Everest

COLLEGE

SPRINGFIELD CATALOG
2011-2013

Everest College, Springfield Campus
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Everest College, Springfield Campus

We would like to welcome you to Everest College, a school that provides a friendly, small-campus atmosphere where our dedicated staff can take a personal interest in the progress of each student. This caring attitude, combined with progressive curricula, affords our students a meaningful higher education experience, as well as effective preparation for a wide variety of careers.

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

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

We have made every effort to fulfill our obligations to those who have entrusted their educational and career goals to Everest. We invite all interested parties, therefore, to visit our campus and review our programs. Our experienced admissions officers will assist in the important process of identifying the program best suited for the candidate's special interests, talents, and goals.

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

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ABOUT EVEREST COLLEGE

CORINTHIAN COLLEGES, INC.

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

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

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

MISSION

Everest College provides the competitive skills and knowledge necessary to obtain professional employment and career advancement in a variety of professional occupations. The College offers specific and practical educational programs that adapt to the challenges of technological advancement and changes in the business environment. These programs provide students with the skills and knowledge for immediate job entry. Thus, the College seeks to provide a meaningful, quality education that will prepare its graduates for a successful and rewarding career.

In order to assure continued fulfillment of its mission, Everest College has established the following goals and objectives:

1. Everest College will continually improve its educational process at all levels and seek to impart essential skills, competencies, and attitudes that students need for successful careers and for continued study.
2. The College shall strive to develop in all students the intellectual potential that will lead them to realize their capacities for independent thinking, intelligent decision making, and individual expression of opinions.
3. Everest College is committed to quality in teaching and excellence in education and to this means shall seek qualified faculty who will bring excitement to the classroom and stimulate enthusiasm and eagerness for learning in the student.
4. By providing positive role models, emotional support, and opportunities to develop new and beneficial relationships, Everest College shall strive to develop mature citizens who contribute to their communities.
5. Everest College will assist graduates in securing career-related employment.

SCHOOL HISTORY AND DESCRIPTION

Phillips Junior College in Springfield, Missouri 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.

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 students. The physical plant complies with the guidelines established by the Americans with Disabilities Act.

Educational facilities and equipment include four computer labs, fully equipped dental and medical laboratories, 11 standard classrooms and a student learning center. 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.

OPERATING HOURS

Everest College Business Office is open Monday through Thursday 8:00am to 8:00pm., Friday 8:00am to 5:00 pm., and Saturday from 9:00am to1:00pm.

Everest College student facilities are open Monday through Friday during the hours 6:00am to 10:30pm and Saturday 9:00am to 1:00pm.

ACCREDITATION, LICENSURE AND APPROVALS

- 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.
- Approval to operate granted by the Missouri Coordinating Board of Higher Education.
- The Medical Assistant diploma program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).
- 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).
- Approved for the training of veterans and eligible persons under the provisions of Title 38, United States Code.

Copies of accreditation, approval and membership documentation is available for inspection at the campus. Please contact the campus president to review this material.

ADMISSIONS INFORMATION

REQUIREMENTS AND PROCEDURES

- High school diploma or a recognized equivalent such as the GED.
- Students must submit proof of high school graduation or a recognized equivalency certificate (GED) to the institution by providing the institution with the diploma, transcript confirming graduation, GED certificate or other equivalent documentation, a copy of which will be placed in the student file.
- If documents required for enrollment are not available at the time of application, applicants may be accepted for a limited period to allow time for receipt of all required documentation.
- Applicants are informed of their acceptance status shortly after all required information is received and the applicants' qualifications are reviewed.
- Applicants who determine that they would like to apply for admission will complete an enrollment agreement.
- Students may apply for entry at any time. Students are responsible for meeting the requirements of the catalog in effect at the time of enrollment. Students automatically come under the current catalog at reentrance after not attending for a full academic term.

CRIMINAL BACKGROUND CHECK

- Students may be subject to a criminal background check prior to enrollment to ensure they are qualified to meet occupational or employment requirements, clinical or internship/externship placement requirements or licensure standards for many programs, including but not limited to those in the allied health or criminal justice fields.
- Enrollment for students may not be granted when the background check identifies a conviction, pending case or unresolved deferral/diversion for any felonies or misdemeanors.
- A student's inability to obtain criminal background clearance may prohibit opportunities for program completion and job placement. It is the student's responsibility to contact the agency to verify conditions. The school cannot contact the background check agency.

ACADEMIC SKILLS ASSESSMENT

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

ACADEMIC INFORMATION

EVEREST REGULATIONS

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

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

DEFINITION OF CREDIT

Everest awards credit in the form of quarter credits. One quarter credit is equivalent to a minimum of 10 clock hours of theory or lecture instruction, a minimum of 20 clock hours of supervised laboratory instruction, or a minimum of 30 hours of externship/internship practice.

OUT OF CLASS ASSIGNMENTS

- Students in degree programs should plan to spend a minimum of up to two hours per day outside of class completing homework assignments as directed by the instructor.
- In addition to scheduled classes, students in diploma programs will be expected to complete assigned homework and other out-of-class assignments in order to successfully meet course objectives as set forth in the course/program syllabi.

TRANSFER OF CREDIT – INTO AND OUT OF EVEREST

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

- Accreditation of the institution;
- The comparability of the scope, depth, and breadth of the course to be transferred; and
- The applicability of the course to be transferred to the student's desired program. This includes the grade and age of the previously earned credit.
- If the learning was obtained outside a formal academic setting, through a nationally administered proficiency exam, an IT certificate exam, or military training, Everest will evaluate and award transfer credit using professional judgment and the recommendations for credit issued by the American Council on Education (ACE).

MAXIMUM TRANSFER CREDITS ACCEPTED

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

COURSEWORK COMPLETED AT FOREIGN INSTITUTIONS

All coursework completed at a foreign institution must be evaluated by a member of the National Association of Credential Evaluation Services (NACES). An exception to this may be allowed for students transferring from Canada with prior approval from the Transfer Center.

TRANSFER CREDIT FOR LEARNING ASSESSMENT

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

TRANSFER CREDIT FOR PROFESSIONAL CERTIFICATIONS

Everest may award some credits toward undergraduate, associate, and diploma level courses for achievement of professional certifications e.g. CMA, CNE, MCSE, etc.

EXPERIENTIAL LEARNING PORTFOLIO

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

PROFICIENCY EXAMINATION

Undergraduate students may attempt to challenge the requirement to certain selected courses by demonstrating a proficiency level based on special qualifications, skills, or knowledge obtained through work or other experience that is sufficient to warrant the granting of academic credit for a course through a Proficiency Examination. All requests for Proficiency Examinations must be approved by the appropriate Program Director and the Academic Dean/Director of Education.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits students earn at Everest is at the complete discretion of the institution to which students seek to transfer. Acceptance of the degree, diploma or certificate students earn in the program in which students are enrolling is also at the complete discretion of the institution to which students seek to transfer. The credits or degree, diploma or certificate that students earn at Everest will probably not be transferable to any other college or university. For example, if a student entered Everest as a freshman, the student will still be a freshman if he/she enters another college or university at some time in the future even though the student earned units while attending Everest. In addition, if a student earns a degree, diploma or certificate in one of our programs, in most cases it will probably not serve as a basis for obtaining a higher-level degree at another college or university, and the student may be required to repeat some or all of the coursework at that institution. For this reason, a student should make certain that the attendance of Everest will meet his/her educational goals. This may include - before the student's enrollment with Everest - contacting the institution to which the student seeks to transfer after attending Everest to determine if the credits or degree, diploma or certificate will transfer.

EVEREST CONSORTIUM AGREEMENT

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

TRANSFERS TO OTHER EVEREST LOCATIONS

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

ARTICULATION AGREEMENT

Everest College has an articulation agreement with Kaplan University under which students completing a diploma, certificate or degree program at Everest College may be eligible to transfer into Kaplan University bachelor degree program. Students may also be eligible for a limited tuition discount. Students should contact their Everest College campus Director of Education for additional information on articulation agreement transfer terms and conditions.

TRANSFER CENTER ASSISTANCE

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

ONLINE PRGRAMS AND COURSE REQUIREMENTS

Online courses are offered using the eCollege platform via the Internet. Online courses have the same objectives as courses taught on-ground 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 available to them 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

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

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

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

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

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

*   Not used in Allied Health Programs.
**   Due to programmatic accrediting agency requirements, students in Allied Health programs require a higher percentage grade to pass. For Allied Health Programs, F (failing) is 69-0%.
***   If the required linear externship/internship hours are not completed within one term, the student will receive an IP (In Progress) grade and a zero credit Externship/Internship Extension course will be scheduled in the following term. Once the required hours are completed, the student's grade will be entered in both courses.

Applies To All Courses	
Course Repeat Codes	
1	Student must repeat this class
R	Student in the process of repeating this class
2	Course repeated - original grade no longer calculated in CGPA

Treatment of Grades in the Satisfactory Academic Progress/Rate of Progress Calculation			
Grade	**Included in GPA calculation?**	**Counted as attempted credits?**	**Counted as earned credits?**
A	Y	Y	Y
B	Y	Y	Y
C	Y	Y	Y
D	Y	Y	Y
F or Fail	Y	Y	N
P or Pass	N	Y	Y
IP	N	Y	N
L	N	N	N
EL	N	Y	Y
PE	N	Y	Y
PF	N	N	N
PP	N	N	N
W	N	Y	N
WZ	N	Y	N
TR	N	Y	Y

GPA AND CGPA CALCULATIONS
- The Grade Point Average (GPA) is calculated for all students. The GPA for each term and Cumulative Grade Point Average (CGPA) are calculated on courses taken in residence at Everest.
- The GPA for each term is calculated by dividing the quality point earned that term by the total cumulative credit hour for the GPA.
- The CGPA is calculated by dividing the total cumulative quality point 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.
- A grade average percentage is calculated for students receiving percentage grades.
- The GPA equivalent of the calculated average is given in the table above.

