Everest

COLLEGE

2008-2009 CATALOG

Springfield 011909

1010 W. Sunshine
Springfield, Missouri 65807
(417) 864-7220
(800) 475-2669
(417) 864-5697 (fax)

www.everest.edu

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

Publishing Date January 2009

Effective January 19, 2009, through December 31, 2009

The provisions of this catalog are not to be regarded as an irrevocable contract between the student and the College. The College reserves the right to make and designate the effective date changes in College policies and procedures at any time such changes are considered to be desirable or necessary.
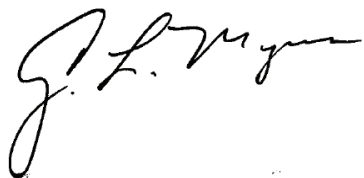
FROM THE COLLEGE PRESIDENT

Thank you for giving me the opportunity to introduce you to Everest College. Obtaining a college education can give you the advanced training and skills necessary to open innumerable doors in the business and professional worlds. A college degree can give you a competitive edge in your career field and can make the difference when you are considered for professional advancement.

National statistics indicate that as a college graduate you are likely to be a healthier, happier individual who is better able to enjoy family relationships and friendships. You are also likely to have a richer appreciation of the world around you and a keener ability to solve the problems life may present.

At Everest we are dedicated to the ideal that every student should be given the opportunity to develop to his or her fullest potential. As part of this philosophy, our dedicated Admissions Department staff is here to help you choose the best program for your talents, goals, and desires.

Take time to fully explore the opportunities afforded to you through the various excellent educational offerings at Everest College. Read about our programs and the services we provide to our students. If you have any questions, please don't hesitate to call for clarification. Everyone is here to help. I believe you will be as excited to be here as we will be to have you with us.

Consider Everest College… because you deserve more!

Gary L. Myers
President
Everest College
Springfield, Missouri

TABLE OF CONTENTS

ABOUT EVEREST COLLEGE

This school is a part of Corinthian Colleges, Inc. (CCi). Everest College is a senior-level college that serves the purpose of offering Bachelor of Science degrees in Accounting, Applied Management, Computer Information Science and Paralegal; a Bachelor of Business Administration; Associate of Applied Science degrees; and diploma programs. CCi was formed in 1996 to own and operate colleges across the nation that focus on high-demand, specialized skills. CCi is continually seeking to provide the kind of education and training that will best serve the changing needs of students, business and industry.

MISSION STATEMENT AND OBJECTIVES

The mission of Everest College is to provide career-oriented programs of study in selected disciplines responsive both to the needs of employers and to those seeking career preparation. Therefore, Everest College has established the following objectives.

1. The primary goal is to offer quality applications-oriented curricula. Curricula are designed to prepare graduates to fulfill current employment needs, to adapt to change in their chosen fields, and to be lifelong learners.
2. Everest College strives to develop mature citizens who make contributions to their communities. This is accomplished by providing positive role models, emotional support, and opportunities to develop new and beneficial relationships. Students are also provided with opportunities to experience success in the classroom and to participate in extracurricular activities.
3. Everest College assists graduates in securing career-related employment.
4. Everest College seeks to contribute to the Springfield community by exercising fiscal responsibility in institutional operations and by offering assistance to public schools and area businesses through seminars and internship programs. Faculty, staff, and students also participate in volunteer activities.
5. The final goal is to assure academic integrity by achieving and maintaining institutional and programmatic accreditation with the appropriate accrediting agencies.

PHILOSOPHY

Everest College is dedicated to the ideal that every student should have the encouragement and opportunity to develop to his or her full potential. We believe that most students will succeed in a collegiate environment when they receive the proper motivation. We are dedicated to providing that motivation and assisting students in the achievement of personal, career, and economic goals.

The College offers specific and practical educational services designed to meet the demands of business and technology in the Springfield area. Programs of study provide a quality occupational education and prepare the student for immediate job entry. In addition, the College provides general education courses in an effort to aid students in becoming socially aware members of their respective communities.

Thus, the College seeks to provide a meaningful, quality education that will prepare its graduates for a successful and rewarding career.

HISTORY

The College was acquired by Corinthian Colleges, Inc., on October 17, 1996, and the name of the College was changed to Springfield College. In October 2000, the name was changed to Rhodes College. In April of 2002, the name of the College was changed back to Springfield College in order to return to its roots as a community-based institution. In March of 2006 the name of the College was changed to Everest College.

With headquarters in Santa Ana, California, and colleges in various states, CCi is dedicated to continuing this College's tradition of excellence in providing education and training to its community.

LOCATION AND FACILITIES

Everest College is located in Springfield, Missouri, at 1010 W. Sunshine. The campus is located close to the heart of the city with easy access from the north and south via the Kansas Expressway. The College is located on Sunshine Street, a main east and west artery of the city. There are adequate parking facilities for staff, faculty, and students in front of the College. All physical plant facilities are easily accessible to both day and evening division students. The physical plant complies with the guidelines established by the Americans with Disabilities Act.

Educational facilities and equipment include seven computer labs, fully equipped dental and medical laboratories, a classroom/medical office simulation room, and 11 standard classrooms. The main level includes a student lounge and student restrooms. A bookstore with service counter is also available for students' convenience. The Library is of adequate size with the collection appropriate and relevant to the educational programs offered by the College. The Library's resources include LIRN , a database of articles on a variety of subjects from respected serials. In addition, law library resources include Westlaw, a computerized database for legal research, along with other recommended legal resources.

In addition to the educational facilities, the physical plant includes an academic office area, student finance office area, Academic Dean's office, placement office, Registrar's office area, business office, admissions offices, administrative support area, President's office with an adjoining conference room, and reception area. Those areas offering direct daily contact with students have been carefully planned with customer service counters. The remaining space is allocated to a faculty and staff lounge, restrooms, elevator access, and storage.

ACCREDITATION

Everest College is a senior college accredited by the Accrediting Council for Independent Colleges and Schools to award certificates, diplomas, Associate's Degrees and Bachelor's Degrees. 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. Accrediting Council for Independent Colleges and Schools (ACICS), 750 First Street, NE, Suite 980, Washington, D.C. 20002, (202) 336-6780, www.acics.org.

The Everest College Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon recommendation of the Curriculum Review Board of the American Association of Medical Assistants' Endowment (AAMAE). Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, Phone: 727-210-2350, Fax: 727-210-2354, www.caahep.org

PROFESSIONAL RECOGNITIONS
- Approval to operate granted by the Missouri Coordinating Board of Higher Education.
- Approved by the Missouri Department of Elementary and Secondary Education to provide services to persons eligible for Veteran's Education, Vocational Rehabilitation, and the Workforce Investment Act (WIA).
- Everest College is a tax-paying, non-subsidized institution of higher learning dedicated to the principle of free enterprise.

STATEMENT OF NON-DISCRIMINATION
Everest College 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 College President is the coordinator of Title IX - the Educational Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. All inquiries or complaints under the sex discrimination provisions of Title IX should be directed to the College President. The College 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 or by email at studentservice@cci.edu.

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.

ADMISSIONS INFORMATION

ADMISSIONS POLICY
All applicants must have a high school diploma or equivalent. However, the educational requirement may also be met if the applicant is at least 18 years of age and can demonstrate the "Ability to Benefit" (ATB) from the training.

ENTRANCE STANDARDS, PLACEMENT TESTS AND PROCEDURES
All students entering Everest College will be required to meet the Standards of Evaluation for admission into degree and diploma programs. Successful completion of the assessment examination is a prerequisite for admission. This standardized, national test is administered by the College and is designed to further ensure that the applicant has the skills necessary to pursue a college-level program. A high school or GED graduate requires a score of 120 on the CPAt examination for admission to the College. Ability to benefit students must meet the approved Department of Education minimum scores of 42 on language usage, 43 on reading, and 41 on numerical skills of the CPAt tests. Applicants who provide an official transcript showing they have completed one academic year of credits at another postsecondary institution (24 semester credit or 36 quarter credits with at least a 2.0 cumulative grade point average) will not be required to complete the test. Applicants who provide an official ACT or SAT score result report indicating that they have completed the ACT with a composite score of at least 15 or the SAT with a score of at least 700 will not be required to complete the test.
- All students will be required to take ENG 0011 if their scaled CPAt language usage score is below: 51
- All students will be required to take MAT 0024 if their scaled CPAt numerical skills score is below: 54

All ATB students must pass the GED exam before the end of their third term. Students who do not give proof of passing the GED exam will be withdrawn from the college. Students may reenter the college upon presentation of proof of passing the GED exam. Students must pass the GED examination before they can graduate from the college.

Students enrolled in Medical Assisting degree, Medical Administrative Assistant and Medical Assisting modular programs are required to pass the GED examination prior to beginning their externship programs. Students who do not give proof of passing the GED exam prior to their externship will not be enrolled in the externship term or placed at an externship site. Upon presentation of proof of successful completion of the GED examination students will be able to enroll in the externship term and placed at a site.

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.

Allied Health students please note: Due to JCAHO regulations for allied health professionals and the licensing requirements of the American Dental Association, all applicants to the Medical Assisting, Medical Office Administration, and Medical Transcription will find it very difficult to find employment in their field unless they have earned a GED or High School Equivalency prior to the job search. Dental Assisting graduates will not be eligible to test for the Certified Dental Assistant certification unless they have earned a GED or High School Equivalency prior to applying for the certification test. Everest College will accept Ability to Benefit students in these programs, but it is incumbent upon ATB students in these programs to earn their GED.

The administrative unit designated as responsible for implementation of the Admissions Policy is designated as the Admissions Department. The chief administrative officer of this department is the Director of Admissions. He/She is responsible to the College President, who has the final authority to admit students to the institution based upon the admissions criteria established by this catalog.

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

Applicants enrolling in diploma or certificate programs under the Ability to Benefit (ATB) provision are required to achieve a passing score (as determined by the U.S. Department of Education) on an independently administered, standardized, nationally recognized test that is administered by a certified test administrator. Forms B and C of the Careers Program Assessment Test (CPAt) and the computer-based COMPASS/ESL test by ACT have been approved by the U. S. Department of Education for the assessment of ATB students. Either the CPAt or COMPASS/ESL test may be used. Passing scores on the CPAt are Language Usage 42, Reading 43, and Numerical 41. Passing scores on the COMPASS test are Numerical Skills/Prealgebra 25, Reading 62, and Writing Skills 32.

Retesting Requirements

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

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

Retaking the CPAt

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

ATB Advising

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

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

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

Denial of Admission

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

Delayed Admission

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

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

ALLIED HEALTH STUDENT DISCLOSURE - CRIMINAL BACKGROUND CHECK

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

Students enrolling in allied health programs will be subjected to a criminal background check, which will include:

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

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

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

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

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

ADMISSIONS PROCEDURES

New Students

Applicants are advised that Everest College accepts students only after a personal interview with an Admissions Officer. This interview is designed to help the student select the program of study best suited to his/her needs and future goals. Students are further advised to discuss any pending enrollment with their family.

After the interviews, if there is continuing mutual interest, an application for enrollment is completed pending final acceptance by the College.

If the applicant is accepted by the College, the application for enrollment will be processed. Times and places of orientation will be given to the applicant by mail or telephone. If the applicant is not accepted, he/she will be notified promptly.

Medical Assisting Students

To meet our Allied Health partners externship requirements and to assist students with the health requirements established by the AAMA, **ALL** students enrolling in the Medical Assisting Program will go to Omni Health during the Basic Laboratory/lecture class with the instructor for the first physical, TB, HEP B injection, and MMR. Students will have the second HEP B injection at a scheduled time during Basic Laboratory/lecture class. The Third HEP B injection will take place in a follow up laboratory/lecture class (class to depend on schedule). Students who do not meet the medical requirements stated above will not be accepted by the externship sites with whom the college has contracted and thus cannot graduate

Upon successful completion of the exit examination, students will go to Omni health for their second physical examination, TB inoculation, and a urine drug screen. The urine drug screens (as required by our externship sites) must be completed within 24 hours of attending the assigned externship site.

All fees for the testing and vaccinations will be included in the laboratory fees. Outside physical, TB, MMR, HEP B injections, or urine drug screens will not be accepted due to the financial obligations.

Dental Assisting Students

Students enrolling in the Dental Assisting program must provide documentation of a current HEP B injection, current TB test, and physical examination. Students must begin the series of HEP B injections and provide documentation of completed TB test and physical exam within 30 days of attending their first class. The physical exam and TB test must remain current through completion of the externship portion of the program. Students wishing to waive the HEP B requirement must sign a waiver attesting to such, which will be maintained in the student's file.

Students enrolling in the Dental Assisting program will be required to complete CPR training and certification as part of the dental curriculum. This training will be provided in Module A.

Continuing Students

Prior to the end of the term, students will have the opportunity to register for the next term. All students will be expected to register on time unless previous arrangements have been made.

If a student pre-registers, he/she will not need to return to register between terms but will report back on the first day of classes.

Reentering Students

Readmission to Everest College following withdrawal will be at the discretion of the Readmissions Policy Committee. Readmission following dismissal for non-attendance, lack of academic progress, or misconduct will also be at the discretion of the Committee. A student will be allowed only two reentries into the College. Reentry in certain programs may be prohibited. Readmission to Everest College is granted in accordance with currently accepted admissions guidelines.

The applicant must submit a written application to the Readmission Committee. All committee recommendations will be approved or disapproved by the College President. The College President has final authority for all decisions concerning reentry to the College.

Bachelor's Degree Students

The Everest College Bachelor's degrees are offered for students who have 36 or more transferable quarter (24 semester) credits. Students who have earned an approved Associate degree may be enrolled with Junior standing.

Transfer Students

Students who have attended another accredited institution and wish to transfer to Everest College may be admitted if the admission requirements are met.

ACADEMIC CREDIT TRANSFER POLICY FOR CAAHEP-ACCREDITED MEDICAL ASSISTING PROGRAMS

Advanced Placement, via transfer of credit, experiential learning and/or other methods, used toward completion of the Medical Assisting program must be consistent with institutional accrediting agency's relevant policy.

Transfer of credit, credit for prior learning and credit by assessment must be documented in an official transcript.

The Medical Assisting program at the Springfield campus is CAAHEP-approved.

ACADEMIC CREDIT TRANSFER POLICY FOR AAMA-APPROVED MEDICAL ASSISTING PROGRAMS

In order to be eligible for the AAMA CMA Certification/Recertification Examination based on academic credit transfer from a program not accredited by CAAHEP or ABHES, the following criteria must be met:

1. The medical assisting academic credits received at such non-accredited programs must fall within the 36 month period prior to the date of graduation from the accredited program.
2. Fifty (50) percent of the required medical assisting academic credit from the accredited program must be acquired from the accredited program granting the diploma/certificate/degree.
3. The requirements of the externship must be met as a graduating student through the accredited program granting the diploma/certificate/degree.
4. The externship requirement must be excluded in the academic credit transfer of fifty (50) percent. The externship requirements must be met at the accredited medical assisting program granting the diploma, certificate or degree.
5. No academic credit for life experiences shall be accepted in order to achieve eligibility for the AAMA CMA Certification/Re-certification Examination.

ADMINISTRATIVE PREROGATIVES

The Academic Dean and/or College President, after a review of the academic record and test scores of an incoming student, has the prerogative to refuse entry into a program that the Academic Dean and/or College President deems to be too rigorous for the student.

ACADEMIC POLICIES AND PROCEDURES

STATEMENT OF ACADEMIC FREEDOM

Everest College endorses and adheres to the concept of academic freedom and supports the instructor's privilege to function as a scholar in the interpretation and application of theories and ideas. While course content is mandated by catalog course synopses, course administration is not imposed. The College believes that students' interests are best served when instructors are given freedom concerning modes of teaching, specific course requirements, and course evaluation methods. Liberty, however, is to be distinguished from license, and the College recognizes that academic freedom does not defend the teaching of doctrines inconsistent with the stated purpose of the College.

DEFINITION OF CREDIT

Academic credit is granted by Everest College in credit hours (credit hours referred to in this catalog are quarter credit hours). A credit hour is given for a minimum of 10 lecture hours of instruction, a minimum of 20 hours of developmental studies or laboratory instruction, or a minimum of 30 hours externship practice. The listing of credit hours is not meant to imply transferability into other college programs. A credit hour is a unit of measure, not necessarily an indicator of transferability of credit. The receiving institution, rather than the training institution, decides whether to accept credits for transfer.

TRANSFER OF CREDITS

From Other Colleges

Everest College may grant full academic and financial credit to students who have successfully completed the same or substantially the same subject as required in the College curriculum from other accredited institutions of higher learning provided:

1. The credits must have been earned at an institution that is or was at the time the credits were earned accredited by an accrediting agency that held recognition from the U.S. Secretary of Education under the provisions of Public Law 82-550 and subsequent legislation.

2. A grade must be designated to each course completed. Only courses completed in which credit has been designated with grades assigned can be considered for transfer.
3. Final determination on credits accepted for transfer to Everest College shall be made by the Registrar and/or Department Chairpersons of the College under the authority of the Academic Dean.
4. Only those credits with a minimum grade of C or its equivalent will be considered for transfer. The credits will be transferred as earned credits only and will have no effect on the student's grade point average.
5. Students who wish to receive credit from Everest College for work completed at other accredited institutions of higher learning must furnish an official transcript from that institution in a timely manner to ensure evaluation prior to taking any classes for which transfer credit would apply.
6. In order to be granted an undergraduate degree or diploma from the College, the student must complete a minimum of 50% of the program's credit hours through the college. Experiential Learning/Portfolio, Proficiency Examination and Directed Study do not count toward satisfying the residency requirement. Online courses are considered to be taken in residence.

Consideration for transfer of credit hours that were earned over seven years prior to admission to Everest College would require a review and evaluation by the Department Chairperson and/or Academic Dean as to the acceptability of the credits to the current curricula of the College.

To Other Colleges

Since every institution has its own policy regarding transfer of credit, it is not possible to guarantee transferability of any particular course offered at Everest College. Students who anticipate the necessity of transferring quarter credits earned at Everest College are encouraged to contact the Admissions or Academic Department of the institution to which they desire to transfer in regard to acceptance of credits earned at this College. Transfer of credits is an institutional matter. Therefore, Everest College cannot and does not guarantee the transferability of credits. Likewise, Everest College is not obligated to accept credits from all other collegiate institutions.

Within the College

If a student desires to transfer from day to night classes, or vice versa, it can be done with no loss of credits in most situations.

A student desiring to change programs must contact his or her department to re-enroll in the new program. A student must be in good academic standing to change programs and must have the approval of the Department Chairperson of the current program, new program Chairperson, and the Academic Dean. A waiver of this requirement may be made by the College President. All course and cost adjustments will be calculated at that time. A new enrollment agreement must be completed and signed prior to starting classes in the new program.

PROFICIENCY EXAMINATION

Students may attempt to challenge certain selected courses by demonstrating a proficiency level based on special qualifications, skills or knowledge obtained through work or other experience that is sufficient to warrant the granting of academic credit for a course through a Proficiency Examination. Students who wish to challenge a course must arrange a testing date with the Academic Dean or Department Chair. Proficiency Examinations are not available for courses in which the student has previously been or is currently enrolled after the add/drop period. Students are afforded one Proficiency Examination attempt per course.

Students should contact the Academic Office to discuss the Proficiency Examination process. All requests for Proficiency Examinations must be approved by the appropriate Department Chair and the Academic Dean. Administrative fees for Proficiency Examinations are $20 per credit unit. Credits earned as a result of successful completion of Proficiency Examinations in conjunction with Directed Study and Experiential Learning Evaluation/Portfolio may be used to satisfy up to 50% of the credits required for program completion. Successful completion of a Proficiency Examination with a grade of C will be posted to the academic transcript as a PE.

EXPERIENTIAL CREDIT

For Associate's and Bachelor's degree and diploma programs, Everest College will consider the acceptance of a maximum of 16 credit hours in transfer of credit for experiential learning for courses required in the published curricula of the College catalog based on the conversion suggested by the following published guides and programs or as determined by the Registrar, Academic Dean or College President:

1. Guide to the Evaluation of Education Experiences in the Armed Services by the American Council on Education;
2. National Guide to Credit Recommendation for Non-Collegiate Courses by the American Council on Education;
3. College Level Entrance Program (CLEP);
4. An "Experience Portfolio" submitted by the student and approved by the Department Chairperson;
5. The DANTES Program.

