

# Las Vegas

COLLEGE

2006-2007 Catalog

Las Vegas 062906

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<http://www.lasvegas-college.com>

Las Vegas College is accredited by the  
Accrediting Council for Independent Colleges and Schools  
to award diplomas and associate degrees.

2006-2007 CATALOG

Las Vegas COLLEGE

Las Vegas 1214-581

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This catalog is the official announcement of the programs, requirements, and regulations of Las Vegas College. Students enrolling in the College are subject to the provisions stated herein and therefore should read this catalog carefully. Students are responsible for knowing the rules, regulations, and policies of the College and enrollment constitutes an agreement by the student to abide by them. Failure to read this catalog does not excuse students from the requirements and regulations described herein.

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**FROM THE PRESIDENT OF  
LAS VEGAS COLLEGE - LAS VEGAS**

Welcome to Las Vegas College!

Founded in 1979, Las Vegas College is a two-year institution and member of Rhodes Colleges, Inc. The Rhodes College system is a subsidiary of Corinthian Colleges, Inc., which consists of private post-secondary learning institutions throughout the United States and Canada.

Las Vegas College is a modern, progressive college that offers a variety of Associate's degrees and a select number of diploma programs in specialized fields to help you enter today's evolving workforce. Our dedicated faculty and staff take personal interest in your progress. Each course is taught by faculty members who come to us with a special combination of education and practical work experience, which enables you, the student, to not only obtain an education, but be trained for the exciting and practical real world experience awaiting you.

We have a tradition of helping people develop their skills and abilities with the objective of making their lives richer and more rewarding. Las Vegas College is committed to helping you develop the skills and acquire the knowledge that is necessary to achieve a richer and more rewarding life. We are here to help you make your dreams a reality. Give us your enthusiasm and a desire to succeed and we will repay your efforts with new knowledge and a solid foundation for your new career.

Here's to shaking your hand as you cross the stage to receive your diploma.



Susan Cooper  
President  
Las Vegas College



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## ABOUT LAS VEGAS COLLEGE

### MISSION AND OBJECTIVES

Las Vegas 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, Las Vegas College has established the following goals and objectives:

1. Las Vegas 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. Las Vegas 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, Las Vegas College shall strive to develop mature citizens who contribute to their communities.
5. Las Vegas College will assist graduates in securing career-related employment.

### HISTORY AND OWNERSHIP

Las Vegas College was founded by Betty Krolak in 1979 under the name Krolak Business Institute. Barbara A. and E. T. Paulus purchased the Institute in Dec of 1980 and incorporated it under the name of TO-Ba Corporation. The Institute was granted a license to grant Associate's degrees on Jan 7, 1986, and the Institute's name was changed to Las Vegas Business College. The College was acquired by Rhodes Colleges, Inc. on Oct 17, 1996. At that time, the name of the institution was changed to Las Vegas College. Las Vegas College opened a branch campus, located in Henderson, Nevada, in 2003 and moved the main campus to that facility in 2005.

### LOCATION

Las Vegas College is conveniently located at:

170 North Stephanie, 1st Floor  
Henderson, Nevada 89074  
(702) 567-1920 - fax (702) 566-9725

### BUSINESS HOURS

Las Vegas College is open Mon through Friday from 8:00 a.m. to 10:00 p.m. and Saturday from 9:00 a.m. to 1:00 p.m.

### COLLEGE FACILITIES

Las Vegas College occupies a new 31,700 square foot facility housing its classrooms, labs, library, and administrative offices. Students have access to the latest technology supporting their training. The facility is handicap accessible, and free student parking is available

#### Parking

Students should obey all parking ordinances. Las Vegas College is not responsible for any damage to any vehicle on the premises or in the area before, during, or after school. Handicap spaces are provided. Failure to observe this rule may cause your car to be towed.

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## **Handicapped Access**

Las Vegas College facilities are handicapped accessible. Special facilities include designated parking, ramps, accessible restrooms and accessible water fountains. All areas of the building are handicapped accessible.

## **ACCREDITATION AND LICENSURE**

Las Vegas College is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award Associate's degrees and diplomas. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. The Accrediting Council for Independent Colleges and Schools is located at 750 First Street, NE, Suite 980, Washington, D.C. 20002; (202) 336-6780.

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

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

- Nevada Commission on Postsecondary Education

Approvals:

- National Court Reporters Association
- Some programs are approved for the training of veterans. Please contact the financial aid office for a list of programs.

## **STATEMENT OF NON-DISCRIMINATION**

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

College applicants or students with a disability who wish to ask the campus for accommodations should see the College President.

## **ADMISSIONS**

It is recommended that applicants and their families visit Las Vegas College so they may gain a better understanding of the College and view its facilities and equipment. A personal interview must be scheduled with a member of the Admissions staff. The applicant should call or write the Admissions Department in advance so a convenient time can be arranged.

## **ADMISSIONS REQUIREMENTS**

Graduation from high school or its equivalent is a prerequisite for admission into any program offered at the College. However, the educational requirement may also be met if the applicant is at least 17 years of age and can demonstrate the "Ability to Benefit" from the training. Applicants enrolling under the Ability to Benefit provision are required to achieve a passing score on an independently administered, standardized, nationally recognized test that is approved by the U.S. Department of Education. The Ability to Benefit will be determined by passing the Career Programs Assessment Test (CPAT) offered by ACT, Inc. Applicants must achieve minimum scores of 42 on language usage, 43 on reading, and 41 on numerical skills. This test is designed to measure prospective students' ability to benefit from the course of instruction. Applicants who pass this test have fulfilled the College's entrance test requirements. Applicants who fail the test can be retested using the test developer's guidelines. The re-test(s) will be administered within the period specified by the test developer.

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## **ORIENTATION**

All new students will be notified by mail of the time and date of the next orientation session. Attendance is required. Students not able to attend should contact their admissions representative and make special arrangements.

During orientation, students become familiar with facilities, introduced to various faculty and staff members, and issued class schedules. College orientation will also enable students to seek any additional advising from the Admissions, Financial Aid, or Academic Offices before classes start.

## **TRANSFER TO OTHER COLLEGES**

Las Vegas College neither implies nor guarantees that credits completed at Las Vegas College will be accepted in transfer at other institutions. Each institution has policies that govern the acceptance of credit from other institutions as policies and grade requirements vary from institution to institution. Transfer of credit is a privilege granted by the institution to which a student may seek admission. Students intending to transfer credits to other institutions should contact those institutions regarding the policies and procedures governing the transfer of credits. The degree and diploma programs of Las Vegas College are intended to be terminal in nature and are designed primarily to prepare the graduate for employment.

## **ADMINISTRATIVE POLICIES**

### **TELEPHONES**

No student will be called out of class for a telephone call, except in an emergency. We suggest that students inform family and friends of this rule. Cell phones must be turned off during class time.

### **SMOKING/EATING**

Students are welcome to pause, relax, and eat or smoke in designated areas before or after classes; however, absolutely no smoking is allowed inside the building. Smoking is allowed outside in the designated smoking area. No eating is permitted in any classroom, and no eating or drinking is permitted in any of the labs.

### **DRESS CODE**

Employers and other guests important to your career frequently visit the College. They form an opinion of the students while they are here; therefore, students are expected to dress neatly and to be properly groomed at all times. Each student is encouraged to develop a professional wardrobe appropriate to his/her chosen field. Short-shorts, see-through attire, and any shirt with offensive sayings or words are not permitted.

### **GUESTS**

Guests must register with the Receptionist. Children are not permitted in the classrooms.

## **STUDENT CODE OF CONDUCT**

### **Background**

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

- The College maintains the right to discipline students found in violation of College policies in accordance with the procedures below.
- The student conduct code applies to all students, including students taking online courses or a combination of online and campus courses. Federal Work Study students who violate the student conduct of conduct in the performance of their work study duties are subject to disciplinary action/procedures.

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- The Campus President or designee (typically the Director of Education/Dean or, in the case of online students, the Online Coordinator) has the authority to make decisions about student disciplinary action.
  - Students are subject to the student conduct code while participating in any program externship, clinical rotation, or other College-related activity.
  - All student conduct code violations shall be documented in the student's academic record.
  - Students dismissed for violations of the student conduct code shall remain responsible for any financial obligations to the College.
  - Students dismissed from one Corinthian Colleges, Inc. college for violation of the student conduct code shall not be eligible for admittance to another CCI college.

### **Student Conduct Code**

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

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

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

### **Student Conduct Code Violations/Formal Disciplinary Procedure**

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

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

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

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

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

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

### **Appeals**

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

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## Academic Integrity

- ◆ Any form of deception in the completion of assigned work is considered a form of academic dishonesty. This includes, but is not limited to: copying another's work from any source; allowing another to copy one's own work whether during a test or in the submittal of an assignment; any attempt to pass off the work, data, or creative efforts of another, as one's own; knowingly furnishing false information about one's academic performance to the College.
- ◆ If a student is found to have committed one or more of the acts listed above, the student may, at the Academic Dean's discretion, receive an F grade for the assignment or exam. If repeated offenses occur, the student may be dismissed from the College as per the disciplinary procedures outlined above.
- ◆ All violations of academic policy are documented and made part of the student's academic record.

## 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, Las Vegas College has established policies regarding campus security.

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

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

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

## STATISTICAL INFORMATION

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

## CAMPUS COMPLETION RATE REPORTS

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

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## **DRUG AWARENESS**

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

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

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

## **WEAPONS POLICY**

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

## **SEXUAL HARASSMENT**

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

Sexual harassment of employees or students at Las Vegas College is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements. Unwelcome sexual advancements, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

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

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

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

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## ACADEMICS

### **FULL-TIME STATUS**

Full-time status is defined as at least 12 credit hours per academic quarter. Programs require 16 credit hours per academic quarter to complete in a timely fashion.

### **QUARTER CREDITS**

The academic unit of credit awarded at Las Vegas College is the quarter credit. One quarter credit is awarded for 10 contact hours of classroom lecture instruction, or for 20 contact hours of laboratory instruction, or for 30 hours of externship or practicum experience. Some courses are comprised of both lecture and laboratory instruction and are awarded credits accordingly.

### **DROP/ADD PERIOD - QUARTER-BASED PROGRAMS**

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

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

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

The first two days of modular programs are considered the drop/add period.

### **ATTENDANCE POLICY - QUARTER-BASED PROGRAMS**

Students should strive for perfect attendance and punctuality on a daily basis to emulate the attendance requirements of the workplace. In an effort to reinforce a sense of professionalism, and in the interest of realistic expectations in the workplace, the College has developed the following attendance policy for all matriculated students. The College understands that there are extenuating circumstances that may cause a student to miss one or more classes. This policy addresses these circumstances.

Students must sit for attendance within the first 14 days of each term start. If a student fails to attend class by the first class of the third week of the term, the student may be withdrawn from the course by the Academic Dean.

Students who will be absent from classes are expected to contact the College to report their absence. If a student expects to be absent for more than two days, he/she must call the Department Chair, the Associate Dean or the Academic Dean to discuss the reason for the absence.

Should a student's absences reach 25% of the total scheduled hours in a term for any course, the student will be given a written warning. Students given a warning will be encouraged to meet with the Academic Dean, or designee, to develop a plan to improve the student's attendance. Students placed on attendance probation will be returned to non-probation status at the start of the next term, assuming they have satisfactorily completed the course requirements.

Should a student's absences for any single course reach 40% of the total scheduled hours in a term, the student may be withdrawn from the course. Should a student's absences reach 40% of the total scheduled hours for all courses, the student may be withdrawn from the institution. Students have seven days from the notification date of suspension to appeal being withdrawn from the course or institution.

Students who miss 14 consecutive calendar days in all classes may be dropped from school.

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### **Tardiness/Early Departure**

Students who arrive for class more than 15 minutes after the scheduled start time will receive a tardy on their attendance record. Students who depart from class more than 15 minutes before the scheduled completion time will receive an early departure on their attendance record. Students who are chronically tardy will be subject to academic advising.

### **Leave of Absence**

This institution does not permit leaves of absence in quarter-based programs.

## **ATTENDANCE POLICY - MODULAR PROGRAMS**

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

Students who miss more than 20% of the total classroom hours scheduled for the program will be dropped. Students who are not in attendance for at least 51% of the scheduled class time will be considered absent for the day. Students who have been absent from all of their scheduled classes for 10 consecutive school days will be dropped from the training program.

Students who miss 15% of the total classroom hours will be advised that they are at risk of being dropped from the program. Students who miss 20% of the total classroom hours will be advised that they are terminated from the program. If terminated, students must successfully appeal their termination within seven calendar days in order to continue their training without interruption. (See "Student Appeal Policy.") If their termination is not successfully appealed, they will remain dropped from the program.

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

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

### **Tardiness/Early Departure**

Students who are more than 15 minutes late to class or who leave class more than 15 minutes early on four occasions will accrue one hour of absence on their attendance record. Students who are not in attendance for at least 51% of the scheduled class time will be considered absent for the day.

### **Reentry Policy**

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

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

### **Make-up Work**

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

## GRADING STANDARDS

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

The following grading system is used:

GRADE	EVALUATION	QUALITY POINTS PER QTR HOUR	INCLUDED IN GPA
A	Excellent	4	YES
B	Good	3	YES
C	Average	2	YES
D	Below Average*	1	YES
F	Failed to Meet Course Objectives	0	YES
I	Incomplete	0	YES
P	Pass	Not Calculated	NO
PE	Proficiency Exam	Not Calculated	NO
PL	Prior Learning/Experiential Learning Credit	Not Calculated	NO
TR	Transfer	Not Calculated	NO
W	Withdrawal	Not Calculated	NO
WD	Withdrawal during drop/add	Not Calculated	NO
WZ	Withdrawal Military	Not Calculated	NO

\*(Not used in Modular Allied Health Programs)

COURSE REPEAT CODES	
REXC	Class has repeated, grade excluded from statistics
RINC	Class repeated, grade included in statistics

### GPA and CGPA Calculations

The grade point average (GPA) for each term and cumulative grade point average (CGPA) are calculated on residence courses taken at the College. The GPA for each term is calculated by dividing the quality points earned that term by the total credits for courses completed (i.e., from which the student has not withdrawn) for the GPA. The CGPA is calculated by dividing the total cumulative quality points earned by the total cumulative credits attempted for the GPA.

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

### Incompletes

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

### Grade Appeals

A student who wishes to appeal a grade should immediately consult with the instructor involved in the course. If dissatisfaction remains, the student should meet with the Academic Dean. A student has 14 days from when report cards are given to appeal a grade.

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### **Transfer Credits and Repeated Courses**

Transfer credits are not included in the calculation of CGPA but are included in the “Total Number of Credits Attempted” (in the Satisfactory Academic Progress Tables on the following pages) in order to determine the required levels for CGPA and percentage of credits completed. Transfer credits are included as credits earned and successfully completed. The College, at its sole discretion, reserves the right to determine what transfer credits, if any, will be accepted.

Courses that are graded on a pass/fail basis, if any, are not included in calculating CGPA. Courses taken on a pass/fail basis are, however, considered as hours attempted in the determination of rate of progress.

If a student repeats a course, the higher of the two grades is used in the calculation of CGPA; however, the original course credits remain included in the “Total Number of Credits Attempted” in order to determine the required levels for CGPA and percentage of credits completed. The original credits are considered as not successfully completed.

Because many of the curricula and courses are standardized throughout the Corinthian Colleges system, many courses and passing grades are directly transferable among the various Corinthian campuses (see table of Corinthian College campuses in the back of this catalog).

### **PROFICIENCY EXAMINATION POLICY**

- There is a fee of \$20 per credit hour for a Proficiency Examination. Students must be able to show that they have special qualifications, skills, or knowledge obtained through work or other experience and that they are able to demonstrate proficiency through special examination in the course subject matter. See the Academic Dean for a complete list of proficiency exams available.

Such qualifications, skills, or knowledge obtained as the result of academic coursework already accepted in transfer cannot be used as the basis to attempt a Proficiency Examination. Credits earned as a result of credit by Proficiency Examination may not be used to satisfy more than 25% of the credits necessary for the program credential or more than 10% of the major field of study, and are not considered as credits earned “in residence” at the College. Successful completion of the proficiency examination (minimum success grade is B) will earn the student a grade of PE on the academic transcript and credit for the course. Students who fail a Proficiency Examination may not make a second attempt and must register for and complete the course in question.

### **DIRECTED STUDY**

Course work by Directed Study allows students to work closely with an assigned instructor. A syllabus is given to the student outlining the program of study, the anticipated results, the reading list, and the methods of evaluation. The student must obtain the permission of the appropriate Academic Department Chairperson and complete a signed agreement with the instructor and Academic Dean before engaging in directed study. A student may participate in only one Directed Study course per quarter. Certain fees may be charged to students registered in a Directed Study course. Please refer to the schedule of fees in Appendix B for specific charges.

The following criteria must be met in order to qualify for a directed study course:

1. Minimum 3.0 CGPA;
2. Within two (2) quarters of graduation; and
3. Receive written permission of the Academic Dean.

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## ONLINE LEARNING

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

To maximize success within the online courses, students must:

- Have a computer with a system profile that meets or exceeds requirements listed on the Online Learning Application at the time of enrollment;
- Complete the application only once but must check quarterly to make sure they are maintaining the correct systems profile;
- Have Internet access and an established email account;
- Verify their email account/address with their online coordinator at the time of registration each quarter;
- Commence online contact with the course site within the first few days of the registration;
- Understand that student participation and class activities occur weekly throughout the course;
- Understand that if a student fails to participate in class activities during two consecutive weekly periods of a six-week course or three consecutive periods of a twelve-week course, the student may be withdrawn from the course and may not be allowed to reenter the course during that term.

Certain fees may be charged to students registered in online courses. Please refer to the schedule of fees in Appendix B for specific charges.

## SATISFACTORY ACADEMIC PROGRESS FOR QUARTER PROGRAMS

Students must maintain satisfactory academic progress in order to remain eligible to continue as regularly enrolled students of the College. Additionally, satisfactory academic progress must be maintained in order to remain eligible to continue receiving federal financial assistance. Satisfactory academic progress is determined by measuring the student's cumulative grade point average (CGPA) and the student's rate of progress toward completion of the academic program. These are outlined below.

### Cumulative Grade Point Average (CGPA) Requirements

Students must meet specific cumulative grade point average requirements at specific points during their enrollment in order to be considered to be making satisfactory academic progress. These requirements are noted in the tables below, along with rate of progress requirements. These will be reviewed at the end of each academic quarter, after grades have been posted, to determine if the student's CGPA is in compliance.

### Rate of Progress Toward Completion Requirements

In addition to the CGPA requirements, a student must successfully complete a certain percentage of the credits attempted to be considered to be making satisfactory academic progress. Credits attempted are defined as those credits for which students are enrolled at the end of the drop/add period of an academic term. These percentage requirements are noted in the tables below, along with CGPA requirements. As with the determination of CGPA, the percentage completion requirements will be reviewed at the end of each academic quarter, after grades have been posted, to determine if the student is progressing satisfactorily.

### Maximum Time in Which to Complete

A student is not allowed more than 1.5 times, or 150% of, the standard length of the program in which to complete the requirements for graduation. This will be measured by limiting students to attempting 1.5 times, or 150% of, the number of credits in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will be able to complete their programs within the maximum time frame. The maximum allowable attempted credits are noted in each of the following tables.

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### **Academic Probation**

At the end of the quarter, after grades have been posted, each student's cumulative grade point average (CGPA) and rate of progress are reviewed to determine whether the student is meeting the requirements stated below. Students will be placed on academic probation when the CGPA or the rate of progress does not meet the requirements detailed below. The student will remain on academic probation as long as his or her CGPA or rate of progress remains in the probation ranges specified. When both the CGPA and rate of progress are above the probation ranges specified, the student is removed from probation. During the period of academic probation, students are considered to be making satisfactory progress both for academic eligibility and financial aid eligibility.

Students on probation must participate in academic advising as deemed necessary by the College as a condition of their probation. In addition, students whose probation status extends over multiple academic terms may be directed to participate in extra tutorial sessions or developmental classes. Students who fail to comply with these requirements are subject to suspension even though their CGPA or rate of progress may be above the suspension levels.

### **Academic Suspension**

If the student's CGPA or rate of progress ever falls into the suspension ranges specified below, the student is considered not to be making satisfactory progress, is placed on academic suspension, and must be withdrawn from the College.

### **Readmittance Following Suspension**

Students who have been suspended may apply for readmittance to the College after one academic term according to the readmission policy. Students readmitted at this point are considered to be on probation; they must bring their CGPA or rate of progress into the probation range by the end of the first academic term after being readmitted. If it is mathematically impossible for the student to improve into the probation range by the end of the first academic term after readmittance or if, in the judgment of the readmittance committee, it is highly improbable for the student to improve into the probation range, the student will not be readmitted.

### **Academic Dismissal**

Students who have been readmitted following academic suspension who fail to improve their CGPA into the probation range by the end of the first academic term after readmittance will receive an academic dismissal and the student must be withdrawn from the College. Students who have been dismissed are not eligible for readmittance to the College.

### **Appeals Procedures**

Students have a right to appeal any action or decision that affects their academic performance or records such as grades, probation, warnings, suspension of financial aid or dismissal from a program. If a student disagrees with the reasons for an academic decision or the application of an academic policy that affects the student, the student should first request reconsideration of that decision or action from the person who made the decision. If the student is not satisfied with the result, the student may file an appeal.

Appeals may be granted based on evidence of bias, error or unanticipated extenuating or mitigating circumstances. Extenuating circumstances may include loss of transportation, civic duties, conflicting personal responsibilities, etc., which affect the student's attendance or classroom performance. Mitigating circumstances may include illness, death of a close relative, injury, etc.

When an appeal is requested by a student, enforcement of any suspension or dismissal is delayed until the appeal has been decided. Students who have appealed are expected to continue in attendance pending the outcome of the appeal. However, any financial aid disbursements will be suspended pending the outcome of the appeal. When an appeal is not granted, the date of suspension of financial aid or dismissal from the program shall be the date of the original action. Should the student withdraw immediately following the denial of an appeal, the student will not be charged for any attendance following the date the student was originally suspended from financial aid or dismissed from the program.

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Students should contact the Academic Dean for the appropriate appeal form to complete to request appeal consideration of an issue that has not been resolved. The student must initiate this written appeal within one week of receipt of the notification of suspension of financial aid or dismissal from the program. For all other appeals, the student has 14 calendar days to submit a written appeal. Written appeals will be considered by the campus' Appeal Committee. The student and faculty member concerned may attend the hearing of the appeal. However, they may not participate in the Committee's deliberations. The Appeal Committee shall inform the student in writing of its decision within seven calendar days of the appeal. Decisions of the Appeal Committee are final.

### **Application of Grades and Credits**

Transfer credits are not included in the calculation of CGPA but are included in the "Total Number of Credits Attempted" (see charts below) in order to determine the required levels for CGPA and rate of progress. Transfer credits are included as credits attempted and successfully completed in calculating the rate of progress.

For calculating rate of progress, grades of F (failure) and W (withdrawn) are counted as hours attempted but are not counted as hours successfully completed.

A grade of I (incomplete) will also be counted as hours attempted but not as hours successfully completed. The student has 14 calendar days following the end of the academic term to complete the coursework, at which point the final grade is determined and replaces the incomplete grade. When the I is replaced with a letter grade, the GPA and satisfactory progress determination will be recalculated based on that letter grade and the credits earned. Any courses offered as pass/fail remedial courses are not calculated in the grade point average or rate of progress.

A WD (withdrawal during drop/add) is not counted as hours attempted nor is it calculated in the CGPA.

### **Continuation as a Non-Regular Student**

Students who have been suspended or dismissed due to failure to maintain satisfactory academic progress may be allowed to continue as students of the College under the following conditions:

- The student is allowed to continue in a non-regular-student status;
- The student is not eligible for student financial aid;
- The student is obligated to pay tuition, according to the established tuition rate per credit hour, for any courses in which the student is enrolled.

