

# Everest

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## COLLEGE

Henderson Catalog  
2011-2013

**Everest College, Henderson Campus**  
170 North Stephanie St.  
Henderson, NV 89074  
(702) 567-1920  
(702) 566-9725 (fax)

[www.Everest.edu](http://www.Everest.edu)

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Everest College

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## PRESIDENT'S MESSAGE

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

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

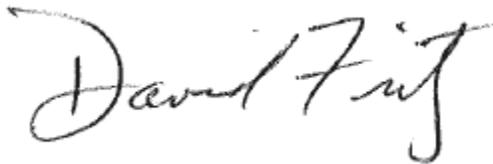
Our goal is to provide our students with quality instruction, a sense of professional responsibility, a desire for life-long learning, and the essential skills and abilities to qualify them for their chosen career.

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

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

The information contained in this catalog, supplements and addenda (if applicable) is true and correct to the best of my knowledge. Any addenda become an integral part of this catalog as of their effective date.

Sincerely,

A handwritten signature in cursive script that reads "David Fritz". The signature is written in black ink and is positioned below the word "Sincerely,".

Dave Fritz  
President, Henderson Campus

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## **ABOUT EVEREST COLLEGE**

### **CORINTHIAN COLLEGE, INC.**

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

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

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

### **MISSION AND OBJECTIVES**

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

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

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

### **SCHOOL HISTORY AND DESCRIPTION**

Everest College was founded by Betty Krolak in 1979 under the name Krolak Business Institute. Barbara A. and E. T. Paulus purchased the Institute in December of 1980 and incorporated it under the name of TO-Ba Corporation. The Institute was granted a license to grant Associate's degrees on January 7, 1986, and the Institute's name was changed to Las Vegas Business College. The College was acquired by Rhodes Colleges, Inc. on October 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. The main campus moved in 2005 to the Henderson branch. The name of the college was changed to Everest College on August 10, 2009.

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

### **BUSINESS HOURS**

Everest College is open Monday through Thursday, from 8:00 a.m. to 8:00 p.m., Friday from 8:00 a.m. to 5:00 p.m., and Saturday from 9:00 a.m. to 3:00 p.m.

### **ACCREDITATION, LICENSURE AND APPROVALS**

- Accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas and associate's degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.
- Licensed by Nevada Commission on Postsecondary Education.
- Approved for the training of Veterans and eligible persons under the provisions of Title 38, United States Code.

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

# ADMISSIONS INFORMATION

## REQUIREMENTS AND PROCEDURES

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

## PROGRAM SPECIFIC ADMISSIONS REQUIREMENTS

### CRIMINAL BACKGROUND CHECK

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

### ASSOCIATE OF NURSING

- High School Diploma or a GED certificate
- Passing a designated nursing entrance test(s)
- Writing an essay as assigned and graded by the Nursing Department
- Completing a personal interview with the Nursing Department
- Passing a criminal background check and/or fingerprinting /drug screening

#### **Prior to clinical the following need to be completed:**

- Physical exam by a licensed practitioner
- Proof of current immunizations as required by clinical agencies
- Current CPR-BLS card
- Copy of Health Insurance card or signed waiver

### ABILITY TO BENEFIT POLICY

- Students who do not have a high school diploma or its recognized equivalent may be admitted into certain diploma programs at the school.
- Ability To Benefit (ATB) applicants are required to provide an official score report that meets or exceeds the passing scores as specified in the Campus Administered ATB Testing section below.
- Everest recognizes the benefits of a high school diploma or its recognized equivalent and encourages all ATB students to complete their GED while in school.

Note: The number of students (or re-entry) enrolled under the Ability To Benefit Provision is limited. The school reserves the right to reject applicants based on test scores and ability to benefit limitations, or as necessary to comply with any applicable local, state or federal laws, statutes or regulations.

### CAMPUS ADMINISTERED ATB TESTING

- Passing scores on the **CPAt** are Language Usage 47, Reading 48, and Numerical 46.
- Passing scores on the **COMPASS** test are Numerical Skills/Prealgebra 30, Reading 67, and Writing Skills 38.
- Passing scores on the **ASSET** are Reading 37, Writing 38, and Numerical 36.
- Passing scores on the **Wonderlic Basic Skills Test** are: Verbal (220) and Quantitative (225). Students must achieve a passing score on both skill assessments in a single testing session to be considered passing.

Note: Everest will accept test score reports from tests taken at any Everest location or an official Assessment Center.

### **ATB ADVISING**

Everest has an obligation to provide academic support services necessary for ATB students and to ensure that students will be ready for placement upon completion of their programs.

- All ATB students at a minimum shall receive academic and career advising during their first and third evaluation periods.
- ATB students shall receive academic advising at least every other evaluation period unless the student has a CGPA of 3.0 in diploma programs.

### **DENIAL OF ADMISSION**

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

### **DELAYED ADMISSION**

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

### **ABILITY TO BENEFIT POLICY FOR RE-ENTRY STUDENTS**

Students who previously enrolled under the Ability To Benefit (ATB) provision and withdrew between the period of June 1, 2010 to May 31, 2011 are eligible for re-entry if the ATB tests were administered prior to June 1, 2011. ATB students who withdrew prior to this date will have their ATB exam reassessed for current applicability. All ATB re-entry students shall receive academic and career advising during their first and third evaluation periods. Thereafter, ATB re-entry students shall receive academic advising at least every other evaluation period unless the student's CGPA is at or below 3.0, or 80%, in diploma programs. For more information, please contact the Academic Dean/Director of Education.

## **ACADEMIC INFORMATION**

### **EVEREST REGULATIONS**

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

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

### **DEFINITION OF CREDIT**

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

### **TRANSFER OF CREDIT- INTO AND OUT OF EVEREST**

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

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

## **TRANSFERRING OF CREDITS FOR NURSING PROGRAM**

- Any course considered for transfer must have a grade of "C" or above.
- Science Courses: Anatomy and Physiology I & II and Microbiology with a lab. If an applicant has taken Anatomy and Physiology I & II and received a grade of 'C' or better and scores at least 80% on the HESI admission test A & P section, they can transfer in A&P I & II Theory and Lab.

## **MAXIMUM TRANSFER CREDITS ACCEPTED**

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

## **COURSEWORK COMPLETED AT FOREIGN INSTITUTIONS**

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

## **TRANSFER CREDIT FOR LEARNING ASSESSMENT**

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

## **TRANSFER CREDIT FOR PROFESSIONAL CERTIFICATIONS**

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

## **EXPERIENTIAL LEARNING PORTFOLIO**

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

## **PROFICIENCY EXAMINATION**

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

## **EVEREST CONSORTIUM AGREEMENT**

The Everest Consortium Agreement enables students to attend a limited number of classes at an Everest campus location other than their home campus. In addition, students nearing completion of their program of study may finish their degree at another Everest campus location through the Consortium Agreement. Complete details on the Everest Consortium Agreement are available in the Academic Dean's/Director of Education's office.

## **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

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

## **TRANSFERS TO OTHER EVEREST LOCATIONS**

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

## **ARTICULATION AGREEMENT**

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

## **TRANSFER CENTER ASSISTANCE**

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

## **ONLINE PROGRAMS AND COURSE REQUIREMENTS**

Online courses are offered using the eCollege platform via the Internet. Online courses have the same objectives as courses taught on-ground although more individual effort and initiative will be required to successfully master the material. Online courses will be designated on the class schedule so students may register during the normal registration period. To maximize success within the online courses, students must have available to them a computer with a system profile that meets or exceeds the following:

### **Windows Systems**

Windows 2000, XP, or Vista

64 MB Ram

28.8 kbps modem (56K recommended)

Sound Card & Speakers

Recommended Browser: Microsoft Internet Explorer 7.0

Recommended Browser: Mozilla Firefox 2.0

Supported Browser: Microsoft Internet Explorer 6.0

Supported Browser: Mozilla Firefox 3.0

### **Mac Systems**

Mac OS X or higher (in classic mode)

32 MB RAM (64 recommended)

28.8 kbps modem (56K recommended)

Sound Card & Speakers

Recommended Browser: Safari 3.0

Recommended Browser: Mozilla Firefox 2.0

Supported Browser: Safari 2.0

Supported Browser: Mozilla Firefox 3.0

In addition, students taking online courses must:

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

## **DIRECTED STUDY**

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

## GRADING SYSTEM AND PROGRESS REPORTS

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. Courses that have been failed must be retaken. Failed courses must be repeated and are calculated as an attempt in Satisfactory Academic Progress calculations.

Grade	Point Value	Meaning	Nursing Scale	Percentage Scale
A	4.0	Excellent	100-92	100-90
B	3.0	Very Good	91-84	89-80
C	2.0	Good	83-76	79-70
D*	1.0	Poor	75-68	69-60
F** or Fail	0.0	Failing	68-0	59-0
P or Pass	Not Calculated	Pass (for externship/internship or thesis classes only)		
PF	Not Calculated	Preparatory Class Failed		
PP	Not Calculated	Preparatory Class Passed		
IP***	Not Calculated	In Progress (for externship/internship or thesis courses only)		
L	Not Calculated	Leave of Absence (allowed in modular programs only)		
EL	Not Calculated	Experiential Learning Credit		
PE	Not Calculated	Pass by Proficiency Exam		
W	Not Calculated	Withdrawal		
WZ	Not Calculated	Withdrawal for those students called to immediate active military duty. This grade indicates that the course will not be calculated for purposes of determining rate of progress		
TR	Not Calculated	Transfer		

\* Not used in Allied Health Programs

\*\* Due to programmatic accrediting agency requirements, students in Allied Health programs required a higher percentage grade to pass. For Nursing Program below 76% is a D (failing). For all other Allied Health Programs, F (failing) is 69%-0%.

\*\*\* If the required linear externship/internship hours are not completed within one term, the student will receive an IP (In Progress) grade and a zero credit Externship/ Internship course will be scheduled in the following hours are completed, the student's grade will be entered in both courses.

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

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

<b>Treatment of Grades in the Satisfactory Academic Progress/Rate of Progress Calculation</b>			
<b>Grade</b>	<b>Included in GPA calculation?</b>	<b>Counted as attempted credits?</b>	<b>Counted as earned credits?</b>
W	N	Y	N
WZ	N	Y	N
TR	N	Y	Y

### **GPA AND CGPA CALCULATIONS**

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

### **STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)**

Students must maintain satisfactory academic progress in order to remain eligible as regularly enrolled students and to continue receiving federal financial assistance. The accreditor and federal regulations require that all students progress at a reasonable rate toward the completion of their academic program. Satisfactory academic progress is measured by:

- The student's cumulative grade point average (CGPA)
- The student's rate of progress toward completion (ROP)
- The maximum time frame allowed to complete which is 150% of total number of credits in the program of study (MTF)

### **EVALUATION PERIOD FOR SAP**

Satisfactory academic progress is measured at the end of each academic term, which includes the 25% point, the midpoint, the end of each academic year, and the end of the program. Students in jeopardy of not making SAP may be advised at any point and be placed on probation to be monitored closely.

### **CGPA EFFECT ON SAP**

At the end of each academic term, the student's cumulative grade point average (CGPA) is reviewed to determine the student's qualitative progress. Students must attain a minimum CGPA of 1.0 at the end of the first 25% of the program and a 1.5 CGPA at the midpoint of the program. For modular programs, students must pass each module of the program with the minimum required passing grade as stated in the catalog.

### **RATE OF PROGRESS TOWARD COMPLETION**

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

### **MAXIMUM TIME FRAME TO COMPLETE**

The maximum time frame for completion of any program is limited by federal regulation to 150% of the published length of the program. A student is not allowed to attempt more than 1.5 times or 150% of the credit hours in the standard length of the program in order to complete the requirements for graduation.

## SATISFACTORY ACADEMIC PROGRESS TABLES

47 Quarter Credit Hour Program. 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
1-18	2.0	N/A	66.66%	N/A
19-24	2.0	0.5	66.66%	25%
25-30	2.0	0.75	66.66%	40%
31-36	2.0	1.0	66.66%	50%
37-42	2.0	1.4	66.66%	60%
43-48	2.0	1.7	66.66%	63%
49-70	N/A	2.0	N/A	66.66%

59 Quarter Credit Hour Program. Total credits that may be attempted: 88 (150% of 59).				
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
1-18	2.0	N/A	66.66%	N/A
19-30	2.0	1.25	66.66%	N/A
31-42	2.0	1.5	66.66%	60%
43-54	2.0	1.75	66.66%	60%
55-66	2.0	1.85	66.66%	66.66%
67-88	N/A	2.0	N/A	66.66%

96, 97, & 98 Quarter Credit Hour Program. Total credits that may be attempted: 144 (150% of 96).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-24	2.00	N/A	66.66%	N/A
25-36	2.00	0.25	66.66%	10%
37-48	2.00	0.50	66.66%	20%
49-60	2.00	1.10	66.66%	30%
61-72	2.00	1.50	66.66%	40%
73-84	2.00	1.80	66.66%	50%
85-96	2.00	2.00	66.66%	55%
97-108	2.00	2.00	66.66%	60%
109-120	2.00	2.00	66.66%	63%
121-144	N/A	2.00	N/A	66.66%

117 Quarter Credit Hour Program. Total credits that may be attempted: 175 (150% of 117).				
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	66.66%	N/A
17-32	2.0	1.0	66.66%	N/A
33-48	2.0	1.2	66.66%	50%
49-60	2.0	1.3	66.66%	60%
61-72	2.0	1.5	66.66%	65%
73-95	2.0	1.75	N/A	66.66%
96-175	N/A	2.0	N/A	66.66%

## APPLICATION OF GRADES AND CREDITS TO SAP

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

## **ACADEMIC PROBATION**

At the end of any evaluation period, when students fall below the required academic progress standards (CGPA and/or ROP) for their program, students shall receive a written warning and be placed on probation. Probation will begin at the start of the next evaluation period. When both the CGPA and ROP are above the probation ranges, students are removed from probation.