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

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

RATE OF PROGRESS TOWARD COMPLETION
The school catalog contains a schedule designating the minimum percentage or amount of work that a student must successfully complete at the end of each evaluation period to complete their educational program within the maximum time frame (150%). Quantitative progress is determined by dividing the number of credit hours earned by the number of credit hours attempted. Credit hours attempted include completed hours, transfer credits, withdrawals, and repeated courses.

MAXIMUM TIME FRAME TO COMPLETE

The maximum time frame for completion of any program is limited by federal regulation to 150% of the published length of the program. 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.

SATISFACTORY ACADEMIC PROGRESS TABLES

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

Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-18	2.0	N/A	66.66%	N/A
19-24	2.0	0.5	66.66%	25%
25-30	2.0	0.75	66.66%	40%
31-36	2.0	1.0	66.66%	50%
37-42	2.0	1.4	66.66%	60%
43-48	2.0	1.7	66.66%	63%
49-70	N/A	2.0	N/A	66.66%

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

Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-16	2.0	N/A	66.66%	N/A
17-28	2.0	1.0	66.66%	N/A
29-40	2.0	1.5	66.66%	60%
41-52	2.0	1.75	66.66%	65%
53-70	N/A	2.0	N/A	66.66%

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

Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-16	2.0	N/A	66.66%	N/A
17-28	2.0	1.0	66.66%	N/A
29-40	2.0	1.5	66.66%	60%
41-54	2.0	1.75	66.66%	65%
55-72	N/A	2.0	N/A	66.66%

59 Quarter Credit Hour Program. Total credits that may be attempted: 88 (150% of 59).

Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-18	2.0	N/A	66.66%	N/A
19-28	2.0	1.25	66.66%	N/A
29-37	2.0	1.5	66.66%	60%
38-46	2.0	1.75	66.66%	60%
47-64	2.0	1.85	66.66%	60%
65-88	N/A	2.0	N/A	66.66%

96, 97, 98 Quarter Credit Hour Program. Total credits that may be attempted: 144 (150% of 96).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-24	2.0	N/A	66.66%	N/A
25-36	2.0	0.25	66.66%	10%
37-48	2.0	0.5	66.66%	20%
49-60	2.0	1.10	66.66%	30%
61-72	2.0	1.5	66.66%	40%
73-84	2.0	1.8	66.66%	50%
85-96	2.0	2.0	66.66%	55%
97-108	2.0	2.0	66.66%	60%
109-120	2.0	2.0	66.66%	63%
121-144	N/A	2.0	N/A	66.66%

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

APPLICATION OF GRADES AND CREDITS TO SAP

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

ACADEMIC AND FINANCIAL AID WARNING

SAP is evaluated at the end of each term and all students with a cumulative grade point average (CGPA) and/or rate of progress (ROP) below the required academic progress standards as stated in the school's catalog are determined to have not met satisfactory academic progress. Students not meeting SAP and with a previous SAP Met status will be issued a Financial Aid Warning and be advised that unless they improve their CGPA and/or rate of progress toward completion, they may be withdrawn from their program and lose eligibility for federal financial aid.

ACADEMIC AND FINANCIAL AID PROBATION

At the end of any evaluation period, when students fall below the required academic progress standards (CGPA and/or ROP) for their program, students shall receive written notification, must complete an appeal and, if approved, will be placed on Academic and Financial Aid (FA) probation. While on FA probation, students must adhere to an Academic Progress Plan. Probation will begin at the start of the next evaluation period. When both the CGPA and ROP are above the probation ranges, students are removed from probation.

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 a condition of their probation. Academic advising shall be documented on an Academic Progress Plan and shall be kept in the students' academic file.

NOTIFICATION OF ACADEMIC AND FINANCIAL AID PROBATION

The Academic Dean/Director of Education (or designee) must provide written notice of probationary status to all students placed on academic and financial aid probation. The following timelines apply for all students:

- For programs with an Add/Drop period;
    - Students must be notified in writing by the end of the add/drop period of the probationary term; and
    - Must receive academic advising within thirty (30) days from the start date of the probationary term.
- For programs without an Add/Drop period:
    - Students must be notified in writing by the end of the first week of the probationary term (quarter, module and/or phase); and
    - Must receive academic advising by the end of the second week of the probationary term.

ACADEMIC APPEALS

Students who successfully appeal probation are considered to be making SAP and may remain in school under the following conditions:

- It is mathematically possible for the student to complete the program within the maximum time frame with the required CGPA
- The student must be placed on probation and monitored under an Academic Progress Plan
- The student must demonstrate improvement in their CGPA and/or ROP as stated in their Academic Progress Plan at the end of each subsequent evaluation period

Appeals will only be granted for the following reasons:
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

Appeals must include a detailed statement of the reason why the student failed to make satisfactory academic progress, and what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation period. Examples of documentation needed to appeal Satisfactory Academic Progress may include the following: death certificate, doctor's note, law enforcement report, loss of employment confirmation, etc.

DISMISSAL

Students who have violated Academic and Financial Aid Probation and have been dismissed from a program are not eligible for readmission to that program if the student has exceeded or may exceed the maximum time frame of completion until they reestablish appropriate Satisfactory Academic Progress standing. Students who have reached the maximum time frame for their program must be withdrawn from the program. There is no appeal for this type of withdrawal.

RETAKING PASSED COURSEWORK

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

RETAKING FAILED COURSEWORK

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

ATTENDANCE POLICY

This policy sets standards that are critical to the student academic success. 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.

ESTABLISHING ATTENDANCE / VERIFYING ENROLLMENT

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

MONITORING STUDENT ATTENDANCE

Faculty shall monitor student attendance on the basis of both consecutive absences (the "Consecutive Absence Rule") and absences as a percentage of the total program hours (minus externship hours) in modular programs and total course hours in a term for quarter based programs (the "Percentage Absence Rule").

CONSECUTIVE ABSENCE RULE

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

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

PERCENTAGE ABSENCE RULE (MODULAR PROGRAMS)

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

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

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

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

PERCENTAGE ABSENCE RULE (LINEAR PROGRAMS)

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

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

DATE OF WITHDRAWAL

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

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

DATE OF DETERMINATION (DOD)

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

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

ATTENDANCE RECORDS

The computer attendance database is the official record of attendance. The official record may be challenged by filing an attendance appeal within five (5) calendar days following the end of a session. Without an appeal,

after the 14th calendar day following the end of the term/module, the computer attendance database shall be considered final.

LEAVE OF ABSENCE POLICY (MODULAR PROGRAMS ONLY)

Everest permits students to request a leave of absence (LOA) as long as the leaves do not exceed a total of 180 days during any 12-month period, starting from the first day of the first leave, and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education. 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.

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

RE-ADMISSION FOLLOWING A LEAVE OF ABSENCE

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

EXTENSION OF LOA

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

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

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

FAILURE TO RETURN FROM A LEAVE OF ABSENCE

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

POSSIBLE EFFECTS OF LEAVE OF ABSENCE

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

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

When a student returns from a LOA 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.

WITHDRAWAL PROCEDURES

- Students who intend to withdraw from school are requested to notify the Academic Dean/Director of Education by telephone at (417) 864-7220, in person, by email or in writing at 1010 W. Sunshine St. Springfield, MO 65807, to provide official notification of their intent to withdraw and the date of withdrawal.

- Timely notification by the student will result in the student being charged tuition and fees for only the portion of the payment period or period of enrollment that he/she attended as well as ensuring a timely return of federal funds and any other refunds that may be due.
- Students requesting a withdrawal from school must complete a financial aid exit interview.
- Students who have withdrawn from school may contact the school's Education Department about reentry.

MAKE-UP WORK

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

EXTERNSHIP TRAINING

Upon successful completion of all classroom requirements, students are expected to begin the externship portion of their program. Externship must be successfully completed within three months from the date students begin their externship. Students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation.

Students who do not start their externship for more than 14 calendar days (excluding holidays and regularly scheduled breaks) may be dropped from the program. Students who do not complete their externship training within the required three month completion time may be dropped from the program.

REQUIREMENTS FOR GRADUATION

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

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

VETERAN'S EDUCATION BENEFITS

PRIOR CREDIT FOR VETERANS' AFFAIRS (VA) BENEFICIARIES

Upon enrollment, Everest will request and obtain official written records of all previous education and experience (including military education and training), grant credit where appropriate, notify the student and shorten the program certified accordingly.

RETROACTIVE VETERANS' BENEFITS

Veterans' benefits can be paid for enrollments up to one year before VA receives a student's application. Schools may certify students retroactively for enrollment periods not previously certified. VA will determine the date of eligibility and the beginning date from which benefits can be paid.

ATTENDANCE REQUIREMENTS FOR VETERAN STUDENTS

VA eligible students must maintain an attendance average of 80%, evaluated monthly. Failure to maintain an 80% attendance average in a 30 day period will result in probationary status for the next 30 days. If the attendance average does not meet the 80% average at the end of the probationary period, termination for VA benefits will result. Documented mitigating circumstances may be considered by school officials for further consideration.

VETERANS' LEAVE OF ABSENCE (MODULAR PROGRAMS ONLY)

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. VA will be notified immediately when a veteran student is granted leave.

MAKE-UP ASSIGNMENTS

Make-up work and assignments may not be certified for veteran students for VA pay purposes.

MAXIMUM TIMEFRAME FOR VETERAN STUDENTS

Students funded by the VA must complete their programs within the program's standard timeframe to receive veteran benefits.

