

Everest

COLLEGE

2007-2008 CATALOG

Portland Vancouver 072307

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Established 1955

www.everest-college.com

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

2007-2008 CATALOG

Everest COLLEGE

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

Everest College, Portland campus, is a unit of a business organization authorized by the State of Oregon to offer and confer the academic degrees described herein, following a determination that state academic standards will be satisfied under OAR 583-030. Inquiries concerning the standards or school compliance may be directed to:

Oregon Office of Degree Authorization
1500 Valley River Drive, Suite 100
Eugene, Oregon 97401
541-687-7452
Web: www.osac.state.or.us/oda

Everest College, Vancouver campus, is authorized by the Washington Higher Education Coordinating Board and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree Authorization Act. Any person desiring information about the requirements of the Act or the applicability of those requirements to the institution may contact the Board at:

Higher Education Coordinating Board
917 Lakeridge Way
P.O. Box 43430
Olympia, WA 98504-3430
360-753-7800
Email: info@hecb.wa.gov
Web: www.hecb.wa.gov

Both campuses are also licensed under chapter 28C.10 RCW of the Washington State Legislature. Inquiries or complaints regarding the diploma programs may be made to:

State of Washington
Workforce Training and Education Coordinating Board
128 10th Avenue, SW
P.O. Box 43105
Olympia, Washington 98504-3105
360-753-5662
Email: wtecb@twb.wa.gov
Web: www.wtb.wa.gov

All students are welcome to review Everest College's present state licensure documents, located in the reception area of each campus.

A MESSAGE FROM THE PRESIDENTS

“Career training is not an expense, but an investment in your future which pays dividends for a lifetime.”

The most important purpose of education is to assist individuals in achieving more useful, meaningful, and happier lives. Everest College, formerly Western Business College, has a 50-year tradition of assisting individuals in the accomplishment of their career goals.

We look back with pride at the many thousands of men and women who have attended Everest College and have gone on to be successful in their chosen fields. Since the College's founding, our trademark has been Academic Excellence with Personal Care.

An essential for secure living today is quality career preparation. Today decides tomorrow. In the life of each Everest College graduate, successful training and employment can lead directly to self-development, security, and happiness.

Look through this catalog carefully to examine the specialized training programs designed to prepare you for a successful career in the field of your choice: computers, accounting, office technology, paralegal, travel, criminal justice and medical.

Our pledge is to strive for excellence in career training and to continue to match the talents of our graduates with the many and varied employment opportunities in today's workplace.

We look forward to helping you.



Mickey Sieracki
College President, Portland



Edward Yakimchick
College President, Vancouver

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ABOUT EVEREST COLLEGE

PHILOSOPHY AND OBJECTIVES

The mission of Everest College is to provide quality, job-relevant career training designed to prepare men and women of all ages to enter, prosper in, and meet the needs of the employment community. The College believes that this preparation of students to participate in the working community is an important and vital service to society.

Specifically, our objectives are:

1. To provide career training for capable students without regard to age, race, sex, handicap, color, or creed;
2. To serve the needs of the community by providing well-trained and specialized personnel for employment in productive positions;
3. To prepare men and women for better opportunities in the business, medical, legal, and travel fields and to develop in them a sense of responsibility and loyalty to their employers;
4. To maintain our faculty, equipment, and teaching methods in agreement with the highest standards as set forth by the Oregon and Washington State Departments of Education, the Accrediting Council for Independent Colleges and Schools, and the various college associations of which we are a member;
5. To help our graduates become socially competent members of their communities to the degree that each can appreciate and handle the many human relations problems that will be encountered;
6. To provide placement assistance to all diploma and degree graduates throughout their careers.

GENERAL INFORMATION

The entire College system is dedicated to the ideal that students should have the opportunity to reach their full potential. The College staff is concerned with and committed to developing in all students the quest for knowledge and skills necessary for successful, lifelong learning in their fields.

Portland, Oregon, Campus

Everest College in Portland was established as Western Business College in 1955. During the years since 1955, the College has moved four times, each time into a larger and more modern facility, reflecting the successful growth of the College.

In 1957 Western Business College became the first college in Oregon to offer data processing employment training. Western Business College was also the first Oregon college to provide hands-on training in the classroom on its own computer equipment. Since its founding, Western Business College has continuously updated its curriculum and facilities to meet successfully the ever-changing employment needs.

In October of 1996, the school was acquired by Rhodes Colleges, Inc., which owns colleges located throughout the United States. In December of 2005 the name of the college was changed to Everest College

To give our students an excellent education and job skills training, we offer a six-story school building with 34,000 square feet of space, 25 classrooms, and a student lounge, specially remodeled for our purposes. Class sizes average from 20 to 25 on a term-by-term basis.

Everest College students have access to the Multnomah County Library, which is located several blocks from the campus. In addition, the College has a reference library containing approximately 2500 volumes that feature all areas of specialization at the College. The College also has an extensive law library containing approximately 2000 volumes as well as the availability of WESTLAW and Lexis, on-line legal research tools. An Internet connection is available in the reference library for research.

We are in the heart of downtown Portland on S.W. Washington Street between Fourth and Fifth Avenues. This central location provides easy access from any part of the Portland metropolitan area.

Vancouver, Washington, Campus

In 1979 Western Business College established a new branch school in Vancouver, Washington, to meet the growing business training and employment needs of southwestern Washington. In July 1998 the campus moved into its new facility at its current location in Stonemill Center, 120 NE 136th Avenue, Suite 130. In October of 1996, the school was acquired by Rhodes Colleges, Inc., which owns colleges located throughout the United States. In December of 2005 the name of the college was changed to Everest College

With the rapid growth of the school, expansions were completed in 2001, 2003, and 2005, increasing the facility to over 21,000 square feet of space. To give students an excellent education and job skills training, the College has five computer labs, two medical labs, ten classrooms, a student lounge, and administrative space. The location offers many convenient services for students in addition to free student parking and well-located bus service.

Everest College students have access to the Fort Vancouver Regional Library, which is located several blocks from the campus. The campus also has a resource center with Internet access to Westlaw and Lexis legal research tools.

ACCREDITATION

Accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas and Associate Degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.