### **Reinstatement as a Regular Student from Non-Regular-Student Status:**

Students who have attempted the maximum number of credits allowed under their program, but have not earned all of the credits necessary to complete their program may be allowed to enter non-regular-student status; however, they will never be eligible for readmittance to regular-student status in the program from which they were suspended or dismissed but may continue on non-regular-student status up to the maximum period allowed for the purposes of completing all required credits. Further, these students who have entered non-regular-student status are not eligible for graduation (cannot receive a degree or diploma) from their programs but can receive a letter of completion for the credits they successfully completed.

### **Satisfactory Progress and Financial Aid**

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

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

Students on academic probation are considered to be maintaining satisfactory academic progress and are eligible

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to continue receiving federal financial assistance. Students who have been academically suspended or dismissed are ineligible for financial aid. Reinstatement of financial aid eligibility will occur only after readmittance following suspension or in the event the student's appeal results in readmittance or after the student reestablishes satisfactory academic progress.

### **Impact of Transfer Credit on Satisfactory Academic Progress**

Transfer credits earned from other institutions, including schools within the Corinthian Colleges system, are considered as attempted and earned in the rate of progress calculation. Transfer credits are not included in the calculation of CGPA but are included in the total number of credits attempted in order to determine the required levels for CGPA and percentage of credits completed. Transfer credits are included as successfully completed and thus shorten the maximum time frame for purposes of satisfactory academic progress and not the program length. At Las Vegas College, the maximum time frame is calculated on the basis of total courses in a particular program, not the courses remaining to be taken. As such, for a 90 credit program, if a student transfers in 30 credits from another institution, the student has 105 credits remaining in the maximum time frame ( $105 + 30 = 135$ , which is  $1.5 \times 90$ ).

### **Progression toward Completion**

In addition to the CGPA requirements, a student must successfully complete a certain percentage of the credits attempted to be considered to be maintaining satisfactory academic progress. Credits attempted are defined as those credits for which students are enrolled at the end of the drop/add period of the academic term. These percentage requirements are noted in the preceding tables, along with CGPA requirements. As with the determination of CGPA, the percentage completion requirements will be reviewed at the end of each academic quarter to determine if the student is progressing satisfactorily.

For determining progression toward completion, grades of F (failure) and W (withdrawal) are counted as hours attempted but are not counted as hours successfully completed.

Grades I (incomplete) will also be counted as hours attempted but not as hours successfully completed; however, when the I (incomplete) is replaced with a letter grade, the CGPA and satisfactory progress determination will be recalculated based on that letter grade.

## **SATISFACTORY ACADEMIC PROGRESS FOR MODULAR PROGRAMS**

### **Requirements**

Students must show satisfactory academic progress. In order to maintain satisfactory academic progress, students in modular programs must:

- Achieve a cumulative grade percent average (GPA) of at least 2.0 or be on academic probation;
- Progress at a satisfactory rate toward completion of their programs; and
- Complete the training programs within 1.5 times the planned program length.

Students whose cumulative GPA falls below 2.0 are notified that they are being placed on academic probation, which will begin at the start of the next term. Students on academic probation are considered to be making satisfactory academic progress.

Students who have reached the 25% point of their maximum program completion time and have not achieved a cumulative GPA of at least 1.5 and a rate of progress of at least 55% will be placed on probation.

Students who have reached the halfway point of their maximum program completion time and have not achieved a cumulative GPA of at least 1.5 and a rate of progress of at least 60% will be withdrawn from training by the College.

### **Academic Probation**

The initial probationary period covers the module that starts immediately after students have been placed on academic probation. Students remain eligible for financial aid during this period. They are required to repeat the failed module during the probationary period unless the module is not offered at that time. In that case, the failed

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module must be repeated at the earliest possible date.

If, by the end of the probationary period, students achieve a cumulative GPA of at least 2.0 and a rate of progress of at least 60%, they are notified that the probationary status is removed. If they have not achieved a cumulative GPA of at least 2.0 and a rate of progress of at least 60%, but have achieved a GPA of at least 2.0 and a rate of progress of at least 60% for the term, students may continue their training programs for a second probationary period. Students who do not achieve a GPA of 2.0 and a rate of progress of at least 60% for the term will be withdrawn from training by the College.

Students who continue their training for a second probationary period will remain eligible for financial aid. If they achieve a cumulative GPA of at least 2.0 and a rate of progress of at least 60% by the end of the second probationary period, they are informed that they have been removed from probation. Students who do not achieve a cumulative GPA of 2.0 and a rate of progress of at least 60% will be withdrawn from training by the College.

### **Reinstatement Policy**

Students who have been terminated for failing to maintain satisfactory academic progress may be reinstated after one grading period by making a request for reinstatement in writing to the College President. However, if the reinstatement is granted, the student will not be eligible for financial aid during the reinstatement term. If the student achieves a cumulative GPA of at least 2.0 during the reinstatement term, the student will be considered to be making satisfactory academic progress and be eligible for financial aid consideration in subsequent terms.

### **Incompletes**

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

### **Withdrawals**

To withdraw from a module, students must request approval from the instructor. Requests for withdrawal must then be approved by the Department Head and Academic Dean. Extreme academic or personal hardship is considered the only justification for withdrawal.

If a request for withdrawal is approved, the status of "Withdrawal" (W) is recorded but will not have an impact on the module grade or cumulative GPA. Withdrawal status remains on record until students complete the module from which they withdrew. It will have no effect on the module grade or cumulative GPA.

Students who are contemplating withdrawing from a module should be cautioned that:

- The entire scheduled length of the module of study they are currently enrolled in is counted in their maximum program completion time;
- They may have to wait for the appropriate module to be offered;
- They must repeat the entire module from which they elected to withdraw prior to receiving a final grade; and
- Financial aid and/or tuition costs may be affected.

### **Exit Interviews**

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

### **Repeat Policy**

Students who fail a module must retake that module. The failing grade will be averaged into their GPA at the end of the module and remain in effect until the module is repeated and a new grade is earned. Students may repeat a failed module only once. If repeating the training is required, the length of the program must not exceed

1.5 times the planned program length.

When students repeat a module, the better of the two grades received for that module is used to calculate the cumulative GPA. The attendance for the repeated module will replace the attendance for the original module. Students who receive a passing grade for a module but wish to repeat the module may do so (subject to seat availability), but they may repeat a completed module only once.

NOTE: This campus does not permit students to make up absences that accrue on their attendance record during the classroom training modules. However, students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation.

### Satisfactory Academic Progress Tables

47 QUARTER CREDIT HOUR DIPLOMA PROGRAM. TOTAL CREDITS THAT MAY BE ATTEMPTED: 70 (150% OF 47).				
TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1-16	70%	N/A	66%	N/A
17-28	70%	60%	66%	N/A
29-40	70%	65%	66%	60%
41-52	70%	67.5%	66%	65%
53-70	N/A	70%	N/A	66%

48 QUARTER CREDIT HOUR QUARTER-BASED PROGRAM. TOTAL CREDITS THAT MAY BE ATTEMPTED: 72 (150% OF 48).				
TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1-16	2.0	N/A	66%	N/A
17-28	2.0	1.0	66%	N/A
29-40	2.0	1.5	66%	60%
41-54	2.0	1.75	66%	65%
55-72	N/A	2.0	N/A	66%

54 QUARTER CREDIT HOUR DIPLOMA PROGRAM. TOTAL CREDITS THAT MAY BE ATTEMPTED: 81 (150% OF 54).				
TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1-16	70%	N/A	66%	N/A
17-28	70%	60%	66%	N/A
29-40	70%	62.5%	66%	50%
41-52	70%	60%	66%	60%
53-64	70%	67.5%	66%	65%
65-81	N/A	70%	N/A	66%

58 QUARTER CREDIT HOUR QUARTER-BASED PROGRAM. TOTAL CREDITS THAT MAY BE ATTEMPTED: 87 (150% OF 58).				
TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1-16	2.0	N/A	66%	N/A
17-28	2.0	1.0	66%	N/A
29-40	2.0	1.25	66%	50%
41-52	2.0	1.5	66%	60%
53-64	2.0	1.75	66%	65%
65-87	N/A	2.0	N/A	66%

64 QUARTER CREDIT HOUR QUARTER-BASED PROGRAM. TOTAL CREDITS THAT MAY BE ATTEMPTED: 96 (150% OF 64).				
TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1-16	2.0	N/A	66%	N/A
17-28	2.0	1.0	66%	N/A
29-40	2.0	1.25	66%	50%
41-52	2.0	1.5	66%	60%
53-64	2.0	1.75	66%	65%
65-96	N/A	2.0	N/A	66%

96 QUARTER CREDIT HOUR QUARTER-BASED PROGRAM. TOTAL CREDITS THAT MAY BE ATTEMPTED: 144 (150% OF 96).				
TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1-16	2.0	N/A	66%	N/A
17-32	2.0	1.0	66%	N/A
33-48	2.0	1.2	66%	50%
49-60	2.0	1.3	66%	60%
61-72	2.0	1.5	66%	65%
73-95	2.0	1.75	N/A	66%
96-144	N/A	2.0	N/A	66%

97 QUARTER CREDIT HOUR QUARTER-BASED PROGRAM. TOTAL CREDITS THAT MAY BE ATTEMPTED: 145 (150% OF 97).				
TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1-16	2.0	N/A	66%	N/A
17-32	2.0	1.0	66%	N/A
33-48	2.0	1.2	66%	50%
49-60	2.0	1.3	66%	60%
61-72	2.0	1.5	66%	65%
73-95	2.0	1.75	N/A	66%
96-145	N/A	2.0	N/A	66%

140 QUARTER CREDIT HOUR QUARTER-BASED PROGRAM. TOTAL CREDITS THAT MAY BE ATTEMPTED: 210 (150% OF 140).				
TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1-16	2.0	N/A	66%	N/A
17-32	2.0	1.0	66%	N/A
33-48	2.0	1.2	66%	50%
49-60	2.0	1.3	66%	60%
61-72	2.0	1.5	66%	65%
73-95	2.0	1.75	N/A	66%
96-210	N/A	2.0	N/A	66%

## FINANCIAL AID AND SATISFACTORY ACADEMIC PROGRESS

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

The Student Finance Office will provide details to all eligible recipients. Students should read these standards carefully and refer any questions to academic or student finance personnel.

Satisfactory academic progress for purposes of determining continuing federal financial assistance is determined by applying the CGPA requirements, progression towards completion requirements, maximum completion time restrictions, probation provisions, suspension and dismissal procedures, and appeals procedures as outlined in the Satisfactory Academic Progress section of this catalog.

Students on academic probation are considered to be maintaining satisfactory academic progress and are eligible to continue receiving federal financial assistance. Students who have been academically suspended or dismissed are no longer active students of the College and are ineligible for Financial Aid.

## MAXIMUM PROGRAM COMPLETION TIME

### Classroom Training

Students are expected to complete their program within the defined maximum program completion time, which should not exceed 1.5 times the normal time frame. This campus defines the normal time frame as the length of time in which a student attempts 150% of the number of credits in the program in which the student is enrolled.

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

Students who have reached the 25% point of their maximum program completion time must have successfully completed 55% of the clock/credit hours attempted. Students whose rate of progress is less than 55% at the 25% point of the maximum program completion time will be placed on probation.

Students who have reached the halfway point of their maximum program completion time must have successfully completed 60% of the clock/credit hours attempted or they will be withdrawn from training by the College.

Measuring the rate of progress ensures that students will complete enough of the program at the end of each measurement point to finish the entire program within the maximum allowable time. The maximum completion time and satisfactory rate of progress for each program can be obtained from the Education Department.

If students exceed the maximum allowable program length or do not progress at a sufficient rate, their training program will be interrupted.

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### **Externship Training**

Upon successful completion of all classroom requirements, students are expected to begin the externship portion of their program. The required number of externship clock/credit hours must be successfully completed within three months from the date students begin their externship. Students must complete at least 15 clock hours per week, but no more than 40 clock hours per week, at an approved externship site. This campus recommends that students complete at least 20 clock hours per week. Students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation.

Students who interrupt their externship training for more than 10 days will be dropped from the program by the College. If a student has been officially dropped by the College and permitted to re-enter the program, the time elapsed is not included in the calculation of the student's maximum program completion time.

Students who will not complete their externship training within the required three-month completion time will also be dropped from the program by the College. Students who have been dropped may appeal their termination if extenuating circumstances have occurred near the end of the externship that make it impractical to complete the training within the required completion time. Extenuating circumstances include prolonged illness or accident, death in the family, or other events that make it impractical to complete the externship within the required completion time. Student appeals must include written documentation of the extenuating circumstances, submitted to the Education Director and approved by the College President. Students may only be reinstated once due to extenuating circumstances.

### **STUDENT AWARDS**

Students who complete at least 12 credit hours during a term and attain a 4.0 GPA will be named to the President's List. Students who complete at least 12 credit hours during a term and attain a GPA of 3.5 to 3.99 will be named to the Dean's List. Full-time students with no absences, tardies or left-earlies during a term will receive a Perfect Attendance award.

### **GRADUATION REQUIREMENT**

All candidates must make application for graduation with the Director of Career Services one term/quarter prior to graduation.

To be eligible for graduation, the candidate must fulfill the following requirements:

1. Successfully complete all classes required within the maximum time frame that may be attempted;
2. Achieve a 2.0 cumulative grade point average;
3. Return all library books and pay any library fines;
4. Satisfy all financial obligations;
5. Establish a complete placement file with the Placement Director; and
6. Earn at least 25% of required credits in residence at Las Vegas College (requirement is waived if transferring from another CCI school.)

### **Commencement Ceremonies**

Two commencement ceremonies are held each year for Las Vegas College graduates. All graduates are strongly encouraged to participate in the ceremony. Certain fees may be charged for graduation services. Please refer to the schedule of fees in Appendix B for specific charges.

### **TRANSFER OF CREDITS FROM OTHER INSTITUTIONS**

Students with earned college credits from another accredited institution may apply for credit transfer to Las Vegas College. Transfer credit towards Las Vegas College's academic programs will be considered for work completed at accredited business schools, colleges, junior colleges and universities. Courses must be equivalent to courses offered at Las Vegas College, and grades earned must be a C or better. Students may transfer a maximum of 50% of the total required credits for their program of study. Students wishing to transfer credits must have official transcripts of those credits delivered to the College. Transcripts must be received prior to the end of the first term of enrollment. Students receiving veteran's benefits are required by the Veterans Administration to provide transcripts of credit from all schools previously attended.

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## General Education

In addition to core courses of a particular program, general education courses such as humanities, social sciences, mathematics and science may also be transferred at the College's discretion to fulfill the equivalent subject area general education requirements of the student's program of study. However, so that students are able to complete the core courses required of their particular program, transfer credit for general education cannot exceed 50% of the credits in the program, or the number of general education credits in the particular program.

## Military Training

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

## Transfer Credit from Other Corinthian Colleges schools

Because many of the curricula and courses are standardized in the Corinthian Colleges system, many courses completed with passing grades are directly transferable among the various Corinthian campuses. Transfer credit from schools within the Corinthian Colleges system will be accepted completed courses in which a D or higher was earned. Las Vegas College, at its sole discretion, reserves the right to determine what credits, if any, will be accepted.

Las Vegas College is one of a group of schools under a subsidiary of Corinthian Colleges system named Rhodes Colleges, Inc. The list of all Rhodes Colleges from which students can transfer credit to Las Vegas College is indicated below:

### CCI's RHODES COLLEGES SYSTEM\*

<u>Everest College</u> Thornton, CO	<u>Everest College</u> Fort Worth, TX	<u>Everest Institute</u> Pittsburgh, PA
<u>Everest College</u> McLean, VA	<u>Everest College</u> Phoenix, AZ	<u>Everest College</u> Portland, OR
<u>Everest College</u> Arlington, VA	<u>Everest Institute</u> Silver Spring, MD	<u>Everest College</u> Vancouver, WA
<u>Everest College</u> Aurora, CO	<u>Everest College</u> Colorado Springs, CO	<u>Rochester Business Institute</u> Rochester, NY
<u>Everest College</u> Arlington, TX	<u>Everest College</u> Ontario, CA	<u>Everest College</u> Salt Lake City, UT
<u>Everest College</u> Dallas, TX	<u>Las Vegas College</u> Henderson, NV	<u>Everest College</u> Springfield, MO

\*A complete list of all the Corinthian Colleges schools from which Las Vegas College students may transfer credit is available at [www.cci.edu](http://www.cci.edu).

## INFORMATION TECHNOLOGY PROGRAM STUDENT DISCLOSURE

Due to the rapidly changing nature of the Information Technology industry, curriculum and program changes may occur from time to time during the course of a student's enrollment in the program. These changes reflect industry trends, and curriculum revisions will be made as expeditiously as possible.

Enrollment in an Information Technology program offers students the knowledge and skills to enter the workforce in technology or a related field. The program is an educational program, and upon successful completion, students will earn a diploma. Program completion does not necessarily lead to or guarantee any form of vendor certification.

## ACADEMIC TRANSCRIPTS, DEGREES, AND DIPLOMAS

All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. All student record information is maintained on the College computer system. Permanent records

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are kept in paper form, microfiche or microfilm. The College maintains complete records for each student, including grades, attendance, prior education and training, and awards received.

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

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

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

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, AS AMENDED**

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

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

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

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

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

## **GRIEVANCE POLICY**

Persons seeking to resolve problems or complaints should first contact their instructor. Unresolved complaints should be made to the grievance committee headed by the Academic Dean. Students who feel that the complaint has not been adequately addressed should contact the College President. Written responses will be given to the student within seven working days. If the problem remains unresolved, students may contact the Student Help Line at (800) 874-0255.

If a student feels that the College has not adequately addressed a complaint or concern, the student may consider contacting the Accrediting Council. Please direct all inquiries to:

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

Commission on Postsecondary Education  
1820 East Sahara Avenue Suite 111  
Las Vegas, Nevada 89104  
Phone (702) 486-7330  
Fax (702) 486-7340  
<http://www.cpe.state.nv.us/>

## **STUDENT SERVICES**

### **PLACEMENT ASSISTANCE SERVICES**

Las Vegas College is dedicated to assisting graduates in securing employment in their chosen fields. Students must understand that securing employment is a cooperative effort. The Director of Career Planning and Placement, through professional contacts, promotes the availability of graduates with the use of announcement letters and employment surveys.

The Placement Office is open to graduates for employment counseling and guidance. Before graduation, students interview with the Director of Career Planning and Placement to determine the students' qualifications, personal characteristics, employment interests, and general location of employment desired. After completing the interview, the Director of Career Planning and Placement will attempt to arrange employment interviews with firms that are compatible with the students' qualifications and employment goals.

Students must aid the job development effort with quality academic work, excellent attendance, a cooperative attitude, a desire to succeed, and reasonable salary expectations.

Each student, upon enrollment, is advised to visit the Director of Career Planning and Placement, at which time he/she will be given an information form. After this form is completed, the Director of Career Planning and Placement will review it carefully with the student. During the meeting, procedures of placement assistance will be outlined so the student will know how to use the Placement Services to his/her best advantage.

The Career Skills course is designed to assist the student in preparing personalized resumes, employment applications, the art of interviewing successfully, as well as the importance of personal appearance and attitude when on a job interview.

The reputation and growth of Las Vegas College has been achieved by the successful employment of graduates in their chosen career fields. We treasure this reputation for excellence, both for the respect it affords our graduates

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and opportunities it offers future graduates.

Las Vegas College provides placement assistance throughout their career to all graduates.

NOTE: Las Vegas College prepares the student educationally for employment and assists the student in securing employment interviews but does not in any way guarantee employment.

## **LEARNING RESOURCE CENTER AND LIBRARY**

The campus maintains a Learning Resource Center (LRC) to support the various curricula and provides learning resources for students and faculty. The collection encompasses reference, technical, general education books and tapes, and various periodicals. Audio/Visual materials and equipment are provided for faculty/student use.

The library has over 3,000 books available and a growing A/V collection. To ensure that the entire College curriculum is supported, the book collection includes legal, medical, business, and general education titles. To extend student access to information, the library provides access to research databases including Westlaw, an important legal tool; and Infotrac, a general source of full-text magazine articles. The book collection is arranged according to the Dewey Decimal Classification system. Most books are available for a loan period of four weeks, while A/V is limited to one week. Reference materials and magazines may not be borrowed.

While the library maintains a sound basic legal collection, Paralegal students are required to conduct research at various legal libraries in the Las Vegas area. Integral components of legal research are knowledge and research skills essential to utilize multiple legal reference collections. Most law firms or corporate legal departments require research that entails the use of public and/or private legal libraries. Students enrolled in or interested in enrolling in the Paralegal program should be aware of the necessity to utilize outside legal libraries, and plan for the additional time and additional transportation needs.

In addition, all Nevada residents may gain borrowing privileges from the Las Vegas Clark County Library District ([www.lvccld.org](http://www.lvccld.org)), and the University of Nevada at Las Vegas (UNLV) with proper identification.

## **CLUBS AND ORGANIZATIONS**

Las Vegas College encourages the establishment of clubs and organizations on campus to enhance students socially, physically, and psychologically as they prepare to pursue careers after graduation. Students desiring to participate in existing campus organizations or those students who desire to establish new organizations should contact the Student Success Coordinator for further assistance.

## **FRIDAY ENRICHMENT PROGRAM**

On Fridays the Court Reporting, Keyboarding and Computer Labs are open to provide individual opportunities to practice and study. All facilities and equipment are available to enhance learning skills and speeds. Students are encouraged to use this Friday availability to achieve performance goals for their classes and their programs.

## **HEALTH SERVICES**

Las Vegas College maintains first aid supplies for minor injuries that may occur while students are in school. Students who have a medical history of illness requiring special attention are asked to notify the Student Success Coordinator during registration about all relevant information, including the name of the preferred physician, hospital, or clinic. The College does not charge a medical insurance fee and is not responsible for the payment of personal hospital bills or physicians' charges.

## **DRUG AND ALCOHOL ABUSE PREVENTION**

The College will make available to students literature, brochures and pamphlets from local Drug Abuse Information and Treatment Centers in order to increase drug abuse awareness and prevention. Students, faculty, and staff requiring or requesting information about drug abuse treatment should contact the Student Success Coordinator for the names of local agencies.

## **LOST AND FOUND**

Lost articles may be claimed upon proper identification through the bookstore. Students are advised not to leave

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purses or other valuables unattended at any time. The College will not assume responsibility for any lost or stolen articles.

## **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, Las Vegas College has established policies regarding campus security.

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

The College encourages all students and employees to report criminal incidents or other emergencies that occur on the campus directly to the Campus President, student advisor or instructor. It is important that College personnel are aware of any such problems on the College campus. The Campus President is responsible for investigating such reports and taking legal or other action deemed necessary by the situation. In extreme emergencies, the Campus President may immediately contact law enforcement officers or other agency personnel, such as paramedics. The College will work with local and state law enforcement personnel if such involvement is necessary. A copy of the student's report and any resultant police report will be maintained by the College 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 College has no responsibility or obligation for any personal belongings that are lost, stolen or damaged, whether on or off school premises or during any school activities.

### **Statistical Information**

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

## **CAMPUS COMPLETION RATE REPORTS**

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

## **FINANCIAL INFORMATION**

Tuition and fees information can be found in <b>Appendix B: Tuition and Fees</b> in this catalog.
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### **TUITION AND FEE SCHEDULE - QUARTER-BASED PROGRAMS**

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

The minimum full-time course load is 12 credits per quarter. Non-credit-bearing coursework will be charged at the same rate as credit-bearing coursework. Textbook costs per quarter are dependent upon the classes for which

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the student is registered. All credits for which a student is registered are charged at the current rates, including any courses being repeated. Arrangements to cover the cost of tuition, books, and fees must be completed prior to registration each quarter.