During the period of probation, students are considered to be making Satisfactory Academic Progress both for academic and financial aid eligibility. Students on probation must participate in academic advising as a condition of their probation. Academic advising shall be documented on an Academic Advising Plan and shall be kept in the students' academic file.

## **NOTIFICATION OF PROBATION**

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

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

## **SUSPENSION**

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

## **ACADEMIC APPEALS**

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

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

Students who successfully appeal a suspension but whose CGPA and/or ROP is in the suspension range at the end of any subsequent evaluation period must file a new academic appeal.

## **DISMISSAL**

Students who have been readmitted following academic suspension who fail to improve their CGPA and/or ROP into the applicable probation range by the end of the first evaluation period after readmission must be dismissed from the program unless it is determined that it would take more than one period to meet SAP and the students have made the necessary progress toward achieving the requirements. Students who have reached the maximum time frame for their program must be withdrawn from the program. There is no appeal for this type of withdrawal.

## **ATTENDANCE POLICY**

### **NURSING PROGRAM ATTENDANCE POLICY**

- The program encompasses 1750 clock hours. Students are expected to schedule any appointments after school hours.
- Students who are absent from the classroom have the responsibility to acquire information that was covered during that class time.
- Students cannot miss more than 6 clinical days for the entire program.
- Students cannot miss more than 2 clinical days per quarter.
- After 2 absences in one quarter the student will be placed on clinical probation until the end of that quarter. While on probation the student must maintain perfect attendance.
- If the student does not have perfect attendance while on probation they will be dismissed from the program. The student can go before the Appeals Board if they wish to return to the program.
- All missed clinical time must be made up.

## ESTABLISHING ATTENDANCE/ VERIFYING ENROLLMENT

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

## MONITORING STUDENTS ATTENDANCE

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

## CONSECUTIVE ABSENCE RULE

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

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

## PERCENTAGE ABSENCE RULE (MODULAR PROGRAMS)

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

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

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

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

## PERCENTAGE ABSENCE RULE (LINEAR PROGRAMS)

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

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

## DATE OF WITHDRAWAL

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

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

## DATE OF DETERMINATION (DOD)

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

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

## ATTENDANCE RECORDS

The computer attendance database is the official record of attendance. The official record may be challenged by filing an attendance appeal within five (5) calendar days following the end of a session. Without an appeal, after the 14th calendar day following the end of the term/module, the computer attendance database shall be considered final.

## **LEAVE OF ABSENCE POLICY (MODULAR PROGRAMS ONLY)**

Everest permits students to request a leave of absence (LOA) as long as the leaves do not exceed a total of 180 days during any 12-month period, starting from the first day of the first leave, and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education. In order for a student to be granted an LOA, the student must submit a completed, signed and dated Leave of Absence Request Form to the Academic Dean/Director of Education.

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

## **RE-ADMISSION FOLLOWING A LEAVE OF ABSENCE**

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

## **EXTENSION OF LOA**

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

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

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

## **FAILURE TO RETURN FROM A LEAVE OF ABSENCE**

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

## **POSSIBLE EFFECTS OF LEAVE OF ABSENCE**

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

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

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

## **WITHDRAWAL PROCEDURES**

- Students who intend to withdraw from school are requested to notify the Academic Dean/Director of Education by telephone, in person, by email or in writing to provide official notification of their intent to withdraw and the date of withdrawal.
- Timely notification by the student will result in the student being charged tuition and fees for only the portion of the payment period or period of enrollment that he/she attended as well as ensuring a timely return of federal funds and any other refunds that may be due.
- Students requesting a withdrawal from school must complete a financial aid exit interview.
- Students who have withdrawn from school may contact the school's Education Department about reentry.

## **MAKE-UP WORK**

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

## **EXTERNSHIP TRAINING**

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

Students who do not start their externship for more than 14 calendar days may be dropped from the program. Students who do not complete their externship training within the required three month completion time may be dropped from the program.

## **REQUIREMENTS FOR GRADUATION**

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

Commencement exercises are held at least once a year. Graduates must be current on all financial obligations, including tuition charges, fees, and other expenses, before the diploma is granted. Diplomas may be awarded in absentia only after Commencement Exercises are held.

## **VETERAN'S EDUCATION BENEFITS**

### **PRIOR CREDIT FOR VETERANS' AFFAIRS (VA) BENEFICIARIES**

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

### **RETROCATIVE VETERANS' BENEFITS**

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

### **ATTENDANCE REQUIREMENTS FOR VETERAN STUDENTS**

VA requires that it be notified when a veteran student receives any type of probation or warning related to failure to attend. Such notification may result in the termination of veteran benefits.

### **VETERANS' LEAVE OF ABSENCE (MODULAR PROGRAMS-ONLY)**

A student will be granted no more than one leave of absence for a maximum period of 60 days. A written request must be made in advance or the absence will be considered unexcused. VA will be notified immediately when a veteran student is granted leave.

### **MAKE-UP ASSIGNMENTS**

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

### **MAXIMUM TIMEFRAME FOR VETERAN STUDENTS**

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

### **SATISFACTORY ACADEMIC PROGRESS FOR UNDERGRADUATE STUDENTS RECEIVING VA BENEFITS**

- Veteran students are subject to the Satisfactory Academic Progress Policy and may be placed on academic probation or dismissed for failing to make satisfactory academic progress.
- At the end of a probationary period, a student's progress is re-evaluated. If the student has met minimum standards for satisfactory academic progress and any written conditions of probation that may have been required, the student is removed from probation and returned to regular student status.
- A veteran who fails to make satisfactory academic progress status after two consecutive periods of academic probation must be reported to the VA and may have their benefits terminated.

## **VETERANS REINSTATEMENT AFTER SUCCESSFUL APPEAL OF TERMINATION**

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

## **APPEALS POLICY**

### **STUDENT ACADEMIC APPEALS POLICY**

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

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

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

The appeal must include:

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

The written appeal may be accompanied by any additional documentation (e.g., papers, doctor notes, tests, syllabi) the student believes supports the conclusion that the academic decision was incorrect. Once a formal appeal is filed, no action based on the adverse academic decision may be taken until the appeal process is complete. However, in cases involving financial aid eligibility, all financial aid disbursements shall be suspended until the matter is resolved.

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

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

### **ASSIGNMENT/ TEST GRADES**

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

### **FINAL COURSE GRADES**

In modular programs, appeals of final course grades must be made by the fifth (5<sup>th</sup>) calendar day after the date the grades are mailed from the school. In linear programs, appeals of final course grades must be made by the sixth (6<sup>th</sup>) calendar day of the subsequent term. The Academic Dean/Director of Education may direct a grade to be changed when it is determined by an Appeal Committee that a final grade was influenced by any of the following:

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

## **ATTENDANCE VIOLATIONS**

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

1. Attend school:
  - The next scheduled class period (Consecutive Absence Rule violations)
  - Within five (5) calendar days of the violation (Percentage Absence Rule violations)
2. Have perfect attendance while the appeal is pending
3. Submit a written plan to improve attendance with the Appeal Form

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

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

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

## **SATISFACTORY ACADEMIC PROGRESS (SAP) APPEALS**

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

Provided that the student can complete their program within the maximum time frame with the required minimum CGPA, a SAP appeal may be granted if the student demonstrates that s/he is sincerely committed to taking the steps required to succeed in their program and that their failure to maintain the required CGPA or ROP was caused by any of the following mitigating circumstances:

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

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

## **FINANCIAL INFORMATION**

### **STATEMENT OF FINANCIAL OBLIGATION**

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

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

### **TUITION AND FEES**

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

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

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

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

## **ADDITIONAL FEES AND EXPENSES**

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

## **VOLUNTARY PREPAYMENT PLAN**

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

## **BUYER'S RIGHT TO CANCEL**

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

Cancellation will occur when the student gives a signed and dated written notice of cancellation to the Director of Admissions or Campus President at the address shown on the Enrollment Agreement. The written notice of cancellation need not take any particular form, and, however expressed, is effective if signed and dated by the student and states that the student no longer wishes to be bound by the Enrollment Agreement. A notice of cancellation may be given by mail, hand delivery or telegram. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed, with postage prepaid.

## **OFFICIAL WITHDRAWALS**

An official withdrawal must be documented in writing. An official withdrawal is considered to have occurred on the earlier of a) the date that the student provides to The School official notification of his or her intent to withdraw or b) the date that the student begins the withdrawal process. Students who must withdraw from The School are requested to notify the office of the Academic Dean/ Director of Education by telephone, in person, or in writing, to provide official notification of their intent to withdraw. Students will be asked to provide the official date of withdrawal and the reason for withdrawal in writing at the time of official notification. When the student begins the process of withdrawal, the student or the office of the Academic Dean/Director of Education will complete the necessary form(s).

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

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

## **DATE OF WITHDRAWAL VERSUS DATE OF DETERMINATION (DOD)**

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

## **FEDERAL FINANCIAL AID REFUND POLICY**

### **STUDENT FINANCIAL AID (SFA)**

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

## **RETURN OF TITLE IV FUNDS CALCULATION AND POLICY**

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

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

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

The School must return the Title IV funds for which it is responsible in the following order:

1. Unsubsidized Direct Stafford loans (other than PLUS loans)
2. Subsidized Direct Stafford loans
3. Federal Perkins loans
4. Direct PLUS loans
5. Federal Pell Grants for which a return of funds is required
6. Academic Competitiveness Grants for which a return of funds is required
7. National Smart Grants for which a return of funds is required
8. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required

If a student withdraws after the 60% point-in-time, the student has earned all Title IV funds that he/she was scheduled to receive during the period and, thus, has no unearned funds; however, The School must still perform a Return calculation. If the student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 180 days of the DOD.

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

1. Pay authorized charges at the institution;
2. With the student's permission, reduce the student's Title IV loan debt (not limited to the student's loan debt for the period of enrollment);
3. Return to the student.

Any outstanding student loans that remain are to be repaid by the student according to the terms of the student's promissory notes. If a student earned less aid than was disbursed, The School would be required to return a portion of the funds and the student would be required to return a portion of the funds.

## **RETURN OF UNEARNED TITLE IV FUNDS**

The School must return the lesser of:

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

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

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

## **TIMEFRAME WITHIN WHICH INSTITUTION IS TO RETURN UNEARNED TITLE IV FUNDS**

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

## **EFFECT OF LEAVES OF ABSENCE ON RETURNS**

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

## **REFUND POLICIES**

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

## **INSTITUTIONAL PRO RATA REFUND CALCULATION AND POLICY**

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

The School will perform the Pro Rata Refund Calculation for students who terminate their training prior to completing 60% of the period of enrollment. Under the Pro Rata Refund Calculation, The School is entitled to retain only the percentage of charges (tuition, fees, room, board, etc.) proportional to the period of enrollment completed by the student. The period of enrollment completed by the student is calculated by dividing the total number of calendar days in the period of enrollment into the calendar days in the period as of the student's last date of attendance. The period of enrollment for students enrolled in modular programs is the academic year. The period of enrollment for students enrolled in quarter-based programs is the quarter. The refund is calculated using the following steps:

1. Determine the total charges for the period of enrollment.
2. Divide this figure by the total number of calendar days in the period of enrollment.
3. The answer to the calculation in step (2) is the daily charge for instruction.
4. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total calendar days in the period as of the student's last date of attendance by the daily charge for instruction and adding in any book or equipment charges.
5. The refund shall be any amount in excess of the figure derived in step (4) that was paid by the student.

If a student withdraws after the completion of more than 60% of the period of enrollment, The School 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.

## **TEXTBOOK AND EQUIPMENT RETURN/ REFUND POLICY**

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

## **EFFECT OF LEAVES OF ABSENCE ON REFUND**

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

## **TIMEFRAME WITHIN WHICH INSTITUTION IS TO ISSUE REFUNDS**

Institutional policy is to issue refunds no later than 15 days after the DOD, unless federal or state requirements provide for a shorter time period that is more favorable to the student.

## **STUDENTS CALLED TO ACTIVE MILITARY DUTY**

### **NEWLY ADMITTED STUDENTS**

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

### **CONTINUING STUDENTS**

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

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

## **CONTINUING MODULAR DIPLOMA STUDENTS**

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

## **STUDENT FINANCING OPTIONS**

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

## **FINANCIAL ASSISTANCE**

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

## **STUDENT ELIGIBILITY**

To receive financial assistance, you must have the following:

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

## **FEDERAL FINANCIAL AID PROGRAMS**

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

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

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study (FWS)
- Federal Stafford Loans (FSL)
- Federal Stafford Direct Loans (DL)
- Federal Parent Loan for Undergraduate Students (PLUS)
- William D. Ford Federal Direct Loan Program
- Academic Competitiveness Grant (ACG)

## **ALTERNATIVE LOAN PROGRAMS**

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

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

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

## **GRANTS AND SCHOLARSHIPS**

### **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.

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

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

## **DREAM AWARD PROGRAM AND SCHOLARSHIPS**

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

**Campus Dream Award:** Each campus will nominate one recent graduate from the campus to represent the campus in the award competition. Nominations are accepted from April 1 to June 30 each year. Selection of the nominee is based on a review of recent graduates within the past three years by the Campus Selection Committee. The selected nominee should be a graduate whose life story could have gone in any direction, but whose decision to attend a CCi school was a turning point for them. The selected nominee should be an inspiration and motivation to other students. Each Campus Dream Award recipient will receive:

1. A scholarship worth \$2,500 that may be used at any CCi campus for training that is more advanced than the one from which the nominee has graduated, and
2. A trophy.