Accrediting Council for Independent Colleges and Schools (ACICS)

750 First Street, NE, Suite 980

Washington, D.C. 20002-4241

202-336-6780

Web: www.acics.org/

The Everest College Medical Assistant diploma and Associate's degree programs are accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Curriculum Review Board of The American Association of Medical Assistants Endowment (AAMAE).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
Phone: 727-210-2350; Fax: 727-210-2354
Web: www.caahep.org

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

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

The President will be happy to discuss present accreditation approvals and issues with individual students.

APPROVALS

Selected programs of study at Everest College are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTECB/SAA) for enrollment of veterans and eligible beneficiaries to receive benefits under Title 38 and Title 10, USC.

Approved by the United States Department of Homeland Security, Bureau of Citizenship and Immigration Services (Portland campus only).

ADMISSIONS

ADMISSION PROCEDURE

The applicant should request an appointment for a personal interview with an admissions officer of the College in order to gain a better understanding of career areas, training programs, and the College and to view its facilities and equipment. The applicant will then complete an enrollment agreement. Applicants will complete a standardized, nationally normed test, the Career Programs Assessment Test (CPAT). Successful completion of the assessment examination is a prerequisite for admission. The minimum scaled score for admission is 120 (with the exception of the Pharmacy Technician degree and diploma programs—see below). Applicants who have completed one academic year of credits at another postsecondary institution (24 college-level semester credits or 36 college-level quarter credits with at least a 2.0 cumulative grade point average) will not be required to complete the test. Applicants who have completed the ACT with a score of at least 15 or the SAT with a score of at least 700 will not be required to complete the test.

The student's individual success or satisfaction is not guaranteed and is dependent upon the student's individual efforts, abilities, and application of himself/herself to the requirements of the College.

Applicants for degree programs must have a high school diploma, GED or recognized equivalent.

Pharmacy Technician Program

Applicants to the Pharmacy Technician degree and diploma programs must score a minimum scaled score of 140 or a minimum raw math score of 15 on the Career Programs Assessment test (CPAT) to be accepted for admission into the program.

ADMISSION POLICY

For students enrolling at the Portland campus, high school transcripts or equivalency documentation must be submitted by all applicants except Ability to Benefit (ATB) students. Those students may request a form supplied by the College for requesting transcripts or equivalency documentation. Students enrolling at the Vancouver campus must sign an attestation that they have graduated from high school, received their GED, or will require ATB status. ATB students are not accepted in degree programs at either campus.

INTERNATIONAL STUDENT ADMISSION POLICY

The Portland campus is authorized under federal law to enroll non-immigrant alien students.

International students who want to study in a regular program at Everest College must have a TOEFL score of at least 465 (paper-based) or 145 (computer-based) and pass the entrance evaluation examination. The TOEFL is not a substitute for all or any individual part of the general entrance exam. International students shall complete the TOEFL in addition to the same sections of the general entrance exam that all students are required to take.

ABILITY TO BENEFIT POLICY

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

GED Preparatory Program

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

ATB Testing

Forms B and C of the Careers Program Assessment Test (CPAT) and the computer-based COMPASS/ESL test by ACT have been approved by the U. S. Department of Education for the assessment of ATB students. Either the CPAT or COMPASS/ESL test may be used. Passing scores on the CPAT are Language Usage 42, Reading 43, and Numerical 41. Passing scores on the COMPASS test are Numerical Skills/Prealgebra 25, Reading 62, and Writing Skills 32.

Retesting Requirements

An applicant who has failed either the CPAT or COMPASS/ESL may be offered a chance to retest when one of the following conditions is met:

- The applicant's performance was influenced by factors other than ability, such as illness, cheating, interruption or improper administration of the exam, failure to time the exam correctly, or other factors that may have affected the applicant's performance; or
- A significant change in the applicant's ability has occurred, such as the student has taken instruction to improve skills, or has participated in tutorial sessions on test taking and basic mathematical and language skills.
- A student may not retest, unless the factor that affected performance has been resolved, or the action taken to improve the applicant's ability has been completed.

Retaking the CPAT

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

Retaking the COMPASS/ESL

Students who fail the first administration of this exam and qualify for a retest as outlined above may retake the exam at any time, except for applicants for diploma programs in California schools, who must wait seven calendar days. The student may retake the exam up to two times before being denied admission. If students feel that they have not performed well due to the on-line modality of the COMPASS test, they will be allowed to take the CPAT with one retest in lieu of retaking the COMPASS test. Applicants who have been denied admission for failure to pass the entrance exam after two retests on the CPAT must wait until 90 days have passed from the last taking of the exam before reapplying for admission.

Denial of Admission

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

Delayed Admission

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

ACADEMIC CREDIT TRANSFER POLICY FOR CAAHEP/ABHES-APPROVED MEDICAL ASSISTING PROGRAMS

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

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

ADMISSION INQUIRIES

Inquiries concerning admission should be made by calling or writing the College.

Portland Campus Admissions Department Everest College 425 S.W. Washington St. Portland, OR 97204 (503) 222-3225	Vancouver Campus Admissions Department Everest College 120 N.E. 136 th Avenue, Suite 130 Vancouver, WA 98684 (360) 254-3282
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STATEMENT OF NON-DISCRIMINATION

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

ALLIED HEALTH STUDENT DISCLOSURE

Criminal Background Check

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

Corinthian Colleges Inc. and Everest College, Portland OR are cooperating with clinical facilities to meet the JCAHO mandates. Everest College is also ensuring that students entering the Pharmacy Technician programs can complete their program which includes a required externship and state license.

Students enrolling in the Pharmacy Technician programs, Medical Assistant diploma and Associate's degree programs, as well as those medical programs requiring a JCAHO externship, will be subjected to a criminal background check, which will include:

- 3 countywide criminal court searches (counties of residence or contiguous counties);
- 2 name searches (up to two married names);
- 1 social security trace – address trace report;
- 1 statewide sex offender search;
- 1 OIG search (Medicare/Medicaid related fraud).
- The background check for Oregon also includes: 1 Oregon statewide criminal court search

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

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

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

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

A background check and clearance may be required for externship/clinical site placement and employment in some fields. If a student desires to complete his/her externship/clinical or become employed at a hospital or any medical facility requiring a background check, the results of the background check will be shared with the hospital externship site, and the results of the background check will also be maintained in the student's permanent file. The student has the right to dispute the information reported and is entitled, upon written request, to a complete and accurate disclosure of the investigation's nature and scope, as well as a written summary of his/her rights and remedies under the law.