SATISFACTORY ACADEMIC PROGRESS FOR UNDERGRADUATE STUDENTS RECEIVING VA BENEFITS

- Veteran students are subject to the Satisfactory Academic Progress Policy and may be placed on

academic probation or dismissed for failing to make satisfactory academic progress.

- 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 make satisfactory academic progress status after two consecutive periods of academic probation must be reported to the VA and may have their benefits terminated.

VETERANS REINSTATEMENT AFTER SUCCESSFUL APPEAL OF TERMINATION

A student who successfully appeals termination 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 VA will determine whether or not to resume payments of education benefits to a reinstated student.

APPEALS POLICY

STUDENT ACADEMIC APPEALS POLICY

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

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

- Notice of final grades:
  - Modular - the date the grade(s) are mailed from the school
  - Linear - first day of the subsequent term
- Notice of Attendance violation is the date of the violation
- Notice of SAP violation (FA probation or FA dismissal)
  - Modular - the date of the probation/dismissal letter
  - Linear - first day of the subsequent term

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

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

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

Upon receipt of the Academic Appeal Form, the Academic Dean/Director of Education shall convene an Appeal Committee. The Appeal Committee shall investigate the facts of the matter to the extent deemed appropriate under the circumstances. The Appeal Committee shall render a written decision within five (5) calendar days of the date the appeal was received, and shall forward the decision to the student and the instructor within five (5) calendar days thereafter. Copies of all documents relating to the appeal shall be placed in the student's academic file, and the decision of the Appeal Committee shall be noted in the official student information system within one (1) calendar day of the date of the decision. The decision of the Appeal Committee is final, and no further appeals are permitted.

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

ASSIGNMENT/TEST GRADES

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

FINAL COURSE GRADES

In modular programs, appeals of final course grades must be made by the fifth (5th) calendar day after the date the grades are mailed from the school. In linear programs, appeals of final course grades must be made by the sixth (6th) calendar day of the subsequent term. The Academic Dean/Director of Education may direct a grade to be changed when it is determined by an Appeal Committee that a final grade was influenced by any of the following:
1. A personal bias or arbitrary rationale
2. Standards unreasonably different from those that were applied to other students
3. A substantial, unreasonable, or unannounced departure from previously articulated standards
4. The result of a clear and material mistake in calculating or recording grades or academic progress

ATTENDANCE VIOLATIONS

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

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

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

SATISFACTORY ACADEMIC PROGRESS (SAP) APPEALS

In modular program, SAP appeals must be made within five (5) calendar days of the date the student was notified of the violation. In linear programs, SAP appeals must be made by the sixth (6th) calendar day of the subsequent term.

Provided that the student can complete their program within the maximum time frame with the required minimum CGPA, a SAP appeal may be granted if the student demonstrates that s/he is sincerely committed to taking the steps required to succeed in 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 which are not likely to recur

Note: Examples of documentation needed to appeal Satisfactory Academic Progress may include the following: death certificate, medical doctor's note, law enforcement report, loss of employment confirmation, etc.

Additionally, appeals must include a detailed statement of the reason why the student failed to make Satisfactory Academic Progress, and what has changed in the student's situation that will allow the student to demonstrate Satisfactory Academic Progress at the next evaluation period.

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

FINANCIAL INFORMATION

STATEMENT OF FINANCIAL OBLIGATION

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

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

TUITION AND FEES

Tuition and fees information can be found in the "Tuition and Fees" section of the catalog. Modular programs are offered throughout the year on a schedule independent of the standard quarter calendar. When a student begins enrollment in a modular program, the student is charged for tuition by academic year, instead of by quarter.

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

The Enrollment Agreement obligates the student and the School for the entire program of instruction. Students' financial obligations will be calculated in accordance with the refund policy in the contract and this school catalog.

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

ADDITIONAL FEES AND EXPENSES

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

VOLUNTARY PREPAYMENT PLAN

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

BUYER'S RIGHT TO CANCEL

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

After the applicant has signed the Enrollment Agreement, the applicant may request cancellation by submitting a written notice either prior to the start of the first scheduled class or by midnight of the third business day following the signing of the agreement, whichever is longer, and the applicant will receive a full refund of all monies paid. Applicants who have signed the Enrollment Agreement but have not yet visited The School may cancel within three business days following either The School's regularly scheduled orientation procedures or a tour of The School's facilities and inspection of equipment, where training and services are provided.

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 Enrollment 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 states that the student no longer wishes to be bound by the Enrollment Agreement. A notice of cancellation may be given by mail or hand delivery. 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.

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 is the earlier of the date the student officially withdraws, provides notice of cancellation, or the date The School determines the student has violated an academic standard. For example, when a student is withdrawn for

violating an academic rule, the date of the student's withdrawal shall be the student's last date of attendance. The date of determination shall be the date The School determines the student has violated the academic rule, if the student has not filed an appeal. If the student files an appeal and the appeal is denied, the date of determination is the date the appeal is denied. If the student ceases attendance without providing official notification, the DOD shall be no more than 14 days from the student's last date of attendance.

FEDERAL FINANCIAL AID RETURN POLICY

STUDENT FINANCIAL AID (SFA)

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

RETURN OF TITLE IV FUNDS CALCULATION AND POLICY

The Return of Title IV Funds calculation (Return calculation) is based on the percentage of earned aid using the following calculation:

Percentage of payment period or term completed = 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.

RETURN OF UNEARNED TITLE IV FUNDS

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

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

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

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

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

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

1. Pay authorized charges at the institution;

2. With the student's permission, reduce the student's Title IV loan debt (not limited to the student's loan debt for the period of enrollment);

3. Return to the student.

TIMEFRAME WITHIN WHICH INSTITUTION IS TO RETURN UNEARNED TITLE IV FUNDS

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

EFFECT OF LEAVES OF ABSENCE ON REFUNDS

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

REFUND POLICY

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

INSTITUTIONAL PRO RATA REFUND CALCULATION AND POLICY

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

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

1. Determine the total charges for the period of enrollment.

2. Divide this figure by the total number of calendar days in the period of enrollment.

3. The answer to the calculation in step (2) is the daily charge for instruction.

4. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total calendar days in the period as of the student's last date of attendance by the daily charge for instruction and adding in any book or equipment charges.

5. The refund shall be any amount in excess of the figure derived in step (4) that was paid by the student.

TEXTBOOK AND EQUIPMENT RETURN/REFUND POLICY

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

EFFECT OF LEAVES OF ABSENCE ON REFUNDS

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

TIMEFRAME WITHIN WHICH INSTITUTION IS TO ISSUE REFUNDS

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

STUDENTS CALLED TO ACTIVE MILITARY DUTY

NEWLY ADMITTED STUDENTS

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

CONTINUING STUDENTS

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

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

CONTINUING MODULAR DIPLOMA STUDENTS

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

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 have the following:
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
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Perkins Loan
- Federal Work Study (FWS)
- Federal Direct Stafford Loans (DL)
- Federal Direct Parent Loan for Undergraduate Students (PLUS)

ALTERNATIVE LOAN PROGRAMS

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

- There are alternative loans provided by private lenders.
- The interest rate is variable and the loan approved and origination fees are based on credit.
- Repayment terms may vary based on lender programs.
- Student may apply on their own or with a co-borrower.

Please see one of the Student Finance Planners for further information.

GRANTS AND SCHOLARSHIPS

WORKFORCE SCHOLARSHIPS AND GRANTS, INCLUDING YOUTH, ADULT AND DISPLACED WORKERS

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

DREAM AWARD PROGRAM AND SCHOLARSHIPS

Graduates of any Corinthian Colleges, Inc. (CCi) school may be nominated for the CCi-sponsored Dream Award program. Scholarship awards must be used within two years of the award and they are not transferrable nor can they be exchanged for cash.

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 June 30 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 Association of Private Sector Colleges and Universities (APSCU) 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 five $1,000 Imagine America scholarships are available at each participating high school and can be awarded to five 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. The scholarship cannot be used in conjunction with any of the other two types of scholarships offered by the campus.

MILITARY SCHOLARSHIPS AND GRANTS, INCLUDING ACTIVE DUTY, VETERANS AND FAMILY

This campus is recognized by many public and non-profit organizations as an approved institution to serve the military community. As educational benefit programs become available, the campuses seek eligibility with the funding organizations. Therefore, if you are active military, spouse, dependent, veteran, service person, reservist, or otherwise eligible, you may qualify for various educational benefit programs. Eligibility criteria for military educational assistance and benefits available vary by state and school, so check with the funding organization to see whether you qualify.

MILITARY SCHOLARSHIPS

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

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

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

Payment Schedule:

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

ADMINISTRATIVE POLICIES

STATEMENT OF NON-DISCRIMINATION

Everest does not discriminate on the basis of race, color, religion, age, disability, sex, sexual orientation, national origin, citizenship status, gender identity or status, veteran or marital status in the administration of its educational and admissions policies, scholarship and loan programs, or other school-administered programs. In compliance with the Americans with Disabilities Act of 1990, as amended, Everest provides qualified applicants and students who have disabilities with reasonable accommodations that do not impose undue hardship.

CODE OF STUDENT CONDUCT

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

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

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

CONDUCT AFFECTING THE SAFETY OF THE CAMPUS COMMUNITY

Everest reserves the right to take all necessary and appropriate action to protect the safety and well-being of the campus community. The School President (or designee) may immediately suspend any student whose conduct

threatens the health and/or safety of any person(s) or property. The suspension shall remain in effect until the matter is resolved through the disciplinary process. Such conduct includes, but is not limited to:

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

OTHER PROHIBITED CONDUCT

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

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

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

LIMITATIONS ON STUDENTS WITH PENDING DISCIPLINARY MATTERS

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

- Enroll or attend classes at another Corinthian Colleges Inc. (CCi) school;
- Graduate or participate in graduation ceremonies; or
- Engage in any other activities proscribed by the School President.

