chicago College of Healing Arts, Zen Therapy Institute Martin Luther King College, New World School of Healing
Tina Taylor	DN, BS, Mundelein College, National College of Naprapathic Medicine
Kim Zechel	Licensed Massage Therapist, Redfern Training Systems School of Massage Therapy
Robert Muhammad	BSW, Loyola University; DN, National College of Naprapathic Medicine; EMT, Malcolm X College
Shirelle Crosby	Licensed Massage Therapist, Certified in Reflexology, Khepra School of Massage Therapy
Kelly Brennan	Licensed Massage Therapist, specializing in Sports Massage, Manual Lymphatic Drainage Massage, Basic Reflexology, Chair Massage, and Day Spa Treatments; Redfern Training Systems School of Massage Therapy.

Medical Administrative Assistant Instructors	
Debra Turnbull	AAF, Illinois Medical Training
Jennifer Bennett	CPC, College of DuPage
Tina Robinson	BS, Illinois State University

Dental Assisting Instructors	
Annmarie Martinez	Certified Dental Assistant, Morton College
Michael Delo	Certified Dental Assistant, Radiography; United States Air Force

CHICAGO

Administration		
Jeffrey Jarmes	President	MS, University of Wisconsin - Milwaukee BA, University of Wisconsin - Whitewater

Charles Mitchell	Vice President	BBA, James Madison University
Jennifer Paugh	Director of Education	BS, H. Anderson College
Stanley Lofton	Director of Admissions	BS, Concordia University
Charles Wolfe	Director of Finance	BA, National Louis University
Christina Carpanzano	Director of Career Services	MBA, DePaul University, BA, Lake Forest College
Nena Tupas	Director of Student Accounts	MA, Trinity College, Phillipines, BS,BA, University of the East, Phillipines
Cynthia Smith	Finance Manager	MBA, Olivet Nazarene University, BS, Southern Illinois University
Open	Admissions Manager	

Faculty		
Department Chairs		
Marie Nolen	Massage Therapy	BA, Chicago State University Diploma, Wellness & Massage Training Institute – Woodridge, Illinois
Ramona Kelley	Medical Administrative Assistant Medical Insurance Billing and Coding	BS, Davenport University Administrative Assistant, Davenport University, Indiana
Sandra Wilson	Medical Assisting	Diploma, Illinois Medical Training Center
Medical Assistant Instructors		
Darlean Sago		
Georgia Sims		
Tina Graham	Diploma, NEC, Bryman College	
Jamon English		
Lashon Rollins	BS Biology, Grambling State University, LA; MA, Robert Morris College, Chicago	
Bridgette Miller		
Annette Steele	Diploma, Illinois Medical Training Center, AGS, Kennedy King College	
Carrie Stewart	MA, Bryman College	
Lisa Whitlock	Diploma, Illinois School of Health Careers	
Marie Wilkins		
Janice Sims	Diploma, Dawson Technical Institute	
Medical Administrative Assistant and Medical Insurance Billing and Coding Instructors		
Josephine Johnson		
Sharon Colyer	Diploma, NEC Bryman College, Chicago	
Darlene Cureton	Diploma, NEC Bryman College, Chicago	
Brenda Carroll	Certificate, Today's Educational Network Inc.	
Rhunda Mitchell		
Melissa Robinson		
Pharmacy Technician Instructors		
Lillian Griggs	BS, University of Illinois, Urbana	
Karroll Hoffman	Uptown Vocational Center, Chicago: Certificate Pharmacy Technician	
Teresa James	BA, Chicago State	
Felicia Sylas		
Massage Therapy Instructors		
Karen Seltzer	BA, Northeastern Illinois University MT Diploma, Chicago School of Massage Therapy	
Walter Szymkiewicz	Doctor of Naprapathy, National College of Naprapathic Medicine, BS, University of Illinois	
Karen Dunson		
Ginalyn Gurski	AA, Lincoln Land Community College	
Dental Assisting Instructors		
Ava Thomas, Lead Instructor	AAS, Harold Washington College	
Gladys Salinas		
Clarita Morris		
Alfrieda Clark		

ST. LOUIS (EARTH CITY)

Administration		
Varghese Samuel	President	MBA Webster University
Tasha Brown	Director of Education	MA; Sam Houston State University, Texas
Gregory Shepherd	Director of Admissions	BS; University of Missouri, St. Louis
James Green	Director of Finance	MS; Central Missouri State University

Jaysa Boyer	Director of Career Services	M. A. Webster University
Faculty		
Brenda Cameron	Medical Assisting	Diploma-Al-Med Academy
Gene Hutchins	Business Accounting	BS; University of Missouri, St. Louis
Ted Weinberg	Business Accounting	M.B.A. Fontbonne University
Sharron Turnage	Medical Insurance Billing & Coding	Diploma-Bryman College
Angela Bonner	Medical Insurance Billing & Coding	B.A. Lindenwood University
Carol D. Worth, Program Chair	Medical Insurance Billing & Coding	Diploma-St. Louis of College of Health Careers
Danielle Scales	Medical Assisting	Diploma, Missouri College, St. Louis
Stephanie Harmon	Medical Insurance Billing & Coding	Associate Degree-Sanford Brown College
Andre King Program Chair	Medical Assisting	Associate Degree-Allied Medical College
Gia Ross	Medical Assisting	Diploma-Texas School of Business, Texas
Glenna Trione	Medical Assisting Medical Insurance Billing & Coding	Associate Degree-Belleville Area College, IL BS in Education & Training-SIUE, IL
Carlisa Branch	Medical Assisting	LPN, Lutheran School of Nursing, St. Louis
Sue Brockmeyer	Medical Billing and Coding	CPC Certification
Cynthia Day	Medical Assisting, Tutor	Diploma-Everest College, St. Louis
Sharita Gilcrease	Medical Assisting, Tutor	Diploma-Everest College, St. Louis