To obtain employment in the security, justice or legal fields, the student may be required to submit the following to a prospective employer: either a criminal history check from the Police department or Sheriff's office in the jurisdiction in which he/she resides or an FBI background report. Employers in many public safety organizations, such as law enforcement agencies, fire and rescue services, government security offices, as well as other employers, may require applicants to undergo a series of application screening processes that may include a background investigation, physical agility test, and/or psychological examination. Students who have a confirmed background of drug abuse, poor credit, arrests or convictions for domestic violence, felonies or other crimes or who have association with extremist groups and/or terrorists, street gangs or known felons, may face difficulty finding employment and may not be eligible for employment in certain career positions.

Students who are convicted of crimes of violence, drug-related crimes or felonies while enrolled at the school may become ineligible for certain career positions and for government financial aid. The student remains responsible for any and all financial obligations to the school.

Pharmacy Technician students: In addition to the current background check requirements, as of August 2008 the state of Oregon is requiring that potential licensees pass a national certification test in order to be licensed by the state. Graduates of the Pharmacy technician program at Everest College are eligible to take the examinations approved by the Oregon Board of Pharmacy.

CAREER FIELDS

Everest College specializes its curriculum to meet the needs of students who are job- and career-oriented. The men and women who attend Everest College are interested in job-relevant training that will prepare them for professional careers and advancement opportunities. The curriculum is structured to specific employment opportunities in the business, legal, travel, and medical fields.

ACCOUNTING

Accounting and business management are important ingredients of every business organization. Accurate financial records and reports coupled with effective management are vital to a successful business operation.

The accounting field requires individuals who have a solid foundation in accounting and general business and who are accurate, analytical, and conscientious. Few careers can offer more opportunities for future financial success and business leadership than accounting. More corporate presidents and other top business executives come from the ranks of accountants than from any other business field.

Graduates are prepared for employment opportunities as bookkeepers, junior accountants, payroll supervisors, management trainees, and many other related business positions.

With experience, graduates may qualify for more advanced positions as full charge bookkeepers, senior accountants, assistant controllers, or finance officers.

COMPUTERS

Computers have become an integral part of almost every business organization today. Competent computer users are an important part of the business team. The computer field is an excellent choice for individuals who have problem-solving capabilities, who value accuracy, and who have an affinity for analytical thinking.

With qualified instructors to guide them, students become competent in using computer application software programs for word processing, spreadsheets, and database management. They also learn the skills required to write, de-bug, and run computer programs in programming languages.

Graduates qualify for employment in a variety of positions, depending on their program of study. They are employable as data entry clerks, data center analysts, sales representatives, technical support representatives, or operations support technicians.

JUSTICE

A more security-conscious society and increasing concerns about substance abuse, gang activity and crime should contribute to the demand for more criminal justice professionals.

The Associate of Applied Science degree in Criminal Justice provides a broad understanding of the criminal justice system and introduces law and legal procedures, along with criminal evidence and criminology. Students will gain excellent communicative, critical-thinking, research, and organizational skills in the specialized areas of this curriculum, providing them with the foundation required to build a successful career in this field.

The curriculum is designed to offer a balance of theory and application that will prove to be challenging to students and useful in the field. A degree in Criminal Justice can prepare you for a career in corrections, law enforcement, immigration, and security administration as well as many vital careers in public safety, surveillance, and more.

MEDICAL

A career in the medical field is a dynamic and rewarding opportunity. A medical career requires a special kind of person--someone dedicated to caring for people and caring about people.

Medical secretaries and medical assistants are trained as versatile parts of the medical team. They are responsible for the smooth operation and coordination of a medical office.

Secretaries and assistants in the medical field make patients feel comfortable and welcomed in the office, they play a vital role in the delivery of health care, and they are responsible for the business aspects of operating a medical practice.

The changing nature of the medical practice is creating a demand for increasing numbers of paraprofessionals. Current employment forecasts indicate that the medical field is an area of expanding job opportunities.

Training includes medical terminology; basic anatomy and physiology; common pathology; and the latest administrative procedures, including insurance billing and diagnostic coding. With the extensive scope of our medical office training, our graduate is a valuable and versatile employee in the medical field.

The medical program uses modern methods of training to provide well-organized, quality instruction with emphasis on the individual. This comprehensive, career-oriented medical training effectively prepares individuals for the many opportunities in today's medical world.

OFFICE TECHNOLOGY

The administrative assistant/office professional field is an excellent career choice for individuals who want an interesting and challenging position that is in demand and offers excellent growth opportunities. This demand offers excellent job security and increasing compensation for the professionally trained administrative assistant.

Office professionals are a very important part of every business office. They are actually public relations representatives for their companies. With experience, they often share in the activity and decisions of management and have positions of prestige as valuable members of the business team.

The administrative assistant position offers excellent career advancement opportunities. It is often used as a "stepping stone" to management positions.

PARALEGAL

Few career fields are experiencing such dynamic growth as the legal assistant field. With the increasing legalization of business and society, lawyers and many other businesses find an increasing need for trained paraprofessionals.

A legal assistant must be trained in substantive fields of law and be ready to assume full responsibilities using the sophisticated computers found in modern law offices.

Legal assistants also need expertise in a wide range of research, writing, and communication skills. More than almost any other nation, America depends on the legal system, and legal assistants are fast assuming full professional roles in the legal system.

Graduates are fully conversant in an expansive range of areas of law, including contracts, property, probate matters, and a wide range of litigation issues. They are also thoroughly trained in legal research and writing. They are ready to assume positions as legal assistants for law firms, insurance and title companies, and public agencies, as well as many other related positions.

PHARMACY TECHNICIAN

The pharmacy technician assists in performing manipulative, non-discretionary functions associated with the practice of pharmacy under the immediate supervision and control of a licensed pharmacist.