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

INQUIRY BY THE SCHOOL PRESIDENT

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

CONDUCT WHICH DOES NOT WARRANT A SUSPENSION OR DISMISSAL

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

CONDUCT WHICH WARRANTS A SUSPENSION OR DISMISSAL

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

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

ALCOHOL AND SUBSTANCE ABUSE STATEMENT

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

STUDENT USE OF INFORMATION TECHNOLOGY RESOURCES POLICY

IT resources may only be used for legitimate purposes, and may not be used for any other purpose which is illegal, unethical, dishonest, damaging to the reputation of the school, or likely to subject the school to liability. Impermissible uses include, but are not limited to:

- Harassment;
- Libel or slander;
- Fraud or misrepresentation;
- Any use that violates local, state/provincial, or federal law and regulation;
- Disruption or unauthorized monitoring of electronic communications;
- Disruption or unauthorized changes to the configuration of antivirus software or any other security monitoring software;
- Unauthorized copying, downloading, file sharing, or transmission of copyright-protected material, including music;
- Violations of licensing agreements;
- Accessing another person's account without permission;
- Introducing computer viruses, worms, Trojan Horses, or other programs that are harmful to computer systems, computers, or software;
- The use of restricted access computer resources or electronic information without or beyond a user's level of authorization;
- Providing information about or lists of CCi users or students to parties outside CCi without expressed written permission;
- Downloading, or storing company or student private information on portable computers or mobile storage devices;
- Making computing resources available to any person or entity not affiliated with the school;
- Posting, downloading, viewing, or sending obscene, pornographic, sexually explicit, hate related, or other offensive material;
- Academic dishonesty as defined in the Code of Student Code;
- Use of CCi logos, trademarks, or copyrights without prior approval;
- Use for private business or commercial purposes.

COPYRIGHT POLICY

It is the intention of Everest to strictly enforce a policy of zero tolerance for copyright violations and to comply with all applicable laws and regulations. Any student who engages in the unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, is subject to sanctions under the Code of Student Conduct. Additionally, a person found to have committed a copyright violation may be liable for up to $150,000 for each separate act of infringement, and may be subject to criminal prosecution. A person may be held liable even if he or she was unaware that they were violating the law.

SEXUAL HARASSMENT POLICY

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

SANCTIONS

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

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

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

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

APPEAL PROCESS

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

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

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

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

The Student Conduct Committee shall:

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

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

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

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

RECORD OF DISCIPLINARY MATTER

All disciplinary files shall be kept separate from the student academic files until resolved. Disciplinary files for students who have violated the Code of Student Conduct shall be retained as part of the student's academic file and considered "education records" as appropriate, pursuant to the Family Educational Rights and Privacy Act (FERPA).

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

STUDENT COMPLAINT PROCEDURE

Complaints are defined as any student concern regarding school programs, services, or staff not addressed by other school policies. Students have the right to file a complaint with the school at any time. Students are encouraged to first attempt to informally resolve their complaint with the instructor or staff member in the department most directly connected with their complaint. Students who are unable to resolve their complaint informally should submit their complaint in writing to the School President. The President will meet with the student to discuss the complaint and provide the student with a written response within seven (7) calendar days of the meeting. Students who are not satisfied with the response of the President may contact the Student Help Line at (800) 874-0255 or email at studentservices@cci.edu.

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

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

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

Missouri Department of Higher Education	Attorney General's Office
Proprietary School Certification Division	Consumer Protection Unit
P.O. Box 1469	P.O. Box 899
Jefferson City, MO 65102	Jefferson City, MO 65102
	Toll free in Missouri: 800-392-8222
	Ph: 573-781-3321
	http://ago.mo.gov/

Note: The Missouri Department of Higher Education serves as a clearinghouse for postsecondary student complaints. The MDHE complaint policy may be found at http://www.dhe.mo.gov/documents/POLICYONCOMPLAINTRESOLUTION.pdf. This webpage contains information about the complaint process and includes instructions for how to file a formal complaint. Note that the policy provides that a student who wishes to file a complaint with the department must first exhaust all formal and informal avenues provided by the institution to resolve disputes.

DRESS CODE

Students must adhere to the campus dress code standards and are expected to dress in a manner that would not be construed as detrimental to the student body, the educational process or wear any clothing that has expressed or implied offensive symbols or language. Students should always be aware of the first impression of proper dress code and grooming, and note that Everest promotes a business atmosphere where instructors and guests are professionals and potential employers. In addition, students may be required to wear uniforms that present a professional appearance. Should a student not adhere to the campus dress code standards, he or she will be asked to change into a uniform provided by the school. Should the student refuse, he or she will be dismissed for the day and counted absent. Repeated offense of this policy may result in further disciplinary actions, including suspension and/or dismissal from the school.

NOTIFICATION OF RIGHTS UNDER FERPA

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

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

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

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

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

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

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

    The institution discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the institution has contracted as its agent to provide a service instead of using institution employees or officials (such as an

attorney, auditor or collection agent); a person serving the institution in an advisory capacity; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the institution.

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

From time to time the institution publishes communications, such as graduation and honor roll lists, that include students' names and programs of study. A student who wishes not to be included should put that request in writing to the Registrar.

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

TRANSCRIPTS

All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. Everest maintains complete records for each student, including grades, attendance, prior education and training, and awards received.

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

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

Students are provided an official transcript free of charge upon completing graduation requirements. There is no fee for additional official transcript. Normal processing time for transcript preparation is approximately three to five days.

CAMPUS SECURITY AND CRIME AWARENESS POLICIES

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

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

Everest encourages all students to report criminal incidents or other emergencies, which occur on the campus directly to the Campus President, student advisor or instructor. 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. Everest 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 are advised that the best source of information on the registered sex offenders in the community is the local sheriff's office or police department. The following link will provide you with a list of the most recent updated online information regarding registered sex offenders by state and county: http://www.fbi.gov/hq/cid/cac/registry.htm.

DRUG 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. Students shall receive a copy of the Drug-Free Schools/Drug-Free Workplace Annual Disclosure upon enrollment, and thereafter no later than

January 31st of each calendar year they are enrolled. The information and referral line that directs callers to treatment centers in the local community is available through Student Services.

Everest prohibits the manufacture and unlawful possession, use or distribution of illicit drugs or alcohol by students on its property and at any school activity. If students suspect someone to be under the influence of any drug or alcohol, they should immediately bring this concern to the attention of the Academic Dean/Director of Education or Campus President. 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 is subject to successful completion of any prescribed counseling or treatment program.

STATISTICAL INFORMATION

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

CAMPUS COMPLETION RATE REPORTS

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

STUDENT SERVICES

ORIENTATION

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

HEALTH SERVICES

Everest does not provide health services.

HOUSING

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

STUDENT ADVISING

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

EVEREST CARE PROGRAM

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

PLACEMENT ASSISTANCE

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

PROGRAMS OFFERED

Diploma Programs	
Business Accounting	Diploma
Dental Assistant	Diploma
Medical Administrative Assistant	Diploma
Medical Assistant	Diploma
Degree Programs	
Accounting	AAS Degree
Accounting	BS Degree
Applied Management	BAM Degree
Business Administration	AAS Degree
Business Administration	BBA Degree
Computer Information Science	AAS Degree
Computer Information Science	BS Degree
Paralegal	AAS Degree
Paralegal	BS Degree

DIPLOMA PROGRAMS

BUSINESS ACCOUNTING
Diploma Program
12 months – 48 credit units

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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 Math	4
MAN 1030	Introduction to Business	4
SLS 1321	Career Skills and Portfolio Development	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**

DENTAL ASSISTANT
Diploma Program
8 months – 720 hours – 47 credit units

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

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

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

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

Module	Module Title	Total Contact Hours	Quarter Credit Units
MODULE A	Dental Office Emergencies and Compliance	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	80	6.0
MODULE X	Dental Assistant Externship	160	5.0
	Program Totals:	**720**	**47.0**

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

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

Module B – Dental Radiography   **6.0 Quarter Credit Hours**
Module B introduces students to the basic anatomy of the head and teeth in order to familiarize students with the anatomical structures involved in dental radiographs. Radiation protection and the hazards of X-ray radiation are studied. Emphasis is placed on maintaining radiation safety while obtaining the best possible diagnostic quality on dental radiographs. Students are also introduced to digital radiography. Theory, laboratory skills and clinical practice meet state guidelines for a Radiation Safety Certificate and comply with federal regulations for certifying radiographic operators. Students practice techniques of film exposure and mounting in equipped dental operatories with industry-approved structural and monitoring devices. Exposure techniques include bitewing, bisecting and parallel techniques and are performed on a patient simulator manikin. Upon successful completion of practice, students produce radiographs on site for clinical patients as prescribed by a licensed dentist. Students process film

using a fully equipped darkroom or automatic processor. Students are also required to mount processed radiographs and to evaluate the diagnostic quality according to established criteria. Students retake non-diagnostic films. Professional responsibilities regarding the state radiation safety certificate are introduced as well as quality assurance and infection control. Related dental terminology is also taught. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000.

Module C – Dental Specialties   **6.0 Quarter Credit Hours**

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

Module D – Operatory Dentistry   **6.0 Quarter Credit Hours**

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

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

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

Module F – Dental Anatomy and Orthodontics   **6.0 Quarter Credit Hours**

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

Module G – Dental Health   **6.0 Quarter Credit Hours**

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

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

This module is 160 hours of unpaid, supervised, practical in-service in a dental office or clinic in which the student practices direct application of all administrative and clinical functions of dental assisting. Prerequisite: Completion of Modules A-G. Lec Hrs: 000, Lab Hrs: 000, Other Hrs: 160.