**Corinthian Dream Award:** Following the close of the nomination period for the Campus Dream Award, the Corinthian Dream Award recipient will be selected from the campus nominees by the Corinthian Colleges Selection Committee, composed of the Executive Management Team of CCi. The award will be given to the nominee with the most compelling story and highest level of achievement. The award will be announced to the winner by the end of August and will be presented at the October CCi Presidents Meeting. The award will include:

1. A full scholarship that may be used at any CCi campus for training that is more advanced than the program from which the recipient has graduated,
2. An all expenses paid trip to the October Presidents Meeting,
3. A trophy,
4. A letter of recognition from the CCi CEO and COO, and
5. A nomination to the Association of Private Sector Colleges and Universities (APSCU) Great Award.

Additional information regarding this award and scholarship program may be requested from the Campus President.

## **IMAGINE AMERICA SCHOLARSHIPS**

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

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

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

Imagine America scholarship certificates are to be given to the Student Finance Office 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.

## **MILITARY SCHOLARSHIPS**

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

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

any other program. The scholarship or program with the greatest benefit to the student will be applied. Applications may be requested from the Admissions Office.

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

**Payment Schedule:**

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

## **ADMINISTRATIVE POLICIES**

### **STATEMENT OF NON-DISCRIMINATION**

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

### **CODE OF STUDENT CONDUCT**

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

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

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

### **CONDUCT AFFECTING THE SAFETY OF THE CAMPUS COMMUNITY**

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

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

## **OTHER PROHIBITED CONDUCT**

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

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

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

## **LIMITATIONS ON STUDENTS WITH PENDING DISCIPLINARY MATTERS**

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

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

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

## **INQUIRY BY THE SCHOOL PRESIDENT**

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

## **CONDUCT WHICH DOES NOT WARRANT A SUSPENSION OR DISMISSAL**

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

## **CONDUCT WHICH WARRANTS A SUSPENSION OR DISMISSAL**

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

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

## **ALCOHOL AND SUBSTANCE ABUSE STATEMENT**

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

## **STUDENT USE OF INFORMATION TECHNOLOGY RESOURCES POLICY**

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

- Harassment;
- Libel or slander;
- Fraud or misrepresentation;
- Any use that violates local, state/provincial, or federal law and regulation;
- Disruption or unauthorized monitoring of electronic communications;
- Disruption or unauthorized changes to the configuration of antivirus software or any other security monitoring software;

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

### **COPYRIGHT POLICY**

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

### **SEXUAL HARASSMENT POLICY**

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

### **SANCTIONS**

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

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

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

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

### **APPEAL PROCESS**

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

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

- Appear in person, but is not required to appear
- Submit a written statement

- Respond to evidence and question the statements of others
- Invite relevant witnesses to testify on his/her behalf
- Submit written statements signed by relevant witnesses

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

The Student Conduct Committee shall:

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

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

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

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

### **RECORD OF DISCIPLINARY MATTER**

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

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

### **STUDENT COMPLAINT PROCEDURE**

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

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

Accrediting Council for Independent Colleges and Schools  
750 First Street, N.E., Suite 980  
Washington, DC 20002-4223  
(202) 336-6780

Students may also contact and file a complaint with the state's agency at the following mailing address:

Commission on Postsecondary Education  
3663 East Sunset Road, Suite 202  
Las Vegas, Nevada 89120

Note: Complaints will not be processed by the Commission unless the student submits a notarized copy of the Student Identification/Verification Form, which is available on the Commission's web site. Complaints must be filed using the Allegation Sheet form. Students must submit their complaints up to one (1) year after the last date of attendance or date on which the damage occurred, whichever is later.

## **DRESS CODE**

Students must adhere to the campus dress code standards and are expected to dress in a manner that would not be construed as detrimental to the student body, the educational process or wear any clothing which has expressed or implied offensive symbols or language. Students should always be cognizant of the first impression of proper dress code and grooming, and note that Everest promotes a business atmosphere where instructors and guests are professionals and potential employers. In addition, students may be required to wear uniforms that present a professional appearance.

## **NOTIFICATION OF RIGHTS UNDER FERPA**

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

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

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

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

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

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

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

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

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

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

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

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

## **TRANSCRIPTS**

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

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

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

### **CAMPUS SECURITY AND CRIME AWARENESS POLICIES**

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

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

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

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

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

### **DRUG AWARENESS**

The Drug-Free Schools and Communities Act of 1989, Public Law 101-226, requires institutions receiving financial assistance to implement and enforce drug prevention programs and policies. Students shall receive a copy of the Drug-Free Schools/Drug-Free Workplace Annual Disclosure upon enrollment, and thereafter no later than January 31<sup>st</sup> of each calendar year they are enrolled. The information and referral line that directs callers to treatment centers in the local community is available through Student Services.

Everest prohibits the manufacture and unlawful possession, use or distribution of illicit drugs or alcohol by students on its property and at any school activity. If students suspect someone to be under the influence of any drug or alcohol, they should immediately bring this concern to the attention of the Academic Dean/Director of Education or Campus President. Violation of the institution's anti-drug policy will result in appropriate disciplinary actions and may include expulsion of the student. The appropriate law enforcement authorities may also be notified. In certain cases, students may be referred to counseling sources or substance abuse centers. If such a referral is made, continued enrollment is subject to successful completion of any prescribed counseling or treatment program.

### **STATISTICAL INFORMATION**

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

### **CAMPUS COMPLETION RATE REPORTS**

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

## **STUDENT SERVICES**

### **ORIENTATION**

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

### **HEALTH SERVICES**

Everest does not provide health services.

### **HOUSING**

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

### **STUDENT ADVISING**

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

### **EVEREST CARE PROGRAM**

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

### **PLACEMENT ASSISTANCE**

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

## PROGRAMS OFFERED

<b>Diploma Program</b>	
Medical Administrative Assistant	Diploma
Medical Assistant	Diploma
Medical Insurance Billing and Coding	Diploma
<b>Associate Degree Program</b>	
Accounting	Associate of Science
Business	Associate of Science
Criminal Justice	Associate of Science
Paralegal	Associate of Science
Nursing	Associate of Science

## MODULAR PROGRAMS



### MEDICAL ADMINISTRATIVE ASSISTANT

Diploma Program

8 months, 720 hours, 47 credit units

V 1

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

Module Number	Module Title	Clock Hours	Quarter Credit Hours
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	Electronic Medical Records	80	6.0
Module X	Medical Administrative Assistant Externship	160	5.0
	<b>TOTAL</b>	<b>720</b>	<b>47.0</b>

#### 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/Skill building 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/Skill building Hours: 20.0

<p><b>Module D: Insurance Plans and Collections</b></p> <p>Module D develops student proficiency in preparing and processing insurance claims. The Medicaid, Medicare, TRICARE, and CHAMPVA programs are discussed. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. They also focus on important aspects of the collection process including collection letters, telephone calls, and collection servicing agencies. They will also learn about Occupational Safety and Health Administration (OSHA) standards and the use of universal precautions in the medical office. Medical ethics and law are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skill building Hours: 20.0</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module E: Office Procedures</b></p> <p>In Module E, students are introduced to dictation and transcription. Emphasis is also placed on correspondence and mail processing, health information management and the medical facility environment. Students will also become familiar with disability income insurance and legal issues affecting insurance claims. In addition, students learn about the Health Insurance Accountability and Portability Act (HIPAA). Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skill building Hours: 20.0</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module F: Patient Care and Computerized Practice Management</b></p> <p>Module F emphasizes computerized practice management, including file maintenance, patient records, bookkeeping and insurance. Students will learn the health insurance claim form and managed care systems. Hospital billing is introduced this module. Students will also learn about the history of the healthcare industry and the Medical Assistant 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/Skill building Hours: 20.0</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module G: Electronic Medical Records</b></p> <p>Module G focuses on the tasks performed in the medical office by the administrative and clinical support staff using electronic records. Students are introduced to specialized procedures including appointment scheduling, bookkeeping, charting, processing patients, and law and ethics related to electronic records. Students will also learn vital signs in Module G. They discuss interpersonal skills and human relations, telephone techniques, and patient reception techniques. Students build on keyboarding and word processing skills, become familiar with electronic medical records terminology, and gain knowledge of the self-directed job search process by learning how to dress for success. Lec Hrs: 040 Lab Hrs: 040 (Computer/Keyboarding Hrs: 020, Spelling/Skill building Hrs: 020)</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module X – Medical Administrative Assistant Externship</b></p> <p>Upon successful completion of modules A through G, students participate in a 160-hour externship at an approved facility. This course is 160 hours of supervised, practical, in-service experience in a medical office or clinic in which the student practices direct application of all administrative functions of the medical administrative assistant. Lecture Hours: 0.0 Computer/Keyboarding Hours: 0.0 Spelling/Skill building Hours: 0.0 Other Hours: 160</p>	<p><b>5.0 Quarter Credit Hours</b></p>



## MEDICAL ASSISTANT

Diploma program  
10 months , 880 hours, 59 credit units

V 2

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

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

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

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

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

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

Module MAINTRO introduces students to the medical assistant profession, medical terminology, interpersonal skills, study techniques, and basic clinical skills. Students are introduced to the rules needed to build, spell, and pronounce health care terms, basic prefixes, suffixes, word roots, combining forms, and terms associated with body structure and directional terminology. Students study the professional qualities and professional personal appearance of a medical assistant. They learn about the administrative and clinical duties performed by a medical assistant. Additionally, students study the purpose of accreditation and the significance of becoming a credentialed professional. Students also study the importance of interpersonal skills and the application of these skills with patients and fellow employees. Students will gain knowledge of basic medical insurance billing, coding concepts, and the use of coding reference books. Students are introduced to the basic clinical skills of obtaining vital signs, drawing and processing blood samples, and preparing and administering injections—procedures that they will continue to practice throughout the remaining modules. Students learn how to use knowledge of multiple intelligences to enhance studying and learning and how to make their personality type work for them. Successful note-taking and listening skills are reviewed, as well as techniques for remembering. Students also gain knowledge of test-taking strategies, including methods that can be used for reducing test anxiety. Lecture: 40 Hrs Lab: 40 Hrs Prerequisite: None

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

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

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

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

**MODULE C - Digestive System, Nutrition, Financial Management, and First Aid** **6.0-Quarter Credit Units**

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

**MODULE D - Cardiopulmonary Systems, Vital Signs, Electrocardiography, and CPR**

**6.0-Quarter Credit Units**

Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs, along with diseases, disorders, diagnostic tests, anatomy and physiology, and medical terminology associated with these systems. Students apply knowledge of the electrical pathways of the heart muscle in preparation for applying electrocardiography leads and recording a 12-lead electrocardiogram (ECG). Students receive instruction in cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED), which enables them to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. Students obtain blood samples and prepare and administer injections. Students will discuss how to apply critical and creative thinking skills to analyzing and problem solving in the workplace and everyday life. Students study the preparation of a History and Physical examination report, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Lecture: 40 Hrs (20 in Theory/10 in Clinical Lab/10 in Computer) Lab: 40 Hrs (30 in Clinical Lab/10 in Computer Lab) Prerequisite: MAINTRO

**MODULE E - Urinary, Blood, Lymphatic, and Immune Systems and Laboratory Procedures**

**6.0-Quarter Credit Units**

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

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

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

**MODULE G - Medical Law, and Ethics, Psychology, and Therapeutic Procedures****6.0-Quarter Credit Units**

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

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

Module H introduces students to insurance billing and provides an in-depth exposure to diagnostic and procedural coding. Students gain working knowledge of the major medical insurances and claims form processing. They are introduced to types and sources of insurance, health insurance basics, traditional insurance plans, managed care, Medicare, Medicaid, military carriers, and Worker's Compensation and Disability insurance. This module covers the format of the ICD-9-CM manual, the CPT-4 and HCPCS manuals, and their relationship to the process of insurance claims submission. Patient expectations of the medical practice in regard to billing and collections and patient confidentiality are covered. Students gain knowledge of how to enter patient information and schedule appointments electronically, along with processing insurance claims both manually and electronically. Students continue to develop basic clinical skills by taking vital signs, obtaining blood samples, and preparing and administering injections. Lecture: 40 Hrs (20 in Theory/10 in Clinical Lab/10 in Computer) Lab: 40 Hrs (30 in Clinical Lab/10 in Computer Lab) Prerequisite: MAINTRO

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

Upon successful completion of all modules, medical assistant students participate in a 160-hour externship at an approved facility. The externship provides the student an opportunity to apply principles and practices learned in the program and utilize entry-level medical assistant skills in working with patients. Medical Assistant Diploma Program externs work under the direct supervision of qualified personnel at the participating externship sites, and under general supervision of the school staff. Supervisory personnel at the site evaluate externs at 80- and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship experience in order to fulfill requirements for graduation. Lecture: 00 Hrs Lab: 00 Hrs Extern 160 Prerequisite: MAINTRO, Modules A-H



## MEDICAL INSURANCE BILLING AND CODING

Diploma program  
8 months, 720 hours, 47 credit units

V 2

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

The objective of the Medical Insurance Billing and Coding program is to provide the student with the appropriate didactic theory and hands-on skills necessary to prepare them for entry-level positions as medical insurance billers and coders in today's health care offices, clinics, and facilities. Students will study diagnostic and procedural terminology as it relates to the accurate completion of medical insurance claims. Utilizing a format of medical specialties, relevant terms will also be introduced and studied.