Graduates are prepared to receive prescriptions, enter them into the computer, select and count medication, check for drug outdates, run a cash register, order drugs, fill unit dose packages, prepare IV bags with medication, and perform drug calculations per doctors' orders.

Because a large portion of our population consists of senior citizens, there is a demand for pharmaceutical care and a growing demand for pharmacy technicians.

TRAVEL

The travel and hospitality industries are two of the fastest growing and changing industries in our world today. Combined, they comprise the largest industry in the United States. These two industries are becoming more interrelated every day as they produce increasing job opportunities. Airlines, resorts, hotels, motels, transportation companies, etc., are often dependent on one another. We even see common ownership between companies in these areas.

Everest College was the first college in Oregon to offer travel training and continues as a pioneer with the development of this innovative combination program. The Everest College travel/hospitality program is unique in that it combines travel training with hospitality, salesmanship, and business skills. This combination offers graduates the advantage of more diversified employment opportunities.

ACADEMIC POLICIES

TERMINOLOGY

New Student: A student who has not previously attended classes at Everest College.

Re-entry Students: Students who previously attended the College must complete a re-entry interview with the student finance department. Re-entry students must meet standards of satisfactory academic progress by the end of their first term back in order to remain in school.

Full-time Student: A student registered for at least six (6) quarter credit units per mini-term and at least twelve (12) quarter credit units per regular term.

Registered Student: A student who has been issued a schedule of classes in which space has been reserved for that student.

Program of Study or Major: A total set of course requirements that must be met to earn a diploma or degree. Programs of study are listed under the "Programs of Study" section of this catalog.

Course: A course is a unit of academic study. A prescribed set of courses constitutes a program of study. Courses are listed by number and title under the "Description of Courses" section of the catalog.

Quarter Credit Unit: A quarter credit unit is a unit of measure used to compute grade point average and determine completion of program requirements. One quarter credit unit is usually assigned for each hour of lecture the class meets per week during a twelve-week quarter. For example, a four quarter credit course usually meets four hours per week for twelve weeks. (A quarter credit unit requires a minimum of ten (10) hours of classroom lecture or twenty (20) hours of laboratory instruction in a twelve-week quarter or thirty (30) hours of internship/externship.)

Prerequisite: Preparatory course that must be completed before a student is eligible to enroll in a subsequent course.

Regular term: An academic quarter of 12 weeks in length.

Mini-term: A six (6) week academic term during which students take a reduced course load on a more intensive schedule.

Matriculated Status: Students select a program of study upon their official admission to the College. When the student is officially admitted to the College to pursue a declared major field of study that will lead to the awarding of a diploma or degree, the student is considered matriculated.

Non-matriculated Status: Non-matriculated students are those who do not wish to pursue a program leading toward a diploma or degree at the College. Non-matriculated students include students currently enrolled in another collegiate institution but who are enrolled in courses at Everest College on a part-time basis or students who are enrolled in courses with no diploma or degree objective. If the non-matriculated student is admitted to matriculated status, all appropriate credits earned while on non-matriculated status will automatically apply toward the requirements for a diploma or degree.

Probationary Status: Conditional status that refers to students who are being monitored for failure to meet academic and/or attendance standards, conduct regulations, or financial aid requirements.

Proficiency Examination Credit: Refers to credit units earned through a course exemption examination created and monitored at Everest College. Students receive a PE on their transcript and are awarded the number of credits allocated to the course. One of three types of credit units recognized at Everest College, along with Residence Credit and Transfer Credit.

Residence Credit: Refers to credit units earned for courses whose requirements are met while attending Everest College. One of three types of credit units recognized at Everest College, along with Proficiency Examination Credit and Transfer Credit.

Transfer Credit: Refers to credit units earned through another institution and transferred to Everest College. Transfer credits accepted are combined with credits earned in residence at Everest College toward the completion of program requirements. One of three types of credit units recognized at Everest College, along with Proficiency Examination Credit and Residence Credit.

TRANSFER STUDENTS

Students with earned college credits from another accredited institution may apply for credit transfer to the institution. Credit will be accepted only for courses that are compatible with the student's program of study at the institution and for courses in which a grade of C or higher was earned. Students wishing to change campus locations must have official transcripts mailed directly to the Office of the Registrar. (See the table of schools owned by CCI in the back of this catalog.) Grades earned more than 10 years ago are not accepted except to fulfill general education and college core requirements. Courses in the medical sciences have a five-year time limit for transfer.

Students must complete at least 50% of all program hours in residence. Students wishing to transfer credits must have official transcripts mailed directly to the Office of the Registrar. Transcripts must be received prior to the end of the first term of enrollment. Transcripts received after the end of the first term may be considered at the discretion of the Academic Dean.

Students receiving veteran's benefits are required by the Veterans Administration to provide transcripts of credit from all schools previously attended. They must have all prior education and training evaluated upon enrollment. Credit will be awarded where applicable with the program being shortened accordingly. The student and the Department of Veteran Affairs will be notified.

TRANSFER CREDIT

Students may receive transfer credit for courses taken at another school or from a previously completed program at this school. Courses for which a student receives transfer credit are counted as attempted and successfully completed for purposes of satisfactory academic progress. As a result, courses for which a student receives transfer credit provide the student with advanced standing, which is applied to the student's progress in calculation of the percentage of maximum time frame for the program that the student has completed. For instance if a student enrolled in a 90 credit program (with a maximum time frame of 135 credits) receives 6 transfer credits and completes 12 credits in the first term of enrollment, the student will be evaluated as a student who is in the first 25% of the program ($18/135=13\%$) at the end of the first term. However, if a student receives 24 transfer credits and will complete 12 credits at the end of the first term, the student will be evaluated as a student who is beyond the 25% point of the maximum time frame ($36/135=27\%$). For information on grades given for transfer courses, see the policy on "Grades from Transferred Coursework" in the CCI Transfer Guide.

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

TRANSFER OF CREDITS TO OTHER SCHOOLS

Transfer of credit is always at the discretion of the receiving school, generally depends on comparability of curricula, and may depend on comparability of accreditation. Everest College does not imply, promise, or guarantee transferability of credits earned here to any other institution. The career training programs of the College are terminal in nature and are designed for the graduate's employment upon graduation.