For Bachelor's degree programs, the College will consider the acceptance of a maximum of 32 credit hours in transfer of credit for experiential learning.

TERMS

The College is on the term system. Classes are held 12 months out of the year, and there are four full terms in each calendar year. The four full terms shall last approximately 12 weeks and normally begin in the following months each year:

- Winter Term   January
- Spring Term   April
- Summer Term   July
- Fall Term   October

MINI-TERMS

Six weeks into each of the four full terms listed above, a six-week mini-term begins to give new and returning students the opportunity to get a "head start" on the next full term. During the mini-term, a student will take two courses that will meet two to four times weekly for six weeks. This helps many students phase into their return to college with a smaller load. It also enables many students to start their class earlier than if they waited until the next full term. At the end of the mini-term, the student would then enter the next scheduled full term.

CLASS SCHEDULES/SCHEDULE CHANGES

Everest College adheres to the philosophy that students who are sincerely interested in obtaining an education desire to pursue their education at the fastest possible rate; therefore, classes are held year round. Four weeks per year are set aside for breaks.

All students will be issued class schedules at the beginning of the term indicating day and time of class meeting. Pre-scheduling times are available for students to meet with faculty advisors and academic officials each term. All changes in a student's schedule must be approved by the Academic Advisor or Academic Dean.

All full-time students are required to maintain a minimum load of twelve (12) credit hours (eight credit hours during a mini-term). A student must be full-time to qualify for student awards programs such as President's List and Dean's List each term.

ACADEMIC LOAD

All students at the College must be in full-time attendance unless they have approval to take less than a full load. A full-time student at Everest College is one who is enrolled in 12 credit hours per term. Students who have permission to take less than a full load must understand that any Financial Aid previously awarded may be reduced. Should students desire to accelerate their program, they are encouraged to increase their credit hours per quarter.

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 **and** (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 class hours missed	Attendance warning letter sent
20% of the total class 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 class hours missed	Attendance warning letter sent
20% of the remaining class 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 total hours for all courses in the term	Attendance warning letter sent
40% of the total hours for all courses in the term	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.

LEAVE OF ABSENCE POLICY (MODULAR PROGRAMS ONLY)

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

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.

GRADING SYSTEM

Final grades are reported at the completion of each grading term and are provided to each student. If mailed, they are sent to the student's home address.

The following grading system is used:

Grade	Evaluation	Quality Points per Qtr Hr
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average*	1
F	Failed to Meet Course Objectives	0
I	Incomplete	0
L	Leave of Absence (LOA)	0
IP	In Progress	Not Calculated
P	Pass	Not Calculated
PE	Proficiency Exam	Not Calculated
PL	Prior Learning/Experiential Learning Credit	Not Calculated
TR	Transfer	Not Calculated
W	Withdrawal	Not Calculated
WZ	Withdrawal Military	Not Calculated

*(Not used in Allied Health Programs)

Course Repeat Codes	
REXC	Class has repeated, grade excluded from statistics
RINC	Class repeated, grade included in statistics

GPA AND CGPA CALCULATIONS

The grade point average (GPA) for each term and cumulative grade point average (CGPA) are calculated on courses taken at the College and online courses. The GPA for each term is calculated by dividing the quality points earned that term by the total cumulative credits attempted for the GPA. The CGPA is calculated by dividing the total cumulative quality points earned by the total cumulative credits attempted for the GPA.

The number of quality points awarded for each course is determined by multiplying the points listed for each letter grade by the number of credits of the course. For example, a grade of A in a four-credit course earns 4 (credits) X 4.0 (quality points) for a total of 16.0 quality point, and a grade of C in a three-credit course earns 3 (credits) X 2.0 (quality points) for a total of 6.0 quality points.

Each student's report card at the end of the term should indicate that student's grade point average for the most recent term and overall. The Registrar will calculate the GPA or CGPA for any student upon written request.

INCOMPLETES

An "Incomplete" cannot be given as a final grade. The award of an incomplete ("I") by an instructor shall be for exceptional circumstances **only**. When a student presents exceptional circumstances and the instructor agrees that the student can be successful in fulfilling course requirements within the time frame allowed for an "I" mark, the instructor shall arrange for the student to complete all work and assignments for the class within ten (10) calendar days of the last class session. If the incomplete is not made up within ten (10) calendar days, the student shall receive the grade earned prior to the assignment of the "I" mark. Final course grades may be appealed by the student within five (5) calendar days of the date the grade becomes final.

COURSE SUBSTITUTION

Any substitution of courses not included in the published curriculum of a course of study must be approved by the Academic Advisor and Academic Dean. Because the College curriculum has been designed to specifically prepare the student for his or her chosen field of study, substitution of courses is discouraged and will be approved only in cases where such substitution can be shown to advance the student's career preparation or educational achievement. Course substitution may be allowed to assist a student in meeting required credit hours for graduation if, at the discretion of the Academic Advisor, Academic Dean and/or College President, it would advance the student's educational objectives.

REPEATING A CLASS

A student may repeat a course taken at the College in order to improve the cumulative grade point average. The credit is given for the higher of the two grades earned when repeating a course. Repeated courses will appear on the student's transcript. The higher grade will be used to compute the cumulative grade point average. All repeats will be charged at the student's current tuition rate.

Students may repeat any given class except Medical Externship. Externships, while not normally subject to being repeated, may be repeated only with the permission of the Department Chair and/or the Academic Dean.

DIRECTED STUDY

There may be times during the student's course of study that the student is unable to take a specific required course due to work schedule conflicts, emergency situations, or course scheduling conflicts. Should such an instance arise, the student may request permission from the Department Chair and Academic Dean to complete a course through Directed Study. Directed Study will not be approved during the first two quarters that a student is in residence unless approved by the College President. No more than eight (8) quarter credit hours earned through Directed Study may be applied to the major core of any Associate's degree. No more than sixteen (16) quarter credit hours may be applied to the major core of any bachelor's degree program. In addition, students may not take more than one Directed Study course in a single academic term.

If approved and scheduled for a Directed Study course, the student will be assigned to a faculty advisor who will provide the student with syllabus, assignments and directions for course completion. The student will meet with the faculty advisor on a weekly basis, complete all reading and writing assignments and examinations, and submit any required research or term papers, all of which will be used to determine the final course grade as defined in the syllabus.

ONLINE LEARNING

The College may choose to offer certain courses online. Online courses are offered using the eCollege platform via the Internet, and interaction between the students and faculty occur using an online environment that encourages participation. Courses will generally be similar in content to the in-class mode, although more individual effort and initiative will be required to successfully master the material. Online courses will be designated on the class schedule so students may register during the normal registration period.

To maximize success within the online courses, students must:
- Have a computer with a system profile that meets or exceeds the following:
  Windows Systems
  Windows 2000, XP, or Vista
  64 MB Ram
  28.8 kbps modem (56K recommended)
  Sound Card & Speakers
  Recommended Browser: Microsoft Internet Explorer 7.0
  Recommended Browser: Mozilla Firefox 2.0
  Supported Browser: Microsoft Internet Explorer 6.0
  Supported Browser: Mozilla Firefox 3.0
  or…
  Mac Systems
  Mac OS X or higher (in classic mode)
  32 MB RAM (64 recommended)
  28.8 kbps modem (56K recommended)
  Sound Card & Speakers
  Recommended Browser: Safari 3.0
  Recommended Browser: Mozilla Firefox 2.0
  Supported Browser: Safari 2.0
  Supported Browser: Mozilla Firefox 3.0

Complete the application only once but check quarterly to make sure they are maintaining the correct systems profile;

- Have Internet access and an established email account;
- Verify their email account/address with their Online Coordinator at the time of registration each quarter;
- Commence online course work as soon as you have access to your courses;
- Understand that student participation and class activities occur weekly throughout the course;

Understand that if a student fails to participate in class activities during two consecutive weekly periods of a six-week course or three consecutive periods of a twelve-week course, the student may be withdrawn from the course and may not be allowed to reenter the course during that term.

ACADEMIC HONORS

President's List Award

Everest College recognizes those full-time students who excel in their academic performance at the end of the regularly scheduled full term. The highest honor that can be achieved each term is to be named to the President's List. The President's List includes those full-time students (full quarter--must carry at least 12 credit hours during the term) who earn a 4.0 or 90% (A) grade point average for the term. Everest College also recognizes those students who, during a mini-term six-week session, excel in their academic performance (mini-term must carry at least 8 credit hours during the term) who earn a 4.0 or 90% (A) grade point average for the term. A certificate of award is prepared by the College.

Dean's List Award

Everest College recognizes another category of students who excel in their academic performance. These students are named to the Dean's List. The Dean's List includes those full-time students (must carry at least 12 credit hours during the term) who earn a 3.5 or 85% or higher grade point average for the term and have earned no grade lower than a C (70 percent) in any course that term. Everest College also recognizes those students who, during a mini-term six-week session, excel in their academic performance (mini-term must carry at least 8 credit hours during the term) who earn a 3.5 or 85% or (A) grade point average for the term. A certificate of award is prepared by the College.

GRADUATION HONORS

Degree Programs

Students who graduate with outstanding academic achievement from the degree programs are entitled to the following honors based upon cumulative grade point average.

- Cum laude   3.50 - 3.75
- Magna cum laude   3.76 - 3.89
- Summa cum laude   3.90 - 4.00

Diploma and Certificate Programs

Students who graduate with outstanding academic achievement from the diploma and certificate programs are entitled to the following honors based upon cumulative grade point average:

	Cumulative Grade Point Average	Percent Grade
• Honors	3.76 – 4.00	95 – 100%

ACADEMIC PROBATION

Any student not maintaining the minimum required overall grade point average is placed on academic probation. Academic probation is a formal and official warning to the student to reassess his or her study habits, class loads, or program selection. If a student on academic probation fails to meet the grade point average required, that student may be suspended from the College for a period of one term. A student returning to the College after suspension will be on academic probation during the first term of return.

ADD/DROP PERIOD

The first 14 calendar days of each academic quarter are designated as the add/drop period for students in quarter-based programs. This period allows for adjustments to student schedules that may be necessary. This is the period when students may add or delete courses in order to finalize their schedules. Holidays that fall during this timeframe are not counted as part of the add/drop period. Students who wish to make course changes must request approval from the Dean and the Student Finance Office.

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

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

There is no add/drop period for students in modular programs.

WITHDRAWAL POLICY

Students who must withdraw from the College are requested to notify the Academic Dean's office in person or in writing to provide official notification of their intent to withdraw. Students will be asked to provide the reason for withdrawal. At the time of official notification, when the student begins the process of withdrawal, the student or the Academic Dean's office will complete the necessary form(s).

Timely notification by the students will result in the students being charged tuition and fees only for the portion of the payment period of enrollment that they attended as ensuring a timely return of federal funds and any other refunds that may be due. Failure of students to provide official notification to the College of the intent to withdraw means that the students will continue to be obligated for the tuition and fees for the effected term and it will delay the return of federal funds to the appropriate programs and will delay returning any other refunds that may be due.

When a student withdraws from the College, the institution will calculate for Title IV recipients how much of the federal grants and loans the student has earned for the payment period or period of enrollment. The institution will also calculate the amount of tuition and fees for which the student is obligated based on its refund policy. Depending on when the student withdraws, the tuition and fee charges may either exceed the amount of Title IV grants and loans received or may be less than the amount of Title IV grants and loans received. If the amount of tuition and fee charges exceeds the amount of Title IV funds earned, the student, or parent in the case of dependent students, may owe the institution additional money for the remaining balance. The student or parent may owe back Title IV funds if the student has not earned 100% of the Title IV funds based on his or her attendance in the quarter. Further, depending on when a student withdraws, the student may even owe back 50% of his or her grant funds back to the Title IV program.

Therefore, it is extremely important that the student understand the implications of withdrawing before completing the coursework in the quarter because it may impact the student's finances. The College's Finance Department is available to provide assistance to students in order to determine the exact impact of early withdrawal on their repayment obligations as well as schedule an exit interview and prepare financial exit paperwork for the student's signature.

If a student would like to rescind his or her official notification of withdrawal, the student needs to provide a statement in writing that he or she is continuing to participate in academically related activities and intends to complete the payment period or period of enrollment. The statement should be completed in the Academic Dean's office. If the student subsequently ceases to attend prior to the end of the quarter, then the rescission will be cancelled and the original date of official notification will be used unless the College can document a later date of the student's attendance at an academically related activity.

If the student is unable to begin the institution's withdrawal process or otherwise provide official notification of his or her intent to withdraw because of illness, accident, grievous personal loss, or other such circumstances beyond the student's control, a secondary party may provide notice to the Academic Dean's office. The date of withdrawal will be the date that most accurately reflects when the student ceased academic attendance due to the circumstances beyond the student's control.

GENERAL EDUCATION REQUIREMENTS

Associate's Degrees

To qualify for the Associate in Applied Science degree, students are required to accomplish the following:
1. Complete a minimum of 96 quarter credit hours, or 97 quarter credit hours in the case of the Medical Assisting program, with an average grade of C (grade point average of 2.0) or higher for all work taken at the College. A minimum of forty-eight (48) hours must be completed through the College. These credits may include online courses taken through the College as well as on-ground classes held at the College.
2. Meet the specified graduation requirements, thirty-six (36) of which must be in the 2000 or above level, with a minimum of 24 quarter credit hours in General Education, and the remainder as specified in the program descriptions.
3. Abide by all College rules and regulations, including satisfactory academic progress, attendance and conduct; pass all required final examinations in all courses for which earned quarter credit hours are recorded; settle all financial obligations to the College.

Baccalaureate Degrees

To qualify for the Bachelor of Business Administration or Bachelor of Science degrees, students are required to accomplish the following:
1. Complete a minimum of 192 quarter credit hours with an average grade of C (grade point average of 2.0) or higher for all work taken at the College, with a minimum of sixty-four (64) hours in the 3000 or 4000 series or higher. A minimum of forty-eight (48) hours must be completed through the College. These credits may include online courses taken through the College as well as on-ground classes held at the College.
2. Meet the specified graduation requirements with a minimum of 56 quarter credit hours in general education, and a minimum of 96 quarter credit hours in the major and college core, as indicated in the section on program descriptions.
3. Abide by all College rules and regulations including satisfactory academic progress, attendance and conduct; pass all required final examinations in all courses for which earned quarter credit hours are recorded; settle all financial obligations to the College.

Out-Processing Upon Graduation
1. A graduating student must contact the Placement Director's office during the last term before completion of the student's degree or diploma requirements. This office will assist the student in applying for employment assistance.
2. Students receiving an Associate of Applied Science degree may be required to take a comprehensive examination in their respective programs.
3. The student must see the Student Finance Office for financial aid repayment instructions (if any) and a determination of completion of the student's financial obligation to the College. Upon completion of these requirements, the student may become an official graduate of Everest College.

Note: All degree-seeking students are required to compile and submit a completed *Academic Writing Portfolio* one month prior to graduation.

GRADUATION CEREMONY

Students officially graduate from Everest College at the end of the term in which they have earned the required number of credit hours at a minimum overall grade point average of 2.0 or better (assuming all financial requirements have been met). Ability to Benefit (ATB) students must also successfully pass the GED (General Educational Development) test in order to graduate from Everest College. The College holds two graduation ceremonies each year, one ceremony in the spring and one in the fall. All graduates from the preceding quarters are eligible to participate in the ceremony.

EXTERNSHIP/PRACTICUM 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.

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

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

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	1.5	66%	60%
41-52	2.0	1.75	66%	65%
53-70	N/A	2.0	N/A	66%

48 Quarter Credit Hour Quarter-Based Program (Bus Acctg). Total credits that may be attempted: 72 (150% of 48).

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	1.5	66%	60%
41-54	2.0	1.75	66%	65%
55-72	N/A	2.0	N/A	66%

60 Quarter Credit Hour Quarter-Based Program (Med Off Asst). Total credits that may be attempted: 90 (150% of 60).

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%
65-90	N/A	2.0	N/A	66%

90 Quarter Credit Hour Quarter-Based Program (Med Trans). Total credits that may be attempted: 135 (150% of 90).

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
17-32	2.0	1.0	66%	N/A
33-48	2.0	1.2	66%	50%
49-60	2.0	1.3	66%	60%
61-72	2.0	1.5	66%	65%
73-95	2.0	1.75	N/A	66%
96-135	N/A	2.0	N/A	66%

96 Quarter Credit Hour Quarter-Based Program (Acct, Bus Adm, CIS, PLA). Total credits that may be attempted: 144 (150% of 96).

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
17-32	2.0	1.0	66%	N/A
33-48	2.0	1.2	66%	50%
49-60	2.0	1.3	66%	60%
61-72	2.0	1.5	66%	65%
73-95	2.0	1.75	N/A	66%
96-144	N/A	2.0	N/A	66%

97 Quarter Credit Hour Quarter-Based Program (MA). Total credits that may be attempted: 145 (150% of 97).

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
17-32	2.0	1.0	66%	N/A
33-48	2.0	1.2	66%	50%
49-60	2.0	1.3	66%	60%
61-72	2.0	1.5	66%	65%
73-95	2.0	1.75	N/A	66%
96-145	N/A	2.0	N/A	66%

192 Quarter Credit Hour Quarter-Based Program (Acct, App Mngmt, Bus Adm, CIS, PLA). Total credits that may be attempted: 288 (150% of 192).				
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
17-32	2.0	1.0	66%	N/A
33-48	2.0	1.2	66%	50%
49-60	2.0	1.3	66%	60%
61-72	2.0	1.5	66%	65%
73-95	2.0	1.75	N/A	66%
96-288	N/A	2.0	N/A	66%

Academic Probation

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

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

Academic 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.

Academic 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. Courses for which a student receives transfer credit are counted as attempted and successfully completed for purposes of satisfactory academic progress. As a result, courses for which a student receives transfer credit provide the student with advanced standing, which is applied to the student's progress in calculation of the percentage of maximum time frame for the program that the student has completed. For instance if a student enrolled in a 96-credit-hour program (with a maximum time frame of 144 credit hours) receives 12 credit hours of transfer credit and completes 12 credit hours in the first term of enrollment, the student will be evaluated as a student who is at the 25% point of the program (24/96=25%) at the end of the first term. However, if a student receives 36 credit hours of transfer credit and will complete 12 credit hours at the end of the first term, the student will be evaluated as a student who is at the midpoint (50% point) of the program (48/96 = 50%).

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

Satisfactory Academic Progress and Financial Aid

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

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

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

SATISFACTORY ACADEMIC PROGRESS FOR STUDENTS RECEIVING VETERANS ADMINISTRATION BENEFITS

Previous Credit for Veterans Affairs Beneficiaries

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

Make-Up Assignments

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

Maximum Time Frame for Veteran Students

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

Veterans Academic Probation

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

Veterans Reinstatement after Successful Appeal of Termination

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

STUDENT ACADEMIC APPEALS POLICY

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

All formal academic appeals must be submitted in writing on an Academic Appeal Form to the Academic Dean/Director of Education within five (5) calendar days of the date the student's grades become available. 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 grades become available. 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.

ACADEMIC TRANSCRIPTS, DEGREES, 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 including grades, attendance, prior education and training, and awards received are kept in paper form, microfiche, or microfilm indefinitely.

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. There is a fee for each additional official transcript requested. Normal processing time for transcript preparation is approximately three to five days.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, AS AMENDED

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.

STUDENT GRIEVANCE POLICY

Persons seeking to resolve problems or complaints should first contact their instructor or Academic Program Director. Unresolved complaints should be made to the Academic Dean. 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.

If a student feels that the College has not adequately addressed a complaint or concern, the student may consider contacting the Accrediting Council. 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

DUE PROCESS AND THE RIGHTS AND RESPONSIBILITIES OF JUDICIAL APPEAL

Everest College recognizes the rights of students as they relate to due process in matters of alleged violations of policies, procedures, and guidelines of this institution that might result in suspension or termination.

Any student may be suspended by the College President from Everest College as a result of willful and flagrant disregard of institutional policies, procedures, and guidelines. Such disciplinary action shall be documented and placed in the student's academic file. Should the student desire to appeal his or her suspension, the student may request a hearing before an Appeals Committee. This committee shall be authorized to act as a review panel and their decision shall be final.

In all disciplinary matters determined by any official of Everest College, due process shall be afforded the student and his rights and responsibilities explained to him. All disciplinary actions shall be documented in the student's academic file.