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

Tuition will be charged on a quarterly basis. A \$25.00 registration fee will be charged to all students each quarter. Additional fees, not included in the above costs, may be assessed. Information concerning additional fees may be found in Appendix B.

Court Reporting students are required to obtain a Stenograph Machine in their first quarter of Court Reporting classes. Machines may be purchased privately or through the College at a cost of \$1750 plus tax.

## **TUITION AND FEE SCHEDULE - MODULAR PROGRAMS**

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

## **FINANCIAL ASSISTANCE INFORMATION**

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

The majority of Financial Aid available to students is provided by the Federal Government and is called Title IV Student Assistance. This includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study (FWS), Federal Family Educational Loan Program (subsidized and unsubsidized Stafford), and Federal Parent Loans for Undergraduate Students (PLUS).

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

### **Consumer Information**

Most of the information dissemination activities required by the Higher Education Amendments of 1986 have been satisfied within this catalog. However, Financial Aid personnel are available, in accordance with federal regulations, to discuss consumer information in more detail with current and prospective students.

### **Eligibility for Financial Aid**

To be eligible for Title IV Financial Aid, a student must:

- Be enrolled as a regular student in an eligible program of study on at least a half-time basis;
- Be a U.S. citizen or national, or an eligible non-citizen--verification of eligible non-citizen status may be required;
- Have financial need as determined by a need analysis system approved by the Department of Education;
- Maintain satisfactory academic progress;
- Provide required documentation for the verification process and determination of dependency status;
- Not owe a refund on a Pell Grant, FSEOG, or state grant previously received from any College;
- Not be in default on a Perkins Loan (formerly NDSL), PLUS, SLS, Stafford Loan (formerly GSL), or an Income Contingent Loan previously received from any College;
- Not have borrowed in excess of the annual aggregate loan limits for the Title IV Financial Aid programs;
- Be registered for the Selective Service, if a male born after Dec 31, 1959;
- Have a valid Social Security Number.

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## **Application Procedures**

To apply for Financial Aid, a student must complete a standard application such as the Free Application for Federal Student Aid (FAFSA). The application must be completed with extreme care and accuracy. Our Student Finance Department is available to assist students in the completion of this form and to answer any questions.

The FAFSA is used to determine eligibility for all types of Financial Aid programs. Once processed, the application will produce an Expected Family Contribution (EFC).

Financial Aid from federal programs is not guaranteed from one year to the next. Each student must reapply every academic year. Also, if the students change colleges, their aid does not automatically go with them. Students should check with their new college to find out what steps to take. The academic year covers a period of approximately 36 weeks, divided into three academic quarters of approximately 12 weeks each.

## **Need and Cost of Education**

Once the application is completed, the information will be used in formulas that calculate need and help determine eligibility. When combined with other aid and resources, a student's aid package may not exceed the cost of education.

## **Financial Aid and Satisfactory Academic Progress**

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

The Student Finance Office will provide details to all eligible recipients. Students should read these standards carefully and refer any questions to academic or student finance personnel.

Satisfactory academic progress for purposes of determining continuing federal financial assistance is determined by applying the CGPA requirements, progression towards completion requirements, maximum completion time restrictions, probation provisions, suspension and dismissal procedures, and appeals procedures as outlined in the "Satisfactory Academic Progress" section of this catalog.

Students on academic probation are considered to be maintaining satisfactory academic progress and are eligible to continue receiving federal financial assistance. Students who have been academically suspended or dismissed are no longer active students of the College and are ineligible for Financial Aid.

## **Student Rights and Responsibilities**

The borrower has a right to:

- Written information on loan obligations, including loan consolidation and refinancing, and information on borrower's rights and responsibilities;
- A copy of the promissory note, and return of the note when the loan is paid in full;
- Before repayment, information on interest rates, fees, the balance owed on loans, and a loan repayment schedule;
- Notification, if the loan is sold or transferred to a loan service;
- Federal interest benefits, if qualified;
- A grace period, if applicable, and an explanation of what that means;
- Prepayment of the loan without penalty;
- Deferment, if the borrower qualifies; and
- Request forbearance.

The borrower has a responsibility to:

- Repay the loan in accordance with the repayment schedule, and notify both the College and lender of anything that affects ability to repay, or eligibility for deferment or cancellation;
- Notify the lender if he/she graduates, withdraws from College, drops below half-time status, transfers to another College, or changes name, address, or Social Security number;
- Notify the lender if he/she fails to enroll for the period covered by the loan; and
- Notify the College of a change of address.

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### **Verification of Application Information**

Verification is the process used to check the accuracy of the information that a student gives when applying for federal student aid. This College verifies all selected applicants (with exception of the PLUS program and unsubsidized Stafford Loans). The selected applicant and spouse must submit, at a minimum, a U.S. Tax Return(s) if filed, and a verification worksheet. The dependent student must also submit the parent's tax return(s).

### **Policies and Procedures for Verification**

1. All selected applicants will be verified.
2. Selected applicants must submit required verification documents within twenty-eight (28) days of notification.
3. If the student fails to provide the required documentation within the established time frame, then the student will be treated as a cash paying student until all documents are provided.
4. If the student does not meet the deadline and is not capable of making a cash payment at the end of the deadline, he/she will be dismissed from the College. The student may re-enter the College only when he/she can provide the documentation.
5. The Student Finance Office reserves the right to make exceptions to the above-stated policies due to extenuating circumstances, on a case-by-case basis.
6. Students will be given a clear explanation of the documentation needed to satisfy the verification requirements and the process for document submission.
7. The College will inform students in a timely manner of the consequences of failing to complete the verification requirements and the actions the College will take if the student does not submit the requested documentation within the time period specified by the College.
8. Students will be informed of their responsibilities regarding the verification of application information, including the College's deadline for completion of any actions required.
9. Students will be notified by mail or in person if the results of verification change the student's scheduled award.
10. The College will assist the student in correcting erroneous information.
11. Any suspected case of fraud will be reported to the Regional Office of the Inspector General or, if more appropriate, to a state or local law enforcement agency having jurisdiction to investigate the matter. Referrals to local or state agencies will be reported on an annual basis to the Inspector General.
12. No interim disbursements of Title IV aid will be made prior to the completion of verification.

### **Tuition Charges**

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

### **Books**

The Las Vegas College bookstore has new books and other miscellaneous items for sale.

## **FINANCIAL AID PROGRAMS**

### **General**

*The Federal Student Guide*, which provides a detailed description of these programs, is distributed by the Financial Assistance Office at the school without cost or obligation. *The Federal Student Guide* is available online at:

[http://studentaid.ed.gov/students/publications/student\\_guide/index.html](http://studentaid.ed.gov/students/publications/student_guide/index.html)

All Title IV financial aid funds received by the institution will be credited to the student's account (excluding Federal Work-Study) with the exception of requirements set forth in Section 682.604 of current federal regulations. The different types of financial aid programs available to those who qualify are discussed in detail below.

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### **Selection of Eligible Applicants**

In accordance with Federal Regulation 668.43(b) (3) the following procedures describe how aid recipients are selected from the pool of eligible applicants.

#### **Federal Pell Grant**

This grant is designed to assist needy students who desire to continue their education beyond high school. Each student is entitled to apply for a Federal Pell Grant. Eligibility is determined by the student's need, the cost of attendance, and the amount of money appropriated by Congress to fund the program. The amount of the grant is determined by a standard formula used by the Department of Education. The amount of the grant available to the student will depend on the Expected Family Contribution (EFC) and cost of attendance.

The Federal Pell Grant makes it possible to provide a "foundation" of financial aid to help defray the cost of a college education. Students or prospective students may secure an application to participate in the Federal Pell Grant program from the Student Finance Office of the College or from a high school counselor. The application will be transmitted electronically through a federally approved need analysis system which will determine the applicant's Expected Family Contribution.

#### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

This grant is available to students with exceptional financial need, with priority given to Federal Pell Grant recipients.

In determining student eligibility, the College will base the selection on procedures designed to make FSEOG awards to those students with the lowest EFC who will also receive Federal Pell Grant in that award year.

The amount of the grant, and the number of students who may receive this grant, depend on the availability of funds from the U.S. Department of Education.

#### **Federal Work-Study Program (FWS)**

The Federal College Work-Study Program provides part-time employment of students who need the earnings to defray the cost of their education. Students may work on campus or off-campus performing community service duties relevant to their field of study or for a qualified public or private organization. Application for the FWS program may be made through the Student Finance Office and eligibility is based on financial need and the availability of funds. The College will attempt to place students in jobs related to their program of study, and work schedules will be arranged according to class schedules.

#### **Nevada Student Incentive Grant**

This grant is available to students with exceptional need, with priority given to Federal Pell Grant recipients. Application for the NSIG program may be made through the Student Finance Office and eligibility is based on financial need and the availability of funds.

#### **Veterans Benefits**

The College is approved for Veterans Training. Applications for veterans benefits may be picked up at the College or by contacting the Department of Veterans Affairs. Approval of training benefits to be awarded is the responsibility of the Department of Veterans Affairs.

#### **Subsidized Federal Stafford Loans (Formerly GSL)**

Federal Stafford loans are low-interest loans that are insured by a guarantee agency and made to the student by a lender such as a bank, credit union, or savings and loan association. The Subsidized Stafford Loan is awarded based on financial need.

For loans first disbursed on or after July 1, 1994, a Stafford loan made to any Stafford borrower, regardless of whether the borrower had FFELP loans outstanding, will have a variable interest rate not to exceed 8.25 percent. This interest rate will be determined on June 1 each year.

If the student is a dependent undergraduate student, he/she may borrow up to:

- \$2,625 if he/she is a first-year student enrolled in a program of study that is at least a full academic year.

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- \$3,500 if he/she has completed the first year of study and the remainder of the program is at least a full academic year.
  - \$5,500 a year if he/she has completed two years of study and the remainder of the program is at least a full academic year.

For periods of undergraduate study that are less than an academic year, the amounts the student can borrow will be less than those previously listed. Ask Student Finance Office personnel for specific details. Total indebtedness for a dependent undergraduate student is \$23,000.

If the student is an independent undergraduate student or a dependent student whose parents are unable to get a PLUS loan, he/she may borrow up to:

- \$6,625 if he/she is a first-year student enrolled in a program of study that is at least a full academic year. (At least \$4,000 of this amount must be in unsubsidized loans.)
- \$7,500 if he/she completed two years of study and the remainder of the program is at least a full academic year. (At least \$4,000 of this amount must be in unsubsidized loans.)
- \$10,500 a year if he/she completed two years of study and the remainder of the program is at least a full academic year. (At least \$5,000 of this amount must be in unsubsidized loans.)

For periods of undergraduate study that are less than an academic year, the amounts the student can borrow will be less than those previously listed. Total indebtedness for an independent undergraduate student is \$46,000. (No more than \$23,000 of this amount may be in subsidized loans.)

There is a 3% origination fee and a 1% insurance premium deducted from each disbursement. This must be repaid.

Graduate students may borrow up to \$18,500 per academic year (\$10,000 of this amount must be in unsubsidized loans). Total indebtedness for a graduate/professional student is \$138,000 (no more than \$65,500 of this amount may be subsidized loans).

The Federal Stafford Loan is deferred while the student is enrolled and for a period of six months beyond the student's last date of attendance. During this period the interest is paid by the federal government as long as the student remains enrolled on at least a half-time status. Deferments after the student drops below half-time status are not automatic, and the student must contact the lender concerning his/her loan. Applications can be obtained from the institution's Student Finance Office or from the lender.

For additional deferment information, contact the Student Finance Office.

### **Unsubsidized Federal Stafford Loans**

The Unsubsidized Federal Stafford Loan Program was a new program available to eligible students, regardless of family income, for periods of enrollment beginning on or after Oct 1, 1992, who do not qualify in whole or in part, for Subsidized Federal Stafford Loans. The term "unsubsidized" means that interest is not paid for the student by the federal government during the enrollment period.

The terms of an Unsubsidized Stafford Loan are the same as those for a Subsidized Stafford Loan with the exceptions of the description below:

The Government does not pay interest on the students behalf on an Unsubsidized Federal Stafford Loan. All interest that accrues on the loan during enrollment and the grace period is required to be paid by the student. The student has two options of repayment of the accrued interest: make monthly or quarterly payments to the lender; or the student and the lender may agree to capitalization of the accrued interest.

The student will be charged a 3% origination fee on each disbursement of their Unsubsidized Stafford Loan. The fee will be deducted from each disbursement and paid to the federal government.

### **Federal PLUS Loans**

The Federal PLUS Loan is available to parents of dependent students to help pay for the educational expenses of the student. PLUS Loans are not based on need, but when combined with other resources cannot exceed the student's cost of education.

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Parents may borrow up to the cost of attendance, minus any other aid per academic year with a maximum of \$20,000.00 for each dependent. This maximum is for graduate and undergraduate level students. There is a 3% origination fee on a PLUS Loan made on or after Oct 1, 1994. The interest rate is variable with a maximum of 9%. Parents with adverse credit history are not eligible. Upon submission of a denied PLUS loan, a dependent student may become eligible for the Unsubsidized Federal Stafford Loan.

For deferment information contact the Student Finance Office.

### **Alternative Loan Program**

Corinthian Colleges (CCI) have developed a customized private student loan program that will offer students educational financing for their direct academic costs through a partnership with Sallie Mae or College Loan Corporation. This program offers a tiered loan program that gives the applicant three opportunities to obtain CCI loan approval. Borrowers with excellent credit histories will be provided the most favorable loan terms and conditions with borrowers having good or moderate credit offered slightly higher fees and rates. Co-borrowers are encouraged and will generally improve the loan terms and conditions for the applicant. This loan has a variable interest rate that is tied to the prime lending rate. Contact the financial aid office for application and information.

### **Student Tuition Assistance Resource Loan (STAR Loan)**

Students who do not qualify for the Alternative Loan Program may be eligible to borrow up to 50% of their tuition costs through the STAR Loan program. The STAR Loan is not available for full tuition financing. Students must have a primary source of tuition funding to be eligible for this plan.

### **Imagine America Scholarships**

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

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

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

Imagine America scholarship certificates are to be given to the Financial Aid Office prior to class commencement, are non-transferable and cannot be exchanged for cash. Scholarship certificates will be accepted until the end of the year in which they are awarded.

## **ENTRANCE AND EXIT INTERVIEW/LOAN COUNSELING**

The Department of Education requires that any student receiving a Federal Perkins Loan or Federal Stafford Loan (GSL) be notified concerning their loans. The College counsels each student regarding loan indebtedness and gives each student an entrance and exit interview test regarding the loan to make sure the student understands the amount borrowed and the student's rights and responsibilities regarding repayment.

The student must report to the Student Finance Office prior to withdrawal or graduation for loan counseling. The purpose of this session is to inform the student of their tentative loan debt while in attendance at the College, refunds that may have been made, and to provide the student with an estimated payment schedule. If the student is unable to meet with the Student Finance Office, an exit interview will be mailed.

## **NEVADA ACCOUNT FOR STUDENT INDEMNIFICATION**

The state of Nevada maintains an account for student indemnification in case a licensed institution closes. According to the state of Nevada, if an administrator is notified of the closure of an institution in which students are currently enrolled, the administrator will take reasonable steps to notify each student that he may be entitled to a refund from the account; obtain records relating to enrollment, academic progress, and payments of money for tuition and other fees for each student; and arrange for the students to receive education at another licensed

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institution.

If the administrator arranges for students to receive education at an alternate licensed institution, money from the account may not be used by the administrator to pay for the alternate education. A student may, but is not required to, attend the alternate licensed institution.

A student is not eligible for a refund from the account if:

- A reasonable arrangement has been made for the student to attend an alternate licensed institution;
- The student has completed at least a majority of the academic requirements of the program agreed upon in the enrollment agreement; or
- The student does not notify the administrator within one year after the official date of closure of the licensed institution that he wishes to be considered for a refund.

The commission will review applications for refunds at regularly scheduled meetings of the commission. Refunds must be made to the person or entity who paid the tuition and other fees to the licensed institution, as documented by receipts or other documents available to the administrator.

## **CANCELLATION AND REFUND POLICY**

The registration of a student results in the employment of faculty, arrangements for management and physical facilities and other provisions by the administration that must be contracted in advance. The withdrawal of a student does not decrease the expenses of the College to any substantial extent. The refund policy has been established so that the student who withdraws from class will share in the incurred cost. For these reasons there will be no refund of tuition except as outlined in the following policy.

The College employs a fair and equitable refund policy that complies with federal, state, and accrediting guidelines for the return of unearned tuition and fees in the event of cancellation, termination or withdrawal.

Detailed below are the specific federal, state, and institutional refund policies and procedures that will be used to ensure that the College retains only funds that have been earned according to the applicable refund policy. In the event that a refund is required, these policies will ensure that any and all refunds are paid to the appropriate entity in a timely fashion.

### **Cancellations**

The applicant's signature on the Enrollment Agreement does not constitute admission into the institution until the student has been accepted for admission by an official of the institution. If the applicant is not accepted by the Institution, all monies paid will be refunded. The applicant may also request cancellation in writing within three days after signing the agreement and receive a full refund of all monies paid. The refund will be made within 15 days of receipt of such notice. Cancellation will occur when the student gives written notice of cancellation at the College address shown on the front page of the Enrollment Agreement. Notice of cancellation may be given by mail, hand delivery or telegram. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid. The written notice of cancellation need not take any particular form and, however expressed, is effective if it states that a student no longer wishes to be bound by the Enrollment Agreement.

### **Official Withdrawals**

An official withdrawal must be documented in writing.

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

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

All refunds will be made within 14 days of the date the institution is notified of the official withdrawal.

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## Refunds

When a student withdraws the institution must complete two calculations. First, if the student is a Title IV recipient, the institution must determine how much federal grant and loan assistance the student has earned under the Federal Return of Title IV Funds Policy. Then, the institution must determine how much of the tuition and fees it is eligible to retain using the Nevada refund policy.

If the student (or parent, in the case of a PLUS Loan) is eligible for additional funds at the time of withdrawal, the student may receive additional student financial aid (SFA) funds. If the student received more SFA funds than he or she earned under the Federal Return of Title IV Funds policy, the institution, and in some cases the student, is required to return the unearned funds to the Federal program(s) or lender, as applicable.

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

Any monies due an applicant or student will be refunded within 15 days of the date of cancellation, withdrawal or termination. A withdrawal is considered to have occurred on the earlier of a) the date the student officially notifies the school of their intent to withdraw, b) the last day of an authorized leave of absence if a student fails to return after the period of authorized leave, or c) the point at which the student fails to meet the published attendance policies outlined in the school catalog. The refund computation will be based on the last date of student attendance.

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

### Federal Return of Title IV Funds Policy

All institutions participating in the SFA programs are required to use a statutory pro-rata schedule to determine the amount of SFA funds the student has earned up to the date of withdrawal. A student who has been qualified for SFA funds earns funds upon attendance within a payment period or period of enrollment. If a student who has been qualified for SFA program assistance withdraws from the institution during a payment period or a period of enrollment, the institution must calculate the amount of SFA program assistance the student did not earn, and those funds must be returned. Up through the 60% point in each payment period or period of enrollment, a pro-rata schedule is used to determine how much SFA Program funds the student has earned up to the date of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the SFA funds. The institution calculates the federal return on the basis of the payment period.

The percentage of the payment period completed is determined by dividing the number of calendar days completed in that period (numerator), by the total number of calendar days in the period (denominator). Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in the period.

The College must return the lesser of:

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

The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate:

- Any SFA loan funds in accordance with the terms of the loan; and
- The remaining unearned SFA program grant (not to exceed 50% of a grant) as an overpayment of the grant, if more than \$25.00.

### Pro-rata Refund Policy per Nevada Revised Statutes 394.449

After determining the return due to the federal government for federal financial aid funds, the institution must calculate the refund due under the Nevada Refund Policy. Should there be any conflict between the institutional policies and the Nevada Refund Policy as described below, the student will receive that which is most beneficial to the student.

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Period of enrollment: For the purpose of this policy, the period of enrollment is the period of time for the training program for which the student has been charged (the term or quarter for quarter-based students or the academic year for modular students).

For all students who terminate their training before completing more than 60% of their period of enrollment, the institution will perform a pro-rata refund calculation, unless the student cancels their enrollment or withdraws and receives a full refund under the provisions above. Under a pro-rata refund calculation, the institution is entitled to retain only the percentage of institutional charges (tuition, fees, room, board, etc.) proportional to the period of a student's attendance. The percentage of the period of a student's attendance is calculated by dividing the period of enrollment into the period of the student's attendance. The resulting percentage is multiplied by the institutional charges for the period of enrollment. A reasonable administrative fee not to exceed \$100 or 10% of the total institutional charges, whichever is less, will be excluded from the institutional charges used to calculate the pro-rata refund. The institution may retain the entire contract price for the period of enrollment—including tuition, fees, and other charges—if the student terminates the training after completing more than 60% of the period of enrollment.

Students in Modular Programs Please Note: Since students enrolled in modular programs are charged tuition by academic year, the charges earned and amount due under the Nevada refund policy is based on the charges for the portion of the academic year completed, rather than on the portion of the quarter completed. To avoid any charges, modular students must officially withdraw from the program within the first five class days.

The Nevada refund policy requirements are given below:

1. Each postsecondary educational institution shall have a policy for refunds which at least provides:
  - (a) That if the institution has substantially failed to furnish the training program agreed upon in the enrollment agreement, the institution shall refund to a student all the money he has paid.
  - (b) That if a student cancels his enrollment before the start of the training program, the institution shall refund to the student all the money he has paid, minus 10% of the tuition agreed upon in the enrollment agreement or \$100, whichever is less.
  - (c) That if a student withdraws or is expelled by the institution after the start of the training program and before the completion of more than 60% of the period of enrollment, the institution shall refund to the student a pro-rata amount of the tuition for the period of enrollment as agreed upon in the enrollment agreement, minus 10% of the tuition agreed upon in the enrollment agreement or \$100, whichever is less.
  - (d) That if a student withdraws or is expelled by the institution after completion of more than 60% of the period of enrollment, the institution is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement for the period of enrollment.
2. If a refund is owed pursuant to subsection 1, the institution shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:
  - (a) Date of cancellation by a student of his enrollment;
  - (b) Date of termination by the institution of the enrollment of a student;
  - (c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or
  - (d) Last day of attendance of a student, whichever is applicable.
3. Books, educational supplies or equipment for individual use are not included in the policy for refund required by subsection 1, and a separate refund must be paid by the institution to the student if those items were not used by the student. Disputes must be resolved by the administrator for refunds required by this subsection on a case-by-case basis.
4. For the purposes of this section:
  - (a) The period of a student's attendance must be measured from the first day of instruction as set forth in the enrollment agreement through the student's last day of actual attendance, regardless of absences.
  - (b) The period of time for a training program is the period set forth in the enrollment agreement.
  - (c) Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies or equipment that are listed separately from the tuition and fees.

#### **Remittance to the Federal Government**

If it is determined that a federal refund is due, the statute and the regulations clearly define the order in which remaining federal student financial aid program funds are to be returned. Based on the student's financial aid award(s) (or his or her parent(s) in the case of PLUS Loans), the return of federal funds will be remitted to the

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appropriate program in the following order:

1. Unsubsidized Federal Stafford Loan Program;
2. Subsidized Stafford Loan Program;
3. Unsubsidized Federal Direct Stafford Loan Program;
4. Subsidized Federal Direct Stafford Loan Program;
5. Federal Perkins Loan Program;
6. Federal PLUS Loan Program;
7. Federal Direct PLUS Loan Program;
8. Federal Pell Grant Program;
9. Federal Supplemental Educational Opportunity Grant (FSEOG) Program;
10. Other federal, state, private and/or institutional sources of aid; and
11. The student.