The Medical Insurance Billing and Coding program is a 720 clock hour/47.0 credit unit course of study, consisting of seven individual learning units, called modules. Students are required to complete all modules, starting with Module MEDINTRO and continuing in any sequence until all seven modules have been completed. After the MEDINTRO Introductory Module is completed, the remaining six modules stand alone as units of study. If students do not complete any portion of one of these modules, the entire module must be repeated. Upon successful completion all modules, students participate in an externship. This consists of 160 clock hours of hands-on experience working either in a tutorial classroom setting called a practicum or in an outside facility in the field of medical insurance billing and coding.

Course Number	Course Title	Clock Hours	Credit Units
MEDINTRO	Introduction to Medical Terminology, Keyboarding, Word Processing, Basic Math, Insurance Coding, and Administrative Duties of Medical Personnel	80	6.0
MIBCL	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Cardiovascular and Lymphatic Systems	80	6.0
MIBGU	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitourinary System	80	6.0
MIBIE	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumentary and Endocrine Systems, and Pathology	80	6.0
MIBMS	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Musculoskeletal System	80	6.0
MIBRG	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Respiratory and Gastrointestinal Systems	80	6.0
MIBSN	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Sensory and Nervous Systems, and Psychology	80	6.0
MIBP	Practicum –OR–	160	5.0
MIBE	Externship		
<b>PROGRAM TOTAL</b>		<b>720</b>	<b>47.0</b>

### Module MEDINTRO - Introduction to Medical Terminology, Keyboarding, Word Processing, Basic Math, Insurance Coding, and Administrative Duties of Medical Personnel 6.0 Quarter Credit Hours

This module presents basic prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols. Also covered is medical jurisprudence and medical ethics. Legal aspects of office procedure are covered, including a discussion of various medical/ethical issues in today's medical environment. Students will learn basic computer skills and acquire knowledge of basic medical insurance billing and coding. Students are provided exposure to computer software applications used in the health care environment including basic keyboarding, Word and Excel. In addition, basic guidelines and coding conventions in ICD-9 and CPT are covered with focus on the professional (outpatient) guidelines, as well as an introduction to the use of the coding reference books. Basic math is introduced. Career skills and development of proper study and homework habits are introduced as well as professionalism needed in the healthcare environment. Prerequisite: None. Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

**Module MIBCL – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Cardiovascular and Lymphatic Systems** **6.0 Quarter Credit Hours**

This module presents a study of basic medical terminology focused on the cardiovascular system and the lymphatic system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

**Module MIBGU – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitourinary System** **6.0 Quarter Credit Hours**

This module presents a study of basic medical terminology focused on the genitourinary system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

**Module MIBIE – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumentary and Endocrine Systems, and Pathology** **6.0 Quarter Credit Hours**

This module presents a study of basic medical terminology focused on the integumentary system, the endocrine system, and pathology. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many

roles of office management. Prerequisite: MEDINTRO Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

**Module MIBMS – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Musculoskeletal System** **6.0 Quarter Credit Hours**

This module presents a study of basic medical terminology focused on the musculoskeletal system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

**Module MIBRG – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Respiratory and Gastrointestinal Systems** **6.0 Quarter Credit Hours**

This module presents a study of basic medical terminology focused on the respiratory system and the gastrointestinal system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

**Module MIBSN – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Sensory and Nervous Systems, and Psychology** **6.0 Quarter Credit Hours**

This module presents a study of basic medical terminology focused on the sensory system, the nervous system, and psychology. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle

of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0 **Once a student has completed all modules, he or she will be placed in his or her final module of training, as chosen by the school administration, in an on-campus practicum experience or out in the field in an approved externship facility.**

**Module MIBP – Practicum**

**5.0 Quarter Credit Hours**

Upon successful completion of Modules MIBINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, Medical Insurance Billing and Coding students participate in a 160 hour practicum on-campus. The practicum provides the student an opportunity to apply principles and practices learned in the program and utilize entry-level skills in working with insurance companies and processing claims. Medical insurance billing and coding students work under the direct supervision of the school staff. Students are evaluated by an instructor or Department Chair at 80 and 160 hour intervals. Completed evaluation forms are placed in the students permanent records. Students must successfully complete their practicum experience in order to fulfill requirements for graduation. Prerequisite: Successful completion of Modules MIBINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN. Lec Hrs: 0 Lab Hrs: 0 Other Hrs; 160

**Module MIBE – Externship**

**5.0 Quarter Credit Hours**

Upon successful completion of Modules MIBINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, medical insurance billing/coding students participate in a 160-hour externship. Students are expected to work a full-time (40 hours per week) schedule if possible. Serving in an externship at an approved facility gives externs an opportunity to work with the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Supervisory personnel will evaluate externs at 80 and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation. Prerequisite: Successful completion of Modules MIBINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN. Lec Hrs: 0 Lab Hrs: 0 Other Hrs; 160

## DEGREE PROGRAMS



### ACCOUNTING

Associate of Science Degree  
24 months, 1000 – 1050 hours, 96 credits units

V 1

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

Course Number	Course 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 and Portfolio Development (previously known as Career Skills)	2.0
<b>Associates students choose 8 credits from the following:</b>		
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 (previously known as Introduction to the Business Enterprise)	4.0
BUL 2131	Applied Business Law	4.0
<b>Choose two courses from the following:</b>		
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 2017	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 SPCP2300 Fundamentals of Interpersonal Communication



## BUSINESS

Associate of Science Degree  
24 months, 970 – 1010 hours, 96 credit units

V1

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 is a description of the Business Administration 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.

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 and Portfolio Development (previously known as Career Skills)	2.0	
CGS	2167C Computer Applications	4.0	
<b>Associate's students choose 8 units from below:</b>			
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</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 (previously known as Introduction to the 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	
<b>Choose 2 of the following courses:</b>			
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	2017 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 take SPCP2300 Fundamentals of Interpersonal Communication



## CRIMINAL JUSTICE

Associate of Science Degree

24 months, 970 hours, 96 credit units

V1

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

Course Number	Course Name	Associate's Degree Quarter Credit Hrs.
<b>COLLEGE CORE REQUIREMENTS</b>		
SLS	1105 Strategies for Success	4.0
SLS	1321 Career Skills and Portfolio Development (previously known as 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	1020 Introduction to Criminal Justice	4.0
CJL	2130 Criminal Evidence	4.0
CJL	2134 Criminal Procedure and the Constitution	4.0
CJE	1600 Criminal Investigations	4.0
CCJ	2358 Criminal Justice Communications	4.0
CJC	2000 Introduction to Corrections	4.0
CJE	2580 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>		
CCJ	2501 Juvenile Justice	4.0
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	2017 Oral Communications	4.0
SYG	2000 Principles of Sociology	4.0
MAT	1033 College Algebra	4.0
PSY	2012 General Psychology	4.0
SLS	1505 Basic Critical Thinking	2.0
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>



## NURSING

Associate of Science Degree  
24 months, 1750 hours, 117 credit units

The Associate of Science Degree, Nursing program, will prepare the nursing student for entry level roles of the registered nurse in the ever-evolving health care field. The program includes a focus on theories, concepts, and principles of nursing. It also delves into the important area of leading and managing as well as pertinent legal issues faced by nursing leaders and managers. A graduate of this nursing program will be prepared to assume the entry level role of health provider in a global society. He or she will be able to deliver culturally proficient care while meeting the physical, spiritual and psychosocial needs of clients.

At the completion of this program, the nursing student will be prepared to take the NCLEX-RN exam for registered nursing licensure. Once licensed, the individual may use the title of Registered Nurse and practice in entry-level staff positions in various health care agencies.

		Theory Contact Hours	Clinical/Lab Contact Hours	Total Contact Hours	Quarter Credit Hours
<b>Quarter I</b>					
CSG 2167C	Computer Applications	30	0/20	50	4
BSC 1085	Anatomy & Physiology I	40	0	40	4
BSC 2085L	Anatomy & Physiology I Laboratory	0	0/40	40	2
MAT 1033	College Algebra	40	0	40	4
SLS 1110	Strategies for Nursing Success	20	0	20	2
	<b>Total Hours</b>	<b>130</b>	<b>0/60</b>	<b>190</b>	<b>16</b>
<b>Quarter II</b>					
BSC 1086	Anatomy & Physiology II	40	0	40	4
BSC 2086L	Anatomy & Physiology II Laboratory	0	0/40	40	2
NUR 1022	Fundamentals of Nursing I	20	0/20	40	3
ENC 1101	English Comp I	40	0	40	4
NUR 1140	Nursing Pharmacology	30	0	30	3
	<b>Total Hours</b>	<b>130</b>	<b>0/60</b>	<b>190</b>	<b>16</b>
<b>Quarter III</b>					
NUR 1025	Fundamentals of Nursing II	10	0	10	1
NUR 1025L	Fundamentals of Nursing II Clinical	0	60/0	60	2
MCB 2000	Microbiology	40	0	40	4
MCB 1000L	Microbiology Laboratory	0	0/40	40	2
PSY 2012	General Psychology	40	0	40	4
MEA 1006	Therapeutic Communication	20	0	20	2
	<b>Total Hours</b>	<b>110</b>	<b>60/40</b>	<b>210</b>	<b>15</b>
<b>Quarter IV</b>					
HUN 1001	Basic Nutrition	20	0	20	2
DEP 2000	Developmental Psychology	40	0	40	4
NUR 1210	Nursing Care of Adult I	40	0	40	4
NUR 1210L	Nursing Care of Adult I Clinical	0	90/20	110	4
	<b>Total Hours</b>	<b>100</b>	<b>90/20</b>	<b>210</b>	<b>14</b>
<b>Quarter V</b>					
NUR 1440	Maternal Child	40	0	40	4
NUR 1440L	Maternal Child Clinical	0	90/20	110	4
ENC 1102	English Comp II	40	0	40	4
PSI 201	US and Nevada Constitution	40	0	40	4

	<b>Total Hours</b>	<b>120</b>	<b>90/20</b>	<b>230</b>	<b>16</b>
<b>Quarter VI</b>					
NUR 2212	Nursing Care of Adult II	40	0	40	4
NUR 2212L	Nursing Care of Adult II Clinical	0	90/20	110	4
SYG 2000	Principles of Sociology	40	0	40	4
	<b>Total Hours</b>	<b>80</b>	<b>90/20</b>	<b>190</b>	<b>12</b>
<b>Quarter VII</b>					
NUR 2513	Mental Health Nursing	30	0	30	3
NUR 2513L	Mental Health Nursing Clinical	0	90/0	90	3
NUR 2244	Advanced Nursing Care	40	0	40	4
NUR 2244L	Advanced Nursing Care Clinical	0	90/20	110	4
	<b>Total Hours</b>	<b>70</b>	<b>180/20</b>	<b>270</b>	<b>14</b>
<b>Quarter VIII</b>					
NUR 2611	Contemp. Nursing in Comm. Settings	30	0	30	3
NUR 2611L	Contemp. Nursing in Comm. Settings Clin.	0	90/0	90	3
NUR 2881	Nursing Leadership & Management	30	0	30	3
NUR 2881L	Nursing Leadership Mgmt Clinical	0	90/0	90	3
NUR 2965	NCLEX Review	20	0	20	2
	<b>Total Hours</b>	<b>80</b>	<b>180/0</b>	<b>260</b>	<b>14</b>
	<b>Total Program Hours</b>	<b>820</b>	<b>690/240</b>	<b>1750</b>	<b>117</b>



## PARALEGAL

*Associate of Science Degree*

24 months, 1120 hours, 96 credit units

V1

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

Course Numbers		Course Name	Clock Hours	Quarter Credit Hours
CGS	2167C	Computer Applications	40	4.0
SLS	1105	Strategies for Success	40	4.0
SLS	1321	Career Skills and Portfolio Development (previously known as Career Skills)	20	2.0
OST	2725	Applied Word Processing	40	4.0
<b>Major Core Classes</b>				
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
<b>Choose two courses from the following:</b>				
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
<b>General Education Core Classes</b>				
ENC	1101	Composition I	40	4.0
ENC	1102	Composition II	40	4.0
SPC	2017	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	20	2.0
PSI	201	U.S. and Nevada Constitution	40	4.0
EVS	1001	Environmental Science	40	4.0
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>				<b>96.0</b>

## COURSE DESCRIPTIONS

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.