PROFICIENCY EXAMINATION

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. Students who wish to challenge a course must arrange a testing date with the Academic Dean or Department Chair. Proficiency Examinations are not available for courses in which the student has previously been or is currently enrolled after the drop/add period. Students are afforded one Proficiency Examination attempt per course.

Students should contact the Academic Office to discuss the Proficiency Examination process. All requests for Proficiency Examinations must be approved by the appropriate Department Chair or the Academic Dean. Administrative fees for Proficiency Examinations are noted in the "Tuition and Fees" schedule in Appendix B. Credits earned as a result of successful completion of Proficiency Examinations in conjunction with Directed Study may be used to satisfy up to 25% of the required credits for program completion. Successful completion of a Proficiency Examination with a grade of C will be posted to the academic transcript as a PE (see "Tuition and Fees" schedule, Appendix B).

ACADEMIC ADVISING

All students, prior to beginning classes, have a formal orientation with the College President and key departmental personnel. Students are assigned to extended orientation classes in their initial adjustment to the new training environment. If any questions and/or concerns arise, students are promptly referred to the Academic Dean.

It is our philosophy that the student comes first. We provide as many opportunities as we can to help the student grow and become an integral part of the business world.

Everest College advising is limited primarily to academic matters. Personal or therapeutic counseling is referred to appropriate community-based agencies.

Confidentiality of records is maintained under current legal standards.

COURSE LOADS

Normal course loads for Everest College students are as follows:

- Day students: four or five courses per regular term.
- Evening students: three or four courses per regular term.
- Day mini-term students: two or three courses per mini-term on a more intensive schedule.
- Evening mini-term students: two courses per mini-term on a more intensive schedule.

Students may register for more than the normal course load if they can demonstrate sufficient motivation and quality of work to justify an accelerated or enriched program. Students should make appropriate arrangements with the Student Finance Office if an accelerated program allows early graduation.

SCHEDULE

Everest College provides a unique, year-round approach to scheduling. Students attend regularly scheduled classes Monday through Thursday and may be required to attend on Friday for lab work, conferences, make-up work, tutorials, and individual assistance. Some classes meet on Friday if required by the instructor. Labs, other College facilities, and administrative offices are open on Fridays for the convenience of the student.

Vancouver day classes are scheduled in seven periods between 8:00 a.m. and 2:45 p.m. Portland day classes are scheduled in eight periods between 8:00 a.m. and 3:15 p.m. Evening classes on both campuses are scheduled in four periods between 5:00 p.m. and 10:00 p.m.

Successfully meeting the demands of the career training programs at Everest College requires that students generally consider attendance to be a five-day-a-week commitment.

Holidays/Breaks

Some holidays and breaks occur between terms; therefore, they do not require the interruption of the teaching schedule. Student holidays observed by the College within terms are shown in the "Academic Calendar" section, Appendix C.

ONLINE LEARNING

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

To maximize success within the online courses, students must:

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

Certain fees may be charged to students registered in online courses. Please refer to the "Tuition and Fees" schedule, Appendix B, for specific charges.

ATTENDANCE POLICY – QUARTER-BASED PROGRAMS

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

Students who will be absent from two consecutive classes in a course are expected to contact their instructor to discuss the reason for their absence and arrange for make-up work. Students who will be absent from more than two consecutive classes are expected to contact their instructor and also the Academic Dean, or designee, to explain the reason for the absences and affirm their intentions to return to regular attendance on a specific date. The College does not recognize "excused absences."

ATTENDANCE POLICY - MODULAR PROGRAMS

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

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

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

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

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

CONSECUTIVE ABSENCE RULE (ALL PROGRAMS)

When a student's absences from any course or module exceed fourteen (14) consecutive calendar days excluding holidays and scheduled breaks, the faculty shall notify the Academic Dean/Director of Education, who shall be ultimately responsible for determining whether the student plans to return to school or has withdrawn. The following guidelines shall be followed:

- All students who state they will not return to class are determined to have withdrawn and shall be promptly withdrawn from class(es).
- All students who state they will return to class but have been absent for fourteen (14) consecutive calendar days must attend the next scheduled class session and file an appeal. See Student Academic Appeals Policy.
- Any student who has promised to return to school, but who does not return on the next scheduled class session shall be withdrawn.
- A student must attend school while an appeal is pending, and failure to attend while an appeal is pending may be the basis for denying the appeal.
- An appeal may only be granted based on extenuating or mitigating circumstances. See Student Academic Appeals Policy.

DROP/ADD PERIOD

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

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

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

There is no drop/add period for modular classes.

LEAVE OF ABSENCE POLICY (MODULAR PROGRAMS ONLY)

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

Re-admission Following a Leave of Absence

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

Failure to Return from a Leave of Absence

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

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

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

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

Effects of Leave of Absence on Satisfactory Academic Progress

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

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

When a student returns from a leave of absence and completes the course from which the student withdrew, the hours for which the student receives a passing grade are counted as earned; the grade, hours, and attendance for the original attempt prior to the official leave of

absence are not counted for purpose of the rate of progress toward completion calculation, and the original grade is not counted in the CGPA calculation.

Veterans: Leave of Absence

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

GRADING SYSTEM

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

The following grading system is used:

Grade	Evaluation	Quality Points per Quarter Hour
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average*	1
F	Failed to Meet Course Objectives	0
I	Incomplete	0
L	Leave of Absence	Not Calculated
P	Pass	Not Calculated
PE	Proficiency Exam	Not Calculated
TR	Transfer	Not Calculated
W	Withdrawal	Not Calculated

*(Not used in modular Allied Health Programs)

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

GPA AND CGPA CALCULATIONS

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

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

GRADE

A student who wishes to appeal a grade should immediately consult with the instructor involved in the course by the end of the second week after grades have been published. If dissatisfaction remains, the student should meet with the Academic Dean. Further appeals must be through the Grievance Policy. See “Student Academic Appeals Policy” in this catalog.

OUTSTANDING SCHOLASTIC ACHIEVEMENT

Students who achieve a GPA of 3.5 to 4.0 are placed on the Honor Roll at the end of each twelve-week term.