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## PROGRAMS OFFERED

Accounting (AS Degree)
Administrative Medical Assistant (Diploma)*
Bookkeeping (Diploma)*
Business Administration (AS Degree)
Criminal Justice (AS Degree)
Computer Office Technologies and Applications (Degree)*
Computer Office Technologies and Applications (Diploma)*
Massage Therapy (Diploma)
Medical Administrative Assistant (Diploma)
Paralegal (AS Degree)
Scoping Technology (Diploma)
Specialized Associate in Accounting (SAS Degree)*
Specialized Associate in Administrative Assistant (SAS Degree)*
Specialized Associate in Business Administration (SAS Degree)*
Specialized Associate in Court Reporting (SAS Degree)
Specialized Associate in Criminal Justice (SAS Degree)*
Specialized Associate in Homeland Security (SAS Degree)*
Specialized Associate in Medical Assistant (SAS Degree)
Specialized Associate in Paralegal (SAS Degree)*

\*No longer enrolling new students

Students must complete all prerequisites for courses as outlined in the school catalog unless they demonstrate proficiency through examination and/or obtain the approval of the Academic Dean.

## ASSOCIATE OF SCIENCE IN ACCOUNTING

### DEGREE PROGRAM

6-8 TERMS/ 18-24 MONTHS

96 CREDIT HOURS/1000-1050 CLOCK HOURS

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.

#### Program Outline

Course Number	Course Name	Associate Degree Quarter Credit Hrs.
<b>COLLEGE CORE REQUIREMENTS</b>		
SLS 1105	Strategies for Success	4.0
CGS 2167C	Computer Applications	4.0
SLS 1321	Career Skills	2.0
Associates students choose 8 credits from the following:		
LIS 2004	Introduction to Internet Research	2.0
MAN 2031	Let's Talk Business	2.0
OST 2335	Business Communications	4.0
MTB 1103	Business Math	4.0
OST 1141L	Keyboarding	2.0
CGS 2510C	Applied Spreadsheets	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>		<b>18.0</b>
<b>MAJOR CORE REQUIREMENTS</b>		
APA 2111	Principles of Accounting I	4.0
APA 2121	Principles of Accounting II	4.0
APA 2161	Introductory Cost/Managerial Accounting	4.0
ACG 2021	Introduction to Corporate Accounting	4.0
APA 2141	Computerized Accounting	4.0
ACO 1806	Payroll Accounting	4.0
ACG 2551	Non-Profit Accounting	4.0
TAX 2000	Tax Accounting	4.0
MAN 1030	Introduction to Business Enterprise	4.0
BUL 2131	Applied Business Law	4.0
Choose two courses from the following:		
CGS 2510C	Applied Spreadsheets	4.0
FIN 1103	Introduction to Finance	4.0
ACG 2178	Financial Statement Analysis	4.0
MAN 2021	Principles of Management	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>		<b>48.0</b>
<b>GENERAL EDUCATION CORE REQUIREMENTS</b>		
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
MAT 1033	College Algebra	4.0
PSY 2012	General Psychology	4.0
SPC 2016	Oral Communications*	4.0
PSI 201	U.S. and Nevada Constitution	4.0
EVS 1001	Environmental Science	4.0
SLS 1505	Basic Critical Thinking	2.0
<b>TOTAL QUARTER CREDIT HOURS</b>		<b>30.0</b>
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>		<b>96.0</b>

\*Online students will take POS 2041- American National Government

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## ADMINISTRATIVE MEDICAL ASSISTANT

DIPLOMA PROGRAM

3 TERMS/9 MONTHS

48 CREDIT HOURS/540 CLOCK HOURS

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--NO LONGER ENROLLING NEW STUDENTS--

A career in the medical field is a dynamic and rewarding opportunity. The medical office assistant is trained in medical business office skills to assist the patients and to act as a liaison between doctor and patient in a front office setting.

COURSE NUMBER	COURSE	CLOCK HOURS	CREDIT HOURS
APA 1114	Office Accounting	40	4
MEA 1263	Anatomy & Physiology I	40	4
MEA 1233	Anatomy & Physiology II	40	4
CGS 2167C	Computer Applications	50	4
ENG 1000	Business English	40	4
MEA 1239	Medical Terminology	40	4
MEA 1385	Medical Law and Ethics	20	2
MEA 2335	Medical Insurance Billing	40	4
OST 1141L	Keyboarding	40	2
OST 2301	Medical Office Practice	50	4
OST 2614	Medical Transcription	40	2
PSI 201	U.S. and Nevada Constitution	40	4
SLS 1105	Strategies for Success	40	4
SLS 1321	Career Skills	20	2
<b>TOTAL HOURS REQUIRED FOR GRADUATION</b>		<b>540</b>	<b>48</b>

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## BOOKKEEPING

DIPLOMA PROGRAM  
3 TERMS/9 MONTHS  
48 CREDIT HOURS/540 CLOCK HOURS

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--NO LONGER ENROLLING NEW STUDENTS--

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

COURSE NUMBER	COURSE	CLOCK HOURS	CREDIT HOURS
APA 2111	Principle of Accounting I	40	4
APA 2121	Principle of Accounting II	40	4
ACO 1806	Payroll Accounting	50	4
ACG 2141	Computerized Accounting	50	4
CGS 2167C	Computer Applications	50	4
CGS 2071	Spreadsheets	50	4
ENC 1101	Composition I	40	4
MAC 1000	College Business Mathematics	40	4
MAN 1030	Introduction to Business Enterprise	40	4
OST 1141L	Keyboarding	40	2
SLS 1105	Strategies for Success	40	4
SLS 1321	Career Skills	20	2
PSI 201	U.S.& Nevada Constitution	40	4
<b>TOTAL HOURS REQUIRED FOR GRADUATION</b>		<b>540</b>	<b>48</b>

## ASSOCIATE OF SCIENCE IN BUSINESS ADMINISTRATION

6-8 TERMS/18-24 MONTHS

96 CREDIT HOURS/970-1010 CLOCK HOURS

The Associate of Science programs are offered for those students whose career goals require a broad knowledge of the functional areas of business. All students will take coursework in the areas of accounting, general business, management, marketing, human resources, computer applications, and business law. In addition, students will choose an area of concentration that will comprise the balance of the courses in the major. The following describes each area of concentration.

### Business Administration:

The Business Administration concentration focuses on the structure, function, and procedures of standard business operations. The program prepares students for a variety of entry-level positions in areas such as sales, office supervision, and small business management.

### Program outline

Course Number	Course Name	Associates Degree Quarter Credit Hrs
<b>College Core Requirements</b>		
SLS 1105	Strategies for Success	4.0
SLS 1321	Career Skills	2.0
CGS 2167C	Computer Applications	4.0
<i>Associate's students choose 8 units from below:</i>		
OST 1141L	Keyboarding	2.0
MAN 2031	Let's Talk Business	2.0
OST 2335	Business Communications	4.0
LIS 2004	Introduction to Internet Research	2.0
OST 2725	Applied Word Processing	4.0
CGS 2510C	Applied Spreadsheets	4.0
MTB 1103	Business Math	4.0
<b>Total Quarter Credit Hours:</b>		<b>18.0</b>
<b>Major Core Requirements - All Concentrations</b>		
APA 2111	Principles of Accounting I	4.0
APA 2121	Principles of Accounting II	4.0
BUL 2131	Applied Business Law	4.0
MAN 1030	Introduction to Business Enterprise	4.0
MAN 2021	Principles of Management	4.0
MAN 2300	Introduction to Human Resources	4.0
MAR 1011	Introduction to Marketing	4.0
<b>Additional Major Core Requirements: Business Administration Concentration</b>		
FIN 1103	Introduction to Finance	4.0
MAN 2727	Strategic Planning for Business	4.0
MAR 2305	Customer Relations and Servicing	4.0
<i>Choose 2 of the following courses:</i>		
ACG 2178	Financial Statement Analysis	4.0
ACG 2021	Introduction to Corporate Accounting	4.0
SBM 2000	Small Business Management	4.0
APA 2161	Introductory Cost/Managerial Accounting	4.0
<b>Total Quarter Credit Hours:</b>		<b>48.0</b>
<b>General Education Requirements</b>		
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
MAT 1033	College Algebra	4.0
PSY 2012	General Psychology	4.0
SPC 2016	Oral Communications*	4.0
PSI 201	U.S. and Nevada Constitution	4.0
EVS 1001	Environmental Science	4.0
SLS 1505	Basic Critical Thinking	2.0

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Total Quarter Credit Hours:	30.0
Total Quarter Credit Hours Required for Graduation:	96.0
*Online students take POS 2041 American National Government	

## ASSOCIATE OF SCIENCE IN CRIMINAL JUSTICE

6-8 TERMS/ 18-24 MONTHS

96 CREDIT HOURS/ 970 CLOCK HOURS

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

COURSE	COURSE TITLE	Associate's Degree Quarter Credit Hrs.
<b>COLLEGE CORE REQUIREMENTS</b>		
SLS 1105	Strategies for Success	4.0
SLS 1321	Career Skills	2.0
CGS 2167C	Computer Applications	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>		<b>10.0</b>
<b>MAJOR CORE REQUIREMENTS</b>		
BUL 2131	Applied Business Law	4.0
CCJ 1017	Criminology	4.0
CCJ 1024	Introduction to Criminal Justice	4.0
CJL 2130	Criminal Evidence	4.0
CJL 2134	Criminal Procedure and the Constitution	4.0
CCJ 1610	Criminal Investigations	4.0
CCJ 2358	Criminal Justice Communications	4.0
CCJ 2306	Introduction to Corrections	4.0
CJD 2250	Introduction to Interviews and Interrogations	4.0
DSC 2002	Introduction to Terrorism	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>		<b>40.0</b>
<b>The students will take 12.0 credits from following courses:</b>		
CJE 2100	Policing in America	4.0
CCJ 2288	Spanish for the Criminal Justice Professional	4.0
CCJ 2679	Introduction to Victims Advocacy	4.0
CCJ 2943	Current Issues in Criminal Justice	4.0
CJE 2670	Introduction to Forensics	4.0
CCJ 1910	Career Choices in Criminal Justice	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>		<b>12.0</b>
<b>GENERAL EDUCATION CORE REQUIREMENTS</b>		
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
SPC 2016	Oral Communications	4.0
SYG 2000	Principles of Sociology	4.0
MAT 1033	College Algebra	4.0
PSY 2012	General Psychology	4.0
SLS 1505	Basic Critical Thinking	2.0
PSI 201	U.S. and Nevada Constitution	4.0
EVS 1001	Environmental Science	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>		<b>34.0</b>
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>		<b>96.0</b>

## COMPUTER OFFICE TECHNOLOGIES AND APPLICATIONS (DEGREE)

DEGREE PROGRAM

6-8 TERMS/18-24 MONTHS

96 CREDIT HOURS/1,160 CLOCK HOURS

--NO LONGER ENROLLING NEW STUDENTS--

The Computer Office Technologies and Applications (COTA) Associate of Applied Science degree program is designed to give the student the skills necessary to excel in today's high-tech office environment. Software applications studied include the Windows 98 desktop operating system, office productivity software with Microsoft Word, PowerPoint, Excel, Access, and Outlook, and also powerful web development tools such as FrontPage 2000 and PageMaker. Emphasis is placed on developing effective interpersonal communication skills. Graduates will qualify for a wide range of administrative occupations in a variety of professional settings.

COURSE NUMBER	COURSE	CLOCK HOURS	CREDIT HOURS
<b>COLLEGE CORE REQUIREMENTS</b>			
MAC 1000	College Business Math	40	4
OST 1147C	Speed Building Skills	30	2
OST 2335	Business Communications	40	4
SLS 1105	Strategies for Success	40	4
SLS 1321	Career Skills	20	2
	<b>Total College Core Requirements</b>	<b>170</b>	<b>16</b>
<b>MAJOR CORE REQUIREMENTS</b>			
CGS 1882C	Beginning Web Development with FrontPage 2000	50	4
CGS 1006C	Essentials of Communications and Document Formatting	30	2
CGS 1700C	Introduction to Windows 98	50	4
CGS 1522	Introduction to Spreadsheets	30	2
CGS 1520	Introduction to Database	30	2
CGS 1524	Introduction to Presentations	30	2
CTS 2271C	Intermediate Spreadsheets	50	4
CGS 2176	Intermediate Database Management	50	4
CGS 2210C	Advanced Web Development with FrontPage 2000	50	4
CTS 2281C	Advanced Spreadsheets	50	4
CTS 2550C	Advanced Presentations	50	4
CTS 2431C	Advanced Database Management	50	4
OST 2712C	Intermediate Word Processing	50	4
OST 1401C	Office Operations	30	2
OST 1791C	Electronic Communication	30	2
OST 2711C	Introduction to Word Processing	30	2
OST 2724C	Advanced Word Processing	50	4
OST 2813C	Introduction to Desktop Publishing	30	2
OST 2821C	Desktop Publishing Skills	50	4
	<b>Total Major Core Courses</b>	<b>790</b>	<b>60</b>
<b>GENERAL EDUCATION REQUIREMENTS</b>			
ENC 1101	Composition I	40	4
ENC 1102	Composition II	40	4
PSI 201	U.S. and Nevada Constitution	40	4
PSY 2012	General Psychology	40	4
SPC 2016	Oral Communications	40	4
	<b>Total General Education Courses</b>	<b>200</b>	<b>20</b>
<b>TOTAL HOURS REQUIRED FOR GRADUATION</b>		<b>1,160</b>	<b>96</b>

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## COMPUTER OFFICE TECHNOLOGIES AND APPLICATIONS (DIPLOMA)

### DIPLOMA PROGRAM

4 TERMS/12 MONTHS

64 CREDIT HOURS/810 CLOCK HOURS

--NO LONGER ENROLLING NEW STUDENTS--

The Computer Office Technologies and Applications (COTA) program is designed to give the student the skills necessary to excel in today's high-tech office environment. Software applications studied include the Windows 98 desktop operating system, office productivity software with Microsoft Word, PowerPoint, Excel, Access, and Outlook, and also powerful web development tools such as FrontPage 2000 and PageMaker. Emphasis is placed on developing effective interpersonal communication skills. Graduates will qualify for a wide range of administrative occupations in a variety of professional settings.

COURSE NUMBER	COURSE	CLOCK HOURS	CREDIT HOURS
MAC 1000	College Business Math	40	4
SLS 1105	Strategies for Success	40	4
CGS 1700C	Introduction to Windows 98	50	4
OST 1147C	Speed Building Skills	30	2
OST 2711C	Introduction to Word Processing	30	2
CGS 1524	Introduction to Presentations	30	2
CGS 1520	Introduction to Database	30	2
CGS 1522	Introduction to Spreadsheets	30	2
CGS 1006C	Essentials of Communications and Document Formatting	30	2
SLS 1321	Career Skills	20	2
OST 2712C	Intermediate Word Processing	50	4
CTS 2271C	Intermediate Spreadsheets	50	4
CGS 2176	Intermediate Database Management	50	4
OST 1401C	Office Operations	30	2
OST 1791C	Electronic Communication	30	2
OST 2813C	Introduction to Desktop Publishing	30	2
CGS 1882C	Beginning Web Development with FrontPage 2000	50	4
ENC 1101	Composition I	40	4
	Additional Credits from Major COTA Degree Core	150	12
<b>TOTAL HOURS REQUIRED FOR GRADUATION</b>		<b>810</b>	<b>64</b>

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## MASSAGE THERAPY

### DIPLOMA PROGRAM

4 TERMS/8 MONTHS

54 CREDIT HOURS/720 CLOCK HOURS

V 1-0

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

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

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

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

#### Program Outline

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

#### Module Descriptions

##### Module A - Business and Ethics

6.0 Quarter Credit Hours

This module is designed to provide students with an understanding of the job opportunities in the massage industry while building core computer and business skills. Professionalism, ethical practice, the law as it relates to massage and communication are discussed. Clinical practice in Swedish massage, chair massage and integrated techniques continue to build the massage therapists practical skills. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

##### Module B - Swedish Massage, Western Theory & History, Practice & Mechanisms of Health & Disease

6.0 Quarter Credit Hours

This module is designed to provide the student with the theory & hands-on skills involved in practicing a form of massage known as Swedish massage. Also covered in this module are joint classification, range of motion for shoulder, and Western theory & history. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

##### Module C - Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage

6.0 Quarter Credit Hours

This module is designed to provide the student with the theory & hands-on skills involved in practicing a form of massage

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known as Swedish Massage. Also covered in this module is range of motion for hip, pre-natal, post-natal, infant & elder/geriatric massage. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**Module D - Eastern Theory and Practice**

**6.0 Quarter Credit Hours**

This module is designed to provide the student with the understanding and knowledge of Eastern theory and practice as used within different styles of Asian bodywork. The student will also learn the immune and lymphatic systems. For specific musculature covered for this module please refer to the anatomy and physiology outline. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**Module E - Energy & Non-Traditional Therapies, Wellness & CPR**

**6.0 Quarter Credit Hours**

This module is designed to provide the student with the theory and hands-on skills involved in introducing fundamental energy based modalities including Polarity and Beginning Reiki hand-placements. The student will be introduced to basic health and wellness concepts including CPR. This module will also provide the student with the understanding of the Integumentary System and musculature of the forearms and hands. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**Module F - Deep Tissue, Myofascial Release & Pin and Stretch**

**6.0 Quarter Credit Hours**

This module is designed to provide students with an understanding of myofascial, deep tissue and pin and stretch techniques. These techniques will be incorporated into a Swedish massage to better address individual client needs. Students will use basic assessment skills to identify muscular holding patterns and develop treatment plans. The indications and contraindications of these techniques will be discussed as will specific sights of caution for deep tissue. In addition students will develop an understanding of the digestive system, urinary system and the muscles of the anterior neck. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**Module G - Neuromuscular/Trigger Point & Muscle Energy Techniques**

**6.0 Quarter Credit Hours**

This module is designed to provide the student with the understanding and knowledge of neuromuscular techniques (NMT), muscle energy techniques (MET) and trigger point therapy and the assessment skills necessary for these modalities. The student will also learn the nervous system and the musculature of the deep posterior spinal muscles. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**Module H - Clinical and Sports Massage**

**6.0 Quarter Credit Hours**

This module is designed to provide the student with the understanding and knowledge of clinical and sports massage techniques and the assessment skills necessary for these modalities. The student will also learn the assessment skills, charting/documentation, clinical applications and focus within the endocrine system with a review of the nervous system (CNS/PNS). For specific musculature covered for this module please refer to the anatomy and physiology outline. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**Module I - Health and Wellness**

**6.0 Quarter Credit Hours**

This module is designed to provide the student with an overall understanding of the skills involved in working in spa services and in working with specific strategies to enhance good health and wellness. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

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## MEDICAL ADMINISTRATIVE ASSISTANT

### DIPLOMA PROGRAM

4 TERMS/8 MONTHS

47 CREDIT HOURS/720 CLOCK HOURS

V 1-0

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

#### Program outline

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

#### Module A: Office Finance

#### 6.0 Quarter Credit Hours

Module A introduces accounting functions essential to a medical environment. Students learn basic bookkeeping procedures and apply them to a bookkeeping project and accounting system. Students will also complete assignments writing payroll checks and keeping check registers. Patient billing is an integral portion of the module, including tracing delinquent claims and insurance problem solving. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in your new job so that you can advance in your career. They also become familiar with essential medical terminology. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

#### Module B: Patient Processing and Assisting

#### 6.0 Quarter Credit Hours

In Module B, students learn to set up patient records and maintain and organize them manually and electronically. Students become familiar with records management systems and develop skills in alphabetic filing and indexing, and appointment scheduling. The basics of health insurance are introduced, as well the basic of coding with CPT and ICD-9 codes. Students are trained in vital signs, and a cardiopulmonary resuscitation (CPR) course is taught. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skill building Hours: 20.0

#### Module C: Medical Insurance

#### 6.0 Quarter Credit Hours

Module C develops student proficiency in preparing and processing insurance claims. Students study insurance programs, including HMOs, PPOs, and worker's compensation plans. National coding systems used for claims processing are studied. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. Students are given hypothetical insurance billing situations and select appropriate forms, codes, and procedures to process insurance claims for optimal reimbursement. Office & insurance collection strategies are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist you in being successful in the medical field. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

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

Module D develops student proficiency in preparing and processing insurance claims. The Medicaid, Medicare, TRICARE, and CHAMPVA programs are discussed. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. They also focus on important aspects of the collection process including collection letters, telephone calls, and collection servicing agencies. They will also learn about Occupational Safety and Health Administration (OSHA) standards and the use of universal precautions in the medical office. Medical ethics and law are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

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

In Module E, students are introduced to dictation and transcription. Emphasis is also placed on correspondence and mail processing, health information management and the medical facility environment. Students will also become familiar with disability income insurance and legal issues affecting insurance claims. In addition, students learn about the Health Insurance Accountability and Portability Act (HIPAA). Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

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

Module F emphasizes computerized practice management, including file maintenance, patient records, bookkeeping and insurance. Students will learn the health insurance claim form and managed care systems. Hospital billing is introduced in this module. Students will also learn about the history of the healthcare industry and the Medical Assisting Profession. In addition, students learn basic techniques for taking patients vital signs. They learn OSHA standards and the use of universal precautions in the medical office. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to become and learn from mentoring. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

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

Module G focuses on basic administrative procedures performed in the dental office. Students are introduced to the dental health team with emphasis on the tasks performed by the administrative support staff. Specialized procedures including appointment scheduling, bookkeeping, dental charting, processing patients, insurance billing and coding, and law and ethics are presented. Students are also given an introduction to radiography and radiation safety. Students will do vital signs. They discuss interpersonal skills and human relations, telephone techniques, and patient reception techniques. Students build on keyboarding and word processing skills, become familiar with essential dental terminology, and become familiar with the self-directed job search process by learning how to dress for success. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

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

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

## PARALEGAL

### ASSOCIATE IN SCIENCE DEGREE PROGRAM

7-8 TERMS/21-24 MONTHS

96 CREDIT HOURS/1,000 CLOCK HOURS

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.

#### Program outline

Course	Numbers	Course	Clock Hours	Credit Hours
CGS	2167C	Computer Applications	40	4.0
SLS	1105	Strategies for Success	40	4.0
SLS	1321	Career Skills	20	2.0.0
OST	2725	Applied Word Processing	40	4.0
PLA	1003	Introduction to Paralegal	40	4.0
PLA	2363	Criminal Procedure and the Constitution	40	4.0
PLA	1105	Legal Research and Writing I	40	4.0
PLA	2106	Legal Research and Writing II	40	4.0
PLA	2273	Torts	40	4.0
PLA	2423	Contract Law	40	4.0
PLA	2600	Wills, Trusts, and Probate	40	4.0
PLA	2800	Family Law	40	4.0
PLA	2763	Law Office Management	40	4.0
PLA	2203	Civil Procedure	40	4.0
PLA	2460	Bankruptcy	40	4.0
PLA	2930	Contemporary Issues and Law	40	4.0
PLA	2433	Business Organizations	40	4.0
PLA	2483	Introduction to Administrative Law	40	4.0
PLA	2610	Real Estate Law	40	4.0
PLA	2631	Environmental Law	40	4.0
ENC	1101	Composition I	40	4.0
ENC	1102	Composition II	40	4.0
SPC	2016	Oral Communications	40	4.0
SYG	2000	Principles of Sociology	40	4.0
MAT	1033	College Algebra	40	4.0
PSY	2012	General Psychology	40	4.0
SLS	1505	Basic Critical Thinking	2.0	2.0
PSI	201	U.S. and Nevada Constitution	40	4.0
EVS	1001	Environmental Science	40	2.0
<b>Total Quarter Credit Hours Required for Graduation</b>				<b>96.0</b>

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## SCOPING TECHNOLOGY

### DIPLOMA PROGRAM

5-7 TERMS/15-21 MONTHS

58 CREDIT HOURS/934 CLOCK HOURS

V 0-0

Scoping is a growing professional career. A scopist works closely with court reporters proofreading and editing transcripts, employing proper punctuation, English and format. With advancement of CAT technology (Computer Aided Transcription), the web, and e-mail, scopists may work for court reporters virtually anywhere in the world. Because the demand for court reporters is growing, the demand for scopists is also increasing.