<b>ACG 2021 Introduction to Corporate Accounting</b>	<b>4.0 quarter credit hours</b>
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: 040. Lab Hrs: 000. Other Hrs: 000.	
<b>ACG 2178 Financial Statement Analysis</b>	<b>4.0 quarter credit hours</b>
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: 040. Lab Hrs: 000. Other Hrs: 000.	
<b>ACG 2551 Non Profit Accounting</b>	<b>4.0 quarter credit hours</b>
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: 040. Lab Hrs: 000. Other Hrs: 000.	
<b>ACO 1806 Payroll Accounting</b>	<b>4.0 quarter credit hours</b>
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: 030. Lab Hrs: 020. Other Hrs: 000.	
<b>APA 1114 Office Accounting</b>	<b>4.0 quarter credit hours</b>
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. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
<b>APA 2111 Principles of Accounting I</b>	<b>4.0 quarter credit hours</b>
Accrual accounting based upon generally accepted accounting principles is stressed in this course. Analysis of income statement procedures, computerized accounting applications and the accounting cycle are highlighted. Prerequisite: None. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
<b>APA 2121 Principles of Accounting II</b>	<b>4.0 quarter credit hours</b>
This course emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bank statement reconciliation, bad debt, accounts receivable, notes receivable, accounts payable, notes payable, various methods of inventory pricing, fixed asset allocations, intangible assets, and natural resources. Prerequisite: APA 2111. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
<b>APA 2141 Computerized Accounting</b>	<b>4.0 quarter credit hours</b>
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: 030. Lab Hrs: 020. Other Hrs: 00.	
<b>APA 2161 Introductory Cost/Managerial Accounting</b>	<b>4.0 quarter credit hours</b>
This course examines the development and operation of cost accounting systems. Topics include basic cost concepts and product costing techniques including job-order, process costing, and standard costing with emphasis on managerial application. Prerequisite: APA 2121. Lecture Hrs: 040. Lab Hrs: 00. Other Hrs: 000.	
<b>BSC 1085 Anatomy and Physiology I</b>	<b>4.0 quarter credit hours</b>
This course is a scientific study of the structure of the human body and its parts including relationships and functions of the integumentary, skeletal, muscular, nervous system, special senses and the endocrine systems. Theory Hrs: 40 Lab Hrs: 0 Other Hrs: 0 Co-requisites: BSC 2085L	
<b>BSC 1086 Anatomy and Physiology II</b>	<b>4.0 quarter credit hours</b>
This course is a study of the structure of the human body and its parts including relationships and functions of the cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems. Theory Hrs: 40 Lab Hrs: 0 Other Hrs: 0 Prerequisite: BSC 1085, BSC 2085L Co-requisite: BSC 1086L	

<b>BSC 2085L Anatomy and Physiology I Laboratory</b>	<b>2.0 quarter credit hours</b>
This course is a scientific study that provides an understanding of the basic concepts and principles of anatomy and physiology through a laboratory experience. It integrates the structure and function of the human body and its parts as related to cells, tissues, skeletal, muscular, nervous systems, sense organs, and stress. Theory Hrs: 0 Lab Hrs: 40 Other Hrs: 0 Co-requisite: BSC 1085	
<b>BSC 2086L Anatomy and Physiology II Laboratory</b>	<b>2.0 quarter credit hours</b>
This course is a continuation of BSC 2085L, which provides a scientific study and understanding of the basic concepts and principles of anatomy and physiology through lecture and laboratory experience. It integrates the structure and function of the human body and its parts as related to blood, nutrition, acid-base balance, fluids and electrolytes, genetics and growth and development. The endocrine, cardiovascular, lymphatic, immune, respiratory, urinary, and reproductive systems will also be studied. Theory Hrs: 0 Lab Hrs: 20 Other Hrs: 0 Prerequisite: BSC 1085, BSC 2085L Co-requisite: BSC 1086	
<b>BUL 2131 Applied Business Law</b>	<b>4.0 quarter credit hours</b>
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. Prerequisite: None. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
<b>CCJ 1017 Criminology</b>	<b>4.0 quarter credit hours</b>
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 1020. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
<b>CCJ 1020 Introduction to Criminal Justice</b>	<b>4.0 quarter credit hours</b>
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. Prerequisite: None. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
<b>CCJ 1910 Career Choices in Criminal Justice</b>	<b>4.0 quarter credit hours</b>
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 1020. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
<b>CCJ 2288 Spanish for the Criminal Justice Professional</b>	<b>4.0 quarter credit hours</b>
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. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>CCJ 2358 Criminal Justice Report Writing</b>	<b>4.0 quarter credit hours</b>
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. Prerequisite: None. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
<b>CCJ 2679 Introduction to Victims Advocacy</b>	<b>4.0 quarter credit hours</b>
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 1020. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
<b>CCJ 2943 Current Issues in Criminal Justice</b>	<b>4.0 quarter credit hours</b>
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 1020. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
<b>CGS 2167C Computer Applications</b>	<b>4.0 quarter credit hours</b>
This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for business and personal use. Prerequisite: None. Lecture Hrs: 030. Lab Hrs: 020. Other Hrs: 000.	
<b>CGS 2510C Applied Spreadsheets</b>	<b>4.0 quarter credit hours</b>
This course covers the various techniques used in developing spreadsheet applications for business information tracking and analysis. Course topics include using formulas, employing creative formatting, and using charts. Additional skills coverage includes use of graphics, developing pivot tables, and managing lists. Prerequisite: CGS 2167C. Lecture. Hrs: 030. Lab Hrs: 020. Other Hrs: 000	
<b>CIS 104A Software Applications: Word Processing</b>	<b>6.0 quarter credit hours</b>
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. Lecture Hrs: 040. Lab Hrs: 040. Other Hrs: 000.	

<b>CJC 2000 Introduction to Corrections</b>	<b>4.0 quarter credit hours</b>
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 1020. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
<b>CJE 1600 Criminal Investigations</b>	<b>4.0 quarter credit hours</b>
Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. Prerequisite: None. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
<b>CJE 2100 Policing in America</b>	<b>4.0 quarter credit hours</b>
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 1020. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000.	
<b>CJE 2580 Introduction to Interviews and Interrogations</b>	<b>4.0 quarter credit hours</b>
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. Prerequisite: None. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
<b>CJE 2670 Introduction to Forensics</b>	<b>4.0 quarter credit hours</b>
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 1020 Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>CJL 2130 Criminal Evidence</b>	<b>4.0 quarter credit hours</b>
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: CCJ1020. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000.	
<b>CJL 2134 Criminal Procedure and the Constitution</b>	<b>4.0 quarter credit hours</b>
There will be a discussion of the Constitutional aspects of criminal procedure. The student will learn procedural aspects of the criminal system from arrest or summons through pretrial motions, trial, post-conviction and appellate processes. A study of the Constitution at work in the court system with current applications. Prerequisites: None. Lec. Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>DEP 2000: Developmental Psychology</b>	<b>4.0 quarter credit hours</b>
This course will explore the physical, cognitive and social- emotional processes across the life span. Readings and lecture will focus on how individuals and defined classes develop psychologically. Key emphasis will focus on the behaviors at various ages and stages of development and the influence of family, culture, and spiritual considerations in human development and transition. Theory Hours: 40 Lab Hrs: 0 Other Hrs: 0	
<b>DSC 2002 Introduction to Terrorism</b>	<b>4.0 quarter credit hours</b>
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. Prerequisite: None. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
<b>EGL 103 Vocabulary</b>	<b>4.0 quarter credit hours</b>
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. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>ENC 1101 Composition I</b>	<b>4.0 quarter credit hours</b>
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.	
<b>ENC 1102 Composition II</b>	<b>4.0 quarter credit hours</b>
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.	

<b>EVS 1001 Environmental Science</b>	<b>4.0 quarter credit hours</b>
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.	
<b>FIN 1103 Introduction to Finance</b>	<b>4.0 quarter credit hours</b>
This course is a survey of the financial considerations encountered during life, including purchases, credit, banking, taxes, insurance, investments, retirement and estate planning. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>HUN 1001 Basic Nutrition</b>	<b>2.0 quarter credit hours</b>
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. Lecture Hrs:020 Lab Hrs: 000 Other Hrs: 000	
<b>LEG 210 Legal Terminology</b>	<b>4.0 quarter credit hours</b>
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. Prerequisites: None. Lecture Hrs:040 Lab Hrs: 000 Other Hrs: 000	
<b>LIS 2004 Introduction to Internet Research</b>	<b>2.0 quarter credit hours</b>
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.	
<b>MAC 1000 College Business Mathematics</b>	<b>4.0 quarter credit hours</b>
This course presents a comprehensive review of computational skills as they apply to the business world. Topics include fractions decimals, banking and credit card transaction, equations, percents, discounting process (trade and cash), markups and markdowns, simple and compound interest, and payroll functions. Prerequisite: None. Lecture Hrs: 040. Lab Hrs: 000 Other Hrs: 000	
<b>MAN 1030 Introduction to Business (previously known as Introduction to the Business Enterprise)</b>	<b>4.0 quarter credit hours</b>
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: 040. Lab Hrs: 000. Other Hrs: 000.	
<b>MAN 2021 Principles of Management</b>	<b>4.0 quarter credit hours</b>
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: 040. Lab Hrs: 000. Other Hrs: 000.	
<b>MAN 2031 Let's Talk Business</b>	<b>2.0 quarter credit hours</b>
Designed to provide opportunities through reading, discussions, and exercises for students to improve their proficiency as communicators in business environments. Prerequisites: None. Lecture. Hrs. 020 Lab Hrs. 000 Other Hrs. 000	
<b>MAN 2300 Introduction to Human Resources</b>	<b>4.0 quarter credit hours</b>
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: 040. Lab Hrs: 000. Other Hrs: 000.	
<b>MAN 2727 Strategic Planning for Business</b>	<b>4.0 quarter credit hours</b>
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. Prerequisites: MAN 1030 FIN 1103 and APA 2121. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
<b>MAR 1011 Introduction to Marketing</b>	<b>4.0 quarter credit hours</b>
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: 040. Lab Hrs: 000. Other Hrs: 000.	
<b>MAR 2305 Customer Relations and Servicing</b>	<b>4.0 quarter credit hours</b>
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: 040. Lab Hrs: 000. Other Hrs: 000.	

<b>MAT 1033 College Algebra</b>	<b>4.0 quarter credit hours</b>
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. Prerequisite: None. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs. 000.	
<b>MCB 1000L Microbiology Laboratory</b>	<b>2.0 quarter credit hours</b>
This course provides the fundamental concepts of microbiology and its relationship to the fields of medicine, industry and agriculture through a lab experience. This includes the study of viruses, bacterial pathogens and fungi. Theory Hours: 0 Lab Hrs: 40 Other Hrs: 0 Prerequisites: BSC 1085, BSC 2085L, BSC 1086, BSC 2086L Co-requisite: MCB 2000L	
<b>MCB 2000 Microbiology</b>	<b>4.0 quarter credit hours</b>
This course is designed to provide the student with an overall understanding of basic microbiology, infection control, disease processes and the body's defenses against them, and wound healing, as well as the terminology associated with each of these areas of concentration. Theory Hours: 40 Lab Hrs: 0 Other Hrs: 0 Prerequisites: BSC 1085, BSC 2085L, BSC 1086, BSC 2086L Co-requisite: MCB 2000L	
<b>MEA 1006 Therapeutic Communications</b>	<b>2.0 quarter credit hours</b>
This course encompasses the nonverbal and verbal therapeutic communications skills needed to deal effectively with physicians, clients, 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. Theory Hours: 20 Lab Hrs: 0 Other Hrs: 0	
<b>MTB 1103 Business Math</b>	<b>4.0 quarter credit hours</b>
This course presents a comprehensive review of computational skills as they apply to the business world. Topics include fractions, decimals, banking and credit card transactions, equations, percents, discounting process (trade and cash), markups and markdowns, simple and compound interest, and payroll functions. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>NUR 1022 Fundamentals of Nursing I</b>	<b>3.0 quarter credit hours</b>
In this course, the student is introduced to the art and science of nursing; the philosophy and the conceptual framework of the Everest nursing program, as well as the core components of Associate Degree Nursing with a focus on professionalism, assessment and communication. The student learns about the NV Board of Nursing Rules and Regulations, Nurse Practice Act and how that applies to nursing practice in NV. The nursing process is introduced as a tool to assist students to utilize critical thinking the formulating nursing decisions. In the Nursing Skills Lab, students will learn to how to conduct a basic health interview and physical examination with clients in preparation for clinical experiences in Fundamentals II. Characteristics of the individual, which include human development, common health problems, human needs and cultural diversity and considerations, are introduced. Students will practice basic nursing adult client care in simulated scenarios in the Nursing Skills Lab. This course provides the basic platform of knowledge, skills and caring upon which subsequent nursing courses are built. Theory Hrs: 20 Lab Hrs. 20 Other Hrs: 0 Prerequisites: BSC 1085, BSC 2085L, MAT 1033, SLS 1110	
<b>NUR 1025 Fundamentals of Nursing II</b>	<b>1.0 quarter credit hour</b>
This course is a continuation of the theory and concepts learned in Fundamentals of Nursing I and continues with the information that introduces concepts basic to beginning nursing practice. Emphasis is placed on the application of the nursing process to provide and manage care as a member of the discipline of nursing. Upon completion, students should be able to demonstrate beginning competence in caring for individuals with common alterations of health. Students also learn about legal implications of nursing practice, safety and definition and reporting of sentinel events. Theory and procedures related to basic human needs are taught, demonstrated and practiced in class, nursing skills laboratory and in area health care facilities. Theory Hrs: 10 Lab Hrs: 0 Other Hrs: 0 Prerequisite: NUR 1022 Co-requisite: NUR1024L	
<b>NUR 1025L Fundamentals of Nursing II Clinical</b>	<b>2.0 quarter credit hours</b>
This course is a continuation of the concepts learned in Fundamentals of Nursing I and continues with the information that introduces concepts basic to beginning nursing practice. Emphasis is placed on the application of the nursing process to provide and manage care as a member of the discipline of nursing. Upon completion, students should be able to demonstrate beginning competence in caring for individuals with common alterations of health. Procedures related to basic human needs are taught, demonstrated and practiced in class and in area health care facilities. Theory Hrs: 0 Lab Hrs: 0 Clinical Hrs: 60 Prerequisite: NUR 1022 Co-requisite: NUR 1024	
<b>NUR 1140 Nursing Pharmacology</b>	<b>3.0 quarter credit hours</b>
This course is designed to provide nursing students with a knowledge of biological factors influencing drug actions, predictable effects of drugs on the physiological problem, modifiers of the predictable effects, commonalities and variations between the actions of drugs employed for comparable therapeutic effect, adverse effects of drugs that can and do commonly occur, and application of the nursing process in drug therapy. Theory Hrs: 30 Lab Hrs: 0 Other Hrs: 0 Prerequisites: BSC 1085, BSC 2085L, MAT 1033, SLS 1105. Co-requisite: NUR 1022	
<b>NUR 1210 Nursing Care of the Adult Client I</b>	<b>4.0 quarter credit hours</b>
This course addresses the standards of practice for adult/geriatric clients requiring less complex nursing care and focuses on the use of the nursing process in assisting adult/geriatric clients to adapt to their ever-changing health needs. Theory Hours: 40 Lab Hrs: 0 Other Hrs: 0 Prerequisites: NUR 1022, NUR 1024 Co-requisites: NUR 1210L	