MERRILLVILLE

Administration	
Open	President
Marcillena Lomax	Director of Student Finance, BA Wittenberg University MBA, Indiana University
Evette Thompson	Director of Career Services BA, Lewis University, MA Governor State
Jessica Zona	Director of Admissions, B.S., Indiana University Northwest
Cheryl Kindred	B.S., Southern Illinois University-Edwardsville
Patricia Jones	Campus Nursing Director BSN, EdM, PhD, University of Illinois
Tracy Flenar	Assistant Campus Nursing Director, Purdue University, Calumet
Faculty	
Faculty are qualified to teach all components of their requisite program listing. For example, all faculty listed under the heading "Dental Assistant" teach all modules within the program.	
Business Accounting	
Kathryn Edwards	M.A., Lewis University, Romeoville, IL
Jacqueline Fish	B.B.A., Accounting Information Management, Davenport University, Grand Rapids, MI
Dental Assisting Program	
Rosa Castillo	Certified Dental Assistant, Indiana University Northwestern
Crystal Housley	Certified, Dental Association National Board
Rachel Lewis	
Massage Therapy Program	
Brenda Cochran	CMT American Certified Massage Therapy (Lead Instructor)
Norma Woods	MT Diploma, Olympia College
Colleen Sellers	NCMT, Sawyer College
Patricia Miller	MT Diploma, The Center for Wellness and Massage
Shawntina Neal	MT, Sawyer College
Lufthansa Williams	MT Diploma, Sawyer College
Medical Administrative Assistant Program	
Patricia Volom	Diploma, Aristotle College of Medical and Dental Technology (Program Chair)
Gail Petzinger-Lesinski	MAA Certificate from Ivy Tech
Hassan Naji	B.S., American University of Beirut
Claudia Martinez	Certified, Allied Health Institute
Monica Thomas	Diploma, Illinois School of Health Careers and Diploma, Olympia College
Medical Assisting Program	
Patricia Volom	Diploma, Aristotle College of Medical and Dental Technology (Program Chair)
Candace Clayton	Diploma, Olympia College
Felecia Kimble	Diploma, Commonwealth Business College
TeUltralla Robinson-Carr	A.S., Commonwealth Business College
Doriann Jervis	Diploma, The Bryman School

Anastacia Vann	Diploma, Aristotle College of Medical and Dental Technology
Lisa LaPointe	Diploma,, National Edu cation Center - Bryman
Jennifer Redar	Diploma, Olympia College
Shemika Gaither**	Diploma, Illinois School of Health Careers
Victoria Zills	Diploma, Olympia College
Eulalia AlFaro	Certificate, Sawyer College
Hassan Naji	B.S., American University of Beirut
Practical Nurse Program	
Patricia Jones RN	BSN, EdM, PhD, University of Illinois, Champaign, IL (Campus Nursing Director)
Betty Boyd, RN	BSN, Purdue University Calumet
Tracey Flenar, RN	BSN, Purdue University Calumet(Assistant Campus Nursing Director)
Elaine Hein, RN	BSN, MSN, Purdue University Calumet
Yvonne Higgins, RN	BSN, Lewis University
Teresa Pattengale, RN	ASN, Purdue University North Central
Catherine DeVaney, RN	BSN, Valparaiso University
Cheryl Heintz, RN	BSN, Indiana Wesleyan University
Lynda Carey, RN	BSN, Purdue University Calumet
Debra Conner, RN	BSN, Indiana Wesleyan University
Surgical Technologist Program	
Suzette Dennington	Certificate, Ivy Tech College
Kristin Wesse	Assoc. in Applied Science from Ivy Tech
Patricia Rich*	Diploma Horizon Career College, Certified Surgical Technologist (CST)
Kerry Mott	Diploma, Ivy Tech College
Theresa Braun	Diploma, Indiana Vocational Tech College

* Program Chair   **Lead Instructor
All faculty members are full-time unless otherwise noted.
The faculty teach all programs in residence at the campus and its additional location.

MERRIONETTE PARK

Administration		
Deann Fitzgerald	President	MBA, Olivet Nazarene University, Bourbonnais, IL B.S., Aurora University, Aurora, Illinois A.A., Waubonsee Community College, Sugar Grove, IL
Melissa Adduci	Director of Admissions	MHR - DeVry University; BA Eastern Illinois University
Floyd Mack	Director of Education	B.A., Aurora University
Lorie Williams	Director of Finance	BBA - Campbell University
Michael Aboutar	Director of Career Services	BA - Management Information Systems – St. Xavier University
Open	Business Manager	
Faculty		
Department Chairs		
Trina Ellis	Medical Assisting	ADN, Kennedy King College, Chicago, IL, Registered Nursing AAS-BM, Associate's in Applied Science, Business Management, Robert Morris College, Chicago, IL
Open	Pharmacy Technician	
Open	Medical Insurance Billing & Coding	
Medical Insurance Billing & Coding Instructors		
Kelley Golden		
Debra Washington	Certified Professional Coder – American Academy of Professional Coders	
Marquita Hill		
Kim Arnold	Diploma, Computerized Business Systems – Computer Learning Centers Inc.	
Medical Assisting Instructors		
Patricia Sullivan	Certified Phlebotomy Technician	
Lynn Jones		
Talanta Rawlins	Diploma, Medical Assisting – Olympia College	
Cheryl Johnson	Diploma, Medical Office Assistant, Phlebotomy – Moraine Valley Community College	
Patrice Augustyniak	Diploma, Medical Assisting – Aristotle College Medical and Dental Technology	
Angelo Cordoba		
Lisa Brown		
Lavenia McCoy	Diploma, Medical Assisting – National Education Center – Bryman Campus	

Pharmacy Technician Instructors	
Lyliya Hernandez	Ternopil Medical University, Ukraine: M.D., Obstetrics and Gynecology
	Pharmacy Tech School, Chicago: Certificate in Pharmacy Technician

NORTH AURORA

Administration		
Robert E. Van Elsen	President	MBA, Aspen University, previously I.S.I.M. University
Jeanette Harbin	Director of Education	BA, National Louis University
Open	Director of Student Finance	
Preston King	Director of Admissions	BS Marketing, Bradley University
Marianna Caniglia	Director of Career Services	BA Sociology, Lewis University
Faculty		
Department Chairs		
Balitha Greenfield	Medical Assistant/Medical Administrative Assistant	AA, Malcolm X University
Patricia Lundell	Massage Therapy	Certificate, Waubonsee Community College
Medical Assisting Instructors		
Michele Chukwu	Diploma, Georgia Medical Institute	
Meliza Hernandez		
Kimberly Page	Diploma, Illinois School of Health Careers	
Anglea Patrice		
Wendy Skonie	Diploma, NEC Bryman	
Pamela Watkins	Diploma, NEC Bryman	
Massage Therapy Instructors		
Lurana Sangiacomo Bain		
Christine Bricher	Certificate, Massage Training Institute	
Maureen Clancy	B.S., Northern Illinois University	
Cindy L. Connolly	Certificate, Northern Prairie School for Therapeutic Massage and Bodywork, Inc.	
Jean Malick		
Patricia O'Shaughnessy	Diploma, Wellness & Massage Training Institute	
Deborah Wilkonski	D.C. Doctor of Chiropractic Degree, B.S. Degree, National University of Health Sciences	
Medical Administrative Assistant Instructors		
Leslie Lopez		
Medical Insurance Billing and Coding Instructors		
Barbara D. Franta		
Carrie J. Schroeder		
Business Accounting Instructors		
Buddy Nidey		