POLICY AND PROGRAM CHANGES

The College reserves the right to change any provision or requirements in this catalog at any time without notice. It is the policy of the College to reserve the right to add, withdraw, or revise any program of study, provision, or requirement herein. The College further reserves the right to require a student to withdraw from the College for just cause, defined as any cause deemed detrimental to the College, as determined by the President. The student is entitled to due process in all instances. The College also reserves the right to cancel any scheduled class in which there are an insufficient number of students enrolled. Normally, a minimum of ten students will be required for a class to be scheduled.

Information contained herein shall not constitute a binding agreement on the part of Everest College. Failure to read this catalog and other published or posted material does not excuse students from the requirements and regulations described herein.

ADMINISTRATIVE POLICIES

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, the School has established policies regarding campus security.

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

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

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

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

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 percent point for program completion or graduation for a particular cohort of students. This completion rate report is available to students and prospective students upon request. Notice of the right to request this information is distributed annually.

DRUG AWARENESS

The Drug-Free Schools and Communities Act of 1989, Public Law 101-226, requires institutions receiving financial assistance to implement and enforce drug prevention programs and policies. The information and referral line that directs callers to treatment centers in the local community is available through Student Services.

This institution prohibits the manufacture and unlawful possession, use or distribution of illicit drugs or alcohol by students on its property and at any College activity. If a student suspects someone to be under the influence of any drug (or alcohol), they should immediately bring this concern to the attention of the Director of Education or School President. Violation of the institution's anti-drug policy will result in appropriate disciplinary actions and may include expulsion of the student. The appropriate law enforcement authorities may also be notified.

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

WEAPONS POLICY

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

STUDENT 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. Federal Work Study students who violate the student conduct of conduct in the performance of their 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 President's or designee's approval.

Appeals

A student dismissed for violations of the student conduct code may appeal the dismissal by submitting a letter to the College 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 College 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 Academic Dean'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.

DRESS CODE

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

SEXUAL HARASSMENT POLICY

The College will strive to provide and maintain an environment free of all forms of harassment. Sexual harassment is a violation of Title IV.

The following guidelines are issued that legally define sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

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

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

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

TELEPHONES

No student will be called out of class for a telephone call, except in case of emergency. We suggest that family and friends be informed of this policy. There are two public telephones available in the student lounge.

SMOKING

Because the health of our students and employees is very important, we maintain a smoke-free environment within the building. Smoking outside the building is restricted to a designated area located at the rear of the building. The smoking area is covered and fenced to protect the users from the elements.

FOOD AND BEVERAGES

Students may partake of food and non-alcoholic beverages in the Student Lounge of Everest College. No food may be taken into the laboratories, library, academic or administrative corridors without prior approval of the Academic Dean. All students are encouraged to help keep the campus free of litter.

CHILDREN ON CAMPUS

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

LABORATORY USE

Everest College students may use the laboratory facilities of the College during regular office hours.

FINANCIAL INFORMATION

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

TUITION AND FEES

Arrangements for payment of tuition, fees, and book charges (if applicable) must be made in advance of the first day of classes for each term for which the student is enrolled. The College charges the student's tuition account for tuition at the beginning of each term for which the student is enrolled.

QUARTER-BASED PROGRAMS

The tuition and fees listed in Appendix B will be charged for the student's first quarter (or mid-term quarter start) in attendance. Tuition and fees for subsequent quarters will be charged at the published rate in effect at the beginning of that quarter.

The minimum full-time course load is 12 credits per quarter. Non-credit-bearing coursework will be charged at the same rate as credit-bearing coursework. Textbook costs per quarter are dependent upon the classes for which the student is registered. All credits for which a student is registered are charged at the current rates, including any courses being repeated. Arrangements for payment of tuition and book charges (if applicable) must be made in advance of the first day of classes for which the student is enrolled. The College charges the student's account for tuition at the beginning of each term for which the student is enrolled.

The student's total tuition for a given quarter is determined by multiplying the number of credit hours for which the student is registered at the end of the add/drop period by the then current tuition rate for that number of credit hours.

MODULAR PROGRAMS

Modular programs are offered throughout the year on a schedule independent of the standard quarter calendar. When a student begins enrollment in a modular program, the student is charged for tuition by academic year, instead of by quarter.

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. 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 Student Finance 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 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:
- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Unsubsidized Direct Stafford Loans (other than PLUS loans)
- Subsidized Direct Stafford Loans
- Federal Perkins Loans
- Federal Parent (PLUS) Loans
- Direct PLUS Loans
- Federal Pell Grants for which a Return of funds is required
- Federal Supplemental Opportunity Grants for which a Return of funds is required
- Other assistance under the Title for which a Return of funds is required (e.g., LEAP)

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 of 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.

STATEMENT OF FINANCIAL OBLIGATIONS

A student who has applied, is accepted, and has begun classes at the College assumes a definite financial obligation. Each student is legally responsible for his or her own college expenses for the contract period in which the student is attending.

A student who is enrolled and has made payments in full or completed other financial arrangements is entitled to all the privileges of attending classes, taking examinations, receiving grade reports, having official transcripts sent, securing course credit, being graduated, and using the placement services.

Any student who is delinquent in a financial obligation to the College, including damages to the College and payment of tuition and fees, is subject to exclusion from any or all of the usual privileges of the College. A student will not be allowed to re-enroll in the College, nor will grades or transcripts be released as long as the student owes the College a balance for any past terms.

It is the goal of Everest College to assist every eligible student in procuring financial aid that enables the student to attend college. The College participates in various federal and state student financial assistance programs. The financial aid programs are designed to provide assistance to students who are currently enrolled or accepted for enrollment, but whose financial resources are inadequate to meet the full cost of their education.

The majority of financial aid available to students is provided by the Federal Government and is called Title IV Student Assistance. This includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal College Work-Study (FWS), Federal Stafford Loan (formerly called the Guaranteed Student Loan), and the Federal Parent Loans for Undergraduate Students (PLUS).

The primary responsibility for meeting the costs of education rests with individual students and their families. All financial aid is awarded on the basis of need, regardless of sex, age, race, color, religion, creed or national origin. Need is defined as the difference between the cost of education for one academic year and the amount a student's family can be reasonably expected to contribute to this cost of education for the same period.

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 Work Study (FWS)

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

Federal Stafford Loans (FSL)

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

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

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

Federal Parent Loan for Undergraduate Students (PLUS)

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

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

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

ALTERNATIVE FINANCING OPTIONS

Should a student's primary source of financing not cover all their educational costs, the school offers affordable alternative financing options such as alternative loans and institutional payment plans. Each plan is offered as a secondary payment source to augment primary financing options such as cash, federal financial aid, state grants, agency contracts or employer billing. 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.

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.

SCHOLARSHIPS

Steve Marshall Scholarship

Scholarship Criteria

1. Academic Achievement
   - Full-time enrollment (12 or more credit hours) in any Everest College linear program, or enrollment in any Everest College modular program, for the quarter in which the scholarship is awarded
   - Applicant must have completed 12 credit hours for linear programs or 2 Modules for modular program, with a cumulative Grade Point Average of at least 3.0 on a 4.0 scale.
2. School, Community, Leadership Activities
3. Essay
   - In a one-to-three-page essay, applicants must communicate why they should be considered for the scholarship as well as how they have demonstrated the spirit of Everest College.
     - Reapplications are accepted from former scholarship recipients and applicants.
     - A single $1,000.00 scholarship is awarded on a quarterly basis.
     - Scholarship award will be applied towards book and tuition costs.

Scholarship package should be turned in to the Everest College Director of First Impressions (receptionist) before the end of week 2 of each quarter. (Modular students should contact their Academic Program Director for submission deadlines to ensure their eligibility).

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.

Imagine America Scholarships

This institution participates in the Imagine America Scholarship program operated by the Career Training Foundation of Washington D.C.

Under this scholarship program, two $1,000 Imagine America Scholarships are available at each participating high school and can be awarded to two graduating high school seniors from that school.

Scholarship certificates are sent directly to the high school from the Career Training Foundation of Washington D.C. The high school guidance counselor and the high school principal select the students of their choice to receive the award. Certificates have to be signed by the counselor and principal to be valid. The chosen high school seniors can each only receive one Imagine America Scholarship.

Imagine America Scholarship certificates are to be given to the Student Finance Office, are non-transferable and cannot be exchanged for cash. Scholarship certificates will be accepted until October 31st of the year in which they are awarded.

STUDENT SERVICES

ADVISING

Advising encompasses several important areas of student life. The primary responsibility for academic advising rests with the Academic Program Directors and includes attendance, satisfactory academic progress, course selection, dropping or adding courses, changing majors, registration and the meeting of graduation requirements. The Student Success Coordinator provides non-academic advising and assists in academic advising, especially in the areas of attendance and satisfactory academic progress.

CAREER SERVICES ASSISTANCE

Everest College is dedicated to assisting graduates in securing employment in their chosen fields. Students must understand that securing employment is a cooperative effort.

The College Career Placement Director promotes, through personal contact, media advertising, announcement letters, and employment surveys, the availability of Everest College graduates for employment. Assistance is given in the completion of employment applications, successful resume writing, and proper interviewing techniques.

Students must aid the employment effort with quality academic work, excellent attendance, a cooperative attitude, a desire to succeed, and reasonable salary expectations. Should a student fail to meet a scheduled employment interview without properly notifying the prospective employer and the College, the student will not be considered for subsequent employment interviews.

Everest College will prepare the students educationally for employment and will assist the student in all employment matters but does not, in any way, guarantee employment.

TUTORIAL ASSISTANCE

Everest College offers tutorial assistance at no charge to its students provided any student requesting such tutorial assistance meets the following criteria:

1. Is a student in regular attendance at the College;
2. Arranges for tutorial assistance through the office of the Student Success Coordinator or Department Chairperson; and
3. Schedules tutoring sessions on campus.

LIBRARY

Everest College maintains an up-to-date Library for use by our students and faculty. Any registered student in regular attendance may make use of the library facilities in accordance with established library policy.

The library collection consists of reference works, periodicals, manuals, handbooks, business and technical texts, biographies, novels, fiction and non-fiction works. Audio-visual equipment is available for in-library use. In addition, the library has computers dedicated to Internet research available for student, faculty and staff use. LIRN provides access to more than 400 journals. The library also utilizes the Athena Library Management System. The library resources include Westlaw a computerized database for legal research along with other recommended legal resources.

LOST AND FOUND

A Lost and Found is maintained in the Dean's office. The College cannot assume responsibility for any student's property. Any property turned into the library will be kept for a period of 30 days.

HEALTH SERVICES

Everest College serves commuter students and is centrally located within a city that has numerous hospitals. For this reason, extensive health care services are not available on campus. A first aid kit is maintained for minor injuries, and emergency care will be summoned when necessary. Everest College accepts no responsibility for the provision of health care, or for charges incurred for emergency care requested. The College does provide access for the handicapped.

HOUSING

Everest College does not provide housing of any kind but may be able to assist students in locating appropriate facilities.

STUDENT ACTIVITIES

Students are the reason for Everest College. Their needs for development in academics, social and psychological enhancement, self-esteem, and interpersonal relationships, as related to future career opportunities must be developed positively during their time at Everest College. This is the basis for successful business and technical career training.

CLUBS AND ORGANIZATIONS

Everest College encourages the establishment of clubs and organizations on campus to strengthen students socially, physically, spiritually, politically, and psychologically as they prepare to face career decisions after graduation. Students desiring to participate in existing campus organizations, or those students who desire to establish new organizations, should contact the Academic Dean for further information.

Student organizations include:
1. American Association of Medical Assistants – Springfield Chapter
2. A.I.T.P. – Association of Information Technology Professionals
3. Computer Gaming Club
4. Legal Assistant Club
5. Medical Club
6. Phi Beta Lambda

STUDENT PUBLICATIONS

Periodically, Everest College publishes a newspaper. This newspaper includes important information from the administration but primarily serves as an instrument of student news and interest. A student newspaper staff works to prepare the student section of the paper. All students are encouraged to submit items of interest to the newspaper staff. The Student Services Office coordinates the activities of the student newspaper staff through the Student Services Office in accordance with the following approved policy:

Everest College recognizes the need for student publications to be available to assist students in their awareness of college and community life. A Publications Committee, with student, faculty, and administrative staff membership, shall be a standing committee with the responsibility of encouraging and supporting viable student publications, including, but not necessarily limited to, student newspaper, student handbooks, etc. This Committee shall also have oversight authority over such publications to insure that they accurately reflect the policies and procedures of Everest College.

PROGRAMS OFFERED

Program	Credential
Modular Programs	
Dental Assisting	Diploma
Medical Administrative Assistant	Diploma
Medical Assisting	Diploma
Quarter-Based Programs	
Accounting	AAS Degree
Accounting	BS Degree
Applied Management	BAM Degree
Business Accounting	Diploma
Business Administration	AAS Degree
Business Administration	BBA Degree
Computer Information Science	BS Degree
Computer Information Science	AAS Degree
Medical Assisting	AAS Degree
Medical Office Assistant	Diploma
Medical Transcript	Diploma
Paralegal	AAS Degree
Paralegal	BS Degree

MODULAR PROGRAMS

DENTAL ASSISTING

Credential	Clock Hours	Credit Units	Length	Version
Diploma	720	47	8 Months	2-0

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, radiographic and administrative procedures, their services are also sought by dental schools, dental supply manufacturers, hospital dental departments and insurance companies. Graduates are also capable of filling entry-level positions such as dental receptionist, dental insurance clerk, dental supply salesperson and administrative assistant.

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.

Module	Module Title	Total Contact Hours	Quarter Credit Hours
MODULE A	Dental Office Emergencies, Compliance and Administrative Procedures	80	6.0
MODULE B	Dental Radiography	80	6.0
MODULE C	Dental Specialties	80	6.0
MODULE D	Operatory Dentistry	80	6.0
MODULE E	Laboratory Procedures	80	6.0
MODULE F	Dental Anatomy and Orthodontics	80	6.0
MODULE G	Dental Health, Bookkeeping and Insurance Billing	80	6.0
MODULE X	Dental Assisting Externship	160	5.0
	Program Total	**720**	**47.0**

Module A – Dental Office Emergencies, Compliance and Administrative Procedures   **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 management 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. Students are also introduced to HIPAA compliance and how it relates to the dental office. This module also focuses on basic administrative procedures and receptionist-related duties performed in the dental office. Routine office procedures such as appointment scheduling, filing, mail handling, inventory control and telephone communication are included. Students are introduced to the legal and ethical responsibilities of the dentist and the dental staff. They become familiar with records management systems and learn how to take case histories and obtain information for the completion of dental records. Career development instruction is also included that focuses on resume writing and job search skills. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

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

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

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

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

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

Module G – Dental Health, Bookkeeping and Insurance Billing   **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). Students also work with a pegboard system to accomplish tasks in daily posting, cash management and reconciliation. An introduction to dental insurance and the procedures required in coding and billing is included. Students will complete dental insurance claims and patient records. Career development instruction is included and focuses on interviewing techniques and dressing for success. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

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. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 160.0.

MEDICAL ADMINISTRATIVE ASSISTANT

Credential	Clock Hours	Credit Units	Length	Version
Diploma	720	47	8 Months	1-0

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

Module	Module Title	Lecture Hours	Lab Hours	Total Contact Hours	Quarter Credit Hours
MODULE A	Office Finance	40	40	80	6.0
MODULE B	Patient Processing and Assisting	40	40	80	6.0
MODULE C	Medical Insurance	40	40	80	6.0
MODULE D	Insurance Plans and Collections	40	40	80	6.0
MODULE E	Office Procedures	40	40	80	6.0
MODULE F	Patient Care and Computerized Practice Management	40	40	80	6.0
MODULE G	Dental Administrative Procedures	40	40	80	6.0
MODULE X	Medical Administrative Assistant Externship			160	5.0
	Program Total	280	280	720	47.0

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.
Lec Hrs: 040   Lab Hrs: 040 (Computer/Keyboarding Hrs: 020, Spelling/Skillbuilding Hrs: 020)

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.
Lec Hrs: 040   Lab Hrs: 040 (Computer/Keyboarding Hrs: 020, Spelling/Skillbuilding Hrs: 020)

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.
Lec Hrs: 040   Lab Hrs: 040 (Computer/Keyboarding Hrs: 020, Spelling/Skillbuilding Hrs: 020)

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.
Lec Hrs: 040   Lab Hrs: 040 (Computer/Keyboarding Hrs: 020, Spelling/Skillbuilding Hrs: 020)

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.
Lec Hrs: 040   Lab Hrs: 040 (Computer/Keyboarding Hrs: 020, Spelling/Skillbuilding Hrs: 020)

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.
Lec Hrs: 040   Lab Hrs: 040 (Computer/Keyboarding Hours: 020, Spelling/Skillbuilding Hours: 020)

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.
Lec Hrs: 040   Lab Hrs: 040 (Computer/Keyboarding Hrs: 020, Spelling/Skillbuilding Hrs: 020)

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.
Lec Hrs: 000 Lab Hrs: 000 Other Hrs: 160

MEDICAL ASSISTING

Credential	Clock Hours	Credit Units	Length	Version
Diploma	720	47	8 Months	1-2

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

Module	Module Title	Lecture Hours	Lab Hours	Total Contact Hours	Quarter Credit Hours
MODULE A	Patient Care and Communication	40	40	80	6.0
MODULE B	Clinical Assisting and Pharmacology	40	40	80	6.0
MODULE C	Medical Insurance, Bookkeeping and Health Sciences	40	40	80	6.0
MODULE D	Cardiopulmonary and Electrocardiography	40	40	80	6.0
MODULE E	Laboratory Procedures	40	40	80	6.0
MODULE F	Endocrinology and Reproduction	40	40	80	6.0
MODULE G	Medical Law, Ethics, and Psychology	40	40	80	6.0
MODULE X	Externship			160	5.0
	Program Total	280	280	720	47.0

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 skills in communication (verbal and nonverbal) when working with patients both on the phone and in person. Students develop working knowledge of basic anatomy and physiology of the special senses (eyes and ears), nervous and integumentary system, common diseases and disorders, and medical terminology related to these systems. Students build on keyboarding and word processing skills, and develop 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.
(Lecture 40 Cl Hrs (20 in Theory/10 in Clinical Lab/10 in Computer)/Lab 40 Cl Hrs (30 in Clinical Lab/10 in Computer Lab) 6.0 Quarter Credit Units) [Prerequisite: None]

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 learn 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 working knowledge of basic anatomy and physiology of the muscular system, common diseases and disorders, and medical terminology related to this system. Students build on their keyboarding and word processing skills, and develop the self-directed job search process by identifying their personal career objective, create a neat, accurate, well organized cover letter, resume, and job application.
(Lecture 40 Cl Hrs (20 in Theory/10 in Clinical Lab/10 in Computer)/Lab 40 Cl Hrs (30 in Clinical Lab/10 in Computer Lab) 6.0 Quarter Credit Units) [Prerequisite: None]

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 learn 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 working knowledge of good health nutrition and weight control and strategies in promoting good health in patients. Students gain working knowledge of basic anatomy and physiology of the digestive system, common diseases and disorders, and medical terminology related to this system. Students build on their keyboarding and word processing skills, and develop the self-directed job search process through career networking techniques that will assist them in being successful in the medical field.
(Lecture 40 Cl Hrs (20 in Theory/10 in Clinical Lab/10 in Computer)/Lab 40 Cl Hrs (30 in Clinical Lab/10 in Computer Lab) 6.0 Quarter Credit Units) [Prerequisite: None]

Module D: Cardiopulmonary and Electrocardiography   6.0 Quarter Credit Hours

Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs, and diseases, disorders, and diagnostic tests associated with these systems. Students learn about the electrical pathways of the heart muscle in preparation for applying electrocardiography (ECG or EKG) leads and recording a 12-lead electrocardiogram. A cardiopulmonary resuscitation (CPR) course is taught which enables students to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. They obtain blood samples and prepare syringes and medications for administration. Students learn essential medical terminology, build on their keyboarding and word processing skills, and develop 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 40 Cl Hrs (20 in Theory/10 in Clinical Lab/10 in Computer)/Lab 40 Cl Hrs (30 in Clinical Lab/10 in Computer Lab) 6.0 Quarter Credit Units) [Prerequisite: None]