MEDICAL ADMINISTRATIVE ASSISTANT
Diploma Program
8 months – 720 hours – 47 credit units

The Medical Administrative Assistant program is designed to prepare students for entry-level positions as medical administrative assistants in a variety of health care settings. Students study various administrative procedures related to the medical office, including patient processing and assessment, processing medical insurance claims, bill collections, and general office procedures utilized in various medical offices. In addition to acquiring manual and hands-on administrative skills, the program is designed to teach students computer and keyboarding skills which enables them to become familiar with the computerized technology that is becoming more visible in the 21st century medical office environment.

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

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

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

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

Module A - Office Finance   **6.0 Quarter Credit Hours**
Module A introduces accounting functions essential to a medical environment. Students learn basic bookkeeping procedures and apply them to a bookkeeping project and accounting system. Students will also complete assignments writing payroll checks and keeping check registers. Patient billing is an integral portion of the module, including tracing delinquent claims and insurance problem solving. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self –directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in your new job so that you can advance in your career. They also become familiar with essential medical terminology. Prerequisites: None. Lecture Hours: 40.0   Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

Module B - Patient Processing and Assisting   **6.0 Quarter Credit Hours**
In Module B, students learn to set up patient records and maintain and organize them manually and electronically. Students become familiar with records management systems and develop skills in alphabetic filing and indexing, and appointment scheduling. The basics of health insurance are introduced, as well the basic of coding with CPT and ICD-9 codes. Students are trained in vital signs, and a cardiopulmonary resuscitation (CPR) course is taught. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective. Prerequisites: None. Lecture Hours: 40.0   Computer/Keyboarding Hours: 20.0   Spelling/Skillbuilding Hours: 20.0

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

Computer/Keyboarding Hours: 20.0   Spelling/Skillbuilding Hours: 20.0

Module D - Insurance Plans and Collections   **6.0 Quarter Credit Hours**
Module D develops student proficiency in preparing and processing insurance claims. The Medicaid, Medicare, TRICARE, and CHAMPVA programs are discussed. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. They also focus on important aspects of the collection process including collection letters, telephone calls, and collection servicing agencies. They will also learn about Occupational Safety and Health Administration (OSHA) standards and the use of universal precautions in the medical office. Medical ethics and law are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately. Prerequisites: None.   Lecture Hours: 40.0   Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

Module E - Office Procedures   **6.0 Quarter Credit Hours**
In Module E, students are introduced to dictation and transcription. Emphasis is also placed on correspondence and mail processing, health information management and the medical facility environment. Students will also become familiar with disability income insurance and legal issues affecting insurance claims. In addition, students learn about the Health Insurance Accountability and Portability Act (HIPAA). Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals. Prerequisites: None. Lecture Hours: 40.0   Computer/Keyboarding Hours: 20.0   Spelling/Skillbuilding Hours: 20.0

Module F - Patient Care and Computerized Practice Management   **6.0 Quarter Credit Hours**
Module F emphasizes computerized practice management, including file maintenance, patient records, bookkeeping and insurance. Students will learn the health insurance claim form and managed care systems. Hospital billing is introduced this module. Students will also learn about the history of the healthcare industry and the Medical Assisting Profession. In addition, students learn basic techniques for taking patients vital signs. They learn OSHA standards and the use of universal precautions in the medical office. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to become and learn from mentoring. Prerequisites: None. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0   Spelling/Skillbuilding Hours: 20.0

Module G - Dental Administrative Procedures   **6.0 Quarter Credit Hours**
Module G focuses on basic administrative procedures performed in the dental office. Students are introduced to the dental health team with emphasis on the tasks performed by the administrative support staff. Specialized procedures including appointment scheduling, bookkeeping, dental charting, processing patients, insurance billing and coding, and law and ethics are presented. Students are also given an introduction to radiography and radiation safety. Students will do vital signs. They discuss interpersonal skills and human relations, telephone techniques, and patient reception techniques. Students build on keyboarding and word processing skills, become familiar with essential dental terminology, and become familiar with the self-directed job search process by learning how to dress for success. Prerequisites: None.   Lecture Hours: 40.0   Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

Module X – Medical Administrative Assistant Externship   **5.0 Quarter Credit Hours**
Upon successful completion of modules A through G, students participate in a 160-hour externship at an approved facility. This course is 160 hours of supervised, practical, in-service experience in a medical office or clinic in which the student practices direct application of all administrative functions of the medical administrative assistant. Prerequisites: Modules A - G. Lecture Hours: 0.0 Computer/Keyboarding Hours: 0.0   Spelling/Skillbuilding Hours: 0.0   Other Hours: 160

MEDICAL ASSISTANT
Diploma Program
10 months – 880 hours – 59 credit units

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

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

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

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

Course Number	Course Title	Clock Hours Lec/Lab/Extern	Quarter Credit Units
Module MAINTRO	Introduction to Medical Assisting	080 040/040/000	6.0
Module A	Integumentary, Sensory, and Nervous Systems, Patient Care and Communication	080 040/040/000	6.0
Module B	Muscular System, Infection Control, Minor Office Surgery, and Pharmacology	080 040/040/000	6.0
Module C	Digestive System, Nutrition, Financial Management, and First Aid	080 040/040/000	6.0
Module D	Cardiopulmonary Systems, Vital Signs, Electrocardiography, and CPR	080 040/040/000	6.0
Module E	Urinary, Blood, Lymphatic, and Immune Systems and Laboratory Procedures	080 040/040/000	6.0
Module F	Endocrine, Skeletal, and Reproductive Systems, Pediatrics, and Geriatrics	080 040/040/000	6.0
Module G	Medical Law and Ethics, Psychology, and Therapeutic Procedures	080 040/040/000	6.0
Module H	Health Insurance Basics, Claims Processing, and Computerized Billing	080 040/040/000	6.0
Module X	Medical Assistant Diploma Program Externship	160 000/000/160	5.0
PROGRAM TOTAL		**880**	**59.0**

Module Descriptions

Module descriptions include the module number, title, and synopsis, a listing of the lecture hours, laboratory hours, externship hours, and credit units. For example, the listing "40/40/6.0" indicates that the module consists of 40 hours of lecture, 40 hours of laboratory work, and provides 6 Quarter Credit units.

MODULE MAINTRO - Introduction to Medical Assisting   **6.0 Quarter Credit Units**

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

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and how to make their personality type work for them. Successful note-taking and listening skills are reviewed, as well as techniques for remembering. Students also gain knowledge of test-taking strategies, including methods that can be used for reducing test anxiety. Lecture: 40 Hrs Lab: 40 Hrs [Prerequisite: None]

MODULE A - Integumentary, Sensory, and Nervous Systems, Patient Care and Communication
6.0 Quarter Credit Units

Module A emphasizes patient care, including physical examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. Students will have an opportunity to work with and review patient charts and perform front office skills related to records management, appointment scheduling, and bookkeeping. Students gain skills in communication (verbal and nonverbal) when working with patients both on the phone and in person. Students develop working knowledge of basic anatomy and physiology of the special senses (eyes and ears), nervous and integumentary system, common diseases and disorders, and medical terminology related to these systems. Students check vital signs, obtain blood samples, and prepare and administer injections. Also introduced are strategies for dealing with change, setting goals, and getting motivated. Students learn how to prepare an attractive business letter, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Lecture: 40 Hrs (20 in Theory/10 in Clinical Lab/10 in Computer) Lab: 40 Hrs (30 in Clinical Lab/10 in Computer Lab) [Prerequisite: MAINTRO]

MODULE B - Muscular System, Infection Control, Minor Office Surgery, and Pharmacology
6.0 Quarter Credit Units

Module B stresses the importance of asepsis and sterile technique in today's health care environment, along with the proper use of personal protective equipment. Students learn about basic bacteriology and its relationship to infection and disease control. Students identify the purpose and expectations of the Occupational Health and Safety Administration (OSHA) and the Clinical Laboratory Improvement Amendments (CLIA) regarding disease transmission in the medical facility. Students study basic math concepts to prepare for medication dosage calculations. Students learn the principles and various methods of administering medication. Basic pharmacology and the uses, inventory, classification, and effects of therapeutic drugs are included. Students participate in the positioning and draping of patients for various examinations and prepare for assisting with minor office surgical procedures. Students gain knowledge of basic anatomy and physiology of the muscular system, common diseases and disorders, and medical terminology related to this system. Students check vital signs, obtain blood samples, and prepare and administer injections. Also introduced are strategies for setting and accomplishing personal goals, along with how to succeed in accomplishing these goals. Students describe how to handle numbers, symbols, and abbreviations in transcribed material and demonstrate increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Lecture: 40 Hrs (20 in Theory/10 in Clinical Lab/10 in Computer) Lab: 40 Hrs (30 in Clinical Lab/10 in Computer Lab) [Prerequisite: MAINTRO]

MODULE C - Digestive System, Nutrition, Financial Management, and First Aid   6.0 Quarter Credit Units
Module C introduces students to the health care environment, office emergencies, and first aid, with an emphasis on bandaging techniques for wounds and injuries. Students will discuss types of disasters and the medical assistant's role in emergency preparedness and assisting during and after a disaster. Students learn bookkeeping procedures, accounts receivable and payable, financial management, banking, and check-writing procedures essential to the successful operation of the medical office. Students study the administrative and clinical uses of the electronic health record. Students develop working knowledge of good health, nutrition, weight control, and strategies in promoting good health in patients. They acquire knowledge of basic anatomy and physiology, common diseases and disorders, and medical terminology of the digestive system. Students check vital signs, obtain blood samples, and prepare and administer injections. They are introduced to strategies for building active reading and comprehension skills, along with techniques for managing time. Students practice transcribing accurate medical record notes and correcting erroneous entries, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Lecture: 40 Hrs (20 in Theory/10 in Clinical Lab/10 in Computer) Lab: 40 Hrs (30 in Clinical Lab/10 in Computer Lab) [Prerequisite: MAINTRO]