SKOKIE

Administration		
Jeanette M. Pricket	College President	JD Glendale University, BS University of California
Todd LaSota	Director of Admissions	MBA Colorado Technical University, B.A, Rollins College,
Floyd Mack	Director of Education	B.A., Aurora University
Kurt Di Clementi	Director of Placement	M.A., B.A. Northeastern Illinois University
Sanela Piljevic	Director of Student Finance	B.S., Northeastern Illinois University
Bogy Kirova	Director of Student Accounts	BA, MA, University of Economics, Varna, Bulgaria
Faculty		
Program Chairs		
Dr. Robert Taha, MD	Medical Assisting	Bialystok Medical School, Poland
Hanna Wierzchowski	Med. Ins. Billing/Coding	B.S. University of Illinois; A.A. Oakton College
Donna Sarvello	Massage Therapy	Chicago School of Massage Therapy Phoenix University
Faculty		
Kelly Lichter	Massage Therapy	Chicago College of Massage Therapy
Lisa A. Janowski	Pharmacy Tech	Harper College

Gina Levin	MIBC	Harper College
Khaja Ahmad, M.D.	Medical Assisting	Chicago Medical College
Kabrial Beshon Mirza MD	Medical Assisting	St. Petersburg Medical Institute
Cherie Cordova, M.D.	Medical Assisting	Perpetual Health College of Medicine
Ragaa Nan, MD	Medical Assisting	Assiut University
Robert Shaffer	Business Accounting	Roosevelt University
Edwin Chin	Medical Billing /Coding	MIT/Everest College
Jeremy Stephenson	Massage Therapy	Utah College of Massage Therapy
Nadia Khan, M.D.	Medical Assisting	Liaquat University
Darand Thompson	Massage Therapy	Illinois School of Health Careers
Zamuel S. Nakhlis, M.D., Ph.D	Medical Assisting	Medical College, Ukraine
Jacob O. Nieva, M.D.	Medical Assisting	University of Santo Thomas
Allison Dahlberg	Massage Therapy	Everest College
Richard E.Ryan	Business Accounting	B.S. St. Joseph's College, Rensselaer IN
Lindcy Chandy	Medical Billing/Coding	National Louis University
Paul Krychenko	Medical Assisting	Medical College, Ukraine
Sherein Bottros	Medical Assisting	Assiut University

APPENDIX B: TUITION AND FEES

BURR RIDGE

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)
Dental Assisting	8 Months	47	$13,414	$826
Massage Therapy	9 Months	55	$13,414	$1,343
Medical Administrative Assistant	8 Months	47	$13,362	$1124
Medical Assisting	8 Months	47	$13,414	$1093
Medical Insurance Billing and Coding	8 Months	47	$13,414	$1,823
A $38 fee will be charged for programs requiring a background check.				
Tuition effective: July 1, 2008; Book price for Dental Assisting effective October 1, 2008				

CHICAGO

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)
Business Accounting	9 Months	54	$11,791	$2,092
Dental Assisting	8 Months	47	$13,290	$841.40
Massage Therapy	9 Months	55	$13,290	$1318.64
Medical Administrative Assistant	8 Months	47	$13,290	$1144.90
Medical Assisting	8 Months	47	$13,290	$1112.69
Medical Insurance Billing and Coding	8 Months	47	$12,735	$1856.00
Pharmacy Technician	8 Months	47	$12,913	$629.14
A $38 fee will be charged for programs requiring a background check.				
Tuition effective: July 1, 2007; Book prices effective: July 1, 2008; Book prices for Dental Assisting effective October 1, 2008				
Additional Fees: Graduation fee - $85				

EARTH CITY

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (Estimated)
Business Accounting	5 Months	48	$10,775	$1,281.33
Massage Therapy	9 Months	55	$14,790	$1,216.27
Medical Assisting	8 Months	47	$13,526	$1,015.21
Medical Insurance Billing & Coding	8 Months	47	$13,526	$1,667.32
Medical Administrative Assistant	8 Months	47	$13,526	$1,043.52
Effective Date: July 1, 2008 A $38 fee will be charged for programs that require a background check				

Students may make payments using VISA, MasterCard, or Discover cards.

MERRILLVILLE

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)
Business Accounting	9 Months	54	$12,873	$2,347
Dental Assisting	8 Months	47	$13,326	$761
Massage Therapy	10 Months	55	$13,200	$1,327
Medical Administrative Assistant	8 Months	47	$12,873	$1,217
Medical Assisting	8 Months	47	$12,873	$1,178
Medical Insurance Billing and Coding	8 Months	47	$12,873	$1,859
Practical Nurse*	3 Levels	85.5	$26,651	$1,278
Surgical Technologist**	5 Terms	69	$25,203	$1,115
*A $67 background check fee will be charged for Practical Nurse students.				
**A $38 background check fee will be charged for programs that require a background check				
Tuition effective: August 28, 2008				

MERRIONETTE PARK

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)
Massage Therapy	9 Months	55	$13,274	$1,330
Medical Insurance Billing/Coding	8 Months	47	$13,274	$1,783
Medical Assisting	8 Months	47	$13,274	$1,129
Pharmacy Technician	8 Months	47	$12,913	$654
A $38 fee will be charged for programs requiring a background check.				
Tuition effective: July 1, 2008				

NORTH AURORA

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)
Business Accounting	9 Months	54	$11,797	$2,016.15
Massage Therapy	9 Months	55	$13,236	$1,237.34
Medical Administrative Assistant	8 Months	47	$13,211	$1156.54
Medical Assisting	8 Months	47	$13,211	$1116.48
Medical Insurance Billing and Coding	8 Months	47	$13,251	$1,658.06
A $38 fee will be charged for programs requiring a background check.				
Tuition effective: October 1, 2008				

SKOKIE

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)
Business Accounting	9 Months	54	$11,797	$2092
Massage Therapy	9 Months	55	$13,236	$1,366
Medical Administrative Assistant	8 Months	47	$13,104	$1143
Medical Assisting	8 Months	47	$13,104	$1,111
Medical Insurance Billing/Coding	8 Months	47	$13,251	$1,852
Pharmacy Technician	8 Months	47	$12,913	$628
A $38 fee will be charged for programs requiring a background check.				
Tuition effective: July 1, 2008				

APPENDIX C: CALENDARS

All Programs, Day and Evening Classes 2007-2008	
Start Date	**End Date**
Nov 19	Dec 18
Dec 19	Jan 25, 2008
Jan 28, 2008	Feb 25
Feb 27	Mar 25
March 26	April 22
April 28	May 23
May 27	June 23
June 25	July 23
July 28	Aug 22
Aug 25	Sept 22
Sept 24	Oct 22
Oct 23	Nov 19
Nov 20	Dec 19
Dec 22, 2008	Jan 26, 2009