The Scoping diploma program is not a pre-requisite to the Court Reporting Associates degree program although students are encouraged to complete Scoping prior to enrolling in Court Reporting. All 17 courses found in the Scoping program are shared in the Court Reporting program; therefore, 58 credits transfer into the specialized degree should a student decide to continue their education after receiving their diploma. Scoping is offered as a benefit to students who wish to earn a diploma in 5-7 terms. Students who wish to enter the Court Reporting program directly without first completing the Scoping program may do so.

### Program outline

COURSE NUMBER	COURSE	CLOCK HOURS	CREDIT HOURS
SLS 1105	Strategies for Success	40	4
OST 1141L	Keyboarding	40	2
OFT 1143	Intermediate Keyboarding	40	2
CGS 2167C	Computer Applications	50	4
CTR 100	Theory I	120	6
CTR 101	Theory II	120	6
CTR 102	Intermediate Court Reporting I (80 wpm)	144	6
CTR 130	Theory III A	40	2
CTR 132	Theory III C	40	2
CTR 140	Theory IV A	40	2
CTR 141	Theory IV B	40	2
CTR 142	Theory IV C	40	2
EGL 105	English for Court Reporters	40	4
EGL 103	Vocabulary	40	4
MEA 1239	Medical Terminology	40	4
LEG 210	Legal Terminology	40	4
SLS 1321	Career Skills	20	2
<b>TOTAL HOURS REQUIRED FOR GRADUATION</b>		<b>934</b>	<b>58</b>

## SPECIALIZED ASSOCIATE IN ACCOUNTING

DEGREE PROGRAM

6-8 TERMS/18-24 MONTHS

96 CREDIT HOURS/1,030 CLOCK HOURS

V 1-1

--NO LONGER ENROLLING NEW STUDENTS--

This program is designed for those who want a thorough knowledge of the fundamental principles of the accounting cycle, as well as business methods and procedures. It prepares the student for practical work in bookkeeping and accounting or entry level employment in financial, credit or production departments of various businesses. It may also serve as good basic training for people who plan to manage businesses of their own.

### Program outline

COURSE NUMBER	COURSE	CLOCK HOURS	CREDIT HOURS
<b>GENERAL EDUCATION REQUIREMENTS</b>			
ENC 1101	Composition I	40	4
ENC 1102	Composition II	40	4
PSI 201	U.S. and Nevada Constitution	40	4
PSY 2012	General Psychology	40	4
SPC 2016	Oral Communications	40	4
	<b>Total General Education Requirements</b>	<b>200</b>	<b>20</b>
<b>COLLEGE CORE COURSES</b>			
BUL 2131	Applied Business Law	40	4
CGS 2167C	Computer Applications	50	4
MAC 1000	College Business Mathematics	40	4
MAN 1030	Introduction to Business Enterprise	40	4
MAR 2305	Customer Relations and Servicing	40	4
OST 1141L	Keyboarding	40	2
SLS 1105	Strategies for Success	40	4
SLS 1321	Career Skills	20	2
	<b>Total College Core Courses</b>	<b>310</b>	<b>28</b>
<b>MAJOR CORE COURSES</b>			
APA 2111	Principles of Accounting I	40	4
APA 2121	Principles of Accounting II	40	4
APA 2161	Introductory Cost/Managerial Accounting	40	4
ACG 2021	Introduction to Corporate Accounting	40	4
ACG 2072	Cost Accounting	40	4
ACG 2141	Computerized Accounting	50	4
ACG 2178	Financial Statement Analysis	40	4
ACO 1806	Payroll Accounting	50	4
CGS 2071	Spreadsheets	50	4
FIN 1103	Introduction to Finance	40	4
MAN 2727	Strategic Planning for Business	40	4
TAX 2000	Tax Accounting	50	4
	<b>Total Major Core Courses</b>	<b>520</b>	<b>48</b>
<b>TOTAL HOURS REQUIRED FOR GRADUATION</b>		<b>1,030</b>	<b>96</b>

## SPECIALIZED ASSOCIATE IN ADMINISTRATIVE ASSISTANT

DEGREE PROGRAM

6-8 TERMS/18-24 MONTHS

96 CREDIT HOURS/1,080 CLOCK HOURS

V 0-1

--NO LONGER ENROLLING NEW STUDENTS--

The Administrative Assistant Degree program prepares students for the varied responsibilities of today's office workplace. Significant emphasis is placed on knowledge of the computer and its use in the business world. Graduates will be able to perform practical applications in accounting, English, data entry, word processing, personnel management and office procedures. Students completing this program will be prepared for positions as entry-level administrative assistants.

### Program outline

COURSE NUMBER	COURSE	CLOCK HOURS	CREDIT HOURS
<b>GENERAL EDUCATION REQUIREMENTS</b>			
ENC 1101	Composition I	40	4
ENC 1102	Composition II	40	4
PSI 201	U.S. and Nevada Constitution	40	4
PSY 2012	General Psychology	40	4
SPC 2016	Oral Communications	40	4
	<b>Total General Education Requirements</b>	<b>200</b>	<b>20</b>
<b>COLLEGE CORE COURSES</b>			
CGS 2167C	Computer Applications	50	4
EGL 103	Vocabulary	40	4
MAC 1000	College Business Mathematics	40	4
SLS 1105	Strategies for Success	40	4
SLS 1321	Career Skills	20	2
	<b>Total College Core Courses</b>	<b>190</b>	<b>18</b>
<b>MAJOR CORE COURSES</b>			
APA 1114	Office Accounting	40	4
CIS 104A	Software Applications: Word Processing	80	6
CIS 115	Integrated Software	80	6
CGS 2071	Spreadsheets	50	4
MAN 1030	Introduction to Business Enterprise	40	4
MAN 2021	Principles of Management	40	4
MAN 2300	Introduction to Human Resources	40	4
MAR 2305	Customer Relations and Servicing	40	4
OST 1141L	Keyboarding	40	2
OFT 1143	Intermediate Keyboarding	40	2
OFT 1144	Advanced Keyboarding	40	2
SCR 110	Office Procedures	40	4
	<b>Total Major Core Courses</b>	<b>570</b>	<b>46</b>
<b>ELECTIVES - 12 Credit Hours</b>			
BUL 2131	Applied Business Law	40	4
MEA 1239	Medical Terminology	40	4
LEG 210	Legal Terminology	40	4
MAR 1011	Introduction to Marketing	40	4
MEA 2335	Medical Insurance Billing	40	4
OST 2301	Medical Office Practice	50	4
PLA 1003	Introduction to Legal Assisting	40	4
	<b>Total Electives</b>	<b>120</b>	<b>12</b>
<b>TOTAL HOURS REQUIRED FOR GRADUATION</b>		<b>1,080</b>	<b>96</b>

## SPECIALIZED ASSOCIATE IN BUSINESS ADMINISTRATION

DEGREE PROGRAM

6-8 TERMS/18-24 MONTHS

96 CREDIT HOURS/990 CLOCK HOURS

V 1-1

--NO LONGER ENROLLING NEW STUDENTS--

The Business Administration degree program provides an extensive combination of business courses with emphasis in management and marketing. Good speaking and writing skills are expected and practiced. Graduates will be versed in accounting, computer and management applications. Students completing this program are prepared for entry-level management positions in business, industry, and government.

### Program outline

COURSE NUMBER	COURSE	CLOCK HOURS	CREDIT HOURS
<b>GENERAL EDUCATION REQUIREMENTS</b>			
ENC 1101	Composition I	40	4
ENC 1102	Composition II	40	4
PSI 201	U.S. and Nevada Constitution	40	4
PSY 2012	General Psychology	40	4
SPC 2016	Oral Communications	40	4
	<b>Total General Education Requirements</b>	<b>200</b>	<b>20</b>
<b>COLLEGE CORE COURSES</b>			
BUL 2131	Applied Business Law	40	4
CGS 2167C	Computer Applications	50	4
CIS 104A	Software Applications: Word Processing	80	6
MAC 1000	College Business Mathematics	40	4
SLS 1105	Strategies for Success	40	4
SLS 1321	Career Skills	20	2
	<b>Total College Core Courses</b>	<b>270</b>	<b>24</b>
<b>MAJOR CORE COURSES</b>			
APA 2111	Principles of Accounting I	40	4
APA 2121	Principles of Accounting II	40	4
APA 2161	Introductory Cost/Managerial Accounting	40	4
ECO 1100	Contemporary Economic Issues	40	4
FIN 1103	Introduction to Finance	40	4
MAN 1030	Introduction to Business Enterprise	40	4
MAN 2021	Principles of Management	40	4
MAN 2300	Introduction to Human Resources	40	4
MAN 2727	Strategic Planning for Business	40	4
MAR 1011	Introduction to Marketing	40	4
MAR 2305	Customer Relations and Servicing	40	4
MNGT 205	Creative Selling	40	4
MAR 2323	Advertising	40	4
	<b>Total Major Core Courses</b>	<b>520</b>	<b>52</b>
<b>TOTAL HOURS REQUIRED FOR GRADUATION</b>		<b>990</b>	<b>96</b>

## SPECIALIZED ASSOCIATE IN COURT REPORTING

DEGREE PROGRAM

12 TERMS/36 MONTHS

140 CREDIT HOURS/2,442 CLOCK HOURS

V 0-1

The Court Reporting program provides extensive training in performing machine shorthand skills, reading shorthand notes and transcribing dictation material. Graduates will be eligible for entry-level positions as free-lance, agency or court-employed shorthand reporters.

### Program outline

COURSE NUMBER	COURSE	CLOCK HOURS	CREDIT HOURS
<b>GENERAL EDUCATION REQUIREMENTS</b>			
ENC 1101	Composition I	40	4
ENC 1102	Composition II	40	4
PSI 201	U.S. and Nevada Constitution	40	4
SPC 2016	Oral Communications	40	4
	<b>Total General Education Requirements</b>	<b>160</b>	<b>16</b>
<b>COLLEGE CORE COURSES</b>			
BUL 2131	Applied Business Law	40	4
CGS 2167C	Computer Applications	50	4
CIS 104A	Software Applications Word Processing	80	6
EGL 103	Vocabulary	40	4
MEA 1239	Medical Terminology	40	4
LEG 210	Legal Terminology	40	4
SLS 1105	Strategies for Success	40	4
SLS 1321	Career Skills	20	2
OST 1141L	Keyboarding	40	2
OFT 1143	Intermediate Keyboarding	40	2
OFT 1144	Advanced Keyboarding	40	2
	<b>Total College Core Courses</b>	<b>470</b>	<b>38</b>
<b>MAJOR CORE COURSES</b>			
CTR 100	Theory I	120	6
CTR 101	Theory II	120	6
CTR 102	Intermediate Court Reporting I (80 wpm)	144	6
CTR 103	Intermediate Court Reporting II (100 wpm)	144	6
CTR 104	Intermediate Court Reporting III (120 wpm)	144	6
CTR 105	Advanced Court Reporting I (140 wpm)	144	6
CTR 106	Advanced Court Reporting II (160 wpm)	144	6
CTR 107	Advanced Court Reporting III (180 wpm)	144	6
CTR 108	Advanced Court Reporting IV (200 wpm)	144	6
CTR 109	Advanced Court Reporting V (225 wpm)	144	6
CTR 130	Theory III A	40	2
CTR 131	Theory III B	40	2
CTR 132	Theory III C	40	2
CTR 140	Theory IV A	40	2
CTR 141	Theory IV B	40	2
CTR 142	Theory IV C	40	2
CTR 215	Court Reporting Procedures	40	4
CTR 250	Externship	60	2
CTR 300	CCR Prep Class	40	4
EGL 105	English for Court Reporters	40	4
	<b>Total Major Core Courses</b>	<b>1,812</b>	<b>86</b>
<b>TOTAL HOURS REQUIRED FOR GRADUATION</b>		<b>2,442</b>	<b>140</b>

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The length of time required for students to graduate will vary due to differing abilities to obtain speed proficiency.

Graduation from the Court Reporting program requires passing the following tests with no less than 97.5% accuracy:

- Three 5 minute literary tests of 180 wpm
- Three 5 minute jury charge tests at 200 wpm
- Three 5 minute Q&A tests at 225 wpm
- Three 10 minute four-voice tests at 200 wpm

The student must also

- Pass two 5-minute typing tests at a minimum of 60 gross words per minute with a maximum of 5 errors,
- Complete 60 verified hours of writing time on externship with 50 pages of typed transcript and
- Complete a deposition project at 180 wpm

### **The Nevada Certified Court Reporters Examination**

The Nevada Certified Court Reporters Board licenses shorthand reporters in the state of Nevada. Under the supervision of the Board, an examination is given twice each year. Upon successfully passing the CCR Exam and paying the required fees, the applicant is licensed as a Certified Court Reporter.

The CCR Exam is comprised of a skills test at the speed of 200 words per minute, four-voice testimony, for ten minutes. A written examination is also given which consists of multiple-choice questions. The subjects covered are grammar, spelling, punctuation, vocabulary, procedures, and rules and regulations for court reporters in Nevada. Also covered is legal and medical terminology.

The CCR Board permits applicants to manually transcribe their notes on a typewriter or word processor or transcribe with the use of computer-aided transcription software (CAT).

The CCR Board requires that applicants be a graduate of a qualified court reporting school and have received that institution's certificate of completion, degree, or diploma; have worked as a reporter for one year; or have passed the RPR or another state's CSR/CCR examination.

## SPECIALIZED ASSOCIATE IN CRIMINAL JUSTICE

### DEGREE PROGRAM

6-8 TERMS/18-24 MONTHS

96 CREDIT HOURS / 990-1,070 CLOCK HOURS

V 0-0

The Criminal Justice program provides a broad understanding of the criminal justice system and prepares graduates for entry-level career opportunities in probation, corrections, immigration, law enforcement, and/or security. This is not a training program for law enforcement officers.

### Program outline

COURSE NUMBER	COURSE	CLOCK HOURS	CREDIT HOURS
<b>GENERAL EDUCATION REQUIREMENTS</b>			
ENC 1101	Composition I	40	4
ENC 1102	Composition II	40	4
PSI 201	U.S. and Nevada Constitution	40	4
PSY 2012	General Psychology	40	4
SPC 2016	Oral Communications	40	4
	<b>Total General Education Requirements</b>	<b>200</b>	<b>20</b>
<b>COLLEGE CORE REQUIREMENTS</b>			
MAC 1000	College Business Mathematics	40	4
CGS 2167C	Computer Applications	50	4
MAN 1030	Introduction to Business Enterprise	40	4
MAN 2021	Principles of Management	40	4
SLS 1105	Strategies for Success	40	4
SLS 1321	Career Skills	20	2
BUL 2131	Applied Business Law	40	4
OST 1141L	Keyboarding	40	2
	<b>Total College Core Requirements</b>	<b>310</b>	<b>28</b>
<b>MAJOR CORE REQUIREMENTS</b>			
CCJ 1017	Criminology	40	4
CCJ 1024	Introduction to Criminal Justice	40	4
CJL 2130	Criminal Evidence	40	4
CJL 2132	Criminal Procedure	40	4
CJE 2600	Criminal Investigation and Police Procedures	40	4
CCJ 2250	Constitutional Law for the Criminal Justice Professional	40	4
CCJ 2306	Introduction to Corrections	40	4
CCJ 2501	Juvenile Delinquency	40	4
PLA 1700	Legal Ethics and Social Responsibility	40	4
<b>The Student is required to take any THREE of the following courses:</b>			
CJE 2100	Policing in America	40	4
CCJ 2943	Current Issues in Criminal Justice	40	4
CCJ 2358	Criminal Justice Report Writing	40	4
CCJ 2940	Criminal Justice Externship	120	4
	<b>Total Major Core Requirements</b>	<b>480 or 560</b>	<b>48</b>
<b>HOURS REQUIRED FOR GRADUATION</b>		<b>990 or 1070</b>	<b>96</b>

## SPECIALIZED ASSOCIATE IN HOMELAND SECURITY

DEGREE PROGRAM

6-8 TERMS/18-24 MONTHS

96 CREDIT HOURS/970 CLOCK HOURS

V 1-1

--NO LONGER ENROLLING NEW STUDENTS--

The Homeland Security program focuses on the issues of security, intelligence operations, emergency services and crisis management. The Homeland Security program is designed to serve three types of students:

- Students wishing to continue their education and pursue an upper level degree in an area of homeland security studies;
- Students wishing to secure employment in the field of corporate or government security;
- Professionals who need to increase their skills for their present duties.

The Homeland Security program provides a broad understanding of the intelligence cycle, business continuity cycle and security. The degree programs prepare graduates for entry-level career opportunities in corporate or government security operations.

The Specialized Associate's degree offers a broad range of skills training. The student is offered an interdisciplinary approach to the understanding of the mechanisms of intelligence, business continuity, crisis management, threat assessments and emergency services.

### Program outline

COURSE NUMBER	COURSE	CLOCK HOURS	CREDIT HOURS
<b>College Core Requirements</b>			
SLS 1105	Strategies for Success	40	4.0
SLS 1321	Career Skills	20	2.0
CGS 2167C	Computer Applications	50	4.0
<b>Total Quarter Credit Hours</b>		<b>110</b>	<b>10.0</b>
<b>Major Core Requirements</b>			
CJL 1110	Civil & Criminal Justice	40	4.0
DSC 2210	Emergency Planning & Security Measures I	40	4.0
DSC 2008	Security: Principles, Planning & Procedures I	40	4.0
DSC 2010	Security: Principles, Planning & Procedures II	40	4.0
DSC 1030	Tactical Communications	40	4.0
DSC 1011	Domestic & International Terrorism I	40	4.0
DCS 1005	Domestic & International Terrorism II	40	4.0
HSS 1610	Emergency Medical Services & Fire Operations I	40	4.0
SCC 1102	Business & Ethics for Security Specialists	40	4.0
DSC 2812	Information Technology Security I	40	4.0
DSC 2211	Emergency Planning & Security Measures II	40	4.0
HSS 1620	Emergency Medical Services & Fire Operations II	40	4.0
CCJ 1610	Criminal Investigations	40	4.0
CCJ 2288	Spanish for the Criminal Justice Professional	40	4.0
CCJ 2679	Introduction to Victims Advocacy	40	4.0
HSS 2820	Information Technology Security II	40	4.0
<b>Total Quarter Credit Hours</b>		<b>640</b>	<b>64.0</b>
<b>General Education Core Requirements</b>			
ENC 1101	Composition I	40	4.0
ENC 1102	Composition II	40	4.0
SPC 2016	Oral Communications	40	4.0
PSY 2012	General Psychology	40	4.0
SLS 1505	Basic Critical Thinking	20	2.0
PSI 201	U.S. and Nevada Constitution	40	4.0
<b>Total Quarter Credit Hours</b>		<b>220</b>	<b>22.0</b>
<b>Total Quarter Credit Hours Required for Graduation</b>		<b>970</b>	<b>96.0</b>

## SPECIALIZED ASSOCIATE IN MEDICAL ASSISTANT

DEGREE PROGRAM

6-8 TERMS/18-24 MONTHS

97 CREDIT HOURS/1,200 CLOCK HOURS

V 0-0

The objective of the Medical Assistant program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as medical assistants. The program teaches the fundamentals of medical terminology, anatomy and physiology, pharmacology, medical law, clinical and laboratory procedures and current medical office management. Since medical assistants are trained in both administrative and clinical procedures, they are capable of filling a variety of entry-level positions that include clinical or administrative assistant, medical receptionist and medical insurance biller. These services are requested by hospitals, clinics, nursing homes, medical supply businesses, home health agencies, insurance companies and pharmaceutical companies.

### Program outline

COURSE NUMBER	COURSE	CLOCK HOURS	CREDIT HOURS
<b>GENERAL EDUCATION REQUIREMENTS</b>			
ENC 1101	Composition I	40	4
ENC 1102	Composition II	40	4
PSI 201	U.S. and Nevada Constitution	40	4
PSY 2012	General Psychology	40	4
SPC 2016	Oral Communications	40	4
	<b>Total General Education Requirements</b>	<b>200</b>	<b>20</b>
<b>COLLEGE CORE REQUIREMENTS</b>			
APA 1114	Office Accounting	40	4
CGS 2167C	Computer Applications	50	4
MAC 1000	College Business Mathematics	40	4
OST 1141L	Keyboarding	40	2
SLS 1105	Strategies for Success	40	4
SLS 1321	Career Skills	20	2
	<b>Total College Core Courses</b>	<b>230</b>	<b>20</b>
<b>MAJOR CORE REQUIREMENTS</b>			
MEA 1263	Anatomy & Physiology I	40	4
MEA 1233	Anatomy & Physiology II	40	4
MEA 1239	Medical Terminology	40	4
MEA 1385	Medical Law & Ethics	20	2
HUN 1001	Basic Nutrition	20	2
MEA 1671	Patient Interpersonal Relations	20	2
MEA 1005	Domestic Violence	20	2
MEA 2455	Clinical Lecture A	40	4
MEA 2456	Clinical Lecture B	40	4
MEA 2457	Clinical Lecture C	40	4
MEA 2335	Medical Insurance Billing	40	4
MLS 2325	Clinical Lab A	40	2
MLS 2326	Clinical Lab B	40	2
MLS 2327	Clinical Lab C	40	2
OST 2301	Medical Office Practice	50	4
OST 2614	Medical Transcription	40	2
PHA 2245	Pharmacology & Medical Math	40	4
HC 2941	Medical Externship	160	5
	<b>Total Major Core Courses</b>	<b>770</b>	<b>57</b>
<b>TOTAL HOURS REQUIRED FOR GRADUATION</b>		<b>1,200</b>	<b>97</b>

## SPECIALIZED ASSOCIATE IN PARALEGAL

### DEGREE PROGRAM

7-8 TERMS/21-24 MONTHS

96 CREDIT HOURS/1,070 CLOCK HOURS

V 1-1

--NO LONGER ENROLLING NEW STUDENTS--

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

### Program outline

COURSE NUMBER	COURSE	CLOCK HOURS	CREDIT HOURS
<b>GENERAL EDUCATION REQUIREMENTS</b>			
ENC 1101	Composition I	40	4
ENC 1102	Composition II	40	4
PSI 201	U.S. and Nevada Constitution	40	4
PSY 2012	General Psychology	40	4
SPC 2016	Oral Communications	40	4
	<b>Total General Education Requirements</b>	<b>200</b>	<b>20</b>
<b>COLLEGE CORE COURSES</b>			
APA 1114	Office Accounting	40	4
CGS 2167C	Computer Applications	50	4
MAC 1000	College Business Mathematics	40	4
OST 1141L	Keyboarding	40	2
POS 2041	American National Government	40	4
SLS 1105	Strategies for Success	40	4
SLS 1321	Career Skills	20	2
	<b>Total College Core Courses</b>	<b>270</b>	<b>24</b>
<b>MAJOR CORE COURSES</b>			
PLA 1003	Introduction to Legal Assisting	40	4
PLA 1105	Legal Research and Writing I	40	4
PLA 1700	Legal Ethics and Social Responsibility	40	4
PLA 2106	Legal Research and Writing II	40	4
PLA 2203	Civil Procedure	40	4
PLA 223	Criminal Law	40	4
PLA 2273	Torts	40	4
PLA 2423	Contract Law	40	4
PLA 2433	Business Organizations	40	4
PLA 2610	Real Estate Law	40	4
PLA 2600	Wills, Trusts and Probate	40	4
PLA 2800	Family Law	40	4
PLA 2940	Paralegal Externship	120	4
	<b>Total Major Core Courses</b>	<b>600</b>	<b>52</b>
<b>TOTAL HOURS REQUIRED FOR GRADUATION</b>		<b>1,070</b>	<b>96</b>

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## COURSE OFFERINGS

### COURSE NUMBERING SYSTEM

This institution uses the following course numbering system

- 100-2999 Lower division (first and second year) courses

Students enrolled in Diploma and Associate's degree programs take courses in the lower division. The letters that accompany the numbering system normally refer to the course subject matter, such as MAN = management, and CIS = computer information systems. The numbers that follow the course prefix increase in sequence to indicate a more in-depth and complex level of the particular subject area.