MODULE D - Cardiopulmonary Systems, Vital Signs, Electrocardiography, and CPR   6.0 Quarter Credit Units
Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs, along with diseases, disorders, diagnostic tests, anatomy and physiology, and medical terminology associated with these systems. Students apply knowledge of the electrical pathways of the heart muscle in preparation for applying electrocardiography leads and recording a 12-lead electrocardiogram (ECG). Students receive instruction in cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED), which enables them to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. Students obtain blood samples and prepare and administer injections. Students will discuss how to apply critical and creative thinking skills to analyzing and problem solving in the workplace and everyday life. Students study the preparation of a History and Physical examination report, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word

processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Lecture: 40 Hrs (20 in Theory/10 in Clinical Lab/10 in Computer) Lab: 40 Hrs (30 in Clinical Lab/10 in Computer Lab) [Prerequisite: MAINTRO]

MODULE E - Urinary, Blood, Lymphatic, and Immune Systems and Laboratory Procedures
6.0 Quarter Credit Units

Module E introduces microbiology and laboratory procedures commonly performed in a physician's office or medical clinic. Students learn specimen identification, collection, handling and transportation procedures and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. Students gain working knowledge of radiology and nuclear medicine, in addition to various radiological examinations and patient preparation for these exams. Anatomy and physiology of the urinary system and the body's immunity, including the structure and functions, as well as common diagnostic exams and disorders related to these systems, is presented. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students learn essential medical terminology related to the body systems and topics introduced in the module. Students learn the skills involved in organizing and writing a paper. Students transcribe miscellaneous medical reports, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Lecture: 40 Hrs (20 in Theory/10 in Clinical Lab/10 in Computer) Lab: 40 Hrs (30 in Clinical Lab/10 in Computer Lab) [Prerequisite: MAINTRO]

MODULE F - Endocrine, Skeletal, and Reproductive Systems, Pediatrics, and Geriatrics
6.0 Quarter Credit Units

Module F covers general anatomy and physiology, including an overview of the study of biology and the various body structures and systems. This module also examines the anatomy, physiology, and functions of the skeletal, endocrine, and reproductive systems, along with medical terminology associated with these systems. Students learn about child growth and development. They develop working knowledge of the skills necessary to assist in a pediatrician's office and learn the important differences that are specific to the pediatric field. Some of the skills students learn in this area are height and weight measurements and restraining techniques used for infants and children. They check vital signs, assist with diagnostic examinations and laboratory tests, and instruct patients regarding health promotion practices. Students gain knowledge of signs and symptoms of possible child abuse or neglect. Students also become familiar with human development across the life span. They will discuss normal and abnormal changes that are part of the aging process and the medical assistant's responsibilities related to the older person. Students check vital signs, obtain blood samples, and prepare and administer injections. Students discuss the importance of the ability to compose business documents and reports and practice composing business documents and e-mails. Students demonstrate increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Lecture: 40 Hrs (20 in Theory/10 in Clinical Lab/10 in Computer) Lab: 40 Hrs (30 in Clinical Lab/10 in Computer Lab) [Prerequisite: MAINTRO]

MODULE G - Medical Law, and Ethics, Psychology, and Therapeutic Procedures   6.0 Quarter Credit Units
Module G covers the history and science of the medical field, as well as the medical assisting profession. Students gain working knowledge of concepts related to patient reception in the medical office and preparing for the day. They discuss the importance of professional behavior in the workplace. Students learn what it takes to become an office manager and the responsibilities an office manager has to the office, the staff, and the physician. Students are introduced to medical office safety, security, and emergency provisions. They study how to maintain equipment and inventory. The functions of computers in the medical office are discussed. Students also talk about the role ergonomics plays in the health of the staff and patients. Students learn how to provide mobility assistance and support to patients with special physical and emotional needs, and various physical therapy modalities are discussed. Also introduced are the basic principles of psychology, psychological disorders, diseases, available treatments, and medical terminology related to mental and behavioral health. Medical law and ethics in relation to health care are discussed. Skills and attitudes necessary for success in the workforce are introduced, along with how to create a résumé, and follow through with the job search. Students check vital signs, obtain blood samples, and prepare and administer injections. Students demonstrate increasing speed and accuracy on the computer keyboard and build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Lecture: 40 Hrs (20 in Theory/10 in Clinical Lab/10 in Computer) Lab: 40 Hrs (30 in Clinical Lab/10 in Computer Lab) [Prerequisite: MAINTRO]

MODULE H – Health Insurance Basics, Claims Processing, and Computerized Insurance Billing
6.0 Quarter Credit Units

Module H introduces students to insurance billing and provides an in-depth exposure to diagnostic and procedural coding. Students gain working knowledge of the major medical insurances and claims form processing. They are introduced to types and sources of insurance, health insurance basics, traditional insurance plans, managed care, Medicare, Medicaid, military carriers, and Worker's Compensation and Disability insurance. This module covers the format of the ICD-9-CM manual, the CPT-4 and HCPCS manuals, and their relationship to the process of insurance claims submission. Patient expectations of the medical practice in regard to billing and collections and patient

confidentiality are covered. Students gain knowledge of how to enter patient information and schedule appointments electronically, along with processing insurance claims both manually and electronically. Students continue to develop basic clinical skills by taking vital signs, obtaining blood samples, and preparing and administering injections. Lecture: 40 Hrs (20 in Theory/10 in Clinical Lab/10 in Computer) Lab: 40 Hrs (30 in Clinical Lab/10 in Computer Lab) [Prerequisite: MAINTRO]

MODULE X - Medical Assistant Diploma Program Externship   **5.0 Quarter Credit Units**

Upon successful completion of all modules, 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. Supervisory personnel at the site evaluate externs 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. Lecture: 00 Hrs Lab: 00 Hrs Extern 160 [Prerequisite: MAINTRO, Modules A-H]

DEGREE PROGRAMS

ACCOUNTING (AAS)
Associate of Applied Science Degree program
24 months – 96 credit units

V 1

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

Course 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 and Portfolio Development	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	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	2017	Oral Communications*	4.0	
AML	2000	Introduction to American Literature	4.0	
EVS	1001	Environmental Science	4.0	
SLS	1505	Basic Critical Thinking	2.0	
		TOTAL QUARTER CREDIT HOURS		**30.0**
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				**96.0**

*Online students will take SPCP2300 Fundamentals of Interpersonal Communication

ACCOUNTING (BS)
Bachelor of Science Degree program
48 months – 192 credit units

V 1

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

The Bachelor of Science in Accounting 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 and Portfolio Development	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	1354	Workplace Relationships	2.0	
MAN	1030	Introduction to Business	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	

Course Number		Course Title	Bachelor's Degree Quarter Credit Hrs.	
SLS	1505	Basic Critical Thinking	2.0	
PSY	2012	General Psychology	4.0	
SPC	2017	Oral Communications*	4.0	
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	2014	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 SPCP2300 Fundamentals of Interpersonal Communication

APPLIED MANAGEMENT (BS)
Bachelor of Applied Management Degree program
48 months – 192 credit units

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 2017	Oral Communications*	4.0	
MAT 1033	College Algebra	4.0	
SLS 1505	Basic Critical Thinking	2.0	
PSY 2012	General Psychology	4.0	
EVS 1001	Environmental Science	4.0	
	General Education Electives	24.0	
Must include at least one course from each of the following subject areas:			
	Communications/Humanities		
	Math/Science		
	Social Science		
	TOTAL GENERAL EDUCATION CREDIT HOURS:		**54.0**
	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 2017, ENC 3211, AML 2000

- Social Sciences
    - may include SYG 2000, SOP 4005, CPO 4004, AMH 2030, POS 2041, ECO 3007, ECO 3028
- Mathematics and Science
    - may include: STA 2014

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)
Associate of Applied Science Degree program
24 months – 96 credit units

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 and Portfolio Development	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 Math	4.0	
CGS	2510C	Applied Spreadsheets	4.0	
CGS	2501	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	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	2017	Oral Communications	4.0	
AML	2000	Introduction to American Literature	4.0	
EVS	1001	Environmental Science	4.0	
SLS	1505	Basic Critical Thinking	2.0	
		Total General Education Requirements		**30.0**
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				**96.0**

BUSINESS ADMINISTRATION (BS)
Bachelor's Degree program
48 months – 192 credit units

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 and Portfolio Development	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 3005	Principles of Finance	4	
GEB 4361	Management of International Business	4	
MAN 1030	Introduction to Business	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 2720	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 4104	Women Managers	4	
MAN 4701	Business Ethics	4	
MAN 4734	Contemporary Management	4	

MAR 2141	Introduction to International Marketing	4	
MAR 2320	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 2017	Oral Communications	4	
STA 2014	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)
Associate of Applied Science Degree program
24 months – 96 credit units

V 2

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 and Portfolio Development	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	
SLS 1505	Basic Critical Thinking	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	
CNT 1003C	Computer Networking Fundamentals	4.0	
CTS 1110C	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 2321	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 2017	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)
Bachelor of Science Degree program
48 months – 192 credit units