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 working knowledge in radiology and nuclear medicine, in addition to 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 is presented. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students learn essential medical terminology, build on their keyboarding and word processing skills, and develop the self-directed job search by learning how to set their own career goals.
(Lecture 40 Cl Hrs (20 in Theory/10 in Clinical Lab/10 in Computer)/Lab 40 Cl Hrs (30 in Clinical Lab/10 in Computer Lab) 6.0 Quarter Credit Units) [Prerequisite: None]

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 working knowledge of 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 learn essential medical terminology, build on their keyboarding and word processing skills, and develop the self-directed job search process by learning all about how to become a mentor and learn from mentoring.
(Lecture 40 Cl Hrs (20 in Theory/10 in Clinical Lab/10 in Computer)/Lab 40 Cl Hrs (30 in Clinical Lab/10 in Computer Lab) 6.0 Quarter Credit Units) [Prerequisite: None]

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 working knowledge of concepts related to patient reception in the medical office and preparing for the day. Students learn what it takes to become an office manager and the responsibilities an office manager has to the office, the staff, and the physician. Students are introduced to medical office safety, security, and emergency provisions, 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 learn essential medical terminology, build on their keyboarding and word processing skills, and develop the self-directed job search process by learning how to dress for success.
(Lecture 40 Cl Hrs (20 in Theory/10 in Clinical Lab/10 in Computer)/Lab 40 Cl Hrs (30 in Clinical Lab/10 in Computer Lab) 6.0 Quarter Credit Units) [Prerequisite: None]

Module X: Medical Assisting Diploma Program Externship   6.0 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 Diploma Program 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.
(Lec 00Cl Hrs/Lab 00 Cl Hrs/Extern 160 Cl Hrs/5 Quarter Credit Hours) [Prerequisite: Module A-G]

QUARTER-BASED PROGRAMS

ACCOUNTING (AAS)

Credential	Credit Units	Length	Version
Associate of Applied Science Degree	96	24 Months	1-1

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

Course Number		Course Title	Associate Degree Quarter Credit Hrs.	
COLLEGE CORE REQUIREMENTS				
SLS	1105	Strategies for Success	4.0	
CGS	2167C	Computer Applications	4.0	
SLS	1321	Career Skills	2.0	
Associates students choose 8 credits from the following:				
LIS	2004	Introduction to Internet Research	2.0	
MAN	2031	Let's Talk Business	2.0	
OST	2335	Business Communications	4.0	
MTB	1103	Business Math	4.0	
OST	1141L	Keyboarding	2.0	
CGS	2510C	Applied Spreadsheets	4.0	
		TOTAL QUARTER CREDIT HOURS		**18.0**
MAJOR CORE REQUIREMENTS				
APA	2111	Principles of Accounting I	4.0	
APA	2121	Principles of Accounting II	4.0	
APA	2161	Introductory Cost/Managerial Accounting	4.0	
ACG	2021	Introduction to Corporate Accounting	4.0	
APA	2141	Computerized Accounting	4.0	
ACO	1806	Payroll Accounting	4.0	
ACG	2551	Non-Profit Accounting	4.0	
TAX	2000	Tax Accounting	4.0	
MAN	1030	Introduction to Business Enterprise	4.0	
BUL	2131	Applied Business Law	4.0	
Choose two courses from the following:				
CGS	2510C	Applied Spreadsheets	4.0	
FIN	1103	Introduction to Finance	4.0	
ACG	2178	Financial Statement Analysis	4.0	
MAN	2021	Principles of Management	4.0	
		TOTAL QUARTER CREDIT HOURS		**48.0**
GENERAL EDUCATION CORE REQUIREMENTS				
ENC	1101	Composition I	4.0	
ENC	1102	Composition II	4.0	
MAT	1033	College Algebra	4.0	
PSY	2012	General Psychology	4.0	
SPC	2016	Oral Communications*	4.0	
AML	2000	Introduction to American Literature	4.0	
EVS	1001	Environmental Science	4.0	
SLS	1505	Basic Critical Thinking	2.0	
		TOTAL QUARTER CREDIT HOURS		**30.0**
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				**96.0**

*Online students will take POS 2041- American National Government

ACCOUNTING (BS)

Credential	Credit Units	Length	Version
Bachelor of Science Degree	192	48 Months	1-1

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

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

Course Number		Course Title	Bachelor's Degree Quarter Credit Hrs.	
COLLEGE CORE REQUIREMENTS				
SLS	1105	Strategies for Success	4.0	
CGS	2167C	Computer Applications	4.0	
SLS	1321	Career Skills	2.0	
Choose 10 credits from the following:				
LIS	2004	Introduction to Internet Research	2.0	
MAN	2031	Let's Talk Business	2.0	
OST	2335	Business Communications	4.0	
MTB	1103	Business Math	4.0	
OST	1141L	Keyboarding	2.0	
CGS	2510C	Applied Spreadsheets	4.0	
		TOTAL QUARTER CREDIT HOURS		**20.0**
MAJOR CORE REQUIREMENTS				
APA	2111	Principles of Accounting I	4.0	
APA	2121	Principles of Accounting II	4.0	
APA	2161	Introductory Cost/Managerial Accounting	4.0	
ACG	2021	Introduction to Corporate Accounting	4.0	
APA	2141	Computerized Accounting	4.0	
ACO	1806	Payroll Accounting	4.0	
ACG	2551	Non-Profit Accounting	4.0	
TAX	2000	Tax Accounting	4.0	
SLS	1392	Workplace Relationships	2.0	
MAN	1030	Introduction to Business Enterprise	4.0	
Choose two courses from the following:				
CGS	2510C	Applied Spreadsheets	4.0	
FIN	1103	Introduction to Finance	4.0	
ACG	2178	Financial Statement Analysis	4.0	
MAN	2021	Principles of Management	4.0	
Required courses for Bachelor's degree students:				
ACG	3103	Intermediate Accounting I	4.0	
ACG	3113	Intermediate Accounting II	4.0	
ACG	3123	Intermediate Accounting III	4.0	
ACG	3341	Cost Accounting I	4.0	
ACG	3351	Cost Accounting II	4.0	
ACG	4201	Consolidation Accounting	4.0	
ACG	4632	Auditing I	4.0	
TAX	4001	Federal Taxation I	4.0	
TAX	4011	Federal Taxation II	4.0	
BUL	2131	Applied Business Law	4.0	
MAN	3554	Workplace Continuity & Contingency Planning	4.0	
		TOTAL QUARTER CREDIT HOURS		**90.0**
GENERAL EDUCATION CORE REQUIREMENTS				
ENC	1101	Composition I	4.0	
ENC	1102	Composition II	4.0	
MAT	1033	College Algebra	4.0	
EVS	1001	Environmental Science	4.0	
SLS	1505	Basic Critical Thinking	2.0	
PSY	2012	General Psychology	4.0	
SPC	2016	Oral Communications*	4.0	

Course Number		Course Title	Bachelor's Degree Quarter Credit Hrs.	
AML	2000	Introduction to American Literature	4.0	
ECO	3007	Macroeconomics	4.0	
ECO	3028	Microeconomics	4.0	
AMH	2030	20th Century American History	4.0	
SYG	2000	Principles of Sociology	4.0	
CPO	4004	Global Politics	4.0	
SOP	4005	Social Psychology	4.0	
STA	2015	Statistics	4.0	
ENC	3211	Report Writing	4.0	
		TOTAL QUARTER CREDIT HOURS		**62.0**
APPROVED ELECTIVE REQUIREMENTS				
In consultation with the Academic Advisor, Registrar or Academic Dean the Bachelor's student will select 20.0 elective credits to achieve a balanced educational program. A minimum of 8.0 credits must be selected from general business or accounting courses.			20.0	
		TOTAL QUARTER CREDIT HOURS		**20.0**
		TOTAL PROGRAM CRDIT HOURS		**192.0**

*Online students will take POS 2041- American National Government

BUSINESS ACCOUNTING

Credential	Credit Units	Length	Version
Diploma	48	12 Months	0-0

    The accounting field offers a variety of challenging career opportunities. 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.

    Upon successful completion of the 48 quarter credit hour program, students are awarded a diploma.

Course Number	Course Title	Quarter Credit Hours
SLS 1105	Strategies for Success	4
CGS 2167C	Computer Applications	4
CGS 2510C	Applied Spreadsheets	4
MTB 1103	Business Mathematics	4
MAN 1030	Introduction to Business Enterprise	4
SLS 1321	Career Skills	2
OST 1141L	Keyboarding	2
APA 2111	Principles of Accounting I	4
APA 2121	Principles of Accounting II	4
ACG 2021	Introduction to Corporate Accounting	4
APA 2141	Computerized Accounting	4
ACO 1806	Payroll Accounting	4
TAX 2000	Tax Accounting	4
	Total Quarter Credit Hours Required For Graduation	**48**

APPLIED MANAGEMENT

Credential	Credit Units	Length	Version
Bachelor of Applied Management	192	48 Months	1-0

The Bachelor of Applied Management integrates the technical knowledge gained through a diploma program or applied science degree with coursework designed to prepare the student for leadership roles in their chosen field. The curriculum emphasizes the critical thinking and analytical skills necessary to solve problems in today's complex work environment.

Course Number	Course Title	Quarter Credit Hours	
College Core			
CGS 2167C	Computer Applications	4.0	
MAN 2031	Let's Talk Business	2.0	
	Total College Core		**6.0**
Major Core			
MAN 2021	Principles of Management	4.0	
FIN 1103	Introduction to Finance	4.0	
MAR 1011	Introduction to Marketing	4.0	
SBM 2000	Small Business Management	4.0	
MAN 3344	Principles of Supervision	4.0	
MAN 3554	Workplace Continuity & Contingency Planning	4.0	
MAN 3100	Human Relations in Management	4.0	
ACG 3073	Accounting for Managers	4.0	
MAN 4701	Business Ethics	4.0	
MAN 4302	Management of Human Resources	4.0	
MAR 3310	Public Relations	4.0	
MAN 4734	Contemporary Management	4.0	
MAN 4501	Applied Management Senior Capstone Experience	4.0	
	Additional Major Core To be determined upon enrollment in program; must include major core coursework leading to an applied science diploma or degree. Should the diploma provide fewer than 40 major core transfer credits, Student will select additional courses from the business and management areas.	40.0	
	Total Major Core:		**92.0**
GENERAL EDUCATION			
SLS 3130	Principles and Applications of Adult Learning	4.0	
ENC 1101	Composition I	4.0	
ENC 1102	Composition II	4.0	
SPC 2016	Oral Communications*	4.0	
MAT 1033	College Algebra	4.0	
SLS 1505	Basic Critical Thinking	2.0	
PSY 2012	General Psychology	4.0	
EVS 1001	Environmental Science	4.0	
	General Education Electives**	24.0	
Must include at least one course from each of the following subject areas:			
	Communications/Humanities		
	Math/Science		
	Social Science		
	TOTAL GENERAL EDUCATION CREDIT HOURS:		**54.0**
	ELECTIVE REQUIREMENT**	40.0	**40.0**
	TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION:		**192.0**

*Online students will replace this course with an additional General Education course.

**General Education Requirements: In addition to the courses specified in the General Education section of the program outline, students must complete a total of 24 credits from the following subject areas, with a minimum of 4 credits taken from each area:
- Communications/Humanities
  - may include SPC 2016, ENC 3211, AML 2000
- Social Sciences
  - may include SYG 2000, SOP 4005, CPO 4000, AMH 2030, POS 2041, ECO 3013, ECO 3028
- Mathematics and Science
  - may include: STA 2015

Upper Division Requirement: Students must complete a minimum of 60 quarter credit hours in upper division coursework. The major core requires 36 credits of upper division, thus the remainder may come from the General Education and Elective areas. Upon admittance to the program, the student will work with an Academic Advisor to develop an approved plan to complete all requirements for the degree within the required time limits. This plan will be periodically evaluated and updated by the student and Academic Advisor.

BUSINESS ADMINISTRATION (AAS)

Credential	Credit Units	Length	Version
Associate of Applied Science Degree	96	24 Months	1-1

Business Administration is offered for those students whose career goals require a broad knowledge of the functional areas of business. Students will take coursework in the areas of accounting, general business, management, marketing, human resources, computer applications, and business law. The Business Administration program focuses on the structure, function, and procedures of standard business operations. The program prepares students for a variety of entry-level positions in areas such as sales, office supervision, and small business management.

Course Number		Course Title	Associate's Degree Quarter Credit Hrs.	
COLLEGE CORE REQUIREMENTS				
SLS	1105	Strategies for Success	4.0	
CGS	2167C	Computer Applications	4.0	
SLS	1321	Career Skills	2.0	
College Core Continuation: Select 8 credits from the following courses				
LIS	2004	Introduction to Internet Research	2.0	
MAN	2031	Let's Talk Business	2.0	
OST	1141L	Keyboarding	2.0	
OST	2335	Business Communication	4.0	
MTB	1103	Business Mathematics	4.0	
CGS	2510C	Applied Spreadsheets	4.0	
GS	2501C	Applied Word Processing	4.0	
		Total College Core Requirements		**18.0**
MAJOR CORE REQUIREMENTS				
APA	2111	Principles of Accounting I	4.0	
APA	2121	Principles of Accounting II	4.0	
MAN	1030	Introduction to Business Enterprise	4.0	
MAN	2021	Principles of Management	4.0	
MAN	2300	Introduction to Human Resources	4.0	
MAR	1011	Introduction to Marketing	4.0	
BUL	2131	Applied Business Law	4.0	
MAN	2727	Strategic Planning for Business	4.0	
FIN	1103	Introduction to Finance	4.0	
MAR	2305	Customer Relations and Servicing	4.0	
Choose 2 of the following courses:				
ACG	2021	Introduction to Corporate Accounting	4.0	
ACG	2178	Financial Statement Analysis	4.0	
APA	2161	Introductory Cost/Managerial Accounting	4.0	
SBM	2000	Small Business Management	4.0	
		Total Major Core Requirements		**48.0**
GENERAL EDUCATION CORE REQUIREMENTS				
ENC	1101	Composition I	4.0	
ENC	1102	Composition II	4.0	
MAT	1033	College Algebra	4.0	
PSY	2012	General Psychology	4.0	
SPC	2016	Oral Communications	4.0	
AML	2000	Introduction to American Literature	4.0	
EVS	1001	Environmental Science	4.0	
SLS	1505	Basic Critical Thinking	2.0	
		Total General Education Requirements		**30.0**
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				**96.0**

BUSINESS ADMINISTRATION (BS)

Credential	Credit Units	Length	Version
Bachelor of Business Administration Degree	192	48 Months	1-1

The Bachelor of Business Administration is designed to prepare graduates for employment in middle management positions in business, industry, or government. The program is designed primarily for graduates planning to enter a small business environment or a business environment where specialization is not as appropriate an educational background as is extensive upper division coursework in several functional areas.

Students entering the Bachelor's program must have an Associate's degree in Business Administration – Management Emphasis from Everest College or have equivalent courses and credit hours if transferring from another college. Students who have an Associate's degree from another program within Everest College must take all lower division concentration courses required for the Bachelor's degree in Business Administration before attempting the upper division concentration courses.

Course Number	Course Title	Quarter Credit Hours	
College Required Courses			
SLS 1105	Strategies for Success	4	
SLS 1321	Career Skills	2	
	Total College Required Courses		**6**
MAJOR CORE REQUIREMENTS			
APA 2111	Principles of Accounting I	4	
APA 2121	Principle of Accounting II	4	
APA 2161	Introductory Cost/Managerial Accounting	4	
ACG 2021	Introduction to Corporate Accounting	4	
BUL 2131	Applied Business Law	4	
CGS 2167C	Computer Applications	4	
FIN 1103	Introduction to Finance	4	
FIN 3006	Principles of Finance	4	
GEB 4361	Management of International Business	4	
MAN 1030	Introduction to Business Enterprise	4	
MAN 2021	Principles of Management	4	
MAN 2300	Introduction to Human Resources	4	
MAN 4764	Business Policy and Strategy	4	
MAR 1011	Introduction to Marketing	4	
MAR 2305	Customer Relations and Servicing	4	
MAR 3310	Public Relations	4	
	Total Major Core Required Courses		**64**
MAJOR CORE ELECTIVES			
Students will select 6 credits from the following 8 courses:			
APA 2141	Computerized Accounting	4	
CGS 2510C	Applied Spreadsheets	4	
MAN 2031	Let's Talk Business	2	
LIS 2004	Introduction to Internet Research	2	
MAR 2721	Marketing on the Internet	4	
OST 1141L	Keyboarding	2	
OST 2335	Business Communications	4	
OST 2760L	Word Processing	2	
Students will select 20 credits from the following courses:			
FIN 3501	Investments	4	
MAN 2604	Introduction to International Management	4	
SBM 2000	Small Business Management	4	
MAN 3100	Human Relations in Management	4	
MAN 3344	Principles of Supervision	4	
MAN 4302	Management of Human Resources	4	
MAN 4102	Women Managers	4	
MAN 4701	Business Ethics	4	
MAN 4734	Contemporary Management	4	
MAR 2141	Introduction to International Marketing	4	
MAR 2323	Advertising	4	
MAR 3400	Salesmanship	4	

MAR 4630	Marketing Research	4	
	Total Electives Required Courses		**26**
GENERAL EDUCATION REQUIRED COURSES			
ECO 3007	Macroeconomics	4	
ECO 3028	Microeconomics	4	
ENC 1101	Composition I	4	
ENC 1102	Composition II	4	
MAT 1033	College Algebra	4	
PSY 2012	General Psychology	4	
EVS 1001	Environmental Science	4	
SPC 2016	Oral Communications	4	
STA 2015	Statistics	4	
	Total General Education Required Courses		**36**
General Education ELECTIVES			
Students will select 20 credits from the following courses:			
CPO 4004	Global Politics	4	
ENC 2010	English Literature	4	
ENC 3211	Report Writing	4	
POS 2041	American National Government	4	
QMB 3314	Quantitative Methods	4	
SOP 4005	Social Psychology	4	
SPC 4451	Conference Techniques	4	
SYG 2000	Principles of Sociology	4	
Students will select an additional 40 credits of electives from any of the College's course offerings.			
	Total Electives and General Education Courses		**60**
TOTAL QUARTER CREDITS REQUIRED FOR GRADUATION			**192**

COMPUTER INFORMATION SCIENCE (AAS)

Credential	Credit Units	Length	Version
Associate of Applied Science Degree	96	24 Months	2-0

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

Course Number	Course Name	Associates Degree Quarter Credit Hrs	
College Core Requirements			
SLS 1105	Strategies for Success	4.0	
SLS 1321	Career Skills	2.0	
CGS 2167C	Computer Applications	4.0	
Choose one of the following courses:			
CEN 1056	Project Development	2.0	
OST 1141L	Keyboarding	2.0	
MAN 2031	Let's Talk Business	2.0	
	Total Quarter Credit Hours:		12.0
Major Core Requirements – Programming Concentration			
APA 2111	Principles of Accounting I	4.0	
APA 2121	Principles of Accounting II	4.0	
BUL 2131	Applied Business Law	4.0	
CEN 1509C	Computer Networking Fundamentals	4.0	
CGS 1763C	Computer Operating Systems	4.0	
CGS 1280C	Computer Hardware Concepts	4.0	
COP 2010C	Programming Concepts	4.0	
CGS 2461C	Fundamental Programming Techniques	4.0	
CIS 2325	Introduction to the Systems Development Life Cycle	4.0	
	Approved IT Electives* *Approved IT Electives to be selected in consultation with the Academic Advisor, Registrar, or Academic Dean from available coursework in the major (typically those courses with CEN, CIS, CGS, COP, CTS and CET prefixes).	8.0	
Choose one of the following two-course language sequences in Visual Basic or C++ or Java or C# (4 credits each).		8.0	
COP 2170C	Computer Programming – Visual Basic I	4.0	
COP 2171C	Computer Programming – Visual Basic II	4.0	
COP 2224C	Computer Programming – C++ I	4.0	
COP 2228C	Computer Programming – C++ II	4.0	
COP 2250C	Computer Programming – Java I	4.0	
COP 2805C	Computer Programming – Java II	4.0	
COPP 2280C	Computer Programming – C# I	4.0	
COPP 2281C	Computer Programming – C# II	4.0	
	Programming Major Core:		52.0
Approved Electives			8.0
To be selected in consultation with the Academic Advisor, Registrar or Academic Dean to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student.			
General Education Requirements			
ENC 1101	Composition I	4.0	
ENC 1102	Composition II	4.0	
SPC 2016	Oral Communications	4.0	
MAT 1033	College Algebra	4.0	
PSY 2012	General Psychology	4.0	
EVS 1001	Environmental Science	4.0	
	Total Quarter Credit Hours:		24.0
	Total Quarter Credit Hours Required for Graduation:		96.0