Modular Calendar All Programs 2009	
Start Dates	**End Dates**
Dec 22, 2008	Jan 26
Jan 27	Feb 24
Feb 25	March 24
March 26	April 22
April 27	May 21
May 26	June 22
June 24	July 21
July 23	Aug 19
Aug 20	Sept 17
Sept 21	Oct 15
Oct 19	Nov 12
Nov 16	Dec 14
Dec 17	Jan 21, 2010

Modular Calendar 2010	
Start Dates	**End Dates**
Dec 17	Jan 21, 2010
Jan 26	Feb 23
Feb 24	Mar 23
Mar 29	April 22
April 26	May 20
May 25	June 21
June 23	July 21
July 26	Aug 19
Aug 23	Sept 20
Sept 22	Oct 19
Oct 21	Nov 17
Nov 18	Dec 16

Student Holidays and Breaks 2008	
Labor Day Break	Aug 30 – Sept. 1
Mod Break	Sept 23
Columbus Day Break	Oct 11-13
Thanksgiving Break	Nov 27-30
Winter Break	Dec 24-28
New Year's Eve	Dec. 31
New Year's Day	January 1, 2009

Student Holidays and Breaks 2009	
Start Dates	**End Dates**
Winter Break	Dec 24 – 28, 2008
New Year's Eve	Dec 31, 2008
New Year's Day	Jan 1, 2009
Martin Luther King Day	Jan 17-19
Presidents' Day	Feb 14-16
Mod Break	Mar 25
Spring Break	April 23 – 26
Memorial Day	May 22 – 25
Mod Break	June 23
Independence Day	July 3 – 5
Mod Break	July 22
Labor Day	Sept 5 – 7
Mod Break	Sept 18 – 20
Thanksgiving	Nov 26 – 29
Mod Break	Dec 15, 2009

Student Holidays and Breaks 2010	
Start Dates	**End Dates**
Winter Break	Dec 24 2009 – Jan 3, 2010
Martin Luther King Day	Jan 16 - 18
Mod Break	Jan 25
President's Day	Feb 13 – 15
Spring Break	Mar 24 – 28
Memorial Day	May 21 – 24
Mod Break	June 22
Independence Day	July 3 – 5
Summer Break	July 22 – 25
Labor Day	Sept 4 – 6
Mod Break	Sept 21
Mod Break	Oct 20
Thanksgiving	Nov 25 - 28

All Programs 2008 - 2009	
Start Dates	**End Dates**
July 25	Aug 21
Aug 25	Sept 22
Sept 24	Oct 21
Oct 23	Nov 19
Nov 20	Dec 22
Dec 23	Jan 27th
January 28	February 25
February 26	March 25
March 26	April 22
April 27	May 22
May 26	June 22
June 24	July 22
July 24	August 20
August 24	September 21
September 23	October 21
October 22	November 18
November 19	December 18
December 21	January 22 (2010)

2008 – 2009 Student Breaks	
July Mod Break	24-Jul
August Mod Break	August 22-24
Labor Day Holiday	August 30- Sept. 1
Sept Mod Break	Sept. 23rd
October Mod Break	Oct. 22
Thanksgiving Holiday	November 27-30
Christmas Recess	Dec. 25-28
New Year Eve Recess	Dec. 31-Jan 4th
New Year's Break	January 1 – January 4
Martin Luther King Break	January 17 – January 19
President's Break	February 14 – February 16
Mod End Break	April 23 – April 26
Mod End Break	May 23 – May 25
Mod End Break	June 23
Independence Break	July 3 – July 5
Mod End Break	July 23
Mod End Break	August 21 – August 23
Labor Break	September 5 – September 7
Mod End Break	September 22
Columbus Break	October 10 – October 12
Thanksgiving Break	November 26 – November 29
Mod End Break	December 19 – December 20
Winter Break	December 24 – December 27
New Year's Eve	December 31

ST. LOUIS (EARTH CITY)

MA, MAA and MIBC Day Classes	MA, MAA and MIBC Evening Classes	MA Day Class
12/17/07 - 1/23/08	12/17/07 - 1/23/08	1/02/08 - 1/29/08
1/28/08 - 2/25/08	1/28/08 - 2/25/08	1/31/08 - 2/28/08
2/27/08 - 3/25/08	2/27/08 - 3/25/08	3/03/08 - 3/28/08
3/27/08 - 4/23/08	3/27/08 - 4/23/07	4/01/08 - 4/28/08
4/28/08 - 5/23/08	4/28/08 - 5/22/08	4/30/08 - 5/28/08
5/28/08 - 6/24/08	5/28/08 - 6/24/08	5/30/08 - 6/26/08
6/26/08 - 7/24/08	6/26/08 - 7/23/08	6/30/08 - 7/28/08
7/28/08 - 8/22/08	7/28/08 - 8/21/08	7/30/08 - 8/26/08
8/26/08 -9/23/08	8/26/08 - 9/23/08	8/28/08 - 9/25/08
9/25/08 - 10/22/08	9/25/08 - 10/22/08	9/29/08 - 10/24/08
10/27/08 - 11/21/08	10/27/08 - 11/20/08	10/27/08 - 11/21/08
11/24/08 - 12/23/08	11/24/08 - 12/22/08	11/24/08 - 12/23/08
1/5/09 - 2/02/09	1/5/09 - 2/2/09	
2/4/09 - 3/4/09	2/4/09 - 3/4/09	
3/9/09 - 4/3/09	3/9/09 - 4/02/09	
4/7/09 - 5/4/09	4/7/09 - 5/4/09	
5/6/09 - 6/3/09	5/6/09 - 6/3/09	
6/8/09 - 7/6/09	6/8/09 - 7/2/09	
7/8/09 - 8/4/09	7/8/09 - 8/4/09	
8/6/09 - 9/2/09	8/6/09 - 9/2/09	

Business Accounting Day Classes	Business Accounting Evening Classes
1/02/08 - 2/13/08	1/02/08 - 2/13/08
2/19/08 - 3/31/08	2/19/08 - 3/31/08
4/02/08 - 5/13/08	4/02/08 - 5/13/08
5/15/08 - 6/26/08	5/15/08 - 6/26/08
6/30/08 - 8/11/08	6/30/08 - 8/07/08
8/13/08 - 9/24/08	8/13/08 - 9/24/08
9/26/08 - 11/06/08	9/29/08 - 11/06/08
11/07/08 - 12/23/08	11/10/08 - 12/22/08
1/5/09 - 2/16/09	1/5/09 - 2/16/09
2/18/09 - 3/31/09	2/18/09 - 3/31/09
4/2/09 - 5/13/09	4/2/09 - 5/13/09
5/18/09 - 6/29/09	5/18/09 - 6/29/09
7/1/09 - 8/12/09	7/1/09 - 8/13/09
8/17/09 - 9/28/09	8/17/09 - 9/28/09