<b>NUR 1210L Nursing Care of the Adult Client I Clinical</b>	<b>4.0 quarter credit hours</b>
The clinical portion of the Nursing Care of the Adult Client I course integrates application of the theory learned to use in a variety of settings when caring for the adult/geriatric client with consultation and availability of multiple health care resources. Theory Hours: 0 Lab Hrs: 20 Clinical Hrs: 90 Prerequisites: NUR 1022, NUR 1024 Co-requisites: NUR 1210	
<b>NUR 1440 Maternal and Child Nursing</b>	<b>4.0 quarter credit hours</b>
This course is designed to present the concepts of health and illness from conception through adolescence. The nursing process, growth and development and the family are integrated. Theory Hours: 40 Lab Hrs: 0 Other Hrs: 0 Prerequisite: NUR 1210 Co-requisites: NUR 1440L	
<b>NUR 1440L Maternal and Child Nursing Clinical</b>	<b>4.0 quarter credit hours</b>
The clinical portion of the Maternal and Child course integrates the theory in providing care with obstetric and pediatric clients in acute care agencies, community health agencies, schools and in simulated experiences in the nursing computer and skills lab. Theory Hours: 0 Lab Hrs: 20 Clinical Hrs: 90 Prerequisite: NUR 1210L Co-requisites: NUR 1440	
<b>NUR 2212 Nursing Care of the Adult Client II</b>	<b>4.0 quarter credit hours</b>
This course builds on the course content of NUR 1210 and focuses on the nursing care of adults/geriatric clients with altered health states. The nursing process is used as a continuing theme to integrate classroom theory with more complex clinical nursing care. Theory Hours: 40 Lab Hrs: 0 Other Hrs: 0 Prerequisites: NUR 1210 Co-requisites: NUR 221	
<b>NUR 2212L Nursing Care of the Adult Client II Clinical</b>	<b>4.0 quarter credit hours</b>
The clinical portion of Care of the Adult Client II integrates the theory learned in caring for the adult/geriatric client and applies it to multiple clinical situations. Theory Hours: 0 Lab Hrs: 20 Clinical Hrs: 90 Prerequisites: NUR 1210L Co-requisites: NUR 2212	
<b>NUR 2244 Advanced Nursing Care</b>	<b>4.0 quarter credit hours</b>
This course builds on the content of the previous nursing courses and continues the focus on nursing care of clients with altered health states of a very complex nature. The nursing process is used as a continuing theme to integrate advanced classroom theory with clinical practice. Theory Hours: 40 Lab Hrs: 0 Other Hrs: 0 Prerequisites: NUR 2212 Co-requisites: NUR 2244L	
<b>NUR 2244L Advanced Nursing Care Clinical</b>	<b>4.0 quarter credit hours</b>
The clinical portion the Advanced Nursing Care course integrates and applies the theory learned by focusing on providing complex care to clients in various age groups in specific clinical sites. Students may work with a nurse preceptor, as available, in specific clinical areas. Theory Hours: 0 Lab Hrs: 20 Clinical Hrs: 90 Prerequisites: NUR 2212 Co-requisites: NUR 2244	
<b>NUR 2513 Mental Health Nursing</b>	<b>3.0 quarter credit hours</b>
This course is a study of the nurse's role in caring for clients experiencing alterations in mental health and those experiencing mental illness throughout the life span. Theory Hours: 30 Lab Hrs: 0 Other Hrs: 0 Prerequisites: NUR 2212 Co-requisites: NUR 2513L	
<b>NUR 2513L Mental Health Nursing Clinical</b>	<b>3.0 quarter credit hours</b>
The clinical portion of the Mental Health Nursing course applies the theory learned in class to clinical experience in various mental health agencies, long-term care facilities and other agencies where the student will receive experience with clients experiencing alterations in mental health. The focus is on the role of the nurse in mental health and illness through the lifespan utilizing the nursing process. Theory Hours: 0 Lab Hrs: 0 Clinical Hrs: 90 Prerequisites: NUR 2212L Co-requisites: NUR 2513	
<b>NUR 2611 Contemporary Nursing in Community Settings</b>	<b>3.0 quarter credit hours</b>
This course focuses on the nursing role in the community with the emphasis on concepts and theories related to Community Health Nursing. Special consideration is given to the community as a client with emphasis on health promotion and disease prevention. Theory Hours: 30 Lab Hrs: 0 Other Hrs: 0 Prerequisites: NUR 2244 Co-requisites: NUR 2611L	
<b>NUR 2611L Contemporary Nursing in Community Clinical</b>	<b>3.0 quarter credit hours</b>
This clinical portion of the Contemporary Nursing in Community Settings course integrates the theory learned and applies it in various community settings. The focus is on nursing care for clients in alternative settings within the community and throughout the lifespan. Theory Hrs. 0 Lab Hrs. 0 Clinical Hrs: 90 Prerequisites: NUR 2244L Co-requisites: NUR 2611	
<b>NUR 2881 Nursing Leadership and Management</b>	<b>3.0 quarter credit hours</b>
This course is designed to develop leadership skills for Associate Degree Nursing students that are necessary to manage clients, families and other members of the health care team. The scope of practice of various licensed and unlicensed caregivers are explored, communication skills, leadership, delegation and time and resource management are also included in the curriculum. Theory Hours: 30 Lab Hrs: 0 Other Hrs: 0 Prerequisites: NUR 2513, NUR 2244 Co-requisites: NUR 2881L	

<b>NUR 2881L Nursing Leadership and Management Clinical</b>	<b>3.0 quarter credit hours</b>
The clinical portion of the Nursing Leadership and Management course integrates the theoretical aspects of the course in a variety of settings. Students will identify traits and qualities in nurse managers/leaders and obtain experiences that will assist in molding the student for future management/leadership opportunities. Because of the growing importance of long term care, students will be encouraged to seek experiences in these settings as well. Theory Hours: 0 Lab Hrs: 0 Clinical Hrs: 90 Prerequisites: NUR 2513 , NUR 2244 Co-requisites: NUR 2881	
<b>NUR 2965 NCLEX Review</b>	<b>2.0 quarter credit hours</b>
Focus of this course is to review materials, theory and clinical, to prepare the student to taking the NCLEX-RN licensure examination and for the student's future role as a professional nurse. Students will participate in case studies, clinical scenarios and practice in the nursing skills lab. Theory Hrs. 20 Lab Hrs: 0 Clinical Hrs: 0 Prerequisites: NUR 2513, NUR 2244 Co-requisites: NUR 2611, NUT 2881	
<b>OFT 1143 Intermediate Keyboarding</b>	<b>2.0 quarter credit hours</b>
This course emphasizes intensive drills in speed building techniques for typing the alphabet, symbols, and numbers. Prerequisite: OST 1141L. Lecture Hrs: 000 Lab Hrs: 040 Other Hrs: 000	
<b>OFT 1144 Advanced Keyboarding</b>	<b>2.0 quarter credit hours</b>
This course emphasizes intensive drills in speed building techniques for typing the alphabet, symbols, and numbers. Prerequisite: OFT 1143. Lecture Hrs: 000 Lab Hrs: 040 Other Hrs: 000	
<b>OST 1141L Keyboarding</b>	<b>2.0 quarter credit hours</b>
Designed to familiarize the student with basic keyboarding and develop minimum typing skills. Prerequisite: None. Lecture Hrs: 000. Lab Hrs: 040. Other Hrs: 000.	
<b>OST 2335 Business Communications</b>	<b>4.0 quarter credit hours</b>
Practical written communication skills for busuiness 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.	
<b>OST 2725 Applied Word Processing</b>	<b>4.0 quarter credit hours</b>
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. Other Hrs: 000	
<b>PLA 1003 Introduction to Legal Assisting</b>	<b>4.0 quarter credit hours</b>
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. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>PLA 1105 Legal Research and Writing I</b>	<b>4.0 quarter credit hours</b>
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 statues. Techniques will be developed for analyzing cases and preparing case briefs. Prerequisite: PLA1003. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>PLA 2106 Legal Research and Writing II</b>	<b>4.0 quarter credit hours</b>
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. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>PLA 2203 Civil Procedure</b>	<b>4.0 quarter credit hours</b>
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. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>PLA 2273 Torts</b>	<b>4.0 quarter credit hours</b>
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. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	

<b>PLA 2363 Criminal Procedure and the Constitution</b>	<b>4.0 quarter credit hours</b>
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	
<b>PLA 2423 Contract Law</b>	<b>4.0 quarter credit hours</b>
The principles of contract law are addressed and discussed in this course including the major provisions of the Uniform Commercial Code. Basic contract provisions and drafting techniques are explained and practiced through the drafting of various types of contracts. Contract litigation is also covered. Prerequisite: PLA 1003. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>PLA 2433 Business Organizations</b>	<b>4.0 quarter credit hours</b>
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. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>PLA 2460 Bankruptcy</b>	<b>4.0 quarter credit hours</b>
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. Prerequisites: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>PLA 2483 Introduction to Administrative Law</b>	<b>4.0 quarter credit hours</b>
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. Prerequisites: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>PLA 2600 Wills, Trusts and Probate</b>	<b>4.0 quarter credit hours</b>
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. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>PLA 2610 Real Estate Law</b>	<b>4.0 quarter credit hours</b>
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. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>PLA 2631 Environmental Law</b>	<b>4.0 quarter credit hours</b>
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. Prerequisites: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>PLA 2763 Law Office Management</b>	<b>4.0 quarter credit hours</b>
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. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>PLA 2800 Family Law</b>	<b>4.0 quarter credit hours</b>
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. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>PLA 2930 Contemporary Issues and Law</b>	<b>4.0 quarter credit hours</b>
This course examines contemporary law, including contemporary legal issues as well as practicing law in today's environment. Prerequisite: PLA 1003. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>POS 2041 American National Government</b>	<b>4.0 quarter credit hours</b>
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. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	

<b>PSI 201 U.S. and Nevada Constitution</b>	<b>4.0 quarter credit hours</b>
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.	
<b>PSY 2012 General Psychology</b>	<b>4.0 quarter credit hours</b>
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.	
<b>SBM 2000 Small Business Management</b>	<b>4.0 quarter credit hours</b>
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: 040. Lab Hrs: 000. Other Hrs: 000.	
<b>SLS 1105 Strategies for Success</b>	<b>4.0 quarter credit hours</b>
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.	
<b>SLS 1110: Strategies for Nursing Success</b>	<b>2.0 quarter credit hours</b>
This course is designed to prepare students for transitions in their nursing education and life. The course includes introduction to the College and its resources, study skills, test-taking skills, critical thinking, medical terminology, abbreviations, math review, communication, written and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success. Theory Hrs: 20 Lab Hrs: 0 Other Hrs: 0	
<b>SLS 1321 Career Skills and Portfolio Development (previously known as Career Skills)</b>	<b>2.0 quarter credit hours</b>
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.	
<b>SLS 1505 Basic Critical Thinking</b>	<b>2.0 quarter credit hours</b>
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.	
<b>SPC 2017 Oral Communications</b>	<b>4.0 quarter credit hours</b>
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.	
<b>SYG 2000 Principles of Sociology</b>	<b>4.0 quarter credit hours</b>
A study of cultural heritage, of the cultural influence of human nature and personality, and of social interaction. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>TAX 2000 Tax Accounting</b>	<b>4.0 quarter credit hours</b>
This is a survey course covering the laws, procedures, returns, and subsidiary schedules involved in the preparation of Federal personal tax returns. Prerequisite: None. Lecture Hrs: 030. Lab Hrs: 020. Other Hrs: 000.	