COMPUTER INFORMATION SCIENCE (BS)

Credential	Credit Units	Length	Version
Bachelor of Science Degree	192	48 Months	2-0

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

Course Number	Course Name	Bachelors Degree Quarter Credit Hrs	
College Core Requirements			
SLS 1105	Strategies for Success	4.0	
SLS 1321	Career Skills	2.0	
CGS 2167C	Computer Applications	4.0	
Choose one of the following courses:			
CEN 1056	Project Development	2.0	
OST 1141L	Keyboarding	2.0	
MAN 2031	Let's Talk Business	2.0	
	Total Quarter Credit Hours:		**12.0**
Major Core Requirements – Programming Concentration			
APA 2111	Principles of Accounting I	4.0	
APA 2121	Principles of Accounting II	4.0	
BUL 2131	Applied Business Law	4.0	
CEN 1509C	Computer Networking Fundamentals	4.0	
CGS 1763C	Computer Operating Systems	4.0	
CGS 1280C	Computer Hardware Concepts	4.0	
COP 2010C	Programming Concepts	4.0	
CGS 2461C	Fundamental Programming Techniques	4.0	
CIS 2325	Introduction to the Systems Development Life Cycle	4.0	
	Approved IT Electives*	8.0	
Choose two of the two-course language sequences from the choices listed (4 credits each).		16.0	
COP 2170C	Computer Programming – Visual Basic I	4.0	
COP 2171C	Computer Programming – Visual Basic II	4.0	
COP 2224C	Computer Programming – C++ I	4.0	
COP 2228C	Computer Programming – C++ II	4.0	
COP 2250C	Computer Programming – Java I	4.0	
COP 2805C	Computer Programming – Java II	4.0	
COPP 2280	Computer Programming – C# I	4.0	
COPP 2281	Computer Programming – C# II	4.0	
Required Upper Division Courses:			
CIS 3345	Database Concepts	4.0	
COP 3764C	Structured Query Language	4.0	
COP 4724C	Database Application Development	4.0	
CIS 3615	Designing Secure Software	4.0	
CIS 3303C	Object-Oriented Analysis and Design	4.0	
CGS 4763	Survey of Operating Systems	4.0	
CIS 4329C	Senior Project – Systems Analysis and Design	4.0	
CIS 4328C	Senior Project – Systems Implementation and Integration	4.0	
	Programming Major Core:		**92.0**
	*Approved IT Electives to be selected in consultation with the Academic Advisor, Registrar, or Academic Dean from available coursework in the major (typically those courses with CEN, CIS, CGS, COP, CTS and CET prefixes).		
Approved Electives			**32.0**
To be selected in consultation with the Academic Advisor, Registrar or Academic Dean to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student. 8 credits of the Approved Electives must be upper-division courses.			
General Education Requirements			
ENC 1101	Composition I	4.0	
ENC 1102	Composition II	4.0	
SPC 2016	Oral Communications	4.0	

MAT 1033	College Algebra	4.0	
PSY 2012	General Psychology	4.0	
EVS 1001	Environmental Science	4.0	
SYG 2000	Principles of Sociology	4.0	
AMH 2030	20th Century American History	4.0	
ECO 3007	Macroeconomics	4.0	
ECO 3028	Microeconomics	4.0	
STA 2015	Statistics	4.0	
SOP 4005	Social Psychology	4.0	
CPO 4004	Global Politics	4.0	
ENC 3211	Report Writing	4.0	
	Total Quarter Credit Hours:		**56.0**
	Total Quarter Credit Hours Required for Graduation:		**192.0**

MEDICAL ASSISTING

Credential	Credit Units	Length	Version
Associate of Applied Science Degree	97	24 Months	1.2

The Associate of Applied Science Degree Medical Assisting program is designed to prepare students for entry- to mid-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 degree program prepares graduates to fill entry-level positions such as clinical or administrative assistant, medical receptionist, and medical insurance biller.

Course Number	Course Name	Quarter Credit Hours	
College Core Requirements			
CGS 2167C	Computer Applications	4.0	
OST 1141L	Keyboarding	2.0	
SLS 1105	Strategies for Success	4.0	
SLS 1321	Career Skills	2.0	
Total Quarter Hours:			**12.0**
Major Core Requirements			
BSC 1085	Anatomy and Physiology I	4.0	
BSC 1086	Anatomy and Physiology II	4.0	
HSC 1524	Diseases of the Human Body	4.0	
HSC 1531	Medical Terminology	4.0	
HSA 1553	Medical Law and Ethics	2.0	
MEA 1207	Basic Clinical Procedures	4.0	
MEA 1207L	Basic Clinical Procedures Lab	2.0	
MEA 1226C	Exams and Specialty Procedures	4.0	
MEA 1226L	Exams and Specialty Procedures Lab	2.0	
MEA 2260	Diagnostic Procedures	4.0	
MLS 2260L	Diagnostic Procedures Lab	2.0	
MEA 2244	Pharmacology	4.0	
MEA 1243L	Pharmacology Lab	2.0	
MEA 1304C	Medical Office Procedures	4.0	
HIM 2270C	Medical Finance and Insurance	4.0	
MEA 2561	Professional Procedures	2.0	
MEA 2802	Externship	5.0	
Student will select 4.0 credits from the following courses:			
HUN 1001	Basic Nutrition	2.0	
MEA 1006C	Therapeutic Communication	2.0	
MEA 2285L	EKG Interpretation	2.0	
MEA 2245L	Phlebotomy	2.0	
MEA 2346C	Medical Computer Applications	2.0	
MEA 1105	Domestic Violence	2.0	
MEA 2257L	Introduction to X-ray	4.0	
SYP 2742	Death & Dying	4.0	
Major Core Total Quarter Hours:			**61.0**
General Education Requirements			
ENC 1101	Composition I	4.0	
ENC 1102	Composition II	4.0	
MAT 1033	College Algebra	4.0	
EVS 1001	Environmental Science	4.0	
PSY 2012	General Psychology	4.0	
SPC 2016	Oral Communications	4.0	
General Education Total Quarter Hours:			**24.0**
Grand Total Quarter Hours:			**97.0**

MEDICAL OFFICE ASSISTANT

Credential	Credit Units	Length	Version
Diploma	60	15 Months	0-0

The work of a medical office assistant requires both administrative and clerical skills. This program will prepare graduates to function as a bookkeeper, secretary-receptionist, and insurance clerk. Scheduling of appointments with the Doctor and for outside examinations and tests are also possible tasks. The responsibilities will vary with the size of the physician's office or laboratory.

Course Number	Course Title	Credit Hours
APA 2111	Principles of Accounting I	4
CGS 2167C	Computer Applications	4
HSC 1531	Medical Terminology	4
HSA 1553	Medical Law and Ethics	2
MEA 1006C	Therapeutic Communication	2
HIM 2270C	Medical Finance and Insurance	4
MTB 1103	Business Mathematics	4
OST 1141L	Keyboarding	2
OST 2614	Medical Transcription	2
MEA 1304C	Medical Office Procedures	4
GS2501C	Applied Word Processing	4
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
ENC 1101	Composition I	4
ENC 1102	Composition II	4
SPC 2016	Oral Communications	4
Electives (Lecture and Lab hours vary)		6
TOTAL hours required for DIPLOMA		**60**

MEDICAL TRANSCRIPTION

Credential	Credit Units	Length	Version
Diploma	48	12 Months	0-0

This program prepares the student to function as a medical transcriptionist in a physician's office, hospital, or other medical facility.

Course Number	Course Title	Quarter Credit Hours
CGS 2167C	Computer Applications	4
HSC 1531	Medical Terminology	4
KB 1301	Intermediate Keyboarding	3
MTB 1103	Business Mathematics	4
HIM 2270C	Medical Finance and Insurance	4
OST 2614	Medical Transcription	2
MA 136	Medical Transcription II	3
OST 1141L	Keyboarding	2
GS2501C	Applied Word Processing	4
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
ENC 1101	Composition I	4
ENC 1102	Composition II	4
Electives (Lecture and Lab hours vary)		4
TOTAL HOURS REQUIRED FOR DIPLOMA		**48**

PARALEGAL (AAS)

Credential	Credit Units	Length	Version
Associate of Applied Science Degree	96	24 Months	1-1

Graduates of the Paralegal program are prepared, under the direction of an attorney, to interview, gather, review and analyze factual situations; research the law; prepare and interpret legal documents; conduct day to day operations of a legal office. Graduates of the program may find employment in legal offices, state and federal government agencies, corporate legal departments, consumer groups, insurance companies, banks, title companies, and legal aid societies. The Paralegal program is a terminal degree in that it trains individuals for entry-level positions and is not a preparatory curriculum for law school.

Course Number		Course Title	Associate's Degree Quarter Credit Hrs	
COLLEGE CORE REQUIREMENTS				
CGS	2167C	Computer Applications	4.0	
SLS	1105	Strategies for Success	4.0	
SLS	1321	Career Skills	2.0	
GS	2501C	Applied Word Processing	4.0	
		Total College Core Requirements		**14.0**
MAJOR CORE REQUIREMENTS				
PLA	1003	Introduction to Paralegal	4.0	
PLA	2363	Criminal Procedure and the Constitution	4.0	
PLA	1105	Legal Research and Writing I	4.0	
PLA	2106	Legal Research and Writing II	4.0	
PLA	2273	Torts	4.0	
PLA	2423	Contract Law	4.0	
PLA	2600	Wills, Trusts, and Probate	4.0	
PLA	2800	Family Law	4.0	
PLA	2763	Law Office Management	4.0	
PLA	2203	Civil Procedure	4.0	
		Total Major Core Requirements		**40.0**
The Associate's student will select 8.0 credits from the following list:				
PLA	2460	Bankruptcy	4.0	
PLA	2930	Contemporary Issues and Law	4.0	
PLA	2433	Business Organizations	4.0	
PLA	2483	Introduction to Administrative Law	4.0	
PLA	2610	Real Estate Law	4.0	
PLA	2631	Environmental Law	4.0	
		Total Requirements		**8.0**
GENERAL EDUCATION CORE REQUIREMENTS				
ENC	1101	Composition I	4.0	
ENC	1102	Composition II	4.0	
SPC	2016	Oral Communications	4.0	
SYG	2000	Principles of Sociology	4.0	
MAT	1033	College Algebra	4.0	
PSY	2012	General Psychology	4.0	
SLS	1505	Basic Critical Thinking	2.0	
AML	2000	Introduction to American Literature	4.0	
EVS	1001	Environmental Science	4.0	
AMH	2030	20th Century American History	4.0	
		Total General Education Requirements		**34.0**
Total Quarter Credit Hours Required for Graduation				**96.0**

PARALEGAL (BS)

Credential	Credit Units	Length		Version
Bachelor of Science Degree	192	48 Months		1-1

Graduates of the Paralegal program are prepared, under the direction of an attorney, to interview, gather, review and analyze factual situations; research the law; prepare and interpret legal documents; conduct day to day operations of a legal office. Graduates of the program may find employment in legal offices, state and federal government agencies, corporate legal departments, consumer groups, insurance companies, banks, title companies, and legal aid societies. The Paralegal program is a terminal degree in that it trains individuals for entry-level positions and is not a preparatory curriculum for law school.

The Bachelor of Science degree in Paralegal enhances the study of law and legal research to permit the graduates to further their legal knowledge while enhancing their opportunity for career advancement.

Course Number		Course Title	Bachelor's Degree Quarter Credit Hrs	
COLLEGE CORE REQUIREMENTS				
CGS	2167C	Computer Applications	4.0	
SLS	1105	Strategies for Success	4.0	
SLS	1321	Career Skills	2.0	
LIS	2004	Introduction to Internet Research	2.0	
GS	2501C	Applied Word Processing	4.0	
HSS	4400	Communications and Technology Security	4.0	
SLS	1392	Workplace Relationships	2.0	
		Total College Core Requirements		**22.0**
MAJOR CORE REQUIREMENTS				
PLA	1003	Introduction to Paralegal	4.0	
PLA	2363	Criminal Procedure and the Constitution	4.0	
PLA	1105	Legal Research and Writing I	4.0	
PLA	2106	Legal Research and Writing II	4.0	
PLA	2201	Civil Litigation I	4.0	
PLA	2224	Civil Litigation II	4.0	
PLA	2273	Torts	4.0	
PLA	2423	Contract Law	4.0	
PLA	2600	Wills, Trusts, and Probate	4.0	
PLA	2800	Family Law	4.0	
PLA	2763	Law Office Management	4.0	
PLA	2203	Civil Procedure	4.0	
PLA	3115	Legal Research and Writing III	4.0	
PLA	3570	International Law	4.0	
PLA	4473	Workers' Compensation and Employment Law	4.0	
PLA	4116	Legal Research and Writing IV	4.0	
PLA	4263	Rules of Evidence	4.0	
PLA	4274	Advanced Tort Law	4.0	
PLA	1700	Legal Ethics and Social Responsibility	4.0	
		Total Major Core Requirements		**76.0**
The Bachelor's student will select 32.0 credits from the following list:				
PLA	4523	Law and Medicine	4.0	
PLA	2460	Bankruptcy	4.0	
PLA	2930	Contemporary Issues and Law	4.0	
PLA	2433	Business Organizations	4.0	
PLA	2483	Introduction to Administrative Law	4.0	
PLA	4483	Administrative Law	4.0	
PLA	2610	Real Estate Law	4.0	
PLA	2631	Environmental Law	4.0	
PLA	3210	Elder Law	4.0	
PLA	4470	Employment Law	4.0	
		Total Requirements		**32.0**
GENERAL EDUCATION CORE REQUIREMENTS				
ENC	1101	Composition I	4.0	
ENC	1102	Composition II	4.0	
SPC	2016	Oral Communications	4.0	
SYG	2000	Principles of Sociology	4.0	

MAT	1033	College Algebra	4.0	
PSY	2012	General Psychology	4.0	
ECO	3007	Macroeconomics	4.0	
ECO	3028	Microeconomics	4.0	
STA	2015	Statistics	4.0	
SOP	4005	Social Psychology	4.0	
CPO	4004	Global Politics	4.0	
ENC	3211	Report Writing	4.0	
SLS	1505	Basic Critical Thinking	2.0	
AML	2000	Introduction to American Literature	4.0	
EVS	1001	Environmental Science	4.0	
AMH	2030	20th Century American History	4.0	
		Total General Education Requirements		**62.0**
Total Quarter Credit Hours Required for Graduation				**192.0**

COURSE OFFERINGS

COURSE NUMBERING SYSTEM

This institution uses the following course numbering system:

- 000 – 099   Preparatory courses
- 100 – 2999   Lower division (first and second year) courses
- 3000 – 4999 Upper division (third and fourth year) courses

Students enrolled in Diploma and Associate's Degree programs take courses in the lower division.

ACG – Accounting	MAR – Marketing
APA – Accounting	MAT – Math
AML – American Literature	MEA – Medical Assisting
AMH – American History	MLS – Clinical Lab
APB – Anatomy / Physiology	OST – Word Processing / Communications
CGS – General Computer Science	PHI – Philosophy
CIS – Computer Information Science	PLA – Legal Assisting
COP – Computer Programming	POS – American Government
CPO – Political Science	PSY – Psychology
ECO – Economics	QMB – Research / Quantitative Methods
ENC – English	SCI – Science
FIN – Finance	SLS – Student Skills
GEB – International Business	SOP – Social Psychology
HSS – Communications and Technology Security	SPC – Speech / Communications
KB – Intermediate Keyboarding	STA – Statistics
LIS – Internet Research	SYG – Sociology
MA – Medical Transcription	TAX – Taxation
MAN – Business / Management	WPR – Intermediate Word Processing

ACG 2021 Introduction to Corporate Accounting	**4 Quarter Credit Hours**
This course emphasizes a practical understanding of corporate accounting principals, stocks, bonds, consolidations, investments, and analysis of financial statements. In addition, the cash flow statement is introduced. Prerequisite: APA 2121 Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ACG 2178 Financial Statement Analysis	**4 Quarter Credit Hours**
The basics of financial statement analysis in directing a firm's operations are covered in the course. The student will gain an understanding of how funds are acquired in financial markets and the criteria used by investors in deciding where to place their funds. Prerequisite: ACG 2021 Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ACG 2551 Non-Profit Accounting	**4 Quarter Credit Hours**
In this course, students explore accounting systems unique to non-profit organizations. Accounting principles for hospitals and educational organizations are examined. Prerequisite: ACG 2021 Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ACG 3073 Accounting for Managers	**4 Quarter Credit Hours**
This course teaches the student how to use and interpret accounting information in day to day to day management. Emphasis is placed on the general knowledge and decision making practices used by managers when addressing issues in service, financial, not-for-profit and manufacturing companies. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ACG 3103 Intermediate Accounting I	**4 Quarter Credit Hours**
This is an upper level course for the serious accounting student. It is a continuation and comprehensive study of financial accounting concepts, applications, and the presentation of information in financial statements. Emphasis is placed on review of the value of money and accounting for cash and receivables. Prerequisite: APA 2161 Lec Hrs 040 Lab Hrs 000 Other Hrs 000	
ACG 3113 Intermediate Accounting II	**4 Quarter Credit Hours**
This is a continuation and comprehensive study of financial accounting theory and applications. Emphasis is placed on accounting for inventories, long-term assets and liabilities, and stockholders' equity. Prerequisite: ACG 3103. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ACG 3123 Intermediate Accounting III	**4 Quarter Credit Hours**
This is a continuation and comprehensive study of financial accounting concepts, applications, and the presentation of information in financial statements. Emphasis is placed on special topics in income determination and financial reporting. Concepts of revenue recognition, leases, pensions, accounting for income taxes and earnings per share are among the subjects to be studied. Prerequisite: ACG 3113. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ACG 3341 Cost Accounting I	**4 Quarter Credit Hours**
This course examines the development and operation of cost accounting systems. Topics include basic cost accounting concepts and product costing techniques Prerequisite: APA 2161. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ACG 3351 Cost Accounting II	**4 Quarter Credit Hours**
This is a continuation Cost Accounting I and includes in-depth studies of techniques and issues surrounding cost allocation methods, cost and variance analysis, and complex accounting problems. Prerequisite: ACG 3341. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ACG 4201 Consolidation Accounting	**4 Quarter Credit Hours**
In this course, students will study the major areas of emphasis in consolidation accounting including business combinations, consolidation procedures, and foreign currency accounting. Prerequisite: ACG 3123. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

ACG 4632 Auditing I	4 Quarter Credit Hours

This course is an overview of financial statement auditing concepts and standards. It is an introduction to the principles and procedures that enable the auditor to express an opinion on the fairness and reliability of financial statements. Prerequisite: ACG 3123. Lecture Hrs. 040 Lab Hrs.000 Other Hrs. 000

ACO 1806 Payroll Accounting	4 Quarter Credit Hours

This course provides the student with a working knowledge of payroll laws, principles, practices, methods and systems. The student gains hands-on experience performing the payroll function. Prerequisite: APA 2111 Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000

AMH 2030 20th Century American History	4 Quarter Credit Hours

A survey of the events of the modern era of American history. The course begins with the Spanish American War, the watershed of the 20th Century, and covers the political, social and diplomatic developments including the populist movement, World War I, the Treaty of Versailles, the Jazz Age, the Great Depression, the New Deal, World War II, the Atomic Age, the Cold War, the Korean and Vietnam conflicts, the information age, civil rights and feminism. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

AML 2000 Introduction To American Literature	4 Quarter Credit Hours

This course concentrates on the major writers of Modern American literature. Prerequisites: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

APA 2111 Principles of Accounting I	4 Quarter Credit Hours

Accrual accounting based upon generally accepted accounting principles is stressed in this course. Analysis of income statement procedures, computerized accounting applications, and the accounting cycle are highlighted. Prerequisite: None Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

APA 2121 Principles of Accounting II	4 Quarter Credit Hours

This course emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bank statement reconciliation, bad debt, accounts receivable, notes receivable, accounts payable, notes payable, various methods of inventory pricing, fixed asset allocations, intangible assets, and natural resources. Prerequisite: APA 2111 Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

APA 2141 Computerized Accounting	4 Quarter Credit Hours

This course emphasizes the practical application of fundamental accounting principles through the use of automated accounting software. Students will gain experience in integrated software designed to handle general ledger, accounts payable, accounts receivable, financial statement analysis, fixed assets, sales order processing, inventory, and payroll. Prerequisite: APA 2111 Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000

APA 2161 Introductory Cost/Managerial Accounting	4 Quarter Credit Hours

This course examines the development and operation of cost accounting systems. Topics include basic cost concepts and product costing techniques including job-order, process costing, and standard costing with emphasis on managerial application. Prerequisite: APA 2121 Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

BSC 1085 Anatomy and Physiology I	4 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 integumentary, skeletal, muscular, nervous system, special senses and the endocrine systems. Prerequisite: HSC 1531 Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

BSC 1086 Anatomy and Physiology II	4 Quarter Credit Hours

This course is a study of the structure of the human body and its parts including relationships and functions of the cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems. Prerequisites: BSC1085 Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.