Everest College Holiday Schedule
November 22- 23, 2007 - Thanksgiving
December 24, 2007 - January 1, 2008 - Christmas Break
January 21, 2008 - Martin Luther King Day
February 18, 2008 - President's Day
May 26, 2008 - Memorial Day

July 4, 2008 - Independence Day
September 1, 2008 - Labor Day
November 27 - 28, 2008 -Thanksgiving
December 24, 2008 - January 2, 2009 - Christmas Break
January 19, 2009 - Martin Luther King Day
February 16, 2009 - Presidents Day
May 25, 2009 - Memorial Day
July 3, 2009 - Independence Day
September 7, 2009 - Labor Day

MERRILLVILLE

Student Breaks 2008 - 2010	
New Year 1/1/08	Independence Day 07/03/09
King Holiday 1/21/08	Labor Day 09/07/09
Presidents Day 2/18/08	Thanksgiving 11/26 & 11/27/09
Memorial Day 5/26/08	Christmas 12/24/09 thru 12/27/09
Independence Day 7/4/08	New Years Day12/31/09 and 01/01/10
Labor Day 9/1/08	King Holiday 01/18/10
Thanksgiving 11/27-11/28/08	Presidents Day 2/15/10
Christmas Break 12/25-12/26/08	
Martin Luther King 1/19/09	
President's Day 2/16/09	
Memorial Day 05/25/09	

Medical Insurance Billing and Coding Evening Schedule 4 Day Week 2008	
Start Dates	End Dates
06/25/08	07/23/08
07/30/08	08/26/08
08/28/08	09/25/08
09/29/08	10/24/08
10/27/08	11/21/08
11/24/08	12/23/08
12/29/08	01/27/09
01/28/09	02/25/09
02/27/09	03/26/09
03/30/09	04/24/09
04/27/09	05/22/09
05/28/09	06/24/09

Business Accounting, Medical Administrative Assisting, Medical Assisting, Dental Assisting, and Massage Therapy Start/End Dates	
Start Dates	End Dates
01/28/08	02/25/08
02/26/08	03/25/08
03/26/08	4/22/08
05/02/08	05/23/08
05/27/08	06/23/08
06/25/08	07/23/08
07/30/08	08/26/08
08/28/08	09/25/08
09/29/08	10/24/08
10/27/08	11/21/08
11/24/08	12/23/08
12/29/08	1/19/09

Surgical Technologist Start/End Dates 2008 - 2009	
Start Dates	End Dates
06/23/08	10/3/08
7/28/08	9/22/08
10/13/08	1/29/09

Practical Nursing 2007 – 2008		
Level /Course	Start Date	End Date
Practical Nursing		
Level 1	9/10/07	2/14/08
Fundamentals (IN-NSG 101)	9/10/07	11/16/07
Pharmacology (IN-NSG 102)	2/19/07	2/13/08
Geriatrics (IN-NSG 103)	12/5/07	12/14/07
Nutrition (IN-NSG 104)	11/21/07	11/29/07
Level I Clinical (NS 100X) Mon & Tues	10/01/07	2/5/08
Clinical		

Practical Nursing 2008 – 2009		
Level /Course	Start Date	End Date
Practical Nursing	4/21/08	4/24/08
Level 1	4/21/08	9/22/08
Fundamentals (IN-NSG 101)	4/21/08	7/09/08
Pharmacology (IN-NSG 102)	8/06/08	9/17/08
Geriatrics (IN-NSG 103)	7/23/08	8/06/08
Nutrition (IN-NSG 104)	7/10/08	7/17/08
Level I Clinical (NS 100X) Mon & Tues	5/12/08	9/9/08
Clinical		

Level /Course	Start Date	End Date
NS 100L	2/12/08	2/14/08
Level II	2/19/08	5/22/08
M/S Integumentary System (IN-NSG 201)	2/20/08	3/12/08
M/S Respiratory System (IN-NSG 202)	2/21/08	3/27/08
M/S Musculoskeletal System (IN-NSG 203)	3/12/08	4/9/08
M/S CVS System (IN-NSG 204)	4/3/08	5/8/08
M/S GI System (IN-NSG 205)	4/9/08	5/14/08
M/S Neurosensory System (IN-NSG 206)	5/5/08	5/20/08
Level II Clinical (NS 200X) Mon & Tues Clinical	2/19/08	4/29/08
NS 200L	5/15/08	5/21/08
Level III	5/27/08	9/12/08
Maternal Infant Nursing (IN-NSG 301)	6/18/08	7/30/08
Mental Health Nursing (IN-NSG 302)	8/04/08	8/12/08
M/S GU (IN-NSG 303)	5/28/08	6/18/08
Peds/Growth & Development (NSG 304)	7/17/08	8/28/08
Leadership & Supervision (NSG 305)	8/6/08	8/19/08
M/S Endocrine (NSG 306)	5/29/08	7/3/08
Level III Clinical (NS 300X) Wed & Thurs Clinical	5/27/08	9/12/08
NS 300L	9/4/08	9/11/08
IV Certification	8/25/08	9/3/08
NCLEX Review	9/8/08	9/12/08

Level /Course	Start Date	End Date
NS 100L	9/18/08	9/22/08
Level II	9/23/08	1/06/09
M/S Integumentary System (IN-NSG 201)	9/25/08	10/16/08
M/S Respiratory System (IN-NSG 202)	9/24/08	10/29/08
M/S Musculoskeletal System (IN-NSG 203)	10/16/08	11/13/08
M/S CVS System (IN-NSG 204)	10/29/08	12/08/08
M/S GI System (IN-NSG 205)	11/13/08	12/17/08
M/S Neurosensory System (IN-NSG 206)	12/08/08	12/23/08
Level II Clinical (NS 200X) Mon & Tues Clinical	9/24/08	12/03/08
NS 200L	1/05/09	1/06/09
Level III	1/07/09	4/24/09
Maternal Infant Nursing (IN-NSG 301)	1/12/09	3/09/09
Mental Health Nursing (IN-NSG 302)	3/31/09	4/09/09
M/S GU (IN-NSG 303)	2/24/09	3/17/09
Peds/Growth & Development (NSG 304)	1/13/09	2/24/09
Leadership & Supervision (NSG 305)	3/18/09	3/26/09
M/S Endocrine (NSG 306)	3/09/09	4/07/09
Level III Clinical (NS 300X) Wed & Thurs Clinical	1/07/09	3/02/09
NS 300L	4/23/09	4/24/09
IV Certification	4/13/09	4/16/09
NCLEX Review	4/20/09	4/24/09