## CORINTHIAN COLLEGES, INC.

The following schools in the United States are owned by Corinthian Colleges, Inc.:	
<p><b>Everest College</b>                      Alhambra, CA (main campus)                      Anaheim, CA (main campus)                      Arlington, TX (additional location of Everest Institute, Rochester, NY)                      Arlington, VA (additional location of Everest College, Thornton, CO)                      Aurora, CO (additional location of Everest College, Thornton, CO)                      Atlanta West, GA (branch of Everest College, Reseda, CA)                      Bedford Park, IL (branch of Everest College, Alhambra, CA)                      Bremerton, WA (main campus)                      Burr Ridge, IL (branch of Everest College, Skokie, IL)                      Chesapeake, VA (additional location of Everest College, Newport News, VA)                      Chicago, IL (branch of Everest College, San Francisco, CA)                      City of Industry, CA (branch of WyoTech, Long Beach, CA)                      Colorado Springs, CO (main campus)                      Dallas, TX (additional location of Everest College, Portland, OR)                      Everett, WA (additional location of Everest College, Bremerton, WA)                      Fort Worth, TX (additional location of Everest College, Salt Lake City, UT)                      Fort Worth South, TX (additional location of Everest College, Colorado Springs, CO)                      Gardena, CA (main campus)                      Hayward, CA (main campus)                      Henderson, NV (main campus)                      Los Angeles (Wilshire), CA (main campus)                      McLean, VA (additional location of Everest College, Colorado Springs, CO)                      Melrose Park, IL (branch of Everest College, Skokie, IL)                      Merrillville, IN (branch of Everest Institute, Grand Rapids, MI)                      Merrionette Park, IL (additional location of Everest University, Pompano Beach, FL)                      Milwaukee, WI (branch of Everest University, Tampa, FL)                      Newport News, VA (main campus)                      North Aurora, IL (branch of Everest Institute, Brighton, MA)                      Ontario, CA (main campus)                      Ontario (Metro), CA (additional location of Everest College, Springfield, MO)                      Portland, OR (main campus)                      Renton, WA (main campus)                      Reseda, CA (main campus)                      Salt Lake City, UT (main campus)                      San Bernardino, CA (main campus)                      San Francisco, CA (main campus)                      San Jose, CA (main campus)                      Santa Ana, CA (additional location of Everest College, Colorado Springs, CO)                      Seattle, WA (main campus)                      Skokie, IL (main campus)                      Springfield, MO (main campus)                      St. Louis (Earth City), MO (additional location of Everest College, Bremerton, WA)                      Tacoma, WA (additional location of Everest College, Bremerton, WA)                      Thornton, CO (main campus)                      Torrance, CA (main campus)                      Vancouver, WA (additional location of Everest College, Portland, OR)                      Vancouver, WA (additional location of Everest College, Seattle, WA)                      West Los Angeles, CA (main campus)</p>	<p>Detroit, MI (branch of Everest Institute, Southfield, MI)                      Eagan, MN (branch of Everest Institute, Cross Lanes, WV)                      Fort Lauderdale, FL (additional location of Everest Institute, Kendall, FL)                      Gahanna, OH (branch of Everest College, Ontario, CA)                      Grand Rapids, MI (main campus)                      Hialeah, FL (additional location of Everest Institute, Miami, FL)                      Houston (Bissonnet), TX (branch of Everest College, Renton, WA)                      Houston (Greenspoint), TX (branch of Everest Institute, San Antonio, TX)                      Houston (Hobby), TX (branch of Everest Institute, San Antonio, TX)                      Jonesboro, GA (branch of Everest College, Ontario, CA)                      Kalamazoo, MI (branch of Everest Institute, Grand Rapids, MI)                      Marietta, GA (branch of Everest College, Reseda, CA)                      Miami (Kendall), FL (main campus)                      Miami, FL (main campus)                      Norcross, GA (branch of Everest College, Gardena, CA)                      Pittsburgh, PA (main campus)                      Portland (Tigard), OR (additional location of Everest College, Seattle, WA)                      Rochester, NY (main campus)                      San Antonio, TX (main campus)                      Southfield, MI (main campus)                      South Plainfield, NJ (branch of Everest Institute, Southfield, MI)                      Silver Spring, MD (additional location of Everest College, Portland, OR)  <b>Everest University</b>                      Tampa (Brandon), FL (additional location of Everest University Tampa, FL)                      Jacksonville, FL (additional location of Everest University, Largo, FL)                      Lakeland, FL (additional location of Everest University, Largo, FL)                      Largo, FL (main campus)                      Melbourne, FL (additional location of Everest University, North Orlando, FL)                      North Orlando, FL (main campus)                      Orange Park, FL (additional location of Everest University, Tampa, FL)                      Pompano Beach, FL (main campus)                      South Orlando, FL (additional location of Everest University, North Orlando, FL)                      Tampa, FL (main campus)  <b>WyoTech</b>                      Blairsville, PA (branch of WyoTech, Laramie, WY)                      Daytona Beach, FL (main campus)                      Fremont, CA (main campus)                      Laramie, WY (main campus)                      Long Beach, CA (main campus)                      Sacramento, CA (branch of WyoTech, Laramie, WY)  <b>Heald College</b>                      Concord, CA (main campus)                      Fresno, CA (main campus)                      Hayward, CA (main campus)                      Honolulu, HI (branch of Heald College, San Francisco)                      Modesto, CA (branch of Heald College, Hayward)                      Portland, OR (branch of Heald College, San Francisco)                      Rancho Cordova, CA (main campus)                      Roseville, CA (main campus)                      Salinas, CA (main campus)                      San Francisco, CA (main campus)                      San Jose, CA (Milpitas) (main campus)                      Stockton, CA (main campus)</p>

<p><b>Everest College Phoenix</b>  Phoenix, AZ (main campus)  Mesa, AZ (branch of Everest College Phoenix, AZ)</p> <p><b>Everest Institute</b>  Austin, TX (branch of Everest Institute, Southfield, MI)  Brighton, MA (main campus)  Chelsea, MA (branch of Everest College, Alhambra, CA)  Cross Lanes, WV (main campus)  Dearborn, MI (branch of Everest Institute, Southfield, MI)  Decatur, GA (branch of Everest Institute, Cross Lanes, WV)</p>	
<p><b>The following schools in Canada are owned by Corinthian Colleges, Inc.:</b></p>	
<p><b>Everest College of Business, Technology, and Healthcare</b>  All Canadian locations listed below are branches of Everest College Canada, Inc.</p> <ul style="list-style-type: none"> <li>Barrie, Ontario</li> <li>Brampton, Ontario</li> <li>Hamilton City Centre, Ontario</li> <li>Hamilton Mountain, Ontario</li> <li>Kitchener, Ontario</li> <li>London, Ontario</li> <li>Mississauga, Ontario</li> </ul>	<ul style="list-style-type: none"> <li>Nepean, Ontario</li> <li>New Market, Ontario</li> <li>North York, Ontario</li> <li>Ottawa-East, Ontario</li> <li>Scarborough, Ontario</li> <li>Sudbury, Ontario</li> <li>Thunder Bay, Ontario</li> <li>Toronto College Park (South), Ontario</li> <li>Windsor, Ontario</li> </ul>

## 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.

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

## APPENDIX A: ADMINISTRATION AND FACULTY

<b>Administrative Staff</b>		
Dave Fritz	President	BA, Buena Vista University MS, NW Missouri State University
Rebecca Peregrine	Vice President	BS, Business Management MA, Organizational Management
Camille Greer	Senior Administrative Assistant	
Kurt Oshiro	IT	BS, University of Hawaii
<b>Education</b>		
Yemi Awolola	Academic Dean	MA, Strayer University BA, University of Missouri-Columbia
Timothy Dilloo	Senior Registrar	
Jarena Jones	Registrar	
Holly Radosevich	Registrar	AA, CSN
Alexandra Reyes	Registrar	BA, Central Washington University
Danielle Golden	Registrar	
Kathryn Purcell	Student Success Coordinator	AA, Southwestern Michigan College
Paolina Taglienti	Librarian	MS.ED, Long Island University MLS, Queens College BA, University of Delaware
Melody Blanton		AA, Everest College
Theresa Miller		AA, Citrus College
<b>Department Chairs</b>		
Cassandra Major	Medical	MBA, University of Phoenix BS, University of Phoenix Medical Assistant Certification Skadron Business College
Clara (Hanson) Casey	Court Reporting	AA, Phillips Junior College CRI/CCR Certified
Dr. Dina Faucher	Campus Nursing Director	Ph.D., Wayne State University Detroit, MI MSN, Madonna University Livonia, MI BSN, Madonna University Livonia, MI
Detannya Towner	Paralegal	JD, George Washington MFA, University of Maryland BS, Illinois State University
Jim McGuinness	Justice Studies	BA, University of Nevada-Las Vegas
Lavonne Kolender	Business & Accounting	MBA, University of Phoenix BA, University of Phoenix
Michael Delaney	General Education	BS, University of Florida AA, St. Petersburg College
<b>Admissions</b>		
Nichole Smith	Director of Admissions	BA, Florida Metropolitan University
Roy Baharav	Admissions Manager	BA, C.W. Post-Long Island University
Marjorie Zelaya	Admissions Support	
Cortney Woods	Director of First Impressions	
Christopher Goff	Director of First Impressions	

Jackie Brown	Admissions Representative	BS, UNLV
April Quinn	Admissions Representative	BS, UNLV
Andrew Kitchen	Admissions Representative	BS, Ohio University
Daniel Debeau	Admissions Representative	BA, UNLV
Jennifer Kabat	Admissions Representative	BA, DePaul University
Pam Kowell	Admissions Representative	BS, Baldwin Wallace University
Glen Hendrickson	Admissions Representative	
Sandra Nelson	Admissions Representative	
Latisha Glaspie	Admissions Representative	Certificate, Jackson Area Career Center
Larren Hey	Admissions Representative	
Divannea Fladger	Admissions Representative	AA, Everest College
Quintin Wallace	Admissions Representative	
Cecelia Jacobson	Admissions Representative	AA, Truman College
Scott Grooms	Admissions Representative	BA, Oakland University
Ricardo DeSouza	Admissions Representative	
Jesse Estrada	Admissions Representative	
Marsha Bramlett-White	Admissions Representative	
Justin Krosta	Admissions Representative	
Laurie Irvin	Admissions Representative	
Linda Jordan	Admissions Representative	
Preston Clark	Director of High School Admissions Representative	MA, Everest University BA, Temple University
Heather Jones	High School Admissions Representative	
Wilfred Aquino	High School Admissions Representative	
Devon Thomas	High School Admissions Representative	BA, Sage College of Albany
Joseph Jeyba	High School Admissions Representative	BA, Devry University
Lori Stratton	High School Presenter	
Daniel Goodwin	High School Presenter	
<b>Career Services</b>		
James Orluck	Director of Career Services	MBA, University of Phoenix BA, University of California
Krystal Soto	Medical Externship Coordinator	
Karin Casterton	Career Services Representative	
Tina Gonzalez	Career Services Representative	AA, University of New Mexico
Charlene Ridley	Career Services Representative	BS, University of Maryland
Patrice Navrude	Career Services Representative	BS, UNLV
Sophia Melgoza	Career Services Representative	
Tancy Gilbert	Career Services Representative	
<b>Finance</b>		
RoseMarie Young	Director of Finance	
Peggy Dickson	Financial Aid Representative	
Tyese Dunn	Financial Aid Representative	
Tamisha Gray	Financial Aid Representative	BA, UNLV
William Jarrett	Financial Aid Representative	
Jeffrey Simons	Financial Aid Representative	MBA, Belhaven College
Cyndi Bueno	Financial Aid Representative	

Ashlie Davis	Financial Aid Representative	
Nikki Schmidt	Financial Aid Representative	AA, Bryant & Stratton College
Marie Iglesias	Student Account Manager	
Christine LaVasco	Student Account Representative	AA, Everest College
Sabrina Shelley	Student Account Representative	
Joanna Maatta	Student Loan Specialist	MA, Lehigh University BA, University of Pittsburgh
<b>General Education</b>		
Christine Freeze	General Education	BA , Brigham Young University
Dan McWhitis	General Education Business	MBA, Stephen F. Austin BS, Tarleton State
Felipe Riojas	General Education	MA, University of Texas at San Antonio BA, Texas Tech University
Francis Keaton	General Education/Business	MBA, University of Auckland
Geary Hewett	General Education	MS , University of Alabama B.S, University of Alabama A.S, Shelton State Community College
George Trimble	General Education/ Business	MPA, Troy State
James Gamble	General Education	BS, University of Texas
John Kuminecz	General Education	MA, USC BA., Notre Dame
Martha Myricks	General Education	BS, San Francisco State
Maricel Waldie	General Education Medical Anatomy & Physiology	BS, University of Wisconsin AA , St. Petersburg College
Mel Velasquez	General Education	M.S, Purdue University B.A, Indiana University
Nancy Escobedo	General Education	MA, University of Redlands BA, California Polytechnic University AA, Mount San Antonio College
Pat Martin	General Education	MA , University of Phoenix BA , CSU - Bakersfield
<b>Court Reporting</b>		
Ellen Lawson	Court Reporting	Certificate- Moore's Business College
John Armenit	Court Reporting	AA, Las Vegas College
Pam Fava	Court Reporting	Certificate - Sacramento City College of Court Reporting
Rachel Anstee-Mann	Court Reporting	AA , Everest College
Rene Hannah	Court Reporting	Certificate - Argonaut School of Court Reporting
<b>Criminal Justice</b>		
Jackie Miller	Criminal Justice	BA, Nevada State College AA, CSN
John Taylor	Criminal Justice	MS , Chicago State University BS, Loyola University
Leslie Harris	Criminal Justice	BA , Calumet College of St. Joseph
Nicole Guess	Criminal Justice	MBA, National University BA, University of California
Randy Mazner	Criminal Justice	AA, Lansing Community College
Samantha Willey	Criminal Justice/General Education	MA , UNLV B.S., University of Arizona
Sheryl Foster	Criminal Justice	MA, Sam Houston State University BA, Chaminade University
Stephen Rogers	Criminal Justice	MPA , Colorado University BS, Colorado State University