Students who have achieved a CGPA of 3.5 to 4.0 receive their diplomas/degrees With Honors upon graduation.

COURSE CHANGES; DROP/ADD PERIOD

Course changes or withdrawals must be approved by the Academic Dean within 14 days of the start of the term. Students who withdraw from individual courses after the drop/add period will receive a W for the courses dropped. Students who withdraw from school after the drop/add period will receive a W in all courses dropped.

PROGRAM CHANGES

Program changes must be approved and processed by the Academic Dean. Students will be charged additional tuition for courses taken outside their original program.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS – QUARTER-BASED PROGRAMS

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

Satisfactory academic progress is determined by measuring the student’s cumulative grade point average (CGPA) and the student’s rate of progress toward completion of the academic program. These are outlined below.

Cumulative Grade Point Average (CGPA) Requirements

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

Rate of Progress Toward Completion Requirements

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

Maximum Time in Which to Complete

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

Graduation

In order to graduate, a student must have earned a minimum of a 2.0 CGPA and must have successfully completed all required credits within the maximum timeframe that may be attempted. These graduation requirements, along with any other specific requirements, are also outlined under the "Graduation Requirements" section in the College catalog.

Academic Probation

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

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

Academic Suspension

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

Readmittance Following Suspension

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

Academic Dismissal

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

Application of Grades and Credits

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

When a course is repeated, the higher of the two grades is used in the calculation of CGPA; however, the original course credits remain included in the "Total Number of Credits Attempted" (in the charts below) in order to determine the required progress level. The original credits are considered as not successfully completed.

For calculating rate of progress, grades of F (failure) and W (withdrawn) are counted as hours attempted, but are not counted as hours successfully completed. A grade of I (incomplete) will also be counted as hours attempted but not as hours successfully completed; however, when the I is replaced with a letter grade, the GPA and satisfactory progress determination will be recalculated based on that letter grade and the credits earned.

The student has 14 calendar days following the end of the academic term to complete the coursework, at which point the final grade is determined and replaces the incomplete grade.

Continuation As A Non-Regular Student

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

- The student is allowed to continue in a non-regular-student status for a period of time not greater than 25% of the normal program length.
- The student is not eligible for student financial aid.
- The student is obligated to pay tuition, according to the established tuition rate per credit hour, for any courses in which the student is enrolled.
- During the time as a non-regular student, the student is to be working toward coming into compliance with the standards of satisfactory academic progress, or at the least, close enough to qualify for readmittance as noted (i.e., can come into compliance within the time frame specified below). If, by the end of the maximum period allowed on non-regular-student status, the student has not improved his/her academic standing to the probation range, he/she will be dismissed.

Reinstatement As A Regular Student From Non-Regular-Student Status

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

Satisfactory Progress and Financial Aid

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

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

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

Satisfactory Progress Requirements

In addition to the standards described below, students are evaluated at 25% of the maximum program length and must have a minimum CGPA of 1.25 and a rate of progress of 55% or they will be placed on probation.

Students are also evaluated at 50% of the maximum program length and must have a minimum CGPA of 1.5 and rate of progress of 60% or they will face academic suspension and must be withdrawn from the College. If an evaluation point occurs during a quarter, the evaluation will be conducted at the end of the prior quarter.

Satisfactory Academic Progress Tables

35 Quarter Credit Hour Modular Program (MIBC). Total credits that may be attempted: 52 (150% of 35).				
Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	70%	N/A	66.7%	N/A
13-18	70%	25%	66.7%	33%
19-36	70%	65%	66.7%	66.7%
37-52	N/A	70%	N/A	66.7%

47 Quarter Credit Hour Modular Program (MIBC). Total credits that may be attempted: 70 (150% of 47).				
Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	70%	N/A	66.7%	N/A
13-24	70%	25%	66.7%	25%
25-48	70%	63%	66.7%	63%
49-70	N/A	70%	N/A	66.7%

48 Quarter Credit Hour Quarter-Based Program (AC3, BACC1, DP7, MA1, ST4, HT3). Total credits that may be attempted: 72 (150% of 48).

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-28	2.0	1.0	66%	N/A
29-40	2.0	1.5	66%	60%
41-54	2.0	1.75	66%	65%
55-72	N/A	2.0	N/A	66%

64 Quarter Credit Hour Quarter-Based Program (AC4, DP8, ST8, ST8L, HT4). Total credits that may be attempted: 96 (150% of 64).

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-28	2.0	1.0	66%	N/A
29-40	2.0	1.25	66%	50%
41-52	2.0	1.5	66%	60%
53-64	2.0	1.75	66%	65%
65-96	N/A	2.0	N/A	66%

65 Quarter Credit Hour Quarter-Based Program (PHT). Total credits that may be attempted: 97 (150% of 65).

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-28	2.0	1.0	66%	N/A
29-40	2.0	1.25	66%	50%
41-52	2.0	1.5	66%	60%
53-64	2.0	1.75	66%	65%
65-97	N/A	2.0	N/A	66%

72 Quarter Credit Hour Quarter-Based Program (NISS). Total credits that may be attempted: 108 (150% of 72).

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-28	2.0	1.0	66%	N/A
29-40	2.0	1.25	66%	50%
41-52	2.0	1.5	66%	60%
53-64	2.0	1.75	66%	65%
65-108	N/A	2.0	N/A	66%

75 Quarter Credit Hour Quarter-Based Program (MA2). Total credits that may be attempted: 112 (150% of 75).

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-28	2.0	1.0	66%	N/A
29-40	2.0	1.25	66%	50%
41-52	2.0	1.5	66%	60%
53-64	2.0	1.75	66%	65%
65-112	N/A	2.0	N/A	66%

90 Quarter Credit Hour Quarter-Based Program (DP9, ST9E, HTM). Total credits that may be attempted: 135 (150% of 90).

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-32	2.0	1.0	66%	N/A
33-48	2.0	1.2	66%	50%
49-60	2.0	1.3	66%	60%
61-72	2.0	1.5	66%	65%
73-89	2.0	1.75	N/A	66%
90-135	N/A	2.0	N/A	66%