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 and Portfolio Development	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	
SLS 1505	Basic Critical Thinking	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	
CNT 1003C	Computer Networking Fundamentals	4.0	
CTS 1110C	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 2321	Introduction to the Systems Development Life Cycle	4.0	
	Approved IT Electives*	8.0	
Choose two of the two-course language sequences from the choices listed (4 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 I	4.0	
COP 3764C	Structured Query Language	4.0	
COP 4724C	Database Application Development	4.0	
CIS 3615	Designing Secure Software	4.0	
CIS 3303C	Object-Oriented Analysis and Design	4.0	
CTS 4107	Survey of Operating Systems	4.0	
CIS 4329C	Senior Project – Systems Analysis and Design	4.0	
CIS 4328C	Senior Project – Systems Implementation and Integration	4.0	
	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 2017	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 2014	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**

PARALEGAL (AAS)
Associate of Applied Science Degree program
24 month – 96 credit units

V 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 and Portfolio Development	2.0	
CGS	2501	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	2017	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	
		Total General Education Requirements		**34.0**
Total Quarter Credit Hours Required for Graduation				**96.0**

PARALEGAL (BS)
Bachelor of Science Degree program
48 months – 192 credit units

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 and Portfolio Development	2.0	
LIS	2004	Introduction to Internet Research	2.0	
CGS	2501	Applied Word Processing	4.0	
HSS	4400	Communications and Technology Security	4.0	
SLS	1354	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	2017	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	2014	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 DESCRIPTIONS

ACG 2021 Introduction to Corporate Accounting	4 Quarter Credit Hours

This course emphasizes a practical understanding of corporate accounting principles, 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

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

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

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 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 2501 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.

CGS 2510C Applied Spreadsheets	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. Prerequisite: CGS 2167C. Lec Hrs 030 Lab Hrs 020 Other Hrs: 000

CTS 4107 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 2321 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. No prerequisite. Lec Hrs: 40. Lab Hrs: 0.

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 2321. 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 2321 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 2321. 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 2321 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: CTS 1110C. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000.

CNT 1003C 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

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 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

CTS 1110C 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

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	
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: 40. Lab Hrs: 0. Other Hrs: 0.	
FIN 3005 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 or HFT 1211. 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	
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	
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	
MAN 1030 Introduction to Business	**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 4104 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 2320 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 2720 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 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

MTB 1103 Business Math	**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 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. 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 and Portfolio Development   **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 1354 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 2017 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	
SPCP 2300 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 (additional location of Everest Institute, Rochester, NY)
  Arlington, VA (additional location of Everest College, Thornton, CO)
  Aurora, CO (additional location of Everest College, Thornton, CO)
  Atlanta West, GA (branch of Everest College, Reseda, CA)
  Bedford Park, IL (branch of Everest College, Alhambra, CA)
  Bremerton, WA (main campus)
  Burr Ridge, IL (branch of Everest College, Skokie, IL)
  Chesapeake, VA (additional location of Everest College, 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 (additional location of Everest College, Portland, OR)
  Everett, WA (additional location of Everest College, Bremerton, WA)
  Fort Worth, TX (additional location of Everest College, Salt Lake City, UT)
  Fort Worth South, TX (additional location of Everest College, Colorado Springs, CO)
  Gardena, CA (main campus)
  Hayward, CA (main campus)
  Henderson, NV (main campus)
  Los Angeles (Wilshire), CA (main campus)
  McLean, VA (additional location of Everest College, Colorado Springs, CO)
  Melrose Park, IL (branch of Everest College, Skokie, IL)
  Merrillville, IN (branch of Everest Institute, Grand Rapids, MI)
  Merrionette Park, IL (additional location of Everest University, Pompano Beach, FL)
  Milwaukee, WI (branch of Everest University, Tampa, FL)
  Newport News, VA (main campus)
  North Aurora, IL (branch of Everest Institute, Brighton, MA)
  Ontario, CA (main campus)
  Ontario (Metro), CA (additional location of Everest College, Springfield, MO)
  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)
  Santa Ana, CA (additional location of Everest College, Colorado Springs, CO)
  Seattle, WA (main campus)
  Skokie, IL (main campus)
  Springfield, MO (main campus)
  St. Louis (Earth City), MO (additional location of Everest College, Bremerton, WA)
  Tacoma, WA (additional location of Everest College, Bremerton, WA)
  Thornton, CO (main campus)
  Torrance, CA (main campus)
  Vancouver, WA (additional location of Everest College, Portland, OR)
  Vancouver, WA (additional location of Everest College, Seattle, WA)
  West Los Angeles, CA (main campus)
Everest College Phoenix
  Phoenix, AZ (main campus)
  Mesa, AZ (branch of Everest College Phoenix, AZ)

  Detroit, MI (branch of Everest Institute, Southfield, MI)
  Eagan, MN (branch of Everest Institute, Cross Lanes, WV)
  Fort Lauderdale, FL (additional location of Everest Institute, Kendall, FL)
  Gahanna, OH (branch of Everest College, Ontario, CA)
  Grand Rapids, MI (main campus)
  Hialeah, FL (additional location 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 College, 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 (additional location 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 (additional location of Everest College, Portland, OR)
Everest University
  Tampa (Brandon), FL (additional location of Everest University Tampa, FL)
  Jacksonville, FL (additional location of Everest University, Largo, FL)
  Lakeland, FL (additional location of Everest University, Largo, FL)
  Largo, FL (main campus)
  Melbourne, FL (additional location of Everest University, North Orlando, FL)
  North Orlando, FL (main campus)
  Orange Park, FL (additional location of Everest University, Tampa, FL)
  Pompano Beach, FL (main campus)
  South Orlando, FL (additional location of Everest University, North Orlando, FL)
  Tampa, FL (main campus)
WyoTech
  Blairsville, PA (branch of WyoTech, Laramie, WY)
  Daytona Beach, FL (main campus)
  Fremont, CA (main campus)
  Laramie, WY (main campus)
  Long Beach, CA (main campus)
  Sacramento, CA (branch of WyoTech, Laramie, WY)
Heald College
  Concord, CA (main campus)
  Fresno, CA (main campus)
  Hayward, CA (main campus)
  Honolulu, HI (branch of Heald College, San Francisco)
  Modesto, CA (branch of Heald College, Hayward)
  Portland, OR (branch of Heald College, San Francisco)
  Rancho Cordova, CA (main campus)
  Roseville, CA (main campus)
  Salinas, CA (main campus)
  San Francisco, CA (main campus)
  San Jose, CA (Milpitas) (main campus)
  Stockton, CA (main campus)

Everest Institute
  Austin, TX (branch of Everest Institute, Southfield, MI)
  Bensalem, PA (additional location of Everest College, Seattle, WA)
  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)
  Decatur, GA (branch of Everest Institute, Cross Lanes, WV)	

The following schools in Canada are owned by Corinthian Colleges, Inc.:	

Everest College of Business, Technology, and Healthcare
All Canadian locations listed below are branches of Everest College Canada, Inc.
    Barrie, Ontario
    Brampton, Ontario
    Hamilton City Centre, Ontario
    Hamilton Mountain, Ontario
    Kitchener, Ontario
    London, Ontario
    Mississauga, Ontario
	Nepean, Ontario
	New Market, Ontario
	North York, Ontario
	Ottawa-East, Ontario
	Scarborough, Ontario
	Sudbury, Ontario
	Thunder Bay, Ontario
	Toronto College Park (South), Ontario
	Windsor, Ontario

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	Jack D. Massimino	Chairman and Chief Executive Officer
Terry O. Hartshorn	Kenneth S. Ord	Executive Vice President, Chief Financial Officer and Chief Administrative Officer
Paul R. St. Pierre		
Linda Arey Skladany	Beth A. Wilson	Executive Vice President
Hank Adler	Mark L. Pelesh	Executive Vice President, Legislative and Regulatory Affairs
Alice T. Kane	William Buchanan	Executive Vice President, Marketing
Robert Lee	Stan Mortensen	Executive Vice President, General Counsel and Corporate Secretary
Tim Sullivan		
John Dionisio	Robert Bosic	Executive Vice President, Operations
Sharon Robinson	Robert C. Owen	Senior Vice President and Chief Accounting Officer
	David Poldoian	Chief Compliance Officer
	Steve Quattrociocchi	Group President, Online
	Michael Benvenuti	Group President, Everest East
	Eeva Deshon	President of Heald College
	Dave Whiteford	Division President, Everest South
	Rupert Altschuler	Division President, Everest Canada
	Gary Gruber	Division President, Everest Central
	Melissa Flores	Division President, Everest Florida
	Anna Marie Dunlap	Senior Vice President, Investor Relations & Corporate Communications
	Richard Simpson	Senior Vice President and Chief Academic Officer
	Carmella Cassetta	Senior Vice President and Chief Information Officer
	Jim Wade	Senior Vice President, Human Resources
	Roger Van Duinen	Senior Vice President, Marketing
RHODES COLLEGES, INC.		
DIRECTORS	**OFFICERS**	**TITLE**
Jack D. Massimino	Jack D. Massimino	Chairman of the Board, President and Chief Executive Officer
Kenneth S. Ord		
Beth A. Wilson	Kenneth S. Ord	Executive Vice President and Chief Financial Officer
	Beth A. Wilson	Executive Vice President
	Stan A. Mortensen	Executive Vice President, General Counsel and Corporate Secretary
	Robert C. Owen	Chief Accounting Officer, Treasurer and Assistant Secretary

ADMINISTRATION

ADMINISTRATION	
Position Open	College President
Bryan Harvey	Academic Dean
Wendy Woosley	Director of Admissions
Tully Lale	Director of High School Admissions
Dorothy Robbins	Director of Career Services
Brenda Groover	Director of Student Finance
Jennifer Rumley	Director of Student Accounts

CATALOG SUPPLEMENT

See the catalog supplement for current information related to the faculty listing.