BUL 2131 Applied Business Law	4 Quarter Credit Hours

This course is designed to provide the student with information on the essentials of the nature of law and the functions of the judicial system in the business environment. An overview of legal characteristics of a sole proprietorship, partnerships and corporations are discussed. Prerequisite: None Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CAP 2103 Biometrics	4 Quarter Credit Hours

This course introduces biometrics, the emerging human recognition technology. Three primary characteristics of biometrics will be explored: security, convenience, and cost. These characteristics will be applied in perspective to human beings and the efficiency of using such systems as authentication mechanisms. Prerequisite: CGS 2167C. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CEN 1056 Project Development	2 Quarter Credit Hours

This course prepares the student to administer and participate in effective project development. Emphasis will be on people, planning, processes, and communication. Students will work in teams to define project objectives, schedule, budget, and accomplish project objectives on time and on budget. Prerequisites: None. Lecture Hrs. 020 Lab Hrs. 000 Other Hrs. 000

CEN 1509C Computer Networking Fundamentals	4 Quarter Credit Hours

This course provides an overview of the field of local area networking and internetworking. Students are introduced to the terminology, operating systems, hardware, and administration of various components of a computer network, including network topology, TCP/IP, the OSI reference model, and network security, among others. Students also learn and perform basic end-user functions and introductory administration operations of a network. Prerequisite: None. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGS 1280C Computer Hardware Concepts	4 Quarter Credit Hours

Students will be introduced to a variety of hardware components and their related functions in personal computers. Topics included are installing, diagnosing, troubleshooting, and repairing PC hardware. By the end of this course, students should have the ability to build a fully functional personal computer from scratch, as well as diagnose and repair malfunctions in an existing machine. Prerequisite: CGS 2167C. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGS 1763C Computer Operating Systems	4 Quarter Credit Hours

This course focuses on the software operating systems that run today's personal computers. Emphasis will be placed on commands, functions, and terminology through practical instruction in the installation, configuration, and upgrade of operating systems. Prerequisite: CGS 2167C. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGS 1821C Web Content Development	4 Quarter Credit Hours

This course covers the essential topics and tools web designers use to develop Web pages. Using a text editor and a graphical user interface (GUI) editor, students will learn to create web pages containing text, hyperlinks, graphics, tables, forms and frames. Cascading Style Sheets (CSS) and the basics of Extensible Hypertext Markup Language (XHTML) will also be covered. Prerequisite: CGS 2461 C Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGS 2167C Computer Applications	4 Quarter Credit Hours

This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for business and personal use. Prerequisite: None Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGS 2177C E-Commerce Systems Administration	4 Quarter Credit Hours

This course provides an overview of how to conduct business online, as well as understand the technical issues associated with constructing an e-commerce Web site. Student will explore the similarities and differences between traditional commerce and e-commerce, and will identify e-commerce technologies at varying levels of sophistication. Prerequisite: None. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGS 2461C Fundamental Programming Techniques	4 Quarter Credit Hours

This course provides an introduction to programming using a primary programming language. Through hands-on practice, students will develop simple working programs. The course emphasizes fundamental programming concepts, algorithmic thinking, problem-solving techniques, pseudocode, diagramming algorithms, and introduces students to the object-oriented programming methodology. Prerequisite: COP 2010C. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGS 2510C Applied Spreadsheets	4 Quarter Credit Hours

This course covers the various techniques used in developing spreadsheet applications for business information tracking and analysis. Course topics include using formulas, employing creative formatting, and using charts. Additional skills coverage includes use of graphics, developing pivot tables, and managing lists. Prerequisite: CGS 2167C. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGS 4763 Survey of Operating Systems	4 Quarter Credit Hours

This course provides a study of operating systems that includes memory management, processor management, disk management, scheduling, and resource retention. It addresses these topics from a workstation, server, and mainframe computer operating systems viewpoint. Prerequisite: CGS 1763. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CIS 2252 Ethics in Computing	4 Quarter Credit Hours

This course investigates the moral, ethical, and legal issues surrounding computer technology. Students will explore privacy, freedom of speech, computer failures, intellectual property, hacking; and current criticisms of technology. Prerequisite: CGS 2167C. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CIS 2325 Introduction to the Systems Development Life Cycle	4 Quarter Credit Hours

This course presents an overview of the System Development Life Cycle (SDLC). It begins with problem identification and proceeds through feasibility analysis, requirements analysis, design, implementation, operation and maintenance. Prerequisite: CGS 2167C. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CIS 2614 Software Quality Assurance	4 Quarter Credit Hours

This course provides an overview of the role of SWQA in a software development organization. Basic principles of software quality, standards, and issues related to implementing/maintaining a Software Quality Assurance program are reviewed. An overview of typical tasks performed by SWQA is also presented. Upon completion, the student should have an understanding of the functions typically performed by a Software Quality Assurance program within a software development organization. Prerequisite: CIS 2325. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000.

CIS 3303C Object-Oriented Analysis and Design	4 Quarter Credit Hours

This course analyzes the concepts and methods used in object-oriented system development, which includes object-oriented concepts, tools, the development life cycle, modeling, analysis, design, and problem solving,. Students will utilize UML (Unified Modeling Language) for object-oriented modeling. Prerequisite: CIS 2325 and COP 2224C or COP 2261. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CIS 3345 Database Concepts I	4 Quarter Credit Hours

This course presents the basic information system management concepts needed to design, build, and maintain information delivery systems. Concepts of data modeling, data management, and the role of information technology in the corporation are also addressed. Prerequisite: CIS 2325. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CIS 3512 Software Risk Management	4 Quarter Credit Hours

This course provides a success formula for managing software risk, allowing companies to more easily deliver high-quality software on time and within budget. Also covered are the six disciplines for managing product development, steps to predictable risk management process results, and how to establish the infrastructure for a risk-aware corporate culture. Prerequisite: CIS 2325 and COP 2228CC or COP 2805C. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000.

CIS 3615 Designing Secure Software	4 Quarter Credit Hours

This course presents perspectives and techniques to help ensure the security of essential software. It emphasizes methodologies and principles that reduce security risk early in the development life cycle. Implementation-level issues are discussed and applied through code samples. Secure software risk assessment, design, coding and testing are covered. Prerequisites: CIS 3303 and COP2171C or COP2228C or COP2805C. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CIS 4020 Database Concepts II	4 Quarter Credit Hours

This course has a strong systems emphasis and covers several advanced concepts in database systems, database analysis and design and database management. A PC-based DBMS package will be used as the basis for projects in which students will implement various parts of a relational DBMS. Key concepts: heap files, buffer manager, B+ trees, hash indexes, various join methods, and class interfaces. Prerequisite: CIS 3345. Lecture Hrs.: 30. Lab hours: 20 Other Hrs. 000.

CIS 4328C Senior Project: Systems Implementation and Integration	**4 Quarter Credit Hours**

This course is the second of two capstone courses that will involve students in the preparation and application of the systems development process. Through real-world clients or case studies, students will develop a prototype system for delivery and implementation. Higher-level programming languages such as C++, Visual Basic, or Java will be used. Prerequisite: CIS 3303C and Senior Standing. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CIS 4329C Senior Project: Systems Analysis and Design	**4 Quarter Credit Hours**

This course is the first of two capstone courses that will involve students in the preparation and application of the systems development process. Through real-world clients or case studies, students will select, examine, analyze, design and develop a prototype system. Systems concepts of the Systems Development Life Cycle (SDLC) will be applied. The client systems will be developed through application of the methodologies and tools of systems development. Prerequisites: CIS 3303C and Senior Standing. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CIS 4820 Information Systems Management	**4 Quarter Credit Hours**

This course teaches the information systems planning process. The relationship of business goals, policies, plans, management style, and industry conditions are emphasized. Prerequisite: CGS 1763C. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000.

COP 2010C Programming Concepts	**4 Quarter Credit Hours**

This course provides the student with an introduction to the fundamentals of computer problems solving and programming. Students are introduced to structured and object-oriented programming concepts in a language-independent manner. Basic programming concepts, specific control structures, and object-oriented design are explored. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

COP 2123 Computer Programming—COBOL I	**4 Quarter Credit Hours**

This course provides an introduction to the COBOL programming language, concepts and syntax. COBOL is used to develop program logic for business applications. Instructor lecture and demonstration provides in-depth coverage of the COBOL language. Prerequisite: CGS 2461C. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000.

COP 2127 Computer Programming—COBOL II	**4 Quarter Credit Hours**

This course is a continuation of COP 2123. It provides advanced COBOL programming concepts to write, compile, correct and test business applications. It also discusses how to create and update indexed files, maintain existing files and use tables. Prerequisite: COP 2123. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000.

COP 2164 Computer Programming – RPG	**4 Quarter Credit Hours**

This course provides the fundamentals of Report Program Generator (RPG). Topics include designing, debugging, and testing programs to include the RPG fixed logic cycle, level breaks, overflow, multiple record processing and file output. Prerequisite: CGS 2461C. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000.

COP 2168 Computer Programming – Advanced RPG	**4 Quarter Credit Hours**

This course is a continuation of the *Computer Programming - RPG* course. It provides advanced topics utilizing the Report Program Generator (RPG) programming language. Topics discussed are tables, arrays, file processing and maintenance, and interactive file processing. Prerequisite: COP 2164. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000.

COP 2170C Computer Programming- Visual Basic I	**4 Quarter Credit Hours**

This course provides an introduction to the Visual Basic programming language. Students develop executable programs that utilize an interactive graphical-user interface in the Windows environment. Prerequisite: CGS 2461C. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COP 2171C Computer Programming- Visual Basic II	**4 Quarter Credit Hours**

This course is a continuation of COP 2170C. It provides advanced concepts of the Visual Basic programming language, including the Windows API/Messaging System, OLE automation, and Internet-enabled applications. Prerequisite: COP 2170C. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COP 2224C Computer Programming – C++ I	**4 Quarter Credit Hours**

This course emphasizes programming with C++ functions, arrays, pointers and strings. Students develop substantial applications that process lists and tables of data in arrays—performing tasks such as searching and sorting data, and displaying graphical representations of data. The course presents a thorough discussion of pointers, including pointer-based string processing and passing data between functions using pointers. Prerequisite: CGS 2461C. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COP 2228C Computer Programming – C++ II	**4 Quarter Credit Hours**

This course is a continuation of COP 2224C, emphasizing C++'s features and capabilities for object-oriented programming (OOP). Students focus on programming with predefined classes and extending the language by creating new classes. Key topics include classes, objects, encapsulation, inheritance, polymorphism, and using standard library classes to perform file input/output and string processing. Prerequisite: COP 2224C. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COP 2250C Programming Languages- Java I	**4 Quarter Credit Hours**

This course teaches basic computer software development using the Java programming language. It introduces the principles and techniques of object-oriented programming and explains the concepts as they relate to Java. Prerequisite: CGS 2461C Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000.

COPP 2280C Computer Programming – C# I	**4 Quarter Credit Hours**

This course teaches basic computer software development using the C# programming language. It introduces the principles and techniques of object-oriented programming and explains the concepts as they relate to C#. Prerequisite: CGS 2461C. Lecture hours: 030. Lab hours: 020. Other hours: 000.

COPP 2281C Computer Programming – C# II	**4 Quarter Credit Hours**

This course is a continuation of COPP 2280C, emphasizing C#'s features and capabilities for object oriented programming (OOP). Students focus on programming with common library classes and extending the language by creating new classes. Prerequisite: COPP 2280. Lecture hours: 030. Lab hours: 020. Other hours: 000.

COP 2805C Programming Languages- Java II	**4 Quarter Credit Hours**

This course is a continuation of COP2250C. It covers advanced Java programming topics and methodologies with an emphasis on the graphical user environment. It also demonstrates how to provide more extensible and portable solutions to Web server-side applications. Prerequisite: COP 2250C. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COP 2812C Web Development Using XML   **4 Quarter Credit Hours**

Student will study the functions and relationships between XML and other members of the XML family of technologies, including XHTML, XSL, Xpath, Xlink, namespaces, schemas, and Xslt. Students will create and apply styling to XML documents in a series of hands-on labs. Prerequisite: None. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COP 2840C Content Generation - Scripting Languages   **4 Quarter Credit Hours**

This course covers the skills needed to design client-side, platform-independent solutions that greatly increase the value of a Web site. Students will learn how to use the most popular applications of JavaScript, including communicating with users, scripting for the JavaScript object model, controlling program flow, validating forms, animating images, targeting frames, and creating cookies. Prerequisite: CGS 1821C and CGS 2461C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COP 3764C Structured Query Language   **4 Quarter Credit Hours**

This course introduces the student to the basic operations of the Structure Query Language (SQL). Database creation, single table queries, multi-table queries, database restrictions, and using SQL with high-level programming languages are discussed. Prerequisite: CIS 3345. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COP 4724C Database Application Development   **4 Quarter Credit Hours**

This course is an introduction to applications program development in a database environment with emphasis on loading, modifying, and querying the database using a host language. Prerequisites: COP 2228C or COP 2805C. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CPO 4004 Global Politics   **4 Quarter Credit Hours**

A study of the classical concepts and dynamic factors of international politics, and their reflection in the structures, institutions, and processes of contemporary international relations. Particular attention is paid to power, national interest, diplomacy, sovereignty, foreign policy formulation, alliances, war and peace, and the importance of ideological and economic factors. Prerequisite: None Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ECO 3007 Macroeconomics   **4 Quarter Credit Hours**

This course is a basic study of economics and cultural changes within the economic system, its development by free competition under the capitalistic system, the nature and evolution of money, the banking system, price determination and wages, monopoly, the laws of supply and demand, and production control. Prerequisite: None Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ECO 3028 Microeconomics   **4 Quarter Credit Hours**

This course is the study of economics analysis and includes the market price theory, the theory of the firm, and the theories of production and distribution. Prerequisite: None Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ENC 1101 Composition I   **4 Quarter Credit Hours**

This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity, and coherence of central idea and supporting material. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ENC 1102 Composition II   **4 Quarter Credit Hours**

This course builds on the foundation of the written communication skills developed in English Composition I. It further develops the students' skills in composing essays and other written communication, including the documented research paper. Prerequisite: ENC 1101 Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ENC 2010 English Literature   **4 Quarter Credit Hours**

An extension of skills obtained in ENC 1102, this course is designed to develop reading and writing skills through review, discussion and interpretation of literary materials including, but not limited to, contemporary and classical literature, drama and poetry. The student will develop additional skills including research methods, formal report writing, editing and oral presentation. Prerequisite: ENC 1102 Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ENC 3211 Report Writing   **4 Quarter Credit Hours**

Examination, analysis and preparation of written communicative techniques are presented. Emphasis is also placed on research gathering techniques, assimilation of data, and preparation of written reports. Prerequisite: ENC 1102 Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ENG 0011 Basic English   **0 Quarter Credit Hours**

A comprehensive review of grammar, spelling, and vocabulary intended to strengthen students' English background and to prepare students for more advanced studies. This course does not apply toward credits needed to graduate in any program. For the purposes of determining student status and tuition charges, this course is considered a 4.0 quarter credit hour class. Prerequisite: None

EVS 1001 Environmental Science   **4 Quarter Credit Hours**

This non-laboratory course introduces students to environmental issues through an understanding of the interrelationships of humans and their planet. Attention is focused on ecosystems, pollution, energy, and improvement or prevention of problems. Environmental concerns are explored through readings, research, and discussion. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

FIN 1103 Introduction to Finance   **4 Quarter Credit Hours**

This course is a survey of the financial considerations encountered during life, including purchases, credit, banking, taxes, insurance, investments, retirement and estate planning. Prerequisite: None Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

FIN 3006 Principles of Finance   **4 Quarter Credit Hours**

This course examines the financial decisions that impact management and corporate financial officers. It is also an introduction to financial theory, principles and terminology. Prerequisite: MAN 2021 Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

FIN 3501 Investments   **4 Quarter Credit Hours**

This course is a study of securities markets; analysis of various categories of corporate securities, public securities, and other investments; types of risks and taxes that affect investment policy timing, selection and investment values. Prerequisite: APA 2121. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

GEB 4361 Management of International Business   **4 Quarter Credit Hours**

This course is a study of the characteristics, operation, and function of business in the global market of the 2000's. The following topics are included in the course: political culture, international trade and investments, the global monetary system, and management and business structures for the international business environment. Prerequisite: MAN 1030 or MAN 2021. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

GEDPREP General Educational Development (GED) Preparatory Course   **0 Quarter Credit Hours**
This course covers the five basic elements of the GED battery examinations of Language Arts: Writing, Language Arts: Reading, Social Studies, Science, and Mathematics. Prerequisite: None. Lecture Hours, 040 hours. Laboratory Hours, 000 hours. Other Hours, 000

GS 2501C Applied Word Processing   **4 Quarter Credit Hours**
This course covers the various techniques used in intermediate to advanced word processing. Emphasis will be placed on using and creating templates, developing multi-page documents, building forms, and working with charts and diagrams. In addition, students will learn document collaboration techniques and customization with macros. Prerequisites: CGS2167C. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000.