Terry Lamb	Criminal Justice Paralegal	JD, Western University College of Law BS, California State University-Long Beach
<b>Business</b>		
Brandon Foor	Business	MBA, Shippensburg University BA, Pennsylvania State University
Dave McClain	Business	MBA , University of New Mexico BA, Western New Mexico University
George Trimble	Business/General Education	MPA , Troy University BLS, University of Albuquerque
Sheila Rodgers	Business	MPM , Keller Graduate School BS , DeVry University
<b>Paralegal</b>		
Margret Pickard	Paralegal	Juris Doctorate University of California BS, University of California
Mike Rowe	Paralegal	JD, McGeorge School of Law BA, University of Nevada-Las Vegas
Robert Kohl	Paralegal/General	JD , Western State University
<b>Massage</b>		
Beth Knowles	Lead Instructor	Diploma - Massage Therapy
Larry Thomas	Massage	Diploma - Massage Therapy Certificate – Massage Therapy Florida College of Natural Health
Laura Bernadot	Massage	Diploma - Utah College of Massage Therapy Certificate - National Certification Board of therapeutic Massage and Body Work
Peter Shankland	Massage	Diploma - Massage Therapy
<b>Medical</b>		
Alena Schmidt	Medical	Diploma - Heritage College
Ann Fuller	Medical	CMA Diploma - Ohio Institute of Health Careers
Anthony Taormina	Medical	AA , CCI/Phillips College
Carol Jaco	Medical	BS, University of Northern Colorado Diploma – Pima Medical Institute
Casandra Barrett	Medical	AA, Victor Valley College Diploma - Everest College
Heather Workman	Medical	Medical Assisting Certificate - Academy of Medical Careers
Henry Crossen	Medical	B.S, UNLV
Holly Esposito	Medical	Diploma – Medical Assisting, Heritage College
Ivy Minnie	Medical	MLS, Ft. Hays State University BSW, Augusta State University AA -,Leeward Community College
Jennifer Mulhal	Medical	Diploma – Everest College
Jessica Wilbur	Medical	Diploma - Medical Assisting, Concord Career College
Jonathen Rowe	Medical	BS , Illinois State University
Joy Howard	Medical	Diploma - Medical Assisting, U.E I.
Karen Law	Medical	Medical Assisting Diploma - North West College
Linda Rumley	Medical	Medical Assistant Diploma - Colorado College of Medicine
Marianne Jagmin	Medical	BA, Louis University AA ,Louis University
Nancy Chartier	Medical	Diploma - Bryman

Shelly Heaton	Medical	AS, Medical Assistant Anthem College
Shiheta Engram	Medical	Medical Assistant Certificate
Sunjetto Fegan-Smith	Medical	BS , Anthem University
Tamika Marshall	Medical	Medical Asst Assistant Diploma - Sanford Brown
Vanessa Howard	Medical	AA, Sawyer School
<b>Nursing</b>		
Beverly Driskill	Nursing Faculty	MSN, University of Phoenix BSN, California State Dominquez Hills AS, Nursing, Milwaukee Area Technical College
Maria Lipscomb	Nursing Faculty	MSN, Touro University, Henderson BSN from Regis University, Denver, CO AS, Nursing from Panama City Community College
Renee Juarez	Nursing Administrative Assistant	

## APPENDIX B: TUITION AND FEES

PROGRAM	PROGRAM LENGTH	CREDITS UNITS	PER UNIT COST	TOTAL TUITION	TEXTBOOKS, EQUIPMENT, AND CERTIFICATION (ESTIMATED)
<b>QUARTERLY PROGRAMS</b>					
CRIMINAL JUSTICE	18-24 MONTHS	96	\$425	\$40,800	\$579 PER TERM
PARALEGAL	18-24 MONTHS	96	\$425	\$40,800	\$579 PER TERM
BUSINESS	18-24 MONTHS	96	\$405	\$38,880	\$579 PER TERM
ACCOUNTING	18-24 MONTHS	96	\$425	\$40,800	\$579 PER TERM
NURSING	24 MONTHS	117	\$425	\$49,725	\$614 PER TERM
<b>MODULAR PROGRAMS</b>					
MEDICAL ASSISTANT	10 MONTHS	59	N/A	\$20,402	\$1,529
MEDICAL ADMINISTRATIVE ASSISTANT	8 MONTHS	47	N/A	\$18,136	\$1,345
MEDICAL INSURANCE BILLING AND CODING	8 MONTHS	47	N/A	\$18,136	\$1,895
A \$25 monthly fee is charged for all programs, except Nursing. Effective for diploma programs starting February 1, 2011 and after Effective for degree programs starting April 1, 2011 and after					

PROGRAM	PROGRAM LENGTH	CREDITS UNITS	PER UNIT COST	TOTAL TUITION	TEXTBOOKS, EQUIPMENT, AND CERTIFICATION (ESTIMATED)
<b>QUARTERLY PROGRAMS</b>					
CRIMINAL JUSTICE	18-24 MONTHS	96	\$425	\$40,800	\$579 PER TERM
PARALEGAL	18-24 MONTHS	96	\$425	\$40,800	\$579 PER TERM
BUSINESS	18-24 MONTHS	96	\$405	\$38,880	\$579 PER TERM
ACCOUNTING	18-24 MONTHS	96	\$425	\$40,800	\$579 PER TERM
NURSING	24 MONTHS	117	\$425	\$49,725	\$614 PER TERM
<b>MODULAR PROGRAMS</b>					
MEDICAL ASSISTANT	10 MONTHS	59	N/A	\$20,402	\$1,536
MEDICAL ADMINISTRATIVE ASSISTANT	8 MONTHS	47	N/A	\$18,136	\$1,368
MEDICAL INSURANCE BILLING AND CODING	8 MONTHS	47	N/A	\$18,136	\$1,955
A \$25 monthly fee is charged for all programs, except Nursing. Effective for all programs starting July 1, 2011 and after					

## APPENDIX C: ACADEMIC CALENDARS

### QUARTER-BASED PROGRAMS

FY 2010 – 2011 Academic Calendar				
Summer Term Starts		July	12	2010
Summer Term Drop/Add Deadline		July	25	2010
Mini-Term Starts		August	23	2010
Mini-Term Drop/Add Deadline		August	29	2010
Labor Day Holiday		September	6	2010
Micro-Term Starts		September	13	2010
Summer Term Ends		October	3	2010
Fall Break	From:	October	4	2010
	To:	October	10	2010
Fall Term Start		October	11	2010
Fall Term Drop/Add Deadline		October	24	2010
Mini-Term Starts		November	22	2010
Thanksgiving Day Holiday	From:	November	25	2010
	To:	November	26	2010
Mini-Term Drop/Add Deadline		December	1	2010
Micro-Term Starts		December	13	2010
Winter Holiday	From:	December	23	2010
	To:	January	2	2011
Classes Resume		January	3	2011
Fall Term Ends		January	9	2011
Winter Break	From:	January	10	2011
	To:	January	16	2011
M.L. King Jr. Birthday Holiday		January	17	2011
Winter Term Starts		January	18	2011
Winter Term Drop/Add Deadline		January	31	2011
Presidents' Day		February	21	2011
Mini-Term Starts		February	28	2011
Mini Term Drop/Add Deadline		March	6	2011
Micro-Term Starts		March	21	2011
Winter Term Ends		April	10	2011
Spring Vacation	From:	April	11	2011
	To:	April	17	2011
Spring Term Starts		April	18	2011
Spring Term Drop/Add Deadline		May	2	2011
Memorial Day Holiday		May	30	2011
Mini-Term Starts		May	31	2011
Mini Term Drop/Add Deadline		June	6	2011
Micro-Term Starts		June	20	2011
Independence Day Holiday		July	4	2011
Spring Term Ends		July	10	2011
Summer Vacation	From:	July	11	2011
	To:	July	17	2011

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

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

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

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

## MODULAR PROGRAMS

<b>Modular Programs Weekday 2011-2013</b>	
<b>Start Dates</b>	<b>End Dates</b>
2/28/11	3/25/11
3/28/11	4/22/11
4/25/11	5/23/11
5/24/11	6/21/11
6/22/11	7/20/11
7/21/11	8/17/11
8/18/11	9/15/11
9/19/11	10/14/11
10/17/11	11/11/11
11/14/11	12/13/11
12/14/11	1/20/12
1/23/12	2/17/12
2/21/12	3/19/12
3/21/12	4/17/12
4/19/12	5/16/12
5/17/12	6/14/12
6/18/12	7/16/12
7/18/12	8/14/12
8/16/12	9/13/12
9/17/12	10/12/12
10/16/12	11/12/12
11/14/12	12/13/12
12/17/12	1/23/13

<b>Modular Programs Weekend 2011-2012</b>	
<b>Start Dates</b>	<b>End Dates</b>
2/12/11	3/6/11
3/12/11	4/3/11
4/16/11	5/8/11
5/14/11	6/12/11
6/18/11	7/17/11
7/23/11	8/14/11
8/20/11	9/18/11
9/24/11	10/16/11
10/22/11	11/13/11
11/19/11	12/18/11
1/7/12	1/29/12
2/4/12	2/26/12
3/3/12	3/25/12
3/31/12	4/22/12
4/28/12	5/20/12
6/2/12	6/24/12
6/30/12	7/22/12
7/28/12	8/19/12
8/25/12	9/23/12
9/29/12	10/21/12
10/27/12	11/18/12
12/1/12	12/23/12

<b>Modular Programs Day/ Afternoon /Evening 2010 – 2013</b>		
<b>Holiday/Student Breaks</b>	<b>Start Dates</b>	<b>End Dates</b>
Holiday Break	12/25/10	1/2/11
Winter Break	1/10/11	1/16/11
Winter Holiday	12/23/11	1/2/12
Martin Luther King Jr Day	1/16/12	1/16/12
Presidents Day	2/20/12	2/20/12
Memorial Day	5/28/12	5/28/12
Independence Day	7/4/12	7/4/12
Labor Day	9/3/12	9/3/12
Thanksgiving Day Holiday	11/22/12	11/23/12
Winter Holiday	12/24/12	1/1/13

<b>Modular Weekend Programs 2010 – 2013</b>		
<b>Holiday/Student Breaks</b>	<b>Start Dates</b>	<b>End Dates</b>
Holiday Break	12/25/10	1/2/11
Independence Day	7/2/11	7/4/11
Thanksgiving Day Holiday	11/24/11	11/27/11
Winter Holiday 2011	12/23/11	1/2/12
Memorial Day	5/26/12	5/28/12
Labor Day	9/1/12	9/3/12
Thanksgiving Day Holiday	11/22/12	11/25/12
Winter Holiday 2012	12/24/12	1/1/13

<b>Modular Programs Weekday 2013-2015</b>	
<b>Start Dates</b>	<b>End Dates</b>
1/24/13	2/21/13
2/25/13	3/22/13
3/26/13	4/22/13
4/24/13	5/21/13
5/23/13	6/20/13
6/24/13	7/22/13
7/24/13	8/20/13
8/22/13	9/19/13
9/23/13	10/18/13
10/22/13	11/18/13
11/20/13	12/19/13
1/2/14	1/30/14
2/3/14	3/3/14
3/5/14	4/1/14
4/3/14	4/30/14
5/1/14	5/29/14
6/2/14	6/27/14
7/1/14	7/29/14
7/31/14	8/27/14
8/28/14	9/25/14
9/29/14	10/24/14
10/28/14	11/24/14
12/1/14	1/8/15

<b>Modular Programs Weekend 2013-2015</b>	
<b>Start Dates</b>	<b>End Dates</b>
1/5/13	1/27/13
2/2/13	2/24/13
3/2/13	3/24/13
3/30/13	4/21/13
4/27/13	5/19/13
6/1/13	6/23/13
6/29/13	7/21/13
7/27/13	8/18/13
8/24/13	9/22/13
9/28/13	10/20/13
10/26/13	11/17/13
11/23/13	12/22/13
1/4/14	1/26/14
2/1/14	2/23/14
3/1/14	3/23/14
3/29/14	4/20/14
4/26/14	5/18/14
5/31/14	6/22/14
6/28/14	7/27/14
8/2/14	8/24/14
9/6/14	9/28/14
10/4/14	10/26/14
11/1/14	11/23/14
12/6/14	1/4/15

<b>Modular Programs Day/ Afternoon /Evening 2013 – 2015</b>		
<b>Holiday/Student Breaks</b>	<b>Start Dates</b>	<b>End Dates</b>
Martin Luther King Jr Day	1/21/13	1/21/13
Presidents Day	2/18/13	2/18/13
Memorial Day	5/27/13	5/27/13
Independence Day	7/4/13	7/4/13
Labor Day	9/2/13	9/2/13
Thanksgiving Day Holiday	11/28/13	11/29/13
Winter Holiday	12/23/13	1/1/14
Martin Luther King Jr Day	1/20/14	1/20/14
Presidents Day	2/17/14	2/17/14
Memorial Day	5/26/14	5/26/14
Independence Day	7/4/14	7/4/14
Labor Day	9/1/14	9/1/14
Thanksgiving Day Holiday	11/27/14	11/28/14
Winter Holiday	12/23/14	1/2/15

<b>Modular Weekend Programs 2013 – 2015</b>		
<b>Holiday/Student Breaks</b>	<b>Start Dates</b>	<b>End Dates</b>
Memorial Day	5/25/13	5/27/13
Labor Day	8/31/13	9/2/13
Thanksgiving Day Holiday	11/28/13	12/1/13
Winter Holiday 2013	12/23/13	1/1/14
Memorial Day	5/24/14	5/26/14
Independence Day	7/4/14	7/6/14
Labor Day	8/30/14	9/1/14
Thanksgiving Day Holiday	11/27/14	11/30/14
Winter Holiday 2014	12/23/14	1/2/15