96 Quarter Credit Hour Quarter-Based Program (AAC, LJA, LPA8). Total credits that may be attempted: 144 (150% of 96).

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-32	2.0	1.0	66%	N/A
33-48	2.0	1.2	66%	50%
49-60	2.0	1.3	66%	60%
61-72	2.0	1.5	66%	65%
73-95	2.0	1.75	N/A	66%
96-144	N/A	2.0	N/A	66%

97 Quarter Credit Hour Quarter-Based Program (MAD3, PHTA). Total credits that may be attempted: 145 (150% of 97).

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-32	2.0	1.0	66%	N/A
33-48	2.0	1.2	66%	50%
49-60	2.0	1.3	66%	60%
61-72	2.0	1.5	66%	65%
73-95	2.0	1.75	N/A	66%
96-145	N/A	2.0	N/A	66%

SATISFACTORY ACADEMIC PROGRESS FOR MODULAR PROGRAMS

Requirements

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

- Achieve a cumulative grade percent average (GPA) of at least 70% (on a scale of 0-100%) or be on academic probation;
- Progress at a satisfactory rate toward completion of their programs; and
- Complete the training programs within 1.5 times the planned program length.

Students whose cumulative GPA falls below 70% are notified that they are being placed on academic probation, which will begin at the start of the next term. Students on academic probation are considered to be making satisfactory academic progress.

Students who have reached the 25% point of their maximum program completion time and have not achieved a cumulative GPA of at least 62.5% and a rate of progress of at least 55% will be placed on probation.

Students who have reached the halfway point of their maximum program completion time and have not achieved a cumulative GPA of at least 65% or 1.5 and a rate of progress of at least 60% will be withdrawn from training by the College.

Academic Probation

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

If, by the end of the probationary period, students achieve a cumulative GPA of at least 70% and a rate of progress of at least 60%, they are notified that the probationary status is removed. If they have not achieved a cumulative GPA of at least 70% and a rate of progress of at least 60%, but have achieved a GPA of at least 70% and a rate of progress of at least 60% for the term, students may continue their training programs for a second probationary period. Students who do not achieve a GPA of 70% and a rate of progress of at least 60% for the term will be withdrawn from training by the College.

Students who continue their training for a second probationary period will remain eligible for financial aid. If they achieve a cumulative GPA of at least 70% and a rate of progress of at least 60% by the end of the second probationary period, they are informed that they have been removed from probation. Students who do not achieve a cumulative GPA of 70% and a rate of progress of at least 60% will be withdrawn from training by the College.

Reinstatement Policy

Students who have been terminated for failing to maintain satisfactory academic progress may be reinstated after one grading period by making a request for reinstatement in writing to the College President. However, if the reinstatement is granted, the student will not be eligible for financial aid during the reinstatement term. If the student achieves a cumulative GPA of at least 70% during the reinstatement term, the student will be considered to be making satisfactory academic progress and be eligible for financial aid consideration in subsequent terms.

Incompletes

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

Withdrawals

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

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

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

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

Exit Interviews

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

Repeat Policy

Students who fail a module must retake that module. The failing grade will be averaged into their GPA at the end of the module and remain in effect until the module is repeated and a new grade is earned. Students may repeat a failed module only once. If repeating the training is required, the length of the program must not exceed 1.5 times the planned program length.

When students repeat a module, the higher of the two grades received for that module is used to calculate the cumulative GPA. The attendance for the repeated module will replace the attendance for the original module.

Students who receive a passing grade for a module but wish to repeat the module may do so (subject to seat availability), but they may repeat a completed module only once.

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

Maximum Program Completion Time

Classroom Training

Students are expected to complete their program within the defined maximum program completion time, which should not exceed 1.5 times the normal time frame. This campus defines the normal time frame as the length of time it would take a student to complete the total program clock hours or credit units according to the Enrollment Agreement.

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

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

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

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

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

Modular Externship/Practicum Training

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

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

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

ADDITIONAL INFORMATION ON SATISFACTORY ACADEMIC PROGRESS

Additional information on satisfactory academic progress and its application to specific circumstances is available upon request from the Academic Dean.

STUDENT ACADEMIC APPEALS POLICY

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

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

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

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

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

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

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

Assignment/Test Grades

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

Final Course Grades

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

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

Attendance Violations

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

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

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

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

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

Satisfactory Academic Progress (SAP) Appeals

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

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

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

ACADEMIC TRANSCRIPTS, DEGREES, AND DIPLOMAS

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

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

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

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, AS AMENDED

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

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access. Students should submit to the institution president written requests that identify the record(s) they wish to inspect. The institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write the institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Generally, schools must have written permission for the parents of minor students or eligible students in order to release any information from a student's educational record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State Law.Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920. Additional FERPA information is available from the institution's Business Office.

GRADUATION REQUIREMENTS

To be eligible for graduation, students must:

1. Complete the required number of credits for their program of study with passing grades in all required courses; and
2. Earn a minimum of a 2.0 (C) cumulative grade point average (CGPA).

After the successful completion of the aforementioned graduation requirements, the graduate is eligible to receive either a diploma or an Associate of Applied Science degree based upon the student's program of study.

INFORMATION TECHNOLOGY PROGRAM STUDENT DISCLOSURE

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

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

POLICY ON ACCOMMODATION FOR HANDICAPPED STUDENTS

It is the policy of Everest College to provide accessibility and reasonable accommodations for persons defined as handicapped in section 504 of the Rehabilitation Act of 1973. Specifically, the College provides evaluation of individual needs, advisement, and appropriate support for academic programs of persons identified as handicapped.

Handicapped students are responsible for contacting the Academic Dean for an intake interview to assess their needs prior to the first term of enrollment at the College. Students are responsible for identifying themselves and their needs to each instructor no later than the first day of class each term and for notifying the Academic Dean if any problems arise concerning their academic program.

Faculty members are responsible for becoming familiar with Section 504 of the Rehabilitation Act and for reasonably accommodating each identified handicapped student in each class on an individual basis.

EXIT INTERVIEW

In the event of withdrawal prior to graduation, the student is expected to schedule an exit interview with the Academic Dean or the Registrar.