HIM 2270C Medical Finance and Insurance   **4 Quarter Credit Hours**
This course will train students in the major medical insurances and claims forms processing, including 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 including patient fee determining, credit arrangements, bookkeeping and bank-keeping procedures will also be discussed. Additionally, the process of purchasing equipment and supplies will be covered. Computer use in the ambulatory environment will also be taught. Prerequisite: HSC 1531. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000

HSC 1524 Diseases of the Human Body   **4 Quarter Credit Hours**
This course provides a study of the human body's diseases and disorders, including signs and symptoms, etiology, diagnosis and treatment. Prerequisite: BSC 1085, BSC 1086 Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HSC 1531 Medical Terminology   **4 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: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HSS 4400 Communications and Technology Security   **4 Quarter Credit Hours**
This course introduces the students to the world of high technology security. Topics include risk assessment and vulnerability, planning for attacks, responses to attacks, business continuity planning, recovering from attacks, and the dangers from attacks. Network computer security best practices are also covered. Prerequisites: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

KB 1301 Intermediate Keyboarding   **3 Quarter Credit Hours**
Students will learn to format and key-in reports, tables, forms, manuscripts, and bibliographies. The student is given various special problems to meet business office production standards. A concerted effort is made to increase accuracy and speed. Prerequisite: OST 1141L Lecture Hrs. 020 Lab Hrs. 020 Other Hrs. 000

LIS 2004 Introduction to Internet Research   **2 Quarter Credit Hours**
This course provides instruction on the basic use of the Internet and the use of search engines. Students will have hands on access to Internet. Prerequisite: None Lecture Hrs. 010 Lab Hrs. 020 Other Hrs. 000

MA 136 Medical Transcription II   **3 Quarter Credit Hours**
This course is designed to increase the student's proficiency in medical transcription as used in the medical office. Prerequisite: OST 2614 Lecture Hrs. 020 Lab Hrs. 020 Other Hrs. 000

MAN 1030 Introduction to Business Enterprise   **4 Quarter Credit Hours**
This course is an introduction to the terminology, functions, and procedures related to the organization and operation of a business enterprise as an institution in an economic society. Particular emphasis is given to accounting, ownership, human resources, marketing, and managerial functions within the business enterprise. Prerequisite: None Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN 2021 Principles of Management   **4 Quarter Credit Hours**
This course covers an analysis of fundamental management principles integrated with concepts of behavioral sciences. Management processes, resources, and organizational structure are introduced. Prerequisite: None Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN 2031 Let's Talk Business   **2 Quarter Credit Hours**
This course is designed to provide opportunities through reading, discussion, and exercises for students to improve their proficiency as communicators in business environments. Prerequisite: None Lecture Hrs. 020 Lab Hrs. 000 Other Hrs. 000

MAN 2300 Introduction to Human Resources   **4 Quarter Credit Hours**
This course is an introduction to the workings of the human resources aspect of a business operation. It includes a discussion of wage and salary considerations, performance evaluations, benefits, employee hiring and firing, and policy and procedure implementation. Prerequisite: MAN 2021 Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN 2604 Introduction to International Management   **4 Quarter Credit Hours**
A comparative study of international management thoughts and practices with special attention to the transferability of these practices across border lines. Prerequisite: None Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN 2727 Strategic Planning for Business   **4 Quarter Credit Hours**
This course is designed to help students to understand how to integrate knowledge of the various business disciplines and apply that knowledge to the planning and managing of strategic business activities. Following an examination of policy and strategy concepts, the student will complete studies which integrate and apply what is learned. Prerequisites: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN 3100 Human Relations in Management   **4 Quarter Credit Hours**
A study of individual interpersonal, group, and intragroup problems in business organizations. Prerequisite: None Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN 3344 Principles of Supervision   **4 Quarter Credit Hours**
A study of various aspects of the supervisor's job, including work planning, organizing, leadership, decision-making, and effective communication. Prerequisite: None Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN 3554 Workplace Contingency and Continuity Planning   **4 Quarter Credit Hours**
This course presents an introduction to workplace community and contingency planning. Topics include the need for planning, analyzing the work site, employee safety and evacuation, risk and threat analysis, operational factors, back-up of systems and data, government and corporate planning, prevention, incident response, relocation, and disaster recovery. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN 4102 Women Managers   **4 Quarter Credit Hours**
This course is designed to acquaint both male and female students with the problems women must overcome to succeed in today's business world, and includes an in-depth study of the present and future roles of women in management. The focus is on the fundamental skills and insights necessary for success and recognizes that women must simultaneously deal with problems such as role conflict, dual careers, and lack of acceptance that make the acquisition and application of these skills difficult. Prerequisite: None Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN 4302 Management of Human Resources   **4 Quarter Credit Hours**
An advanced analysis of personnel functions including manpower planning, recruiting and selecting, evaluating, performance appraisal, training and development, and wage and salary consideration. Prerequisite: MAN 2021. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN 4501 Applied Management Senior Capstone Experience   **4 Quarter Credit Hours**
The Senior Capstone course utilizes a portfolio approach to help seniors integrate the knowledge gained from their other required business and management courses. Students will conduct research on current industry trends in their chosen career field and will apply relevant business concepts to gain a better understanding of the factors that may affect long-term viability and growth. In addition, students will create a professional development plan tailored for their career field. Prerequisite: MAN 2021. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000

MAN 4701 Business Ethics   **4 Quarter Credit Hours**
This course applies an ethical dimension to business decisions in today's complex, political, social, economic, and technological environment. Prerequisite: None Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN 4734 Contemporary Management   **4 Quarter Credit Hours**
This course involves the examination and review of classical and modern managerial thought in strategy formulation, planning, leadership, and decision-making. Prerequisite: None Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN 4764 Business Policy and Strategy   **4 Quarter Credit Hours**
This course is a study of long-term strategy and planning management as it relates to the decision making process. Strategic management is introduced as the set of decisions and actions that will result in the design and activation of strategies to achieve the objectives of an organization. Prerequisite: MAN 2021 Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAR 1011 Introduction to Marketing   **4 Quarter Credit Hours**
The course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of markets for consumer goods, marketing functions and the organizations that perform them, marketing methods and techniques, price policies, and the cost of marketing. Prerequisite: None Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAR 2141 Introduction to International Marketing   **4 Quarter Credit Hours**
This course examines the basic principles of marketing in an international environment. Major areas of the cultural political and economic environment affecting multinational marketing management are reviewed for analysis of international marketing problems. Prerequisite: None Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAR 2305 Customer Relations and Servicing   **4 Quarter Credit Hours**
This course explores the basic functions relating to customers on a one-on-one basis. It teaches the people skills needed to work with people to enhance the company, its public image, and satisfy the client or customer. Prerequisite: None Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAR 2323 Advertising   **4 Quarter Credit Hours**
A study of the principles and institutions involved in mass selling techniques. The student is introduced to the role of advertising as a sales and communications tool for business. Advertising methods and media are examined functionally. Prerequisite: None Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAR 2721 Marketing on the Internet   **4 Quarter Credit Hours**
This course is a study of the use of the Internet as a marketing and advertising medium. A study of the types of businesses and services utilizing the medium, as well as the advantages and disadvantages of doing business on the Internet is discussed. Prerequisite: None Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000

MAR 3310 Public Relations   **4 Quarter Credit Hours**
This course is a study of the principles and techniques involved in creating and maintaining a favorable public image. Various methods and factors involved in public relations are examined and discussed. Prerequisite: MAR 1011 Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAR 3400 Salesmanship   **4 Quarter Credit Hours**
A study of the basic principles and techniques of selling. Development of effective presentations and communications in selling is emphasized. Selling is studied as a marketing process in retail and industrial markets. Prerequisite: None Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAR 4630 Marketing Research   **4 Quarter Credit Hours**
In this course, research methods are applied to the functions of marketing, including sampling, collection, analysis and reporting of data, sales forecasting, and market analysis. Prerequisite: MAR 1011 or approval of the Academic Advisor or Academic Dean. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAT 0024 Basic Studies in Mathematics   **0 Quarter Credit Hours**
This course is a comprehensive review of the mathematical skills and concepts required to prepare the student for Algebra and other advanced studies. This course does not apply toward credits needed to graduate in any program. For the purposes of determining student status and tuition charges, this course is considered a 4 credit hour class. Prerequisite: None

MAT 1033 College Algebra   **4 Quarter Credit Hours**
The algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. Emphasis is placed on critical thinking and problem-solving skills. Prerequisite: MAT 0024 or its equivalent. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MEA 1006C Therapeutic Communications   **2 Quarter Credit Hours**
This course encompasses the nonverbal and verbal therapeutic communications skills needed to deal effectively with physicians, family members, and other health care professionals. This course will also aid the student in developing appropriate techniques in dealing with change within the medical environment. Prerequisite: None. Lecture Hrs. 020 Lab Hrs. 000 Other Hrs. 000

MEA 1207 Basic Clinical Procedures   **4 Quarter Credit Hours**
This course, which is designed to be taken concurrently with MEA 1207L, focuses on universal precautions in the medical environment, including understanding bloodborne pathogens, HIV/AIDS and hepatitis, infection control, and an introduction to assisting with surgeries. In addition, the student will gain proficiency in medical asepsis in a simulated setting. Also covered will be emergency procedures. Prerequisite: HSC 1531. Co requisite: MEA 1207L. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MEA 1207L Basic Clinical Procedures Lab   **2 Quarter Credit Hours**
This course is designed for the student to practice and acquire the skills learned in the Basic Clinical Procedures Lecture, under direct supervision of the clinical instructor. Students will be checked off on new skills as they are mastered. Prerequisite: HSC 1531. Co requisite: MEA 1207. Lecture Hrs. 000 Lab Hrs. 040 Other Hrs. 000

MEA 1226C Exams and Specialty Procedures   **4 Quarter Credit Hours**
This course will present theories and principles of patient care, including taking medical histories and documentation, the physical examination, rehabilitation medicine, minor surgery, and specialty procedures. Prerequisite: MEA 1207, MEA 1207L. Corequisite: MEA 1226L Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MEA 1226L Exams and Specialty Procedures Lab   **2 Quarter Credit Hours**
This course is designed for the student to practice and acquire the skills learned in the Exams and Specialty Procedures lecture, under direct supervision of the clinical instructor. Students will be checked off on new skills as they are mastered. Prerequisite: MEA 1207, MEA 1207L. Co requisite: MEA 1226C. Lecture Hrs. 000 Lab Hrs. 040 Other Hrs. 000

MEA 1243L Pharmacology Lab   **2 Quarter Credit Hours**
In this course, which is designed to be taken concurrently with MEA 2244, various aspects of clinical pharmacology are discussed and practiced, including common abbreviations used in prescription writing, interpretation of prescriptions, and legal aspects of writing prescriptions. In addition, dosage calculations and administration of medication will be taught and practiced. Prerequisite: BSC 1085, BSC 1086, HSC 1524. Co requisite: MEA 2244. Lecture Hrs. 000 Lab Hrs. 040 Other Hrs. 000

MEA 1304C Medical Office Procedures   **4 Quarter Credit Hours**
This course introduces the student to the administrative functions of the medical office or clinic. Emphasis is placed on written and oral communication, scheduling, medical records, documentation and filing. In addition, transcription, telephone techniques, etiquette and management/human resource skills will be covered. Prerequisite: HSC 1531 Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000

HAS 1553 Medical Law and Ethics   **2 Quarter Credit Hours**
This course is designed to cover medical jurisprudence and medical ethics. Legal aspects of office procedure are covered, including a discussion of various medical/ethical issues in today's medical environment. Prerequisite: None Lecture Hrs. 020 Lab Hrs. 000 Other Hrs. 000

MEA 2244 Pharmacology   **4 Quarter Credit Hours**
Various aspects of clinical pharmacology will be discussed including a study of the various medications currently prescribed for the treatment of illnesses and diseases based on a systems method. Prerequisites: BSC 1085, BSC 1086, and HSC 1524. Co requisite: MEA 1243L. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MEA 2245L Phlebotomy   **2 Quarter Credit Hours**
This course is a review. It includes the discussion of possible complications of phlebotomy. The student will perform venipuncture and capillary sticks while using proper safety procedures. Prerequisite: MLS 2260L , MLS 2750. Lecture Hrs. 010 Lab Hrs. 020 Other Hrs. 000

MEA 2260 Diagnostic Procedures   **4 Quarter Credit Hours**
This course will present to the student the theories and practices related to the common diagnostic procedures and tests performed in the doctor's office or medical clinic. Venipuncture, hematology, specialty lab tests, electrocardiograms and urinalysis will be covered. Prerequisite: BSC 1085, BSC 1086, HSC 1524, MEA 1207, MEA 1207L. Co requisite: MLS 2260L. Lecture Hrs. 040 Lab Hrs. 020 Other Hrs. 000

MEA 2561 Professional Procedures   **2 Quarter Credit Hours**
This course is designed to assist the student as they transition from the classroom into professional medical assisting practice. A comprehensive review of the clinical, administrative and general areas of competence required for entry-level practice will be covered as well as methods of obtaining professional credentials. Prerequisite: All Medical Classes. Lecture Hrs. 020 Lab Hrs. 000 Other Hrs. 000

MEA 2802 Medical Assistant Externship   **5 Quarter Credit Hours**
This course is 160 hours of unpaid, supervised, practical in-service in a medical office or clinic in which the student practices direct application of all administrative and clinical functions of the medical assistant. Prerequisite: All medical classes. Lecture Hrs. 000 Lab Hrs. 000 Other Hrs. 160

MLS 2260L Diagnostic Procedures Lab   **2 Quarter Credit Hours**
This course is designed for the student to practice and acquire the skills learned in the Diagnostic Procedures lecture, under direct supervision of the clinical instructor. Students will be checked off on skills as they are mastered. Prerequisite: BSC 1085, BSC 1086, HSC 1524, MEA 1207, MEA 1207L. Co requisite: MEA 2260. Lecture Hrs. 000 Lab Hrs. 040 Other Hrs. 000

MTB 1103 Business Mathematics   **4 Quarter Credit Hours**
This course presents a comprehensive review of computational skills as they apply to the business world. Topics include fractions, decimals, banking and credit card transactions, equations, percents, discounting process, trade and cash, markups and markdowns, simple and compound interest and payroll functions. Prerequisite: MAT 0024 or its equivalent. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

OST 1141L Keyboarding   **2 Quarter Credit Hours**
This course is designed to familiarize the student with basic keyboarding and develop minimum typing skills. Prerequisite: None Lecture Hrs. 000 Lab Hrs. 040 Other Hrs. 000

OST 2335 Business Communications	**4 Quarter Credit Hours**

Practical written communication skills for business are studied in this advanced course. This course includes the mechanics and principles of effective letter writing and methods of researching and compiling reports. Focus is on a better understanding of writing styles appropriate to the business world. Prerequisite: ENC 1102 Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

OST 2614 Medical Transcription	**2 Quarter Credit Hours**

This course is designed to provide the student with a working knowledge of medical transcription. Medical reports will be transcribed from individual case studies, each of which relates to a patient with a specific medical problem.   The medical reports will include patient history, physical examinations, radiology, operative reports, pathology, requests for consultation, and discharge summaries. Prerequisites: HSC 1531, OST 1141L and CGS 2167C or the approval of the Program Director or Academic Dean. Lecture Hrs. 010 Lab Hrs. 030 Other Hrs. 000

OST 2760L Word Processing	**2 Quarter Credit Hours**

A study of the concept and applied use of word processing procedures and equipment in a simulated word processing office environment. Prerequisite: None Lecture Hrs. 010 Lab Hrs. 020 Other Hrs. 000

PLA 1003 Introduction to Paralegal	**4 Quarter Credit Hours**

This course introduces students to the paralegal's role and the nature of a career as a legal assistant. Legal procedures are presented in real-world context with a basic introduction to necessary skills, such as legal research, law office operations, technology in the law, and litigation. Vocabulary is learned in context. In-depth coverage is begun on legal ethics, professional regulation, trends and issues in the field, and the legal system. Career management for paralegal professionals is covered thoroughly. Prerequisite: None Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 1105 Legal Research and Writing I	**4 Quarter Credit Hours**

This course covers the basics of legal research, legal writing, and legal analysis for the legal assistant. Students learn to use a law library, perform legal research, analyze legal problems, and write a legal memorandum. Students are taught to locate and use both primary, secondary, and CALR legal research sources to solve legal problems. Prerequisite: PLA 1003 Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000

PLA 1700 Legal Ethics and Social Responsibility	**4 Quarter Credit Hours**

This course concerns the area of ethics as that term is used in the legal office. The course includes a survey of the law relating to the regulation of lawyers and legal assistants, the unauthorized practice of law, confidentiality, conflict of interest, advertising, fees and client funds, competence, special issues in advocacy, and professionalism. Prerequisite: None Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 2106 Legal Research and Writing II	**4 Quarter Credit Hours**

This course covers advanced aspects of legal research, legal writing, and legal analysis for the legal assistant, with an emphasis on legal writing and analysis of complex issues. Students strengthen their legal research skills using a variety of primary and secondary sources, analyze complex legal problems, and write a persuasive memorandum or brief. Students also develop skills in computer assisted legal research and are introduced to fee-based services such as Westlaw, LEXIS as well as free Internet legal sources. Prerequisite: PLA 1105 Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000

PLA 2201 Civil Litigation I	**4 Quarter Credit Hours**

This course provides the student with an introduction and overview to the civil litigation process, starting from the initial client interview, setting up a client file, overview of the laws governing civil procedure, drafting of pleadings, review of evidence, interviewing and investigation through the initial discovery process. Prerequisites: PLA1003. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 2203 Civil Procedure	**4 Quarter Credit Hours**

This course provides the student with an introduction and overview to the procedures applicable to and governing civil matters, including procedures related to pleading, motions, discovery, trial practice, post-trial motions and other issues. Prerequisite: PLA 1003 Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 2224 Civil Litigation II	**4 Quarter Credit Hours**

This course follows PLA   2201, providing the student with a more in-depth exploration of the discovery process, including depositions, requests for admissions, request for medical examination, review and selection of expert witnesses, and discovery motions, such as motion to compel. Thus leading into pre-trial preparation, including pre-trial conference, pre-trial motion, jury investigation, trial notebook and exhibit preparation, ending with alternatives to trial, such as settlement, and alternative dispute resolution, and appeal procedures. Prerequisites: PLA 2201. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 2273 Torts	**4 Quarter Credit Hours**

This course provides an introduction to the substantive law of torts, including elements, defenses, and damages applicable to intentional torts, and to unintentional torts based on negligence, product liability, strict liability, and professional malpractice. The course provides opportunities for students to practice and improve their interviewing, investigation, document drafting, negotiation, and contract interpretation skills. Prerequisite: PLA1003 Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 2363 Criminal Procedure and the Constitution	**4 Quarter Credit Hours**

There will be a discussion of the Constitutional aspects of criminal procedure. The student will learn procedural aspects of the criminal system from arrest or summons through pretrial motions, trial, post-conviction and appellate processes. A study of the Constitution at work in the court system with current applications. Prerequisites: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 2423 Contract Law	**4 Quarter Credit Hours**

The principles of contract law are addressed and discussed in this course including the major provisions of the Uniform Commercial Code. Basic contract provisions and drafting techniques are explained and practiced through the drafting of various types of contracts. Contract litigation is also covered. Prerequisite: PLA 1003 Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000.

PLA 2433 Business Organizations	**4 Quarter Credit Hours**

This course covers the principles of Business Organizations, including the formation, operation, and dissolution of various types of business organizations. Topics include sole proprietorships, corporations, partnerships, the law of agency, and employment agreements. Prerequisite: PLA 1003 Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 2460 Bankruptcy	**4 Quarter Credit Hours**

Bankruptcy law and procedure, including commencement of a case, preparing schedules, operating and liquidating procedures, adversary matters and litigation in bankruptcy court, debtors' and creditors' rights and obligations, technical terminology, and practical direction for paralegals. Forms used in bankruptcy court and proceedings under Chapter 7, Chapter 13, and, to a lesser extent, Chapter 11 and proceedings under Chapters 9 and 12 are also covered. The rights of creditors, including secured transactions, consensual and nonconsensual liens, UCC transactions, and the unique position of real estate, will be reviewed. The course also teaches garnishments and other judicial attachments of property. Prerequisite: PLA 1003 Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 2483 Introduction to Administrative Law	**4 Quarter Credit Hours**

This course examines basic concepts of law and procedure in federal and state administrative agencies, with emphasis on the paralegal's role in the administrative process. Students will learn both formal and informal advocacy techniques, including representing clients before administrative bodies. Substantive topics will include administrative delegation of power, rulemaking, agency discretionary powers, remedies, open government, and judicial review. Procedural topics will include agency operation, adjudication, hearing preparation, and administrative and judicial appeals. Prerequisite: PLA 1003 Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 2600 Wills, Trusts and Probate	**4 Quarter Credit Hours**

This course examines legal concepts of wills, trusts, intestacy, guardianships, and conservatorships: analysis of client needs: drafting of simple wills: and study of various types of trusts and their application to particular client needs. Study of probate procedures, the administration of assets, methods of compiling both probate and non-probate estate and simple tax implications. Prerequisite: PLA 1003 Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 2610 Real Estate Law	**4 Quarter Credit Hours**

This course is an introduction to Real Estate law. Topics include property rights, principles of land ownership, sale, financing and conveyance, contracts, liens, mortgage financing, mortgages or deeds of trust, deeds, recording, settlement concepts, condominiums and cooperatives, leasing and other property concepts. Prerequisite: PLA 1003 Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 2631 Environmental Law	**4 Quarter Credit Hours**

This course examines the substantive and procedural laws that govern environmental litigation, including the history of environment law and the procedural and practical skills required of an environmental paralegal. Prerequisite: PLA1003 Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 2763 Law Office Management	**4 Quarter Credit Hours**

This course examines the fundamentals of law office management and organization. Subjects covered include basic principles and structure of law practice management, law practice structures, organization, and governance, client systems, timekeeping and accounting systems, human resources, marketing and strategic planning, administrative and substantive systems in the law office, and law practice technology. Prerequisites: PLA1003 Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 2800 Family Law	**4 Quarter Credit Hours**

Students are instructed in the theory of law governing marriage, divorce, annulment, property settlement agreements, child custody and support obligations, paternity, adoption, alimony, pre-nuptial agreements, name changes, and domestic violence. Students will be introduced to state-specific procedures and prepare various pleadings or documents related to these topics. Prerequisite: PLA 1003 Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 2930 Contemporary Issues and Law	**4 Quarter Credit Hours**

This course examines contemporary law, including contemporary legal issues as well as practicing law in today's environment. Prerequisite: PLA 1003. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 3115 Legal Research and Writing III	**4 Quarter Credit Hours**

A study of legal writing techniques and formats is presented in this course. Students practice drafting complex legal memorandum and briefs. Emphasis is placed on developing the student's ability to research federal and state law both manually and using WESTLAW. Prerequisites: PLA2106. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000