TUITION AND FEES

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)
Quarter-Based Programs, Tuition per Credit Hour per Term				
Accounting – AAS	24 Months	96	$35,520 $370/credit hour	$400/term
Accounting – BS	48 Months	192	$65,472 $341/credit hour	$400/term
Business Accounting - Diploma	12 Months	48	$17,760 $370/credit hour	$400/term
Applied Management – BS	48 Months	192	$65,472 $341/credit hour	$400/term
Business Administration – AAS	24 Months	96	$35,520 $370/credit hour	$400/term
Business Administration – BS	48 Months	192	$65,472 $341/credit hour	$400/term
Computer Information Science – AAS	24 Months	96	$35,520 $370/credit hour	$400/term
Computer Information Science – BS	48 Months	192	$65,472 $341/credit hour	$400/term
Paralegal – AAS	24 Months	96	$35,520 $370/credit hour	$400/term
Paralegal – BS	48 Months	192	$65,472 $341/credit hour	$400/term
Diploma Programs				
Dental Assistant	8 months	47	$18,379	$900
Medical Administrative Assistant	8 months	47	$18,129	$1,500
Medical Assistant	10 months	59	$21,528	$1,500
Effective for diploma program starting July 1, 2011 and after				
Proficiency Challenge Exam (per credit hour): $20.00 Experiential Credit Folder Evaluation Fee (per course): $25.00				

QUARTER-BASED CALENDARS

FY 2011 – 2012 Academic Calendar				
Summer Term Starts		July	18	2011
Summer Term Drop/Add Deadline		July	31	2011
Mini-Term Starts		August	29	2011
Mini-Term Drop/Add Deadline		September	4	2011
Labor Day Holiday		September	5	2011
Micro-Term Starts		September	19	2011
Summer Term Ends		October	9	2011
Fall Break	From:	October	10	2011
	To:	October	16	2011
Fall Term Start		October	17	2011
Fall Term Drop/Add Deadline		October	30	2011
Thanksgiving Day Holiday	From:	November	24	2011
	To:	November	25	2011
Mini-Term Starts		November	28	2011
Mini-Term Drop/Add Deadline		December	4	2011
Micro-Term Starts		December	19	2011
Winter Holiday	From:	December	23	2011
	To:	January	2	2012
Classes Resume		January	3	2012
Fall Term Ends		January	15	2012
M.L. King Jr. Birthday Holiday		January	16	2012
Winter Term Starts		January	17	2012
Winter Term Drop/Add Deadline		January	30	2012
Presidents' Day		February	20	2012
Mini-Term Starts		February	27	2012
Mini Term Drop/Add Deadline		March	4	2012
Micro-Term Starts		March	19	2012
Winter Term Ends		April	8	2012
Spring Vacation	From:	April	9	2012
	To:	April	15	2012
Spring Term Starts		April	16	2012
Spring Term Drop/Add Deadline		April	29	2012
Memorial Day Holiday		May	28	2012
Mini-Term Starts		May	29	2012
Mini Term Drop/Add Deadline		June	4	2012
Micro-Term Starts		June	18	2012
Independence Day Holiday		July	4	2012
Spring Term Ends		July	8	2012
Summer Vacation	From:	July	9	2012
	To:	July	15	2012

FY 2013 Academic Calendar				
Summer Term Starts		July	16	2012
Summer Term Drop/Add Deadline		July	29	2012
Mini-Term Starts		August	27	2012
Mini-Term Drop/Add Deadline		September	2	2012
Labor Day Holiday		September	3	2012
Micro-Term Starts		September	17	2012
Summer Term Ends		October	7	2012
Fall Break	From:	October	8	2012
	To:	October	14	2012
Fall Term Start		October	15	2012
Fall Term Drop/Add Deadline		October	28	2012
Thanksgiving Day Holiday	From:	November	22	2012
	To:	November	23	2012
Mini-Term Starts		November	26	2012
Mini-Term Drop/Add Deadline		December	2	2012
Micro-Term Starts		December	17	2012
Winter Holiday	From:	December	22	2012
	To:	January	1	2013
Classes Resume		January	2	2013
Fall Term Ends		January	13	2013
Winter Term Starts		January	14	2013
M.L. King Jr. Birthday Holiday		January	21	2013
Winter Term Drop/Add Deadline		January	28	2013
Presidents' Day		February	18	2013
Mini-Term Starts		February	25	2013
Mini Term Drop/Add Deadline		March	3	2013
Micro-Term Starts		March	18	2013
Winter Term Ends		April	7	2013
Spring Vacation	From:	April	8	2013
	To:	April	14	2013
Spring Term Starts		April	15	2013
Spring Term Drop/Add Deadline		April	28	2013
Memorial Day Holiday		May	27	2013
Mini-Term Starts		May	28	2013
Mini Term Drop/Add Deadline		June	3	2013
Micro-Term Starts		June	17	2013
Independence Day Holiday		July	4	2013
Spring Term Ends		July	7	2013
Summer Vacation	From:	July	8	2013
	To:	July	14	2013

FY 2014 Academic Calendar				
Summer Term Starts		July	15	2013
Summer Term Drop/Add Deadline		July	28	2013
Mini-Term Starts		August	26	2013
Mini-Term Drop/Add Deadline		September	1	2013
Labor Day Holiday		September	2	2013
Micro-Term Starts		September	16	2013
Summer Term Ends		October	6	2013
Fall Break	From:	October	7	2013
	To:	October	13	2013
Fall Term Start		October	14	2013
Fall Term Drop/Add Deadline		October	27	2013
Mini-Term Starts		November	25	2013
Thanksgiving Day Holiday	From:	November	28	2013
	To:	November	29	2013
Mini-Term Drop/Add Deadline		December	3	2013
Micro-Term Starts		December	16	2013
Winter Holiday	From:	December	23	2013
	To:	January	1	2014
Classes Resume		January	2	2014
Fall Term Ends		January	12	2014
Winter Term Starts		January	13	2014
M.L. King Jr. Birthday Holiday		January	20	2014
Winter Term Drop/Add Deadline		January	27	2014
Presidents' Day		February	17	2014
Mini-Term Starts		February	24	2014
Mini Term Drop/Add Deadline		March	2	2014
Micro-Term Starts		March	17	2014
Winter Term Ends		April	6	2014
Spring Vacation	From:	April	7	2014
	To:	April	13	2014
Spring Term Starts		April	14	2014
Spring Term Drop/Add Deadline		April	28	2014
Memorial Day Holiday		May	26	2014
Mini-Term Starts		May	27	2014
Mini Term Drop/Add Deadline		June	2	2014
Micro-Term Starts		June	16	2014
Independence Day Holiday		July	4	2014
Spring Term Ends		July	6	2014
Summer Vacation	From:	July	7	2014
	To:	July	13	2014

FY 2015 Academic Calendar				
Summer Term Starts		July	14	2014
Summer Term Drop/Add Deadline		July	27	2014
Mini-Term Starts		August	25	2014
Mini-Term Drop/Add Deadline		August	31	2014
Labor Day Holiday		September	1	2014
Micro-Term Starts		September	15	2014
Summer Term Ends		October	5	2014
Fall Break	From:	October	6	2014
	To:	October	12	2014
Fall Term Start		October	13	2014
Fall Term Drop/Add Deadline		October	26	2014
Mini-Term Starts		November	24	2014
Thanksgiving Day Holiday	From:	November	27	2014
	To:	November	28	2014
Mini-Term Drop/Add Deadline		December	2	2014
Micro-Term Starts		December	15	2014
Winter Holiday	From:	December	23	2014
	To:	January	2	2015
Classes Resume		January	3	2015
Fall Term Ends		January	11	2015
Winter Term Starts		January	12	2015
M.L. King Jr. Birthday Holiday		January	19	2015
Winter Term Drop/Add Deadline		January	26	2015
Presidents' Day		February	16	2015
Mini-Term Starts		February	23	2015
Mini Term Drop/Add Deadline		March	1	2015
Micro-Term Starts		March	16	2015
Winter Term Ends		April	5	2015
Spring Vacation	From:	April	6	2015
	To:	April	12	2015
Spring Term Starts		April	13	2015
Spring Term Drop/Add Deadline		April	26	2015
Memorial Day Holiday		May	25	2015
Mini-Term Starts		May	26	2015
Mini Term Drop/Add Deadline		June	1	2015
Micro-Term Starts		June	15	2015
Independence Day Holiday	From:	July	3	2015
	To:	July	4	2015
Spring Term Ends		July	5	2015
Summer Vacation	From:	July	6	2015
	To:	July	12	2015

MODULAR CALENDARS

Dental Assistant, Medical Administrative Assistant, Medical Assistant 2011-2012	
Start Dates	**End Dates**
8/22/11	9/19/11
9/20/11	10/17/11
10/19/11	11/15/11
11/16/11	12/15/11
12/16/11	1/23/12
1/24/12	2/21/12
2/22/12	3/20/12
3/21/12	4/17/12
4/19/12	5/16/12
5/18/12	6/15/12
6/20/12	7/18/12
7/23/12	8/17/12
8/20/12	9/17/12
9/19/12	10/16/12
10/17/12	11/13/12
11/15/12	12/14/12

Dental Assistant, Medical Administrative Assistant, Medical Assistant Student Breaks 2011 - 2012	
Student Breaks	**Dates**
Labor Day	9/5/11
Thanksgiving	11/24/11-11/25/11
Winter Holiday	12/24/11-1/2/12
Martin Luther King Day	1/16/12
President's Day	2/20/12
Memorial Day	5/26/12-5/28/12
Labor Day	9/3/12
Thanksgiving	11/22/12- 11/23/12