Practical Nursing 2009		
Level /Course	Start Date	End Date
Practical Nursing		
Level 1		
Fundamentals (NSG 101)	9/8/08	11/19/08
Pharmacology (NSG 102)	1/7/09	2/18/09
Geriatrics (NSG 103)	12/4/08	12/18/08
Nutrition (NSG 104)	11/20/09	12/4/08
Level I Clinical (NS 100X)	10/6/08	2/9/09
NS 100L	2/18/09	2/19/09
Level II		
M/S Integumentary System (NSG 201)	2/25/09	3/18/09
M/S Respiratory System (NSG 202)	2/26/09	4/2/09
M/S Musculoskeletal System (NSG 203)	4/29/09	5/6/09
M/S CVS System (NSG 204)	4/9/09	5/14/09
M/S GI System (NSG 205)	3/18/09	4/29/09
M/S Neurosensory System (NSG 206)	5/12/09	5/26/09
Level II Clinical (NS 200X)	2/23/09	4/28/09
NS 100L	5/11/09	5/18/09
Level III		
Maternal Infant Nursing (NSG 301)	6/22/09	8/3/09
Mental Health Nursing (NSG 302)	8/5/09	8/19/09
M/S GU (NSG 303)	6/1/09	6/22/09
Peds/Growth & Development (NSG 304)	7/14/09	8/25/09
Leadership & Supervision (NSG 305)	8/10/09	8/26/09
M/S Endocrine (NSG 306)	6/2/09	7/7/09
Level III Clinical (NS 300X)	5/27/09	7/30/09
NS 100L	9/10/09	9/11/09

MERRIONETTE PARK

Modular Calendar AM & PM Schedule 2008 - 2010	
Start Dates	**End Dates**
01/28/08	02/25/08
02/27/08	03/25/08
03/27/08	04/23/08
04/28/08	05/23/08
05/27/08	06/23/08
06/25/08	07/23/08
07/24/08	08/20/08
08/25/08	09/22/08
09/24/08	10/21/08
10/23/08	11/19/08
11/20/08	12/19/08
12/22/08	01/28/09
01/29/09	02/25/09
02/26/09	03/25/09
03/26/09	04/22/09
04/27/09	05/22/09
05/26/09	06/22/09
06/24/09	07/22/09
07/23/09	08/19/09
08/24/09	09/21/09
09/23/09	10/20/09
10/22/09	11/18/09
11/19/09	12/18/09
12/21/09	01/21/10
01/25/10	02/22/10
02/23/10	03/22/10
3/24/10	4/20/10

Modular Calendar Evening Schedule 2008 - 2010	
Start Dates	**End Dates**
01/28/08	02/25/08
02/27/08	03/25/08
03/27/08	04/23/08
04/28/08	05/22/08
05/27/08	06/23/08
06/25/08	07/22/08
07/24/08	08/20/08
08/25/08	09/22/08
09/24/08	10/21/08
10/23/08	11/19/08
11/20/08	12/18/08
12/22/08	01/28/09
01/29/09	02/25/09
02/26/09	03/25/09
04/27/09	05/21/09
06/24/09	07/21/09
11/19/09	12/17/09

Student Breaks 2008 - 2010	
12/24 - 1/2/08 1/21/08	Winter holiday and MLK
2/18/2008	PRES DAY
5/26/2008	Memorial day
7/4/2008	Independence day
9/1/2008	Labor Day
11/27-28/08	Thanksgiving
12/24/08-01/09	Winter Hol
1/19/09	MLK
2/16/2009	Pres Day
4/23/09 thru 4/26/09	Mod break
05/25/09	Memorial Day
5/23/09 - 5/25/09	Mod break
6/23/08	Mod break
07/03/09	Independence Day
8/20/08 - 8/23/09	Mod break
09/07/09	Labor Day
9/22/09	Mod break
10/21/09	Mod break
11/26 & 11/27/09	Thanksgiving
12/19/09 - 12/20/09	Mod break
12/24/09 - 12/27/09	Christmas
12/31/09 and 01/01/10	New Years Day
01/18/10	King Holiday
1/22/10 - 1/24/10	Mod break
2/15/10	Presidents Day
3/23/10	Mod break

NORTH AURORA

North Aurora 2007-2008 Calendar			
Start Dates		**End Dates**	
Mon	11/19/2007	Tue	12/18/2007
Wed	12/19/2007	Fri	1/25/2008

North Aurora 2007 Student Holidays	
New Year's Break - January 1, 2	Independence Day - July 4
MLK Day - January 15	Labor Day - September 3
President's Day - February 19	Thanksgiving Holiday - November 22, 23
Spring Holiday - April 6	Christmas Break - December 24 - 28
Memorial Day - May 28	New Year's Eve Break - December 31

North Aurora – Medical Insurance Billing and Coding	
Start	**End**
Monday, September 24, 2007	Friday, October 19, 2007
Monday, October 22, 2007	Friday, November 16, 2007
Monday, November 19, 2007	Tuesday, December 18, 2007
Wednesday, December 19, 2007	Friday, January 25, 2008
Monday, January 28, 2008	Monday, February 25, 2008
Wednesday, February 27, 2008	Wednesday, March 26, 2008
Thursday, March 27, 2008	Wednesday, April 23, 2008
Thursday, April 24, 2008	Wednesday, May 21, 2008

MA, MAA (non-weekend), and MT programs, North Aurora (Days)	
Mod Start	Mod End
Mon 1/28/08	Mon 2/25/08
Wed 2/27/08	Wed 3/26/08
Thu 3/27/08	Wed 4/23/08
Thu 4/24/08	Wed 5/21/08
Thu 5/27/08	Mon 6/23/08
Wed 6/25/08	Wed 7/23/08
Mon 7/28/08	Fri 8/22/08
Mon 8/25/08	Mon 9/22/08
Wed 9/24/08	Tue 10/21/08
Wed 10/22/08	Tue 11/18/08
Wed 11/19/08	Thu 12/18/08
Mon 12/22/08	Mon 1/26/09
Wed 1/27/09	Tue 2/24/09
Wed 2/25/09	Tue 3/24/09
Wed 3/25/09	Wed 4/22/09
Thu 4/23/09	Wed 5/20/09
Thu 5/21/09	Thu 6/18/09
Mon 6/22/09	Mon 7/20/09

MA, MAA (non-weekend), and MT programs, North Aurora (Nights)	
Mod Start	Mod End
Mon 1/28/08	Mon 2/25/08
Wed 2/27/08	Tue 3/25/08
Thu 3/27/08	Wed 4/23/08
Thu 4/24/08	Wed 5/21/08
Thu 5/27/08	Mon 6/23/08
Wed 6/25/08	Tue 7/22/08
Mon 7/28/08	Thu 8/21/08
Mon 8/25/08	Mon 9/22/08
Wed 9/24/08	Tue 10/21/08
Wed 10/22/08	Tue 11/18/08
Wed 11/19/08	Wed 12/17/08
Mon 12/22/08	Thu 1/26/09
Wed 1/27/09	Tue 2/24/09
Wed 2/25/09	Tue 3/24/09
Wed 3/25/09	Tue 4/21/09
Thu 4/23/09	Wed 5/20/09
Thu 5/21/09	Thu 6/18/09
Mon 6/22/09	Thu 7/16/09