### COURSE DESCRIPTIONS

#### **ACG 2021 Introduction to Corporate Accounting (4.0 Quarter Credit Hours) 4.credits**

This course defines financial accounting objectives and their relationship to business. Students are introduced to the fundamental principles of accounting and the accounting cycle as it applies to corporations. Prerequisite: APA 2121. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

#### **ACG 2072 Cost Accounting (40 hours) 4 credits**

This course studies the various aspects of manufacturing accounting by analyzing job order costing, process costing, standard costs, direct costs, and other related topics in this field of accounting. The use of these items in the management of manufacturing businesses is studied. Students learn to relate budgets to actual expenditures. Prerequisite: APA 2121.

#### **ACG 2141 Computerized Accounting (50 hours) 4 credits**

This course emphasizes the practical application of fundamental accounting principles through the use of automated accounting software. Students will gain experience in integrated software designed to handle general ledger, accounts payable, accounts receivable, financial statement analysis, fixed assets, sales order processing, inventory, and payroll. Prerequisite: APA 2121.

#### **ACG 2178 Financial Statement Analysis 4 credits**

The basics of financial statement analysis in directing a firm's operations are covered in this course. Students will gain an understanding of how funds are acquired in financial markets and the criteria used by investors in deciding where to place their funds. Prerequisite: ACG 2021. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

#### **ACG 2551 Non Profit Accounting (4.0 Quarter Credit Hours) 4 credits**

In this course the student explores accounting systems unique to non-profit organizations. Accounting principles for hospitals and educational organizations are examined. Prerequisite ACG 2021 Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

#### **ACO 1806 Payroll Accounting (4.0 Quarter Credit Hours) 4 credits**

This course provides students with a working knowledge of payroll laws, principles, practices, methods and systems. Students gain hands-on experience performing the payroll function. Prerequisite: APA 2111. Lecture Hrs: 30. Lab Hrs: 20. Other Hrs: 0.

#### **AML 2000 Introduction to American Literature 4 credits**

This course concentrates on the major writers of Modern American literature. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

#### **APA 1114 Office Accounting (40 hours) 4 credits**

This course is designed to introduce the student to basic accounting procedures. A strong emphasis is placed on the payroll phase of accounting. Prerequisite: None.

#### **APA 2111 Principles of Accounting I (4.0 Quarter Credit Hours) 4 credits**

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

#### **APA 2121 Principles of Accounting II (4.0 Quarter Credit Hours) 4 credits**

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

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**APA 2141 Computerized Accounting (4.0 Quarter Credit Hours) 4 credits**

This course emphasizes the practical application of fundamental accounting principles through the use of automated accounting software. Students will gain experience in integrated software designed to handle general ledger, accounts payable, accounts receivable, financial statement analysis, fixed assets, sales order processing, inventory, and payroll. Prerequisite: APA 2121. Lecture Hrs: 30. Lab Hrs: 20. Other Hrs: 0.

**APA 2161 Introductory Cost/Managerial Accounting (4.0 Quarter Credit Hours) 4 credits**

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

**BUL 2131 Applied Business Law (4.0 Quarter Credit Hours) 4 credits**

This course is designed to provide students with information on the essentials of the nature of law and the functions of the judicial system in the business environment. An overview of legal characteristics of a sole proprietorship, partnerships and corporations are discussed. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

**CCJ 1017 Criminology (40 hours) 4 credits**

A study of the nature and extent of crime and delinquency, the cause and explanation of criminal behavior, and the response of the criminal justice system. Prerequisite: CCJ 1024.

**CCJ 1024 Introduction to Criminal Justice (40 hours) 4 credits**

This is an introductory course dealing with the criminal justice system in the United States, and includes discussion of the elements and processes of court systems, correctional organizations, and law enforcement agencies.

**CCJ 1610 Criminal Investigations (40 hours) 4 credits**

Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included.

**CCJ 1910 Career Choices in Criminal Justice (40 hours) 4 credits**

This course provides an overview of employment in the criminal justice field. Topics include nature of the work, employment opportunities, median income, training, opportunity for advancement, employment outlook for ten different general classifications. Prerequisite: CCJ 1024

**CCJ 2020 Introduction to Forensics (40 hours) 4 credits**

This course will explore and explain the application of applied science to those criminal and civil matters that are investigated by various agencies. Prerequisite: CCJ 1024

**CCJ 2250 Constitutional Law for the Criminal Justice Professional (40 hours) 4 credits**

This course examines the United States Constitution and its implication for criminal justice system policies and practices. Prerequisite: CCJ 1024.

**CCJ 2288 Spanish for the Criminal Justice Professional (40 hours) 4 credits**

This course provides criminal justice professionals with a fundamental communication skill set in the Spanish language. Students will address Spanish phrases and terms that will enhance the ability to respond to emergencies and function in other justice related environments. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CCJ 2306 Introduction to Corrections (40 hours) 4 credits**

This course will examine an overview of the history of corrections and punishment in America with a review of the correctional process including: probation, intermediate sanctions, restorative justice, imprisonment and the death penalty. The organization, management and operation of correctional facilities, inmate life and environment will be examined, including the legal foundation of prisoners' rights.. Prerequisite: CCJ 1024.

**CCJ 2358 Criminal Justice Report Writing (40 hours) 4 credits**

This course will introduce the student to proper communication techniques within the community and the law enforcement environment. Interviewing techniques; written communication, report writing; and testimony will be a part of this course.

**CCJ 2501 Juvenile Delinquency (40 hours) 4 credits**

Examination of the historical development of concepts of delinquency and modern juvenile justice system. Theories of delinquency, juvenile court processes, intake services, remedial procedures and the effects of the system are included in this course. Prerequisite: CCJ 1024.

**CCJ 2679 Introduction to Victims Advocacy (40 hours) 4 credits**

This course examines criminal victimization in the United States. The topics include the historical treatment of victims of crime, the character and extent of modern criminal victimization, the nature of victimization experience, victim treatment at the hands of the criminal justice system. Prerequisite: CCJ 1024

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**CCJ 2679 Introduction to Victims Advocacy (40 hours) 4 credits**

This course examines criminal victimization in the United States. The topics include the historical treatment of victims of crime, the character and extent of modern criminal victimization, the nature of victimization experience, victim treatment at the hands of the criminal justice system. Prerequisite: CCJ 1024 (None for HS Major). Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CCJ 2940 Criminal Justice Externship (120 hours) 4 credits**

This course provides students with the opportunity to directly apply the knowledge and skills learned in the program by working in a criminal justice agency or other suitable location for 120 hours. Prerequisites: Students must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have approval of the Department Chair.

**CCJ 2943 Current Issues in Criminal Justice (40 hours) 4 credits**

This course presents an analysis of significant issues confronting modern day criminal justice practitioners. Critical concepts concerning law enforcement, the courts, corrections and juvenile justice will be addressed. Prerequisite: CCJ 1024.

**CGS 1006C Essentials of Communications and Document Formatting (30 hours) 2 credits**

This course provides instruction in both the essentials of basic writing strategies and formatting for document production. Tips for the development of correspondence such as letters and memos, electronic documents such as faxes and email, and general documents such as tabular and narrative reports are a focus of the course. Emphasis is placed on proofreading, grammar, punctuation, capitalization style, and number usage. Prerequisite: None.

**CGS 1326 Project Development (30 hours) 2 credits**

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. Prerequisite: None.

**CGS 1501 Computer Fundamentals (50 hours) 4 credits**

This course provides an introduction to and an overview of the fields of computing. There is an emphasis on terminology, hardware, and software features associated with various components of computing. Specific topics to be covered include computer system architecture, basics of telecommunications and networks, end-user Internet skills, common application software, operating systems, virus scan software, certification, multimedia, Online Learning, and computer programming. Prerequisite: None.

**CGS 1520 Introduction to Database (30 hours) 2 credits**

This course provides an introduction to database operations. Emphasis will be placed on terminology and the creation and editing of simple database forms and reports. Students will create, edit, and print basic database documents. In addition, students will learn to view and locate information from simple queries. Prerequisite: None.

**CGS 1522 Introduction to Spreadsheets (30 hours) 2 credits**

This course provides an introduction to spreadsheets. There is an emphasis on learning the terminology and the creation and modification of simple spreadsheets. Through the creation of sales reports, expense reports, invoices and purchase orders, students will learn how to print worksheets, apply basic formatting, locate and open existing spreadsheets, create subdirectories, and learn basic file management skills. Prerequisite: None.

**CGS 1524 Introduction to Presentations (30 hours) 2 credits**

This course provides an introduction to presentations. There is an emphasis on terminology, and the creation and editing of simple presentations. Students will create, edit, spell check, save, and print a presentation. In addition, they will apply character formatting to a document. Students will use templates to create presentations. Students will perform file management skills such as saving a presentation under the same and a different name, locating, opening, and closing an existing presentation. Prerequisite: None.

**CGS 1700C Introduction to Windows 98 (50 hours) 4 credits**

This course provides an introduction to desktop computing. There is an emphasis on learning the software applications and accessories that is a part of the Microsoft Windows 98 operating system. Essential computing skills such as using icons, creating desktop shortcuts, performing system checkups and completing minor system diagnostics will be covered. Other topics that will be discussed include computer system architecture, virus protection software, multimedia software, and the Internet. Prerequisite: None

**CGS 1882C Beginning Web Development Using FrontPage 2000 (50 hours) 4 credits**

This course is designed to cover the major features of FrontPage 2000. Students will create and work with web components, design a navigation structure, implement active components, work with Tasks view, work with links, and format and enhance Web pages. Students will also learn how to work with tables, themes, style sheets, frames, use components and forms, use web creation shortcuts, explore graphics and animation, and finalize and publish their web sites locally or remotely over the Internet. Throughout the course, the concept of automating web creation, and sharing design patterns is heavily discussed and exercised. Prerequisite: None

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**CGS 2071 Spreadsheets 4 credits**

From instructor lecture and demonstration using popular spreadsheet software, students, through return demonstration, will learn basic and intermediate spreadsheet skills with hands-on training on the microcomputer. Students will learn menu operations, terminology, and how to computerize standard business forms. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000

**CGS 2075 Spreadsheets Core Skills (50 hours) 4 credits**

This course provides instruction in the core spreadsheet skills. The emphasis of the course is on working with cells, working with files, formatting worksheets, page setup and printing, working with worksheets and workbook structure, working with formulas and functions and using charts and objects. Prerequisite: CGS 2071.

**CGS 2167C Computer Applications 4 credits**

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. Lecture Hrs: 030. Lab Hrs: 020. Other Hrs: 000.

**CGS 2175 Database Management Core Skills (50 hours) 4 credits**

This course provides instruction in core data management skills. The emphasis is on planning and designing databases, working with Access, building and modifying tables and forms, viewing and organizing information, defining relationships, producing reports, integrating simple data from the Access software program with other applications, and using Access tools. Prerequisite: CGS 1520.

**CGS 2176 Intermediate Database Management (50 hours) 4 credits**

This course concentrates on the enhancement of database documents. Instruction is focused on the use of wizards, and the refining and management of tables, forms, and reports. Emphasis is placed on working with and designing queries. Prerequisite: CGS 1520.

**CGS 2510C Applied Spreadsheets 4 credits**

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

**CGS 2533 Spreadsheet Advanced Skills (50 hours) 4 credits**

This course provides instruction for the development of advanced spreadsheet skills. The emphasis of the course is on application development using customized and advanced spreadsheet features such as importing and exporting data, templates, multiple workbooks, pivot tables, and complex formulas. Printing workbooks, customizing with toolbars, using macros, auditing a worksheet, displaying and formatting data, using analysis tools and collaborating with workgroups. Prerequisite: CGS 2075.

**CGS 2603 Presentation Advanced Skills (50 hours) 4 credits**

This course provides instruction for the development of advanced presentation skills. The emphasis of the course is on application development using customized and advanced features of PowerPoint while creating or modifying presentations. Preparation of graphics such as pictures, charts, and tables with special effects, macros, and working with complex visual elements. Creating various types of output, delivering a presentation, managing files, working with PowerPoint, collaborating with workgroups and working with charts and tables. Prerequisite: OST 2826.

**CGS 2641 Database Management Advanced Skills (50 hours) 4 credits**

This course provides instruction for the development of advanced database management skills. The emphasis of the course is on application development using advanced features such as macros, queries, and replication, building and modifying custom forms. Tables, action queries, producing complex reports, defining relationships, utilizing formatting capabilities, and using custom Access tools will also be addressed. Prerequisite: CGS 2175.

**CGS 2805 Microsoft Office and Web Browsers (30 hours) 2 credits**

This capstone course provides instruction in the development of online skills for applications using Microsoft Office software. The course will focus on working with World Wide Web browsers, creating Web pages, and sharing information online. The emphasis of this course is on using browser software features, web addresses and URLs, navigating and searching the web, using bookmarks and saving in HTML format, creating web pages, working with frames and posting to the Web. Prerequisites: OST 2738, CGS 2533, CGS 2603 and CGS 2641.

**CGS 2823C Advanced Web Development Using FrontPage 2000 (50 hours) 4 credits**

This is a follow up for the "Beginning Web Development Using FrontPage 2000" course, and is designed to cover the advanced and professional features of FrontPage 2000. Throughout this intensive course, students will create, and work with web enhancements such as Audio/Video additions, generate graphically rich structures and documents, implement animated components, add HTML and DHTML tables to their Web Sites, work with advanced features of links, and format and enhance their web pages. Having a more advanced approach now, students will learn how to troubleshoot different web components such as tables, themes, style sheets, frames, and how to use embedded tools in FrontPage 2000. Prerequisite: CGS 1882C.

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**CIS 104A Software Applications: Word Processing (80 hours) 6 credits**

This course provides an understanding of the concepts and capabilities of word processing applications, and includes experience using word processing software. This course consists of 40 clock hours of lecture and 40 clock hours of lab. Prerequisite: CGS 2167C.

**CIS 115 Integrated Software (80 hours) 6 credits**

This course teaches the concepts of integrated software and how it can be used in the business environment to improve productivity through data maintenance. The student will learn to use an integrated package. The course consists of 40 clock hours of lecture and 40 clock hours of lab. Prerequisite: None.

**CJD 2250 Introduction to Interviews and Interrogations (40 hours) 4 credits**

Interviews and interrogation focuses on techniques and philosophies of conducting human communication in a criminal justice or legal environment in which the goal is to obtain accurate information. Students will learn and apply specialized techniques and approaches to interviews and interrogations as well as legal implications based on a variety of situations. Obtaining eyewitness information in an investigative environment is also discussed.

**CJE 2100 Policing in America (40 hours) 4 credits**

This course provides a solid foundation by tracking the historical development of policing in America from its English roots to the first organized municipal police departments in the 1830s. It describes various federal law enforcement organizations and how they relate to state and local police. There is examination of the police subculture, explanation of the manner in which police agencies are organized and managed, community policing and problem solving, patrol and criminal investigations, impact of technology on police and discussion of the future. Prerequisite: CCJ 1024

**CJE 2600 Criminal Investigation and Police Procedures (40 hours) 4 credits**

Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. Prerequisite: CCJ 1024.

**CJL 1110 Civil & Criminal Justice (40 hours) 4 credits**

This course introduces students to the legal and procedural issues involved in safety and security operations which present a new challenge in the field of law. Topics include an introduction to criminal and civil law, constitutional law, search and seizure, and a discussion of employment law and liability. As the ever-growing number of agencies become involved in legal issues, it is important that the student be aware of the basis of the laws and regulations in order to prepare for changes in these areas. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CJL 2130 Criminal Evidence (40 hours) 4 credits**

This course focuses on the nature of evidence as it relates to the pretrial and trial process, including: witnesses, hearsay, admissions and confessions, and the exclusionary rule. Emphasis is placed on specific types of evidence: circumstantial, documentary, physical, and recorded. Prerequisite: CCJ1024. Lecture Hrs: 40

**CJL 2132 Criminal Procedure (40 hours) 4 credits**

This course focuses on the constitutional provisions affecting the criminal process and the state Rules of Criminal Procedure. Primary emphasis is on the right to counsel, bail, search and seizure, arrest, identification, trial and post-trial proceedings. Prerequisite: CCJ 1024.

**CJL 2134 Criminal Procedure and the Constitution (40 hours) 4 credits**

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.

**CTR 100 Theory I (120 hours) 6 credits**

This course represents the fundamental principles and theory of machine shorthand for the computer-aided transcription stenography program. Introduces brief forms, rapid note reading with beginning note transcription. In order to successfully complete this course, the student must produce 60 hours of tape lab practice per quarter. Prerequisite: OST 1141L.

**CTR 101 Theory II (120 hours) 6 credits**

Theory II is a review of the theory principles introduced in CTR 100, Theory I, and presents advanced theory instruction. The scopist and/or court reporting student must complete both courses in order to fully learn the "language" of steno. Through periodic testing, the student is able to demonstrate his or her ability to accurately translate and transcribe the spoken word using correct punctuation. Prerequisite: CTR 100.

**CTR 102 Intermediate Court Reporting I (80 wpm) (144 hours) 6 credits**

Intermediate Court Reporting I emphasizes note reading, speed building, and accuracy. Although speed building on a machine may not be necessarily for the scopist, the building of speed for transcription and editing purposes is essential. Students demonstrate their ability to read notes efficiently. Accuracy is important for both the scopist and the court reporter. This course introduces the student to production procedures of written instruments, including court and deposition transcripts, with emphasis on literary, jury charge, Q & A, multiple-voice, and business letter material. Prerequisite: CTR 101.

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**CTR 103 Intermediate Court Reporting II (100 wpm) (144 hours) 6 credits**

Improves speed and accuracy. Continued emphasis on note reading, writing, and transcription. In order to successfully complete this course, the student must produce 60 hours of tape lab practice per quarter. Prerequisite: CTR 102.

**CTR 104 Intermediate Court Reporting III (120 wpm) (144 hours) 6 credits**

Improves speed and accuracy. Continued emphasis on note reading, writing, and transcription. In order to successfully complete this course, the student must produce 60 hours of tape lab practice per quarter. Prerequisite: CTR 103.

**CTR 105 Advanced Court Reporting I (140 wpm) (144 hours) 6 credits**

Improves speed and accuracy. Continued emphasis on reading, writing, and transcription. In order to successfully complete this course, the student must produce 60 hours of tape lab practice per quarter. Prerequisite: CTR 104.

**CTR 106 Advanced Court Reporting II (160 wpm) (144 hours) 6 credits**

Improves speed and accuracy. Also includes emphasis on congressional record, literary, jury charge and two-voice dictation material. In order to successfully complete this course, the student must produce 60 hours of tape lab practice per quarter. Prerequisite: CTR 105.

**CTR 107 Advanced Court Reporting III (180 wpm) (144 hours) 6 credits**

Dictation, speed building, and transcription of multiple-voice testimony. In order to successfully complete this course, the student must produce 60 hours of tape lab practice per quarter. Prerequisite: CTR 106.

**CTR 108 Advanced Court Reporting IV (200 wpm) (144 hours) 6 credits**

Extensive sustained dictation is on courtroom testimony and jury charge material. Transcription projects are used to develop research skills. In order to successfully complete this course, the student must produce 60 hours of tape lab practice per quarter. Prerequisite: CTR 107.

**CTR 109 Advanced Court Reporting V (225 wpm) (144 hours) 6 credits**

Emphasis on four-voice dictation and preparation for externship. Trial transcripts are used to prepare the student for actual courtroom experiences. In order to successfully complete this course, the student must produce 60 hours of tape lab practice per quarter. Prerequisite: CTR 108.

**CTR 130 Theory III A (40 hours) 2 credits**

Theory III A is a transcription preparation course. Students learn the various document formats and their functions. Students demonstrate their ability to prepare professional looking court and deposition transcripts, including title page, appearance page, certificate of deponent, reporter's certificate, etc. The student expands his or her vocabulary and research skills through technical dictation and lesson material. The application of correct grammar where necessary, spelling, and punctuation is achieved through periodic practice and evaluation. Prerequisite: CTR 101.

**CTR 131 Theory III B (40 hours) 2 credits**

This lab class is designed to provide students with medical related material. Dictation of medical exercises is given several times at various speed levels while expanding his/her medical vocabulary and general knowledge. Technical medical dictation/lesson material is used. Prerequisite: CTR 101.

**CTR 132 Theory III C (40 hours) 2 credits**

Theory III C is a transcription preparation course. Various types of general, medical, and legal proceeding documentation are introduced, with emphasis on legal. The students will prepare a transcript of a felony DUI case proceeding, arraignment proceeding, sentencing proceeding, etc. The student expands his or her legal vocabulary and research skills through dictation and lesson material. The application of correct grammar where necessary, spelling, and punctuation is achieved through periodic practice and evaluation. Prerequisite: CTR 101.

**CTR 140 Theory IV A (40 hours) 2 credits**

Theory IV A is a computer aided transcription (CAT) course. Various CAT and other software programs are addressed, and students receive hands-on instruction of the Eclipse program. In addition, the student demonstrates ability to send transcripts and other documents via e-mail. Court Reporting, recently identified and categorized as an IT career within the legal profession, involves the use of advanced technology. In order to compete in today's ever-changing market, the professional scopist and/or court reporter must be familiar with trends and advancements in technology. Prerequisites: CGS 2167C and CTR 101.

**CTR 141 Theory IV B (40 hours) 2 credits**

Theory IV B is a computer aided transcription (CAT) course. Various CAT and other software programs are addressed, and students receive hands-on instruction of the Eclipse program. In addition, the student demonstrates ability to send transcripts and other documents via e-mail. Court Reporting, recently identified and categorized as an IT career within the legal profession, involves the use of advanced technology. In order to compete in today's ever-changing market, the professional scopist and/or court reporter must be familiar with trends and advancements in technology. Prerequisite: CTR 140.

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**CTR 142 Theory IV C (40 hours) 2 credits**

Theory IV C is a computer aided transcription (CAT) course. Various CAT and other software programs are addressed, and students receive hands-on instruction of the Eclipse program. In addition, the student demonstrates ability to send transcripts and other documents via e-mail. Court reporting, recently identified and categorized as an IT career within the legal profession, involves the use of advanced technology. In order to compete in today's ever-changing market, the professional scopist and/or court reporter must be familiar with the trends and advancements in technology. Prerequisite: CTR 140.

**CTR 215 Court Reporting Procedures (40 hours) 4 credits**

Introduction to deposition and courtroom procedures, transcript set-ups, emphasizing professional simulated court reporting business operations. Prerequisite: CTR 101.

**CTR 250 Externship (60 hours) 2 credits**

Each student will complete a minimum of 60 hours of actual writing time with a Certified Court Reporter at depositions, court trials, and administrative hearings. This course enables the student to report under actual working conditions. The student must also produce a minimum of 50 pages of transcript to be graded. Prerequisite: Passing grade on two Q & A tests at 200 wpm.

**CTR 300 CCR Prep Class (40 hours) 4 credits**

This course is designed to prepare the student for the Nevada CCR Examination and the NCRA RPR Examination. It will comprise a review of medical and legal terminology, vocabulary development, grammar and punctuation exercises. Also, a mock CCR Examination will be given as a final exam. Prerequisites: CTR 107, ENC 1102, EGL 103, EGL 105, MEA 1239 and LEG 210.

**CTS 2271C Intermediate Spreadsheets (50 hours) 4 credits**

This intermediate course concentrates on working with and modifying worksheets and workbook structure. Essential skills such as working with formulas and functions that are required to create and modify professional spreadsheets are covered. A large portion of the course is focused on working with files and formatting worksheets. Prerequisite: CGS 2017.