PLA 3210 Elder Law	**4 Quarter Credit Hours**

Students will be introduced to topics in the law affecting older persons. Such topics as financial and estate planning, health care, personal planning, and protection, and consumer protection are covered. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 3570 International Law	**4 Quarter Credit Hours**

This course examines the following: International agreements; status of states and individuals; recognition; jurisdiction; international claims; expropriation; human rights' sovereign immunity; war and peace; law of the sea; presidential congressional power.   Prerequisites: None Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 4116 Legal Research and Writing IV	**4 Quarter Credit Hours**

This course provides a comprehensive review of the entire legal researching process. The further development of legal researching and writing skills is fostered with special emphasis on preparing appellate briefs for either the state or federal court system. Prerequisites: PLA3115 Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000

PLA 4263 Rules of Evidence	**4 Quarter Credit Hours**

Introduces students to the rules of evidence as they pertain to both civil and criminal proceedings. Students are introduced to procedures for gathering evidence within the realm of legally admissible evidence rules. Prerequisites: None Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 4274 Advanced Tort Law	**4 Quarter Credit Hours**

A continuation of PLA2273. This is an advanced course in the complexities of tort law in the area of product liability, professional malpractice law, negligence, invasion of privacy, and business torts. Prerequisites: PLA2273. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 4470 Employment Law	**4 Quarter Credit Hours**

State and federal regulation of employment relationships with primary focus upon harassment laws; workers disability, unemployment compensation, wrongful discharge and discrimination. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 4473 Workers' Compensation and Employment Law   **4 Quarter Credit Hours**
This course will identify the concepts of workman's compensation and benefit law for the paralegal. The student will compare and contrast concepts including master-servant, principal-agent, and independent contractor relationships. Statutory and regulatory matters will be discussed including Worker's Compensation, Occupational Safety and Health Act, functions of the Occupational Safety and Health Review commission and ERISA. Students will develop and understanding of work related injuries and legal consequences. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 4483 Administrative Law   **4 Quarter Credit Hours**
Workers' Compensation and Social Security are examined in this course. The law regarding governmental agencies and their enforcement authority, with emphasis in the special problems of state administrative law, is discussed. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 4523 Law and Medicine   **4 Quarter Credit Hours**
This course addresses the ethical and legal issues in medical law for the paralegal professional. Students will address the issues of malpractice and "standard of care". Students will also develop understanding of legal standards of medical issues such as records, including patient charts, the use of records in courts and the rules regarding mandated reporting of maltreatment. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

POS 2041 American National Government   **4 Quarter Credit Hours**
A study of the Constitutional structure and dynamics of the American Federal system; included is an examination of the current structure, organization, powers, and procedures of the American national government. Prerequisite: None Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PSY 2012 General Psychology   **4 Quarter Credit Hours**
This course is designed to provide students with a general understanding of the general principles of psychology and theories underlying modern psychology. Prerequisite: None Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

QMB 3314 Quantitative Methods   **4 Quarter Credit Hours**
Quantitative techniques and analysis are examined. Topics include matrix algebra, systems of equations, linear programming, inventory models, waiting and queuing lines and simulation. Prerequisite: STA 2015 or MAT 1033 or approval of Academic Advisor or Academic Dean. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SBM 2000 Small Business Management   **4 Quarter Credit Hours**
This course examines the various aspects of starting, acquiring, and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small businesses. A study of management principles and procedures provides methods of resolving these problems. Prerequisite: APA 2111 Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SLS 1105 Strategies for Success   **4 Quarter Credit Hours**
This course is designed to prepare students for a successful transition to college. Strategies and resources for addressing anticipated personal and practical impediments to completion will be identified. Students will be introduced to skills that will be required for a successful career. Connections between students' goals and campus/program offerings will be reinforced. Prerequisite: None Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SLS 1321 Career Skills   **2 Quarter Credit Hours**
This course is designed to assist the student 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. This course is normally completed during the student's final quarter of enrollment. Lecture Hrs. 020 Lab Hrs. 000 Other Hrs. 000

SLS 1392 Workplace Relationships   **2 Quarter Credit Hours**
This course provides students the opportunity to study the building of appropriate interpersonal business relationships with coworkers, supervisors, and customers. Specific focus will be on developing and practicing effective customer service principles for building successful business networks. Lecture Hrs. 020 Lab Hrs. 000 Other Hrs. 000

SLS 1505 Basic Critical Thinking   **2 Quarter Credit Hours**
This course introduces the students to the concepts of critical thinking. Topics covered include self critique and understanding, fair-minded thinking, the levels of thinking, the parts and standards for thinking, and developing ethical and strategic thinking. Students will examine effective ways to think more critically, and will apply these tools in course assignments. Prerequisites: None. Lecture Hrs. 020 Lab Hrs. 000 Other Hrs. 000

SLS 3130 Principles and Applications of Adult Learning   **4 Quarter Credit Hours**
This course offers an exploration of the principles and applications of adult learning theory, including goal-directed orientations to learning, participation factors for adult learners, and adult learner demographics. The course also addresses the connection between memory, cognition, and the brain, as they relate to the adult learning process. Prerequisites: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SOP 4005 Social Psychology   **4 Quarter Credit Hours**
Many aspects of human interaction are investigated in this course, including such topics as aggression, attraction and love, conformity, sexual behavior, and group dynamics. Prerequisite: PSY 2012 Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SPC 2016 Oral Communications   **4 Quarter Credit Hours**
This course is designed to develop the student's ability to communicate effectively. Emphasis is placed upon the basic elements of communication in order to strengthen the student's interpersonal and professional speaking skills. Prerequisite: None Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SPC2300 Fundamentals of Interpersonal Communication   **4 Quarter Credit hours**
The dynamics of interaction between people in personal, social and workplace situations are explored to better understand how interpersonal communication shapes relationships. Exploration will occur through readings, discussion, and application exercises. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SPC 4451 Conference Techniques   **4 Quarter Credit Hours**
Designed to teach the student how to effectively facilitate team interaction, this course explores both the logistics of planning and developing conferences and meetings. This course also teaches the skills needed to get effective results from group meetings. Leadership and group dynamic skills are analyzed and applied in simulated classroom experience. Prerequisite: None Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

STA 2015 Statistics	4 Quarter Credit Hours

This course introduces the student to statistical techniques. Methods of describing, summarizing, and analyzing data are presented. Prerequisite: MAT 1033 Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SYG 2000 Principles of Sociology	4 Quarter Credit Hours

A study of cultural heritage, of the cultural influences of human nature and personality, and social interaction. Prerequisite: None Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

TAX 2000 Tax Accounting	4 Quarter Credit Hours

This is a survey course covering the laws, procedures, returns, and subsidiary schedules involved in the preparation of Federal personal tax returns. Prerequisite: None Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000

TAX 4001 Federal Taxation I	4 Quarter Credit Hours

A thorough study of federal income tax law and its application to individuals, partnerships, and corporations. Taxable income and deductible expenditures are given special emphasis. Sample returns and problems are used in the development of skills needed to prepare tax returns, particularly individual tax returns. Prerequisite: APA 2161. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

TAX 4011 Federal Taxation II	4 Quarter Credit Hours

A thorough study of federal income tax law and its application to corporations and other business entities. Special topics include property transactions, alternative minimum tax, accounting periods and methods, and international aspects of taxation. Prerequisites: TAX 4001 Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000.

CORINTHIAN COLLEGES, INC.

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

Everest College
Alhambra, CA (main campus)
Anaheim, CA (main campus)
Arlington, TX (branch of Everest Institute, Rochester, NY)
Arlington, VA (branch of Everest College, Thornton, CO)
Aurora, CO (branch of Everest College, Thornton, CO)
Bremerton, WA (main campus)
Burr Ridge, IL (branch of Everest College, Skokie, IL)
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)
Fort Lauderdale, FL (branch of Everest Institute, Kendall, FL)
Gahanna, OH (branch of Everest College, Ontario, CA)
Grand Rapids, MI (main campus)
Grand Rapids/Southfield, Southfield , MI (branch of Everest Institute, Grand Rapids, MI
Hialeah, FL (branch of Everest Institute, Miami, FL)
Houston (Bissonnet), TX (branch of Everest College, Renton, WA)
Houston (Greenspoint), TX (branch of Everest Institute, San Antonio, TX)
Houston (Hobby), TX (branch of Everest Institute, San Antonio, TX)
Jonesboro, GA (branch of Everest Institute, Ontario, CA)
Kalamazoo, MI (branch of Everest Institute, Grand Rapids, MI)
Marietta, GA (branch of Everest College, Reseda, CA)
Miami (Kendall), FL (main campus)
Miami, FL (main campus)
 Norcross, GA (branch of Everest College, Gardena, CA)
Pittsburgh, PA (main campus)
Portland (Tigard), OR (branch of Everest College, Seattle, WA)
Rochester, NY (main campus)
San Antonio, TX (main campus)
Southfield, MI (main campus)
South Plainfield, NJ (branch of Everest Institute, Southfield, MI)
Silver Spring, MD (branch of Everest College, Portland, OR)
Everest University
Tampa (Brandon), FL (branch of Everest University Tampa, FL)
Jacksonville, FL (branch of Everest University, Clearwater (Pinellas), FL)
Lakeland, FL (branch of Everest University, Clearwater (Pinellas), FL)
Melbourne, FL (branch of Everest University, Orlando, FL)
North Orlando, FL (main campus)
Orange Park, FL (branch of Everest University, Tampa, FL)
Clearwater (Pinellas), FL (main campus)
Pompano Beach, FL (main campus)
South Orlando, FL (branch of Everest University, North Orlando, FL)
Tampa, FL (main campus)
Las Vegas College
Henderson, NV (main campus)
WyoTech
Blairsville, PA (branch of WyoTech, Laramie, WY)
Daytona Beach, FL (main campus)
Fremont, CA (main campus)
Laramie, WY (main campus)
Long Beach, CA (main campus)
Oakland, CA (branch of WyoTech, Fremont, CA)
Sacramento, CA (branch of WyoTech, Laramie, WY)

STATEMENT OF OWNERSHIP

This campus is owned and operated by Rhodes Colleges, Inc., a Delaware corporation, which is a wholly owned subsidiary of Corinthian Colleges, Inc., 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	Terry O. Hartshorn	Chairman of the Board
Peter Waller	Paul R. St. Pierre	Vice Chairman of the Board
Terry O. Hartshorn	Jack D. Massimino	Chief Executive Officer
Paul R. St. Pierre	Peter Waller	President and Chief Operating Officer
Linda Arey Skladany	Kenneth S. Ord	Executive Vice President and Chief Financial Officer
Hank Adler	Beth A. Wilson	Executive Vice President, Operations
Alice T. Kane	Mark L. Pelesh	Executive Vice President, Legislative and Regulatory Affairs
Robert Lee	William Buchanan	Executive Vice President, Marketing
Tim Sullivan	David Poldoian	President, Pegasus Division
John M Dionisio	Janis Schoonmaker	President, RCI Division
Leon Panetta	Stan A. Mortensen	Senior Vice President, General Counsel and Corporate Secretary
	Paul T. Dimeo	Senior Vice President, Real Estate
	Robert C. Owen	Senior Vice President, Chief Accounting Officer and Assistant Secretary
	Anna Marie Dunlap	Senior Vice President, Investor Relations & Corporate Communications
	Rick Simpson	Senior Vice President, Academic Affairs
	Carmella Cassetta	Senior Vice President and Chief Information Officer
	Jim Wade	Senior Vice President, Human Resources
RHODES COLLEGES, INC.		
DIRECTORS	**OFFICERS**	**TITLE**
Jack D. Massimino	Jack D. Massimino	President and Chief Executive 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

APPENDIX A: ADMINISTRATION AND FACULTY

ADMINISTRATION

Gary Myers	College President
Bryan Harvey	Academic Dean
Melanie Exter-Perry	Director of Admissions
Dorothy Robbins	Director of Career Services
Brenda Groover	Director of Student Finance
Beth Hawley	Director of Student Accounts

STAFF

Annette Thomas	Registrar
Kim Wilson	Assistant to the Registrar
Angela Gannon	Career Services Representative
Amanda Snead	Admissions Representative
Tully Lale	Admissions Representative
Wendy Woosley	Admissions Representative
Babette Gonzales de Garcia	Admissions Representative
Sandi Petty	High School Representative
Christopher Dixon	High School Enroller
Jill Drennan	Student Services
Jennifer Rumley	Student Finance Representative III
Lisa Palmer	Student Finance Representative
Tiffin Teegarden	Student Finance Planner
Nicole Leggett	Student Finance Planner
Rebecca Spradling	Receptionist – Day
Kim Woodard	Receptionist - Evening
Trenton Tubbs	Librarian
Lacey Goodwin	Externship Coordinator

FACULTY

Matt Awad*	Psychology	M.S., Southwest Missouri State University B.S., Southwest Missouri State University
David Black	Business	MBA, St. Louis University BE, Southwest Missouri State University
Melissa Teal*	Medical	B.S., Eastern Kentucky University A.A.S. Rhodes College
Sharon Bailey	Business	M.S., Pittsburg State University B.S., Pittsburg State University
Terrah Little	Medical	A.A.S., Springfield College
Robert Patterson	Computer Science	B.B.A., Baruch College
Liz Robbins	Medical	A.A.S., Springfield College
Stuart Combs	Medical	MAS, BS, Farleigh Dickinson University
Margery Ellis	Paralegal	B.A., Columbia College A.A.S, Springfield College
Wendy Eno	General Education	M.S., Southwest Missouri State University B.S., Southwest Missouri State University
Richard Guilliams	Business	B.S., Little Rock University M.B.A., Christian Brothers College
Jacob Inkelaar*	Computer Science	B.S., University of Maryland M.S., Webster University
Patricia Inkelaar*	Business	M.P.A., Southwest Missouri State University B.S., University of Maryland
Larry Maroney	Computer Science	B.S., Southwest Missouri State University
Lory Lee Serrato	Medical	Golden West College Larson Training Center Certified Coding Specialist AHMIA A.A.S. Everest College
Tommy Soutee*	Paralegal, Accounting	J.D., University of Arkansas B.S., Southwest Missouri State University
Stephanie Taylor	English	M.A., Oklahoma State University B.S., Southwest Missouri State University
Dr. Glenna Vanderhoff	Business / General Education	A.S., Drury University

			B.S., Drury University M.S., Drury University Ph.D., University of Missouri
Douglas Pitts	General Education		M.P.A., University of Nevada, Las Vegas B.S., University of Nevada, Las Vegas
Jeffrey Krakow	General Education		M.A., Missouri State University B.A., Missouri State University
Lisa Webery	Dental		Springfield College
Stephanie Ormsby	Business/Accounting		B.S., Missouri State University
Michelle Townsend	General Education		M.S.S., United States Sports Academy B.S., Central State Missouri State University
Virginia Barton	General Education		M.S., Lindenwood University B.S., Drury University Certification in Special Education Administration, Lindenwood University
Kristen Scheer	General Education		B.S., University of Missouri Math Certification, Missouri State University
Nancy Sutton	Dental		Everest College
Jodi Chase	Medical		Sanford Brown Institute
Ronora Correll	Medical		B.A., College of the Ozarks

*Academic Program Director

APPENDIX B: TUITION AND FEES

Quarter-Based Programs, Tuition per Credit Hour per Term

Program	Tuition per Credit Hour
All Programs except Medical Assistant	$291
Medical Assistant	$296

Modular Programs

Program	Program Length (Modules)	Credit Units	Tuition	Estimated Textbooks
Dental Assisting	8	47.0	$14,120	$475
Medical Administrative Assisting	8	47.0	$14,060	$1,025
Medical Assisting	8	47.0	$14,060	$1,025

Special Charges:

Transcript Fee*	$5
Proficiency Challenge Exam (per credit hour)	$20
Experiential Credit Folder Evaluation Fee (per course)	$25

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

APPENDIX C: CALENDARS

Modular Programs

Dental Assisting, Medical Administrative Assistant, Medical Assisting 2009			
Start Dates		**End Dates**	
Jan 28	Wed	Feb 25	Wed
Feb 26	Thu	Mar 25	Wed
Mar 30	Mon	Apr 23	Thu
Apr 27	Mon	May 21	Thu
May 26	Tue	Jun 22	Mon
Jun 24	Wed	Jul 21	Tue
Jul 23	Thu	Aug 19	Wed
Aug 20	Thu	Sep 17	Thu
Sep 21	Mon	Oct 15	Thu
Oct 19	Mon	Nov 12	Thu
Nov 16	Mon	Dec 14	Mon
Dec 15	Tue	Jan 26	Tue

Quarter-Based Programs

FY 2008 - 2009 Academic Calendar					FY 2009 - 2010 Academic Calendar				
Summer Term Starts		July	14	2008	Summer Term Starts		July	13	2009
Summer Term Add/Drop Deadline		July	26	2008	Summer Term Add/Drop Deadline		July	26	2009
Mini-Term Starts		August	25	2008	Mini-Term Starts		August	24	2009
Mini-Term Add/Drop Deadline		August	30	2008	Mini-Term Add/Drop Deadline		August	30	2009
Labor Day Holiday		September	1	2008	Labor Day Holiday		September	7	2009
Micro-Term Starts		September	15	2008	Micro-Term Starts		September	14	2009
Summer Term Ends		October	4	2008	Summer Term Ends		October	4	2009
Fall Break	From:	October	6	2008	Fall Break	From:	October	5	2009
	To:	October	11	2008		To:	October	11	2009
Fall Term Start		October	13	2008	Fall Term Start		October	12	2009
Fall Term Add/Drop Deadline		October	25	2008	Fall Term Add/Drop Deadline		October	25	2009
Thanksgiving Day Holiday	From:	November	27	2008	Thanksgiving Day Holiday	From:	November	26	2009
	To:	November	29	2008		To:	November	29	2009
Mini-Term Starts		November	24	2008	Mini-Term Starts		November	23	2009
Mini-Term Add/Drop Deadline		December	2	2008	Mini-Term Add/Drop Deadline		December	2	2009
Micro-Term Starts		December	8	2008	Micro-Term Starts		December	7	2009
Winter Holiday	From:	December	24	2008	Winter Holiday	From:	December	20	2009
	To:	January	1	2009		To:	January	3	2010
Classes Resume		January	2	2009	Classes Resume		January	4	2010
Fall Term Ends		January	11	2009	Fall Term Ends		January	10	2010
Winter Term Starts		January	12	2009	Winter Term Starts		January	11	2010
M.L. King Jr. Birthday Holiday		January	19	2009	M.L. King Jr. Birthday Holiday		January	18	2010
Winter Term Add/Drop Deadline		January	26	2009	Winter Term Add/Drop Deadline		January	26	2010
Presidents' Day		February	16	2009	Presidents' Day		February	15	2010
Mini-Term Starts		February	23	2009	Mini-Term Starts		February	22	2010
Mini Term Add/Drop Deadline		February	28	2009	Mini Term Add/Drop Deadline		February	28	2010
Micro-Term Starts		March	16	2009	Micro-Term Starts		March	15	2010
Winter Term Ends		April	5	2009	Winter Term Ends		April	4	2010
Spring Vacation	From:	April	6	2009	Spring Vacation	From:	April	4	2010
	To:	April	11	2009		To:	April	11	2010
Spring Term Starts		April	13	2009	Spring Term Starts		April	12	2010
Spring Term Add/Drop Deadline		April	25	2009	Spring Term Add/Drop Deadline		April	25	2010
Memorial Day Holiday		May	25	2009	Memorial Day Holiday		May	31	2010
Mini-Term Starts		May	26	2009	Micro-Term Starts		June	14	2010
Mini Term Add/Drop Deadline		June	1	2009					
Micro-Term Starts		June	15	2009					
Spring Term Ends		July	3	2009					
Independence Day Holiday		July	3	2009					
Summer Vacation	From:	July	6	2009					
	To:	July	11	2009					

APPENDIX D: HOURS OF OPERATION

OFFICE HOURS

The Everest College administrative offices are open from 8:00 a.m. until 8:30 p.m. Monday through Thursday and until 5:00 p.m. on Friday. Admission appointments can be made on selected Saturday mornings from 10:00 a.m. to 2:00 p.m. We suggest calling for an appointment prior to visiting the College for information.

CLASS HOURS

Everest College classes meet Monday through Thursday. Monday through Thursday classes begin at 8:00 a.m., 10:00 a.m., 12:30 p.m., and 2:30 p.m. Night classes begin at 6:00 p.m. and are dismissed at 9:50 p.m.