Medical Assisting - Weekend	
Mod Start	Mod End
Fri 11/16/07	Sun 12/16/07
Fri 12/21/07	Sun 1/20/08
Fri 1/25/08	Sun 2/17/08
Fri 2/22/08	Sun 3/16/08
Fri 3/21/08	Sun 4/13/08
Fri 4/18/08	Sun 5/11/08
Fri 5/16/08	Sun 6/15/08
Fri 6/20/08	Sun 7/20/08
Fri 7/25/08	Sun 8/17/08
Fri 8/22/08	Sun 9/21/08
Fri 9/26/08	Sun 10/19/08
Fri 10/24/08	Sun 11/16/08
Fri 11/21/08	Sun 12/21/08

Weekend Holiday Calendar		
2007		
Memorial Day	May	25,26,27
Labor day	August	31
	September	1,2
Thanksgiving	November	23,24,25
Christmas/ New Year's	December	28,29,30
	2008	
Memorial Day	May	23,24,25
Independence Day	July	4,5,6
Labor day	August	29,30,31
Thanksgiving	November	28,29,30
Christmas	December	26,27,28
New Years Eve	December	31
New Years (2009)	January	1,2

North Aurora Medical Assisting, Day Class 2007-2008 Calendar			
Start Dates		End Dates	
Mon	10/29/2007	Tue	11/27/2007
Mon	11/19/2007	Tue	12/18/2007
Wed	11/28/2007	Thu	12/27/07
Wed	12/19/2007	Fri	1/25/2008
Fri	12/28/2007	Fri	1/25/2008

North Aurora 2007 Student Holidays, MA day class	
New Year's Break - January 1, 2	Independence Day - July 4
MLK Day - January 15	Labor Day - September 3
President's Day - February 19	Thanksgiving Holiday - November 22, 23
Spring Holiday - April 6	Christmas Break - December 24, 25, 28
Memorial Day - May 28	

SKOKIE

Business Accounting (Friday through Sunday) weekend Start/End Dates	
Start Dates	End Dates
March 21	April 13
April 18	May 11
May 16	June 08
June 13	July 13
July 18	Aug 10
Aug 15	Sept 07
Sept 12	Oct 05
Oct 10	Nov 02
Nov 07	Dec 07

Student Holiday 2008 (weekday program)			
Independence day	July 4	Labor day	Sept 1
Thanksgiving	Nov 27, 28	Christmas break	Dec 24-31
Student Holiday 2008 (weekend program)			
Independence day	July 4-6	Thanksgiving	Nov 28-30
Christmas Break	Dec 26-28		

Student Holidays 2009 (weekday program)

New Years day	Jan 1	MLK day	Jan 19
Presidents day	Feb16	Good Friday	April 10
Memorial day	May 25	Independence Day	July 3 4th
Labor day	Sept 7	Thanks Giving	Nov 26,27
Christmas Break	Dec 25-31		
Student Holidays 2009 **(weekend program)**			
Good Friday	April 10	Independence day	July 3-5
Thanksgiving	Nov 27-29	Christmas break	Dec 25-27

Massage Therapy, Medical Administrative Assistant, Medical Insurance Billing and Coding and Pharmacy Tech
2008 - 2009
(Monday through Friday) five day programs

Start Dates		End Dates	
Jan 29	Tues	Feb 26	Tues
Feb 27	Wed	Mar 26	Wed
March 27	Thurs	April 23	Wed
April 28	Mon	May 23	Fri
May 28	Wed	June 24	Tues
June 26	Thurs	July 24	Thurs
July 28	Mon	Aug 22	Fri
Aug 25	Mon	Sept 22	Mon
Sept 23	Tues	Oct 20	Mon
Oct 21	Tues	Nov 17	Mon
Nov 18	Tues	Dec 17	Wed
Dec 18	Thurs	Jan 27 (2009)	Tues
Jan 28	Wed	Feb 25	Thurs
Feb 26	Thurs	March 25	Wed
March 30	Mon	April 27	Mon
April 29	Wed	May 27	Wed
May 28	Thurs	June 24	Wed
June 29	Mon	July 27	Mon
July 29	Wed	August 25	Tues
August 26	Wed	Sept 23	Wed
September 24	Thurs	October 21	Wed
October 22	Thurs	Nov 18	Wed
Nov 19	Thurs	Dec 18	Fri
Dec 21	Mon	Jan 27 (2010)	Wed

Medical Assisting
(Monday through Thursday) four day programs - 2008

Start Dates		End Dates	
Jan 29	Tues	Feb 26	Tues
Feb 27	Wed	March 25	Tues
March 27	Thurs	April 23	Wed
April 28	Mon	May 22	Thurs
May 28	Wed	June 24	Tues
June 26	Thurs	July 23	Wed
July 28	Mon	Aug 21	Thurs
Aug 25	Mon	Sept 22	Mon
Sept 23	Tues	Oct 20	Mon
Oct 21	Tues	Nov 17	Mon
Nov 18	Thurs	Dec 16	Tues
Dec 18	Thurs	Jan 27 (2009)	Tues

Medical Assisting
(Friday through Sunday) weekend program – 2008 - 2009

Start Dates		End Dates	
Jan 25	Fri	Feb 17	Sun
Feb 22	Fri	March 16	Sun
March 28	Fri	April 20	Sun
April 25	Fri	May 18	Sun
May 23	Fri	June 15	Sun
June 20	Fri	July 20	Sun
July 25	Fri	Aug 17	Sun
Aug 22	Fri	Sept 14	Sun
Sept 19	Fri	Oct 12	Sun
Oct 17	Fri	Nov 09	Sun
Nov 14	Fri	Dec 14	Sun
Dec 19	Fri	Jan 18	Sun
Jan 23	Fri	Feb 15	Sun
Feb 20	Fri	March 15	Sun
March 20	Fri	April 19	Sun
April 24	Fri	May 17	Sun
May 22	Fri	June 14	Sun
June 19	Fri	July 19	Sun
July 24	Fri	Aug 16	Sun
Aug 21	Fri	Sept 13	Sun
Sept 18	Fri	Oct 11	Sun
Oct 16	Fri	Nov 8	Sun
Nov 13	Fri	Dec 13	Sun

APPENDIX D: OPERATING HOURS

BURR RIDGE

Office:

8:00 AM - 8:00 PM	Monday through Thursday
8:00 AM - 5:00 PM	Friday

Class Schedules:

5:00 am – 9:00 am	Monday through Friday
5:00 am – 10:00 am	Monday through Thursday
6:00 am- 10:00 am	Monday through Friday
7:00 am – 12:00 pm	Monday through Friday
8:00 am – 12:00 pm	Monday through Friday
9:00 am – 2:00pm	Monday through Thursday
9:30 am – 1:30 pm	Monday through Friday
10:00 am – 3:00 pm	Monday through Thursday
10:00 am – 2:00 pm	Monday through Friday
11:00 am – 4:00 pm	Monday through Thursday
11:30 am – 4:30 pm	Monday through Thursday
12:00 pm – 5:00pm	Monday through Thursday
1:00 pm – 5:00 pm	Monday through Friday
2:00 pm – 6:00 pm	Monday through Friday
5:00 pm – 10:00 pm	Monday through Thursday
5:30 pm – 10:30 pm	Monday through Thursday
6:00 pm – 11:00 pm	Monday through Friday

* Classes may be scheduled on Fridays as needed to make up for holidays.

CHICAGO

Office:

8:00 AM to	7:00 PM	Monday through Thursday
8:00 AM to	5:00 PM	Friday

Class Schedules

7:00 AM to	11:00 AM	Monday through Friday
8:00 AM to	12:00 PM	Monday through Friday
9:00 AM to	1:00 PM	Monday through Friday
10:00 AM to	2:00 PM	Monday through Friday
11:00 AM to	3:00 PM	Monday through Friday
12:00 AM to	4:00 PM	Monday through Friday
1:00 PM to	5:00 PM	Monday through Friday
2:00 PM to	6:00 PM	Monday through Friday
5:00 PM to	9:00 PM	Monday through Friday
5:30 PM to	9:30 PM	Monday through Friday
6:00 PM to	10:00 PM	Monday through Friday
2:00 PM to	7:00 PM	Monday through Thursday
5:00 PM to	10:00 PM	Monday through Thursday
5:30 PM to	10:30 PM	Monday through Thursday
6:00 PM to	11:00 PM	Monday through Thursday

ST. LOUIS (EARTH CITY)

Office:

7:30 a.m.	to	7:30 p.m.	Monday through Thursday	
7:30 a.m.	to	5:00 p.m.	Friday	
9:00 a.m.	to	1:00 p.m.	Some Saturdays	

School:

8:00 a.m.	to	12:00 p.m.	Monday through Friday	Morning
8:30 a.m.	to	12:30 p.m.	Monday through Friday	Morning
10:00 a.m.	to	2:00 p.m.	Monday through Friday	Late Morning
12:30 p.m.	to	4:30 p.m.	Monday through Friday	Afternoon
6:00 p.m.	to	11:00 p.m.	Monday through Thursday	Evening

MERRILLVILLE						
Office Hours						
	Monday through Thursday	7:30 AM	To	7:00 PM		
	Friday	8:00 AM	To	5:00 PM		
	Saturday	9:00 AM	To	1:00 PM		
School Hours						
Medical Administrative Assistant	Monday - Friday	8:00 AM	To	12:00 PM		
	Monday through Thursday	9:00 AM	To	2:30 PM		
		12:00 PM	To	5:00 PM		
	Monday through Thursday	5:30 PM	To	10:30 PM		
Medical Assisting	Tuesday through Friday	7:00 AM	To	12:00 PM		
	Monday through Friday	7:00 AM	To	11:00 AM		
		8:00 AM	To	12:00 PM		
		10:00 AM	To	2:00 PM		
	Monday through Thursday	12:00 PM	To	5:00 PM		
	Monday through Thursday	12:30 PM	To	5:30 PM		
		5:30 PM	To	10:30 PM		
Practical Nurse and Surgical Technologist	Monday through Friday	7:00 AM	To	5:00 PM		
	Monday through Thursday	1:00 PM	To	5:00 PM		
	Monday through Thursday	7:00 AM	To	12:00 PM		
Massage Therapy	Monday Through Thursday	10:00 AM	To	3:00 PM		
		8:00 AM	To	1:00 PM		
		1:00 PM	To	6:00 PM		
		5:30 PM	To	10:30 PM		
Dental Assisting	Monday through Friday	8:00 AM	To	12:00 PM		
	Monday through Thursday	12:30 PM	To	5:30 PM		
		5:30 PM	To	10:30 PM		

Hours will vary depending on schedule.

MERRIONETTE PARK					
Office:					
8:00 AM	To	8:00 PM	Monday through Thursday		
8:00 AM	To	5:00 PM	Friday		
College:					
8:00 a.m.	To	12:00p.m.	Monday through Friday	Morning	
1:00 p.m.	To	5:00 p.m.	Monday through Friday	Afternoon	
6:00 p.m.	To	11:00p.m.	Monday through Thursday	Evening	

NORTH AURORA					
Office:					
8:00 a.m.	To	7:30 p.m.	Monday through Thursday		
8:00 a.m.	To	5:30 p.m.	Friday		
9:00 a.m.	To	1:00 p.m.	Saturday		
College:					
7:00 a.m.	To	11:00p.m.	Monday through Friday	Morning	
8:00 a.m..	To	12:00 p.m.	Monday through Friday	Morning	
9:00 a.m.	To	1:00p.m.	Monday through Friday	Morning	
10:00 a.m.	To	2:00 p.m.	Monday through Friday	Morning	
1:00 p.m.	To	5:00 p.m.	Monday through Friday	Afternoon	
2:00 p.m.	To	6:00 p.m.	Monday through Friday	Afternoon	
6:00 p.m.	To	11:00 p.m.	Monday through Thursday	Evening	

SKOKIE					
Office:					
8:00 AM to	To	8:00 PM	Monday through Thursday		
8:00 AM to	To	5:00 PM	Friday		
9:00 AM to	To	1:00 PM	Saturdays		
College:					
5:00 a.m.	To	9:00a.m.	Monday through Friday	Morning	
7:00 a.m.	To	11:00 a.m.	Monday through Friday	Morning	
8:00 a.m.	To	1:00 p.m.	Monday through Thursday	Morning	
10:00 a.m.	To	3:00 p.m.	Monday through Thursday	Morning	
11:00 a.m.	To	3:00 p.m.	Monday through Friday	Mid-Morning	

1:00 p.m.	To	6:00 p.m.	Monday through Thursday	Afternoon
5:00 p.m.	To	10:00 p.m.	Monday through Thursday	Evening
6:00 p.m.	To	11:00 p.m.	Monday through Thursday	Evening
7:00 p.m.	To	11:00 p.m.	Monday through Friday	Evening