**CTS 2281C Advanced Spreadsheets (50 hours) 4 credits**

This spreadsheet course concentrates on the use and modification of charts, worksheets, and objects. The enhancement and formatting of charts and worksheets is emphasized, while advanced file management skills such as linking multiple workbooks through formulas, will be taught. Prerequisite: CTS 2271C.

**CTS 2431C Advanced Database Management (50 hours) 4 credits**

This course provides instruction for the development of expert database management skills. The emphasis of the course is on application development using advanced features such as macros, queries, and replication, building and modifying custom forms. Tables, action queries, producing complex reports, defining relationships, utilizing formatting capabilities, and using custom Access tools will also be addressed. Prerequisite: CGS 2176.

**CTS 2550C Advanced Presentations (50 hours) 4 credits**

This course covers the intermediate and advanced functionality of Microsoft PowerPoint. Emphasis is placed on working with text and visual elements, customizing a presentation, creating output, and delivering a presentation. The course focuses on the addition, modification, and formatting of advanced PowerPoint features. Prerequisite: CGS 1550.

**DCS 1005 Domestic & International Terrorism II (40 hours) 4 credits**

This course, part II, introduces participants to more advanced aspects of domestic and international terrorist organizations. The student will be introduced to federal terrorism laws, prosecution of international terrorists, handling the media, and about groups such as militias, religious extremists, outlaw biker gangs, drug cartels, and extremist groups. The student will learn about the commander's role in a terrorist incident, and about the roles of the command post. Prerequisite: DSC 1011. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**DSC 1011 Domestic & International Terrorism I (40 hours) 4 credits**

This course introduces participants to various aspects of domestic and international terrorist organizations in part I. The student will be introduced to basic principles of terrorist investigations, domestic security threats, and the motivational factors and tactics that drive these organizations. The student will learn techniques for evaluating their own organization's vulnerability against attacks that involve chemical, biological, HazMat, radioactive, or sabotage. Students will learn the roles and responsibilities of state, local and federal agencies in terrorism investigations and responses. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**DSC 1030 Tactical Communications (40 hours) 4 credits**

This course is designed to introduce the student to basic communications ranging from a conflict to communication during a catastrophic event. Topics covered include radio and cell phone communications, and planning for communication alternatives when the traditional methods of communication fail. Other face-to-face communication tactics are covered including interview and interrogation, detecting deception, and handling a conflict with confrontation. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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**DSC 2002 Introduction to Terrorism (40 hours) 4 credits**

Students in this course gain a valuable overview of terrorism: its history, current activities, and projected future. Topics include: domestic and international terrorism, terrorist training, weapons of mass destruction, defenses against terrorism, legal aspects, and the impact of the media.

**DSC 2008 Security: Principles, Planning & Procedures I (40 hours) 4 credits**

This course, in part I, introduces participants to a broad, in-depth look at security planning and procedures. Students will learn to develop skills in interviewing and interrogation techniques, intelligence gathering, surveillances, perimeter and crime scene security, criminal evidence preservation and collection, and principles of crowd and riot control. Additional topics include threat assessment and response, and facility security and vulnerabilities. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**DSC 2210 Emergency Planning & Security Measures I (40 hours) 4 credits**

This course introduces emergency planning and security measures for corporate security. Students will cover emergency planning models, contingency planning exercises, incident command systems, damage assessment and disaster recovery planning, resource accountability, asset security matters, economic responses from attack (FEMA, state and local assistance), employee evacuation planning, and the development of a security plan. Students will learn the skills necessary for developing data survival tactics, best practices for avoiding disasters and safeguarding corporate assets, conducting risk analysis, identifying and prioritizing assets, and will identify general models for facility protection. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**DSC 2211 Emergency Planning & Security Measures II (40 hours) 4 credits**

This course builds on the emergency planning and security measures learned for corporate security in Emergency Planning & Security Measures I. Students will cover emergency planning models, contingency planning exercises, damage assessment and disaster recovery planning, and employee evacuation planning. Students will chose a scenario and location for a disaster drill, create a disaster plan for the site, and will participate in the disaster drill, then review the strengths and weaknesses of the disaster plan, and the incident response during the drill. Prerequisite: DCS 2210. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**DSC 2812 Information Technology Security I (40 hours) 4 credits**

This course introduces students to the components of information security best practices. Topics covered include types of attacks on information, information security services, policy and law with regard to information security, risk assessment, and how to analyze and manage risk. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**ECO 1100 Contemporary Economic Issues (40 hours) 4 credits**

This course considers the overall level of economic activity and the factors affecting the economy. Contemporary events are considered as they relate to the national wealth, components of spending, balance between spending and production, and the impact of technology on economic growth. Prerequisite: None.

**EGL 103 Vocabulary (40 hours) 4 credits**

This course creates an appreciation for the basic framework of the English language as the students build their vocabulary through the study of root words, prefixes and suffixes and the origin of words. Prerequisite: None.

**EGL 105 English for Court Reporters (40 hours) 4 credits**

This course is designed especially for reporters. This English class will enable court reporting students to transcribe transcripts using grammar and punctuation used in the courtroom for the NCRA and Nevada CSR examinations. Prerequisite: None.

**ENC 1101 Composition I (4.0 Quarter Credit Hours) 4 credits**

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

**ENC 1102 Composition II (4.0 Quarter Credit Hours) 4 credits**

This course builds on the foundation of the written communication skills developed in Composition I. It further develops the student's 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.

**ENG 1000 Business English (40 hours) 4 credits**

This course offers a thorough review of grammar and sentence structure and an overview of the sentence with focus on nouns, pronouns, verbs, adverbs, prepositions, conjunctions and interjections. Prerequisite: None.

**EVS 1001 Environmental Science 4 credits**

This non-laboratory course introduces students to environmental issues through an understanding of the interrelationships of humans and their planet. Attention is focused on ecosystems, pollution, energy, and improvement or prevention of problems. Environmental concerns are explored through readings, research, and discussion. Prerequisite: None. Lecture Hrs: 040. Lab Hrs: 000 . Other Hrs: 000.

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**FIN 1103 Introduction to Finance 4 credits**

This course is a survey of the financial considerations encountered during life, including purchases, credit, banking, taxes, insurance, investments, retirement and estate planning. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

**HC 2941 Externship (160 hours) 5 credits**

This course is 160 hours of unpaid, supervised, practical in-service in a medical office or clinic in which the student practices direct application of all administrative and clinical functions of the medical assistant. Prerequisite: All classes required for Medical Core Requirements must be completed prior to enrollment.

**HSS 1610 Emergency Medical Services & Fire Operations I (40 hours) 4 credits**

This course introduces students to the knowledge and skills necessary to function as a trained First Responder to respond to patients in the pre-hospital setting. Students are trained in patient assessment and taking vital signs, handling patients' airways, and are trained in Adult and Pediatric CPR. (More advanced skills are taught in Emergency Medical Services & Fire Operations II.) Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**HSS 1620 Emergency Medical Services & Fire Operations II (40 hours) 4 credits**

This course continues to introduce students to the knowledge and skills necessary to function as a trained First Responder and identify and manage the most common types of injuries and illnesses encountered in the pre-hospital setting. This course builds on the knowledge learned in Emergency Medical Services & Fire Operations I. This course also introduces students to the concepts surrounding an organized response to fire, hazmat and evacuation operations as well as an overview of the incident command system. Prerequisite: HSS 1610. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**HSS 2820 Information Technology Security II (40 hours) 4 credits**

This course builds on the knowledge learned in Information Technology Security I, and introduces the student to more technical information about information technology security. Topics covered include internet architecture, virtual private networks, e-commerce security, encryption, hacker techniques, and intrusion detection. It also covers the security issues of common operating systems, and compares the security of the 3 most common operating systems in the business and government world: UNIX, Windows NT, and Windows 2000. Prerequisite: DSC 2812. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**HUN 1001 Basic Nutrition (20 hours) 2 credits**

This course is a study of basic nutrition including a discussion of vitamins and minerals necessary to maintain good health, cultural and religious differences that affect nutrition, and an analysis of medical diets utilized in the treatment of diseases and the maintenance of good health. Prerequisite: None.

**LE 100 Legal Concepts (40 hours) 4 credits**

This course deals with the discussion and typing of legal documents such as: deeds, wills, contracts, summons and complaints. Terminology and the elements of law within legal documents are emphasized.

**LEG 210 Legal Terminology (20 hours) 2 credits**

This course acquaints the student with commonly used legal terms and the different kinds of correspondence used in the legal process. Special emphasis is given to pronunciation, spelling, and definitions. Areas covered include real estate and property transfer, litigation, wills, guardianship, partnership and corporations.

**LIS 2004 Introduction to Internet Research 2 credits**

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.

**MAC 1000 College Business Mathematics (40 hours) 4 credits**

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

**MAN 1030 Introduction to Business Enterprise 4 credits**

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. Prerequisites: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

**MAN 2021 Principles of Management 4 credits**

The course covers an analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced. Prerequisites: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

**MAN 2031 Let's Talk Business 2 credits**

Designed to provide opportunities through reading, discussions, and exercises for students to improve their proficiency as communicators in business environments. Lecture. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

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**MAN 2300 Introduction to Human Resources 4 credits**

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: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

**MAN 2727 Strategic Planning for Business 4 credits**

Designed to help students 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. Prerequisite: MAN 1030 FIN 1103 and APA 2121. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

**MAR 1011 Introduction to Marketing 4 credits**

This 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 cost of marketing. Prerequisite: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

**MAR 2305 Customer Relations and Servicing 4 credits**

Explores the basic functions relating to customers on a one-on-one basis. It teaches the skills needed to work with people to enhance the company, its public image, and satisfy the client or customer. Prerequisite: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

**MAR 2323 Advertising (40 hours) 4 credits**

This course is designed to develop understanding of advertising and marketing management. The student will study how to determine customer needs, what media to use, how to create eye-catching ads, how to promote products, and how to evaluate an advertising campaign. Prerequisite: None

**MAT 1033 College Algebra 4 credits**

The algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. The course emphasizes critical thinking and problem-solving skills. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.

**MEA 1005 Domestic Violence (20 hours) 2 credits**

This course covers the various aspects of family violence, including its legal, social, economic, medical and psychological impact on the family, individual and community. Prerequisite: None.

**MEA 1233 Anatomy & Physiology II (40 hours) 4 credits**

This course is a scientific study of the structure of the human body and its parts including relationships, functions, and disease processes of the cardiovascular, respiratory, digestive, urinary and reproductive systems. Prerequisite: None.

**MEA 1239 Medical Terminology (40 hours) 4 credits**

This course is designed to provide an understanding of the meanings of a variety of medical word elements (roots, prefixes, and suffixes). The student learns to combine elements to create numerous terms common to the medical profession. Prerequisite: None

**MEA 1263 Anatomy & Physiology I (40 hours) 4 credits**

This course is a scientific study of the structure of the human body and its parts including relationships and functions and disease process of the integumentary, skeletal, muscular, nervous, sensory and endocrine systems. Prerequisite: None

**MEA 1385 Medical Law and Ethics (20 hours) 2 credits**

This course is designed to cover medical jurisprudence and medical ethics. Legal aspects of office procedures are covered, including a discussion of various medical and ethical issues in today's medical environment. Lecture Hours: 20.0 Lab Hours: 0.0 Other Hours: 0.0

**MEA 1671 Patient Interpersonal Relations (20 hours) 2 credits**

This course encompasses the nonverbal and verbal therapeutic communications skills needed to deal effectively with physicians, patients, family members, and other health care professionals. This course will also aid the student in developing appropriate techniques in dealing with change within the medical environment. Prerequisite: None.

**MEA 2335 Medical Insurance Billing (40 hours) 4 credits**

This course will train the student in the major medical insurance and claim forms processing. It will include information on national and other common insurance plans, as well as, claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Prerequisite: MEA 1239.

**MEA 2455 Clinical Lecture A (40 hours) 4 credits**

This course focuses on universal precautions in the medical environment, including understanding of blood-borne pathogens, HIV/AIDS, infection control, collection and handling of specimens and an introduction into microbiology. In addition, the student will gain proficiency in medical asepsis and infection control in a simulated setting. Common minor surgery techniques and aftercare will be discussed. Also covered will be emergency medical procedures. Prerequisites: MEA 2455 and MLS 2325.

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**MEA 2456 Clinical Lecture B (40 hours) 4 credits**

This course is designed to present the theories and principles of patient care, including vital signs, physical and specialty exams, and electrocardiograms. Prerequisites: MEA 2455 and MLS 2325.

**MEA 2457 Clinical Lecture C (40 hours) 4 credits**

This course will introduce the student to the theories and practices related to common procedures and tests performed in a physician's office laboratory. These will include CLIA regulations, normal results, and quality control, injection techniques and blood and urine collection. Prerequisites: MEA 2455 and MLS 2325.

**MLS 2325 Clinical Lab A (40 hours) 2 credits**

This course is designed to acquire and practice the skills discussed in Clinical Lecture A. This course consists of 40 hours of laboratory work. Prerequisites: MEA 1239 and either MEA 1263 or MEA 1233.

**MLS 2326 Clinical Lab B (40 hours) 2 credits**

This course is designed to acquire and practice the skills discussed in Clinical Lecture B. This course consists of 40 hours of laboratory work. Prerequisites: MEA 2455 and MLS 2325.

**MLS 2327 Clinical Lab C (40 hours) 2 credits**

This course is designed to acquire and practice the skills discussed in Clinical Lecture C. This course consists of 40 hours of laboratory work. Prerequisite: MEA 2455 and MLS 2325.

**MNGT 205 Creative Selling (40 hours) 4 credits**

Students will study consumer buying behavior, consumer motivation, and types of personal selling. They will gather product knowledge, locate customers, and prepare and practice sales presentations. Prerequisite: None.

**MTB 1103 Business Math 4 credits**

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. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**OFT 1143 Intermediate Keyboarding (40 hours) 2 credits**

This course emphasizes intensive drills in speed building techniques for typing the alphabet, symbols, and numbers. Prerequisite: OST 1141L.

**OFT 1144 Advanced Keyboarding (40 hours) 2 credits**

This course emphasizes intensive drills in speed building techniques for typing the alphabet, symbols, and numbers. Prerequisite: OFT 1143.

**OST 1141L Keyboarding (2.0 Quarter Credit hours) 2 credits**

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

**OST 1147C Speed Building Skills (30 hours) 2 credits**

This course develops keyboarding speed and accuracy through an intense review of letters, numbers, and symbols. Timed drill activities focus on frequently typed letter combinations, difficult reaches random letter, symbol, and number drills. Prerequisite: None.

**OST 1401C Office Operations (30 hours) 2 credits**

This course provides students with the essential knowledge and skills to be successful in today's office workplace. Students will learn to be productive team members, process information using different technologies, including the Internet, and communicate effectively to both customers and other members of the organization. Topics also to be covered include using the telephone properly, preparing travel arrangements, and assisting in meeting preparation. These skills will be presented from the perspective of increasing office productivity. Prerequisite: None

**OST 1719C Electronic Communication (30 hours) 2 credits**

This course provides a complete overview of electronic communication. There is an emphasis on navigation and integration of e-mail software utilizing Microsoft Outlook. Students will become familiarized with electronic documentation, while learning important skills such as opening and editing E-mail, sending attachments, creating contacts, managing mail, scheduling appointments, scheduling meetings, scheduling events, creating and updating tasks, integrating calendars with other office components, and printing E-mail sent documents. Prerequisite: None

**OST 2301 Medical Office Practice (50 hours) 4 credits**

This course introduces the student to the administrative functions of the medical office or clinic. Emphasis is placed on communications, scheduling, medical records, documentation, and filing. In addition, telephone techniques and etiquette will be covered. Manual and computerized bookkeeping is also covered. Prerequisite: None.

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**OST 2335 Business Communications 4 credits**

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

**OST 2614 Medical Transcription (40 hours) 2 credits**

This course is designed to provide the student with a working knowledge of medical transcription. Medical reports will be transcribed from individual case studies, each of which relates to a patient with a specific medical problem. The medical reports will include patient history, physical examinations, radiology, operative reports, pathology, requests for consultation, and discharge summaries. This course consists of 40 hours of laboratory work. Prerequisites: MEA 1239, OST 1141L and CGS 2167C.

**OST 2711C Introduction to Word Processing (30 hours) 2 credits**

This course provides an introduction to word processing. There is an emphasis on terminology, and the creation and editing of simple documents. Students will create, edit, spell check, save, and print a document. In addition, students will apply character formatting to a document. Students will perform file management skills such as saving a document under the same and a different name, locating, opening, and closing an existing document, and creating a subdirectory. Prerequisite: None.

**OST 2712C Intermediate Word Processing (50 hours) 4 credits**

This intermediate course in word processing focuses on enhancing the student's ability to manipulate paragraphs and documents through the use of tabs, margins, spacing, borders, and shadings. Emphasis is placed on creating more informative and organized documents through the use of charts, graphs, tables, headers and footers. Advanced file management skills are discussed as well. Prerequisite: OST 2711C.

**OST 2716 Word Processing Core Skills (50 hours) 4 credits**

This course provides instruction in the essential word processing skills. The emphasis is on working with text such as paragraphs and documents, managing files, using tables, and working with pictures and charts. Prerequisite: OST 2711C.

**OST 2724C Advanced Word Processing (50 hours) 4 credits**

This course provides students with the remaining tools required to perform advanced business word processing. Upon successful completion of the course, the student should be familiar with all the Microsoft Word commands and functions. There is a focus on mail merge, while more efficient and professional documents are obtained through the use of templates, wizards, and graphics. The creation and modification of such tools is discussed intensively. Prerequisite: OST 2712C.

**OST 2725 Applied Word Processing 4 credits**

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. Lecture Hrs: 030. Lab Hrs: 020.

**OST 2738 Word Processing Advanced Skills (50 hours) 4 credits**

This course provides instruction for the development of advanced word processing skills. The emphasis of the course is on application development using advanced word processing features such as complex formatting of paragraphs and documents with AutoText and citations, macros, and elaborate tables with extensive calculations. Integration of data for graphics, pictures, and charts with advanced formatting such as 3D, mail merge and collaborating with workgroups will also be addressed. Prerequisite: OST 2716.

**OST 2813C Introduction to Desktop Publishing (30 hours) 2 credits**

This course provides an introduction to desktop publishing. There is an emphasis on terminology, and the creation and editing of simple desktop publishing files. Students will design effective publications by creating, importing, and manipulating graphics. Students will also learn to use PageMaker tools. Prerequisite: None

**OST 2821C Desktop Publishing Skills (50 hours) 4 credits**

This course provides a complete overview of desktop publishing. The emphasis is on modifying and customizing documents through linking and embedding text, working with visual elements, adding color, importing text and graphics, as well as creating and managing libraries. Students will also learn to use PageMaker's existing templates, and learn how to refine the printing process and work with scanned images. Prerequisite: OST 2813C.

**OST 2826 Presentations Core Skills (50 hours) 4 credits**

This course provides instruction in the core presentation skills. The emphasis of the course is on creating and modifying presentations, using templates, working with text and visual elements, customizing a presentation, creating output, delivering a presentation, and managing files. Prerequisite: CGS 1550.

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**PHA 2245 Pharmacology & Medical Math (40 hours) 4 credits**

This course will include a study of the various medications prescribed for the treatment of illness and diseases; including uses, side effects, and precautions. The course is designed to include dosage calculations, legal aspects of pharmacology, and an introduction to prescriptions and drug administration. Prerequisites: MAC 1000 and either MEA 1263 or MEA 1233.

**PLA 1003 Introduction to Legal Assisting (40 hours) 4 credits**

Professional ethics, job qualifications, professional responsibilities, and employment opportunities are discussed in this course. An overview of legal terminology is also presented. Scheduling, time keeping and client billing procedures are practiced through a hands-on exercise completed during the course. Prerequisite: None.

**PLA 1105 Legal Research and Writing I (40 hours) 4 credits**

The student is introduced to the law library in this course. Emphasis is on teaching the student basic techniques of research and primary sources of law, including the reporters and state statutes. Techniques will be developed for analyzing cases and preparing case briefs. Prerequisite: None.

**PLA 1700 Legal Ethics and Social Responsibility (40 hours) 4 credits**

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.

**PLA 2106 Legal Research and Writing II (40 hours) 4 credits**

This course focuses on expanding the students' ability to research statutory and case law through the use of legal citations, digests, and encyclopedias. Emphasis is placed on developing writing skills by preparing a memorandum of law. Students are also introduced to computerized legal researching utilizing the Westlaw system. Prerequisite: PLA 1105.

**PLA 2203 Civil Procedure (40 hours) 4 credits**

This course provides an introduction and overview to the procedural rules of court applicable to and governing civil matters, including, but not limited to, rules governing jurisdiction, venue, pleadings, motions, trial practice, and post-trial procedure. While emphasis will be placed on the Federal Rules of Civil Procedure, local rules will also be examined, as well as Federal Rules of Evidence and appellate court rules and procedures. Prerequisite: PLA 1003.

**PLA 223 Criminal Law (40 hours) 4 credits**

The substantive criminal law defining common law, statutory crimes and punishments, classifications of crimes, Nevada substantive criminal law defining crime, principles of liability by specific defenses, basic criminal procedure concepts. Prerequisite: PLA 1003.

**PLA 2273 Torts (40 hours) 4 credits**

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. Moreover, this course introduces the student to practical application of litigation methods and procedures, including interviewing, investigation, and drafting documents essential to the tort litigation process. Prerequisite: PLA 1003.

**PLA 2363 Criminal Procedure and the Constitution (40 hours) 4 credits**

There will be a discussion of the Constitutional aspects of criminal procedure. The student will learn procedural aspects of the criminal system from arrest or summons through pretrial motions, trial, post-conviction and appellate processes. A study of the Constitution at work in the court system with current applications. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**PLA 2423 Contract Law (40 hours) 4 credits**

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.

**PLA 2433 Business Organizations (40 hours) 4 credits**

This course is designed to introduce the student to the basic rules, processes, and practices of the business enterprise. It describes organizational form while emphasizing the business corporation. It includes information on corporate formation, corporate organizations and corporate financing. Prerequisite: PLA 1003.

**PLA 2460 Bankruptcy (40 hours) 4 credits**

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

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**PLA 2483 Introduction to Administrative Law( 40 hours) 4 credits**

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.

**PLA 2600 Wills, Trusts and Probate (40 hours) 4 credits**

This course examines the field of probate, the drafting of wills, the creation and administration of trust and estates, inheritance of property, and the devices used to direct inheritance. The course will also look at estate planning and estate and gift taxation as these relate to wills, trusts, and probate. Prerequisite: PLA 1003.

**PLA 2610 Real Estate Law (40 hours) 4 credits**

In this course, students are instructed in basic real estate law. Emphasis is placed on title examination and completing documents used in a typical residential real estate transaction, including deeds, mortgages, promissory notes and closing statements. Prerequisite: PLA 1003.

**PLA 2631 Environmental Law (40 hours) 4 credits**

This course examines the substantive and procedural laws that govern environmental litigation, including the history of environmental law and the procedural and practical skills required of an environmental paralegal.

**PLA 2763 Law Office Management (40 hours) 4 credits**

This course examines the fundamentals of law office management and organization. Subjects covered include basic principles and structure of law practice management, law practice structures, organization, and governance, client systems, timekeeping and accounting systems, human resources, marketing and strategic planning, administrative and substantive systems in the law office, and law practice technology. Prerequisite: PLA 1003

**PLA 2800 Family Law (40 hours) 4 credits**

In this course, students are instructed in the theory of law governing marriage, divorce, property settlement agreements, child custody and support obligations, paternity, adoptions, alimony, 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.

**PLA 2930 Contemporary Issues and Law(40 hours) 4 credits**

This course examines contemporary law, including contemporary legal issues as well as practicing law in today's environment. Prerequisite: PLA 1003.

**PLA 2940 Paralegal Externship (120 hours) 4 credits**

This course provides students with the opportunity to directly apply the knowledge and skills learned in the program by working in a pre-arranged and pre-approved law office or other suitable location for 120 hours. Prerequisite: The student must be within two quarters of graduation.

**POS 2041 American National Government (40 hours) 4 credits**

This course familiarizes the student with the development, organization, principals, and operation of the Federal Government. The course of study includes discussion of political parties, the government election mechanism, and civil rights. Prerequisite: None.

**PSI 201 U.S. and Nevada Constitution 4 credits**

This course offers an in-depth study of the U.S. Constitution and the history and Constitution of Nevada. Prerequisite: None. Lecture. Hrs: 040. Lab Hrs: 000. Other Hrs: 000.

**PSY 2012 General Psychology 4 credits**

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.

**SBM 2000 Small Business Management 4 credits**

This course examines the various aspects of starting, acquiring, and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small businesses. A study of management principles and procedures provides methods of resolving these problems. Prerequisite: None. Lecture: Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

**SCC 1102 Business & Ethics for Security Specialists (40 hours) 4 credits**

This course introduces the student to business management, organizational leadership and business ethics. Topics will include corporate structure and values, strategic management, leadership, ethical values, and models of ethical decision making. Additional topics include leadership strategies, team development, corporate compliance issues, and ethical scenarios. Application projects will emphasize how business knowledge will help a Homeland Security Specialist. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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**SCR 110 Office Procedures (40 hours) 4 credits**

This course helps students to understand functions and procedures used in different office environments. It includes analysis of the secretarial profession, techniques to improve office efficiency, development of a secretarial personality, records maintenance, reception, and related office procedures. Prerequisite: OST 1141L.

**SLS 1105 Strategies for Success (4.0 Quarter Credit Hours) 4 credits**

This course is designed to equip students for transitions in their education and life. Includes introduction to the University and its resources, study skills, and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.

**SLS 1321 Career Skills (2.0 Quarter Credit Hours) 2 credits**

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

**SLS 1500 Workplace Relationships (30 hours) 2 credits**

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. Prerequisite: None.

**SLS 1505 Basic Critical Thinking 2 credits**

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

**SPC 2016 Oral Communications 4 credits**

This course is designed to develop students' ability to communicate effectively. Emphasis is placed upon the basic elements of communication in order to strengthen students' interpersonal and professional speaking skills. Prerequisite: None. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.

**SYG 2000 Principles of Sociology 4 credits**

A study of cultural heritage, of the cultural influence of human nature and personality, and of social interaction. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**TAX 2000 Tax Accounting 4 credits**

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: 30. Lab Hrs: 20. Other Hrs: 0.

**TR 100 Transcription (40 hours) 2 credits**

This course teaches transcription skills and emphasizes punctuation and proofreading ability, spelling, correct number usage, abbreviations, English grammar and formatting. It emphasizes specialization within the student's field of study.

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## CORINTHIAN COLLEGES, INC.

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

### Ashmead College

Everett, WA (branch of Ashmead College, Seattle, WA)  
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Portland (Tigard), OR (branch of Ashmead College, Seattle, WA)  
Seattle, WA (main campus)  
Vancouver, WA (branch of Ashmead College, Seattle, WA)

### Bryman College

Alhambra, CA (main campus)  
Anaheim, CA (main campus)  
City of Industry, CA (branch of NIT, Long Beach, CA)  
Everett, WA (branch of Bryman College, Port Orchard, WA)  
Gardena, CA (main campus)  
Hayward, CA (main campus)  
Los Angeles (Wilshire), CA (main campus)  
Lynnwood, WA (branch of Bryman College, Renton, WA)  
New Orleans, LA (branch of Bryman College, Hayward, CA)  
Ontario, CA (main campus)  
Port Orchard, WA (main campus)  
Renton, WA (main campus)  
Reseda, CA (main campus)  
San Bernardino, CA (main campus)  
San Francisco, CA (main campus)  
San Jose, CA (main campus)  
St. Louis (Earth City), MO (branch of Bryman College, Port Orchard, WA)  
Tacoma, WA (branch of Bryman College, Port Orchard, WA)  
Torrance, CA (main campus)  
West Los Angeles, CA (branch of NIT, Long Beach, CA)

### Bryman Institute

Brighton, MA (main campus)  
Chelsea, MA (branch of Bryman College, Alhambra, CA)  
Gahanna, OH (branch of Bryman College, Ontario, CA)  
Eagan, MN (branch of NIT, Cross Lanes, WV)  
South Plainfield, NJ (branch of NIT, Southfield, MI)

### Everest College

Arlington, TX (branch of Duff's Business Institute, Rochester, NY)  
Arlington, VA (branch of Everest College, Thornton, CO)  
Aurora, CO (branch of Everest College, Thornton, CO)  
Colorado Springs, CO (main campus)  
Dallas, TX (branch of Everest College, Portland, OR)  
Everest Online  
Fort Worth, TX (branch of Everest College, Salt Lake City, UT)  
McLean, VA (branch of Everest College, Colorado Springs, CO)  
Mesa, AZ (branch of Everest College, Phoenix, AZ)  
Phoenix, AZ (main campus)  
Portland, OR (main campus)  
Ontario (Metro), CA (branch of Everest College, Springfield, MO)  
Salt Lake City, UT (main campus)  
Springfield, MO (main campus)  
Thornton, CO (main campus)  
Vancouver, WA (branch of Everest College, Portland OR)

### Everest Institute

Pittsburgh, PA (main campus)  
Silver Spring, MD (branch of Everest College, Portland, OR)

### Florida Metropolitan University

Tampa (Brandon), FL (branch of FMU Tampa, FL)  
FMU Online Jacksonville, FL (branch of FMU, Clearwater (Pinellas), FL)

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

### Georgia Medical Institute

Atlanta (Downtown), GA (main campus)  
Atlanta (DeKalb), GA (branch of NIT, Cross Lanes, WV)  
Jonesboro, GA (branch of GMI, Atlanta, GA)  
Marietta, GA (branch of GMI, Atlanta, GA)  
Norcross, GA (branch of Bryman College, Gardena, CA)

### Kee Business College

Chesapeake, VA (branch of Kee Business College, Newport News, VA)  
Newport News, VA (main campus)

### Las Vegas College

Henderson, NV (main campus)

### National Institute of Technology

Austin, TX (branch of NIT, Southfield, MI)  
Cross Lanes, WV (main campus)  
Dearborn, MI (branch of NIT, Southfield, MI)  
Detroit, MI (branch of NIT, Southfield, MI)  
Houston (Bissonnet), TX (branch of Bryman College, Renton, WA)  
Houston (Greenspoint), TX (branch of NIT, San Antonio, TX)  
Houston (Hobby), TX (branch of NIT, San Antonio, TX)  
Long Beach, CA (main campus)  
San Antonio, TX (main campus)  
Southfield, MI (main campus)

### National School of Technology

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

### Olympia Career Training Institute

Grand Rapids, MI (main campus)  
Kalamazoo, MI (branch of Olympia Career Training Institute, Grand Rapids, MI)

### Olympia College

Burr Ridge, IL (branch of Olympia College, Skokie, IL)  
Chicago, IL (branch of Bryman College, San Francisco, CA)  
Merrillville, IN (branch of Olympia Career Training Institute, Grand Rapids, MI)  
Merrionette Park, IL (branch of FMU, Pompano Beach, FL)  
North Aurora, IL (branch of Bryman College, Brighton, MA)  
Skokie, IL (main campus)

### Rochester Business Institute

Rochester, NY (main campus)

### WyoTech

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

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## 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.

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Chief Executive Officer  
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Executive Vice President, Legislative and Regulatory Affairs  
Executive Vice President, Marketing  
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Senior Vice President, Real Estate  
Senior Vice President, Chief Accounting Officer and Assistant Secretary  
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Senior Vice President, Academic Affairs  
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#### **TITLE**

Chairman of the Board  
Chief Executive Officer  
Executive Vice President, Operations  
Senior Vice President, General Counsel and Corporate Secretary  
Treasurer and Assistant Secretary

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## APPENDIX A: ADMINISTRATION AND FACULTY

### ADMINISTRATIVE STAFF

Susan Cooper	President	M. ED Chapman University BA, Chapman University
Mary Calabray	Administrative Assistant	AA, Cabrillo College
Paolina Taglienti	Librarian	MS.ED, Long Island University MLS, Queens College BA, University of Delaware
<b>Education</b>		
Sharon Miller	Academic Dean	MA, DePaul University BA, DePaul University
Pat Koehler	Associate Academic Dean	BS, New Hampshire College
Clara Hanson	Court Reporting Department Chair	AA, Phillips Junior College
Michael Wilson	Paralegal Department Chair	JD, Washborn Universtiy School of Law BS, Washborn University
Dennis Jantz	Online Learning Coordinator	M.ED, University of Nevada, Las Vegas
Brenda Mabry-Scott	Student Success Coordinator	BS, Munderlein College
John Caniano	Senior Registrar	BS, Long Island University
Cheryl Reineke	Registrar	
Wynona Baker	Instructional Support Tech	
<b>Admissions</b>		
Rob Eltz	Director of Admissions	BA, University of La Verne MBA, Keller Graduate School
Open	Admissions Services Coordinator	
Donald Graham	Admissions Representative	
Rick Cadwallader	Admissions Representative	
Victoria Esfandiary	Admissions Representative	
Jeff Campbell	Admissions Representative	
Vikki Ficklin	Admissions Representative	
Alise Galuardi	Admissions Representative	
Susan Patrick	Admissions Representative	
Tamyko Buckner	Admissions Representative	
Camille Greer	Receptionist	
<b>Placement</b>		
Bart Battiste	Director of Career Services	
Toni Heuer	Career Services Representative	
Michele Colton-Jones	Extern Coordinator	M.Ed, Coppin State
<b>Finance</b>		
Katherine Posey	Director of Finance	BS, University of Phoenix
April Mariano	Financial Aid Officer	
Cyndi Garrison	Financial Aid Officer	
Peggy Dickson	Financial Aid Officer	
Frank Fischer	Student Accounts Coordinator	
Marie Iglesias	Bookkeeper	

### FACULTY

John Armenti	Court Reporting	A.A., Las Vegas Business College
Heather Baker	General Education	B.S., Eastern Connecticut State University B.A., Eastern Connecticut State University
David Barger	Medical	BS, Illinois State University MS, Illinois State University DO, Chicago College of Osteopathic Medicine

Diane Ingram-Bold	Business	BA, Penn State MBA, Harvard
Michele Colton-Jones	General Education	M.Ed., Coppin State B.S., Towson State
Laurel Duffy	Criminal Justice	A.A., Community College of Baltimore BS, University of Minnesota MS, University of Nevada, Las Vegas JD, University of Colorado School of Law
David Garrison Victoria Giampa Leonard Gilbert	Massage Court Reporting Paralegal	Certificate, MacCormac College BA, Ohio State JD, Cleveland Marshall Law SJD, Cleveland Marshall Law
Leticia Guzik	Accounting	M.B.A., Philippine School of Business Administration B.A., Univ. of Wisconsin, Stevens Point
Ernest Hall Nikki Harris	Criminal Justice Criminal Justice, Paralegal	BS, Abilene Christian University BA, Vassar College JD, New England School of Law
Clara Hanson	Court Reporting	A.A., Phillips Junior College CRI/CCR Certified
Heidi Headington Lee Hubbard	Court Reporting Psychology	Certificate of Completion, Lee College AA, Cochise College BA, Western International University M.Ed, University of Nevada, Las Vegas
Dennis Jantz	General Education	M.Ed., University of Nevada, Las Vegas B.A. University Of California, Santa Barbara
James Lamb	General Education Business	M.A. Webster University M.B.A., National University B.S., Bradley University
Melissa Lancaster	Criminal Justice	M.S. Jacksonville State University B.S., Berry College
David McClain	Business	M.B.A., Western New Mexico University B.A, Western New Mexico University
Jim McGuiness Tami Miller Erica Milne	Criminal Justice MIBC Business, Paralegal	BA, University of Nevada, Las Vegas Certificate, Canterbury Schools BS, University of Nevada, Las Vegas JD, University of the Pacific
Dennis Murdock	Business	BS, University of Phoenix MBA, University of Phoenix
Martha Myricks Michael Oh	General Education Business/Paralegal	B.A. San Francisco State College J.D., California Western School of Law B.B.A, University of Hawaii
Kurt Oshiro Melissa Otto	COTA Criminal Justice	B.S., University of Hawaii - Manoa AA, Brevard Community College BA, University of Central Florida
Julie Ridge Artie Robinson	Massage Homeland Security	AS, Provo College M.H.Rel., University of Oklahoma - Norman B.A. Chapman University
Mike Rowe	Paralegal	J.D., McGeorge School of Law B.A., University of Nevada, Las Vegas
John Sayler Alice Skoro Adele Solomon Linda Starcovic Paolina Taglienti	Medical Court Reporting Medical Medical, Business Business	A.A., Spokane Community College A.A., College of Court Reporting AS, Berkshire Community College MHA, University of La Verne M.S.ED, Long Island University M.L.S., Queens College B.A., University of Delaware
George Trimble Marciel Waldie Mike Wilson	Business Business Paralegal/Criminal Justice	MPA, Troy State B.S., University of Wisconsin J.D., Washburn University, School of Law

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William Windsor	Criminal Justice	B.A., Washburn University BS, Indiana State
<b>DEPARTMENT CHAIRS</b>		
Ernest Hall	Criminal Justice - Program Chair	BS, Abilene Christian College
Linda Starcovic	Medical - Program Chair	MHA, University of La Verne
Clara Hanson	Court Reporting - Program Chair	A.A., Phillips Junior College CRI/CCR Certified
Mike Wilson	Paralegal - Program Chair	J.D., Washburn University, School of Law B.A., Washburn University

## APPENDIX B: TUITION AND FEES

### TUITION AND FEE SCHEDULE - QUARTER-BASED PROGRAMS

All Programs cost:	\$293 per credit
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### TUITION AND FEE SCHEDULE - MODULAR PROGRAMS

Students enrolling in modular programs will be charged for the entire program upon their first day of attendance. Refunds of tuition for students in modular programs are based on the charges for the financial aid payment period.

Program	Program Length	Credit Units	Tuition	Textbooks, Equipment and Certification (estimated)
Massage Therapy	720	54	\$11,260	\$1450
Medical Administrative Assistant	720	47	\$11,260	\$800

#### Additional Fees

Late Payment	\$5
Registration	\$25
Medical Fee	\$100 per clinical class Clinical Lab courses (MLS 2325, MLS 2326, and MLS 2327)
Non-Sufficient Funds Fee (bounced check)	\$15
Online Learning Fee (per course)	\$100
Quarterly Lab Fee for COTA Program	\$50
Student Activity Fee	\$20 per term
Transcript Fee *	\$5
Directed Study Fee	\$100 per course
Graduation Fee	\$40
Proficiency Examination Testing Fee	\$20 per credit hour (Non-refundable fee assessed for each proficiency examination (cannot be paid from Title IV financial aid funds.)
Court Reporting and Scoping Stenograph Machine	\$1750

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

**APPENDIX C: ACADEMIC CALENDARS  
QUARTER-BASED PROGRAMS**

FY 2006 Academic Calendar				
Summer Term Starts		July	18	2005
Summer Term Drop/Add Deadline		July	30	2005
Mini-Term Starts		Aug	29	2005
Mini-Term Drop/Add Deadline		Sept	3	2005
Labor Day Holiday		Sept	5	2005
Summer Term Ends		Oct	8	2005
Fall Break	From:	Oct	10	2005
	To:	Oct	15	2005
Fall Term Start		Oct	17	2005
Fall Term Drop/Add Deadline		Oct	29	2005
Thanksgiving Day Holiday	From:	Nov	24	2005
	To:	Nov	25	2005
Mini-Term Starts		Nov	28	2005
Mini-Term Drop/Add Deadline		Dec	3	2005
Christmas Holiday	From:	Dec	23	2005
	To:	Jan	2	2006
Classes Resume		Jan	3	2006
Fall Term Ends		Jan	14	2006
M.L. King Jr. Birthday Holiday		Jan	16	2006
Winter Term Starts		Jan	17	2006
Winter Term Drop/Add Deadline		Jan	28	2006
Presidents' Day		Feb	20	2006
Mini-Term Starts		Feb	27	2006
Mini Term Drop/Add Deadline		March	4	2006
Winter Term Ends		April	8	2006
Spring Vacation	From:	April	10	2006
	To:	April	15	2006
Spring Term Starts		April	17	2006
Spring Term Drop/Add Deadline		April	29	2006
Memorial Day Holiday		May	29	2006
Mini-Term Starts		May	30	2006
Mini Term Drop/Add Deadline		June	3	2006
Spring Term Ends		July	8	2006
Independence Day Holiday		July	4	2006
Summer Vacation	From:	July	10	2006
	To:	July	15	2006

FY 2007 Academic Calendar				
Summer Term Starts		July	17	2006
Summer Term Drop/Add Deadline		July	29	2006
Mini-Term Starts		Aug	28	2006
Mini-Term Drop/Add Deadline		Sept	2	2006
Labor Day Holiday		Sept	4	2006
Summer Term Ends		Oct	7	2006
Fall Break	From:	Oct	9	2006
	To:	Oct	14	2006
Fall Term Start		Oct	16	2006
Fall Term Drop/Add Deadline		Oct	28	2006
Thanksgiving Day Holiday	From:	Nov	23	2006
	To:	Nov	25	2006
Mini-Term Starts		Nov	27	2006
Mini-Term Drop/Add Deadline		Dec	2	2006
Winter Holiday	From:	Dec	23	2006
	To:	Jan	1	2007
Classes Resume		Jan	2	2007
Fall Term Ends		Jan	13	2007
M.L. King Jr. Birthday Holiday		Jan	15	2007
Winter Term Starts		Jan	16	2007
Winter Term Drop/Add Deadline		Jan	27	2007
Presidents' Day		Feb	19	2007
Mini-Term Starts		Feb	26	2007
Mini Term Drop/Add Deadline		March	3	2007
Winter Term Ends		April	7	2007
Spring Vacation	From:	April	9	2007
	To:	April	14	2007
Spring Term Starts		April	16	2007
Spring Term Drop/Add Deadline		April	28	2007
Memorial Day Holiday		May	28	2007
Mini-Term Starts		May	29	2007
Mini Term Drop/Add Deadline		June	2	2007
Independence Day Holiday		July	4	2007
Spring Term Ends		July	7	2007
Summer Vacation	From:	July	9	2007
	To:	July	14	2007

## MODULAR PROGRAMS

<b>Massage Therapy 2006-2007 Morning Session 8:00 - 12:00 Monday - Friday 4 hours per day</b>			
<b>START</b>		<b>END</b>	
Mon	July 3, 2006	Fri	July 28, 2006
Mon	July 31, 2006	Fri	Aug 25, 2006
Mon	Aug 28, 2006	Fri	Sept 22, 2006
Mon	Sept 25, 2006	Fri	Oct 20, 2006
Mon	Oct 23, 2006	Fri	Nov 17, 2006
Mon	Nov 20, 2006	Fri	Dec 15, 2006
Mon	Dec 18, 2006	Fri	Jan 12, 2007
Tue	Jan 16, 2007	Fri	Feb 9, 2007
Mon	Feb 12, 2007	Fri	Mar 9, 2007
Mon	Mar 12, 2007	Fri	Apr 6, 2007
Mon	Apr 9, 2007	Fri	May 4, 2007
Mon	May 7, 2007	Fri	June 1, 2007
Mon	June 4, 2007	Fri	June 29, 2007
Mon	July 2, 2007	Fri	July 27, 2007

<b>Massage Therapy 2006-2007 Evening Session 5:00 - 10:00 Monday - Thursday 5 hours per day</b>			
<b>START</b>		<b>END</b>	
Mon	July 3, 2006	Thur	July 27, 2006
Mon	July 31, 2006	Thur	Aug 24, 2006
Mon	Aug 28, 2006	Thur	Sept 21, 2006
Mon	Sept 25, 2006	Thur	Oct 19, 2006
Mon	Oct 23, 2006	Thur	Nov 16, 2006
Mon	Nov 20, 2006	Thur	Dec 14, 2006
Mon	Dec 18, 2006	Thur	Jan 11, 2007
Mon	Jan 16, 2007	Thur	Feb 8, 2007
Mon	Feb 12, 2007	Thur	Mar 8, 2007
Mon	Mar 12, 2007	Thur	Apr 5, 2007
Mon	Apr 9, 2007	Thur	May 3, 2007
Mon	May 7, 2007	Thur	May 31, 2007
Mon	June 4, 2007	Thur	June 28, 2007
Mon	July 2, 2007	Thur	July 26, 2007

<b>Massage Therapy 2006-2007 Afternoon Session 12:30-4:30 Mon-Fri 4 hours per day</b>			
<b>START</b>		<b>END</b>	
Mon	July 10, 2006	Fri	Aug 4, 2006
Mon	Aug 7, 2006	Fri	Sept 1, 2006
Tues	Sept 5, 2006	Fri	Sept 29, 2006
Mon	Oct 2, 2006	Fri	Oct 27, 2006
Mon	Oct 30, 2006	Wed	Nov 22, 2006
Mon	Nov 27, 2006	Fri	Dec 22, 2006
Tues	Dec 26, 2006	Fri	Jan 19, 2007
Mon	Jan 22, 2007	Fri	Feb 16, 2007
Tues	Feb 20, 2007	Fri	Mar 16, 2007
Mon	Mar 19, 2007	Fri	Apr 13, 2007
Mon	Apr 16, 2007	Fri	May 11, 2007
Mon	May 14, 2007	Fri	June 8, 2007
Mon	June 11, 2007	Fri	July 6, 2007

<b>Medical Administrative Assistant 2006-2007 Morning Session 8:00am-12-Noon Monday-Friday 4 hours per day</b>			
<b>START</b>		<b>END</b>	
Mon	July 17, 2006	Fri	Aug 11, 2006
Mon	Aug 14, 2006	Fri	Sept 8, 2006
Mon	Sept 11, 2006	Fri	October 6, 2006
Mon	Oct 9, 2006	Fri	Nov 3, 2006
Mon	Nov 6, 2006	Fri	Dec 1, 2006
Mon	Dec 4, 2006	Fri	Dec 29, 2006
Tues	Jan 2, 2007	Fri	Jan 26, 2007
Mon	Jan 29, 2007	Fri	Feb 23, 2007
Mon	Feb 26, 2007	Fri	Mar 23, 2007
Mon	Mar 26, 2007	Fri	Apr 20, 2007
Mon	Apr 23, 2007	Fri	May 18, 2007
Mon	May 21, 2007	Fri	Jun 15, 2007
Mon	June 18, 2007	Fri	Jul 13, 2007

<b>Medical Administrative Assistant            2006-2007            Evening Session 6:00pm-10:00pm            Monday-Friday 4 hours per day</b>			
START		END	
Mon	July 17, 2006	Fri	Aug 11, 2006
Mon	Aug 14, 2006	Fri	Sept 8, 2006
Mon	Sept 11, 2006	Fri	October 6, 2006
Mon	Oct 9, 2006	Fri	Nov 3, 2006
Mon	Nov 6, 2006	Fri	Dec 1, 2006
Mon	Dec 4, 2006	Fri	Dec 29, 2006
Tues	Jan 2, 2007	Fri	Jan 26, 2007
Mon	Jan 29, 2007	Fri	Feb 23, 2007
Mon	Feb 26, 2007	Fri	Mar 23, 2007
Mon	Mar 26, 2007	Fri	Apr 20, 2007
Mon	Apr 23, 2007	Fri	May 18, 2007
Mon	May 21, 2007	Fri	Jun 15, 2007
Mon	June 18, 2007	Fri	Jul 13, 2007