WITHDRAWAL PROCEDURES FOR OREGON RESIDENTS

Students who must withdraw from the College are requested to notify the Academic Dean's office 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. At the time of official notification, when the student begins the process of withdrawal, the student or the Academic Dean's office will complete the necessary form(s).

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

When a student withdraws from the College, the institution will calculate for Title IV recipients how much of the federal grants and loans the student has earned for the payment period or period of enrollment. The institution will also calculate the amount of tuition and fees for

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

Therefore, it is extremely important that the student understand the implications of withdrawing before completing the coursework in the quarter because it may impact the student's finances. The College's Finance Department is available to provide assistance to students in order to determine the exact impact of early withdrawal on their repayment obligations.

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

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

STUDENT CODE OF CONDUCT

Background

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

- The College maintains the right to discipline students found in violation of College policies in accordance with the procedures below.
- The student conduct code applies to all students, including students taking online courses or a combination of online and campus courses. Federal Work Study students who violate the student code of conduct in the performance of their work study duties are subject to disciplinary action/procedures.
- The Campus President or designee (typically the Academic Dean or, in the case of online students, the Online Coordinator) has the authority to make decisions about student disciplinary action.
- Students are subject to the student conduct code while participating in any program externship, clinical rotation, or other College-related activity.
- All student conduct code violations shall be documented in the student's academic record.
- Students dismissed for violations of the student conduct code shall remain responsible for any financial obligations to the College.
- Students dismissed from one Corinthian Colleges, Inc. college for violation of the student conduct code shall not be eligible for admittance to another CCI college.

Student Conduct Code

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

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

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

Student Conduct Code Violations/Formal Disciplinary Procedure

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

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

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

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

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

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

Appeals

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

Academic Integrity

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

CAMPUS SECURITY AND CRIME AWARENESS POLICIES

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

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

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

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

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

Statistical Information

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

CAMPUS COMPLETION RATE REPORTS

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

DRUG AWARENESS

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

Everest College prohibits the manufacture and unlawful possession, use or distribution of illicit drugs or alcohol by students on its property and at any College activity. If a student suspects someone to be under the influence of any drug (or alcohol), he or she should immediately bring this concern to the attention of the Academic Dean or College President. Violation of Everest College's anti-drug policy will

result in appropriate disciplinary actions and may include expulsion of the student. The appropriate law enforcement authorities may also be notified.

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

WEAPONS POLICY

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

SEXUAL HARASSMENT POLICY

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

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

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

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

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

DISCIPLINARY PROCEDURES

In cases in which the College takes disciplinary action against a student where separation is not a possibility (probation or warning), the following procedures will be followed:

1. The Academic Dean will notify the student of such action and the specific reasons for the action and schedule an informal hearing giving the student at least one day's notice. Any ensuing action will be given in writing and will precisely describe the misconduct.
2. If the matter is still not resolved, the student may appeal the decision by requesting a hearing in writing through the President's office. The Appeal Committee is selected by the College President and is composed of six (6) disinterested persons from the faculty and administration, plus the College President (as a non-voter). The committee shall make a decision by simple majority vote and communicate the decision in writing to the College President. The President will notify the student of the final decision.

In cases in which the College takes disciplinary action against a student where separation is a possibility (suspension or termination), the following procedures will be followed:

1. The student is given notice of the proposed disciplinary action, the specific reasons for the action, and the date and time of a hearing before the Appeals Committee (at least 10 days' notice will be given). The student will be provided detailed information on the manner in which the hearing will be conducted.
2. The College President may suspend a student without prejudging the results of the hearing if, in his/her judgment, a danger may exist.
3. The Hearing Committee is selected by the College President and is composed of six (6) disinterested persons from the faculty and administration, plus the College President (as a non-voter). The committee shall make a decision by simple majority vote and communicate the decision in writing to the College President. The President will notify the student of the decision.
4. The decision of the Hearing Committee may be appealed on the grounds of significant procedural error, clearly demonstrable factual error, or penalty extremely disproportionate to the misconduct. Students wishing to pursue such an appeal may contact the Rhodes Colleges Student Help Line at (800) 874-0255 for directions and information.

STUDENT GRIEVANCE PROCEDURES

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

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

Accrediting Council for Independent Colleges and Schools
750 First Street, N.E., Suite 980
Washington, DC 20002-4241
202-336-6780

OR

Oregon Office of Degree Authorization
1500 Valley River Dr., Suite 100
Eugene, OR 97401
541-687-7452

State of Washington
Workforce Training and Education Coordinating Board
128 10th Avenue, SW
P.O. Box 43105
Olympia, Washington 98504-3105
360-753-5662

POLICY AND PROGRAM CHANGES

The College reserves the right to change any provision or requirements in this catalog at any time without notice. The College reserves the right to substitute equivalent classes within each diploma or degree program. Students will be notified of any such changes. The College may add or delete programs of study. Further, the College reserves the right to add or delete courses from published programs of study.

The College further reserves the right to require a student to withdraw from the College for just cause, defined as any cause deemed detrimental to the College, as determined by the President.

Failure to read this catalog and other published or posted material does not excuse students from the requirements and regulations described herein.

FINANCIAL INFORMATION

TUITION AND FEES

The current tuition and fees schedule can be found in Appendix B: Tuition and Fees in this catalog

For students in quarter-based programs, the tuition and fees listed in Appendix B 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. Increases will not occur more than once per academic year. For residents of the state of Washington enrolled in diploma programs, however, the tuition and fees for subsequent quarters will remain unchanged unless there is a break in enrollment or a program change.

The minimum full-time course load is 12 credits per quarter. Non-credit-bearing coursework will be charged at the same rate as credit-bearing coursework. Textbook costs per quarter are dependent upon the classes for which the student is registered. All credits for which a student is registered are charged at the applicable rate, including any courses being repeated. Arrangements to cover the cost of tuition, books, and fees must be completed prior to registration each quarter.

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

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 the quarter for Oregon.

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

Everest College reserves the right to terminate a student's enrollment if the student fails to meet financial obligations. The College also reserves the right to withhold all official documents such as transcripts, grades, diplomas, and degrees until all charges have been paid.

Transportation

In addition to the typical tuition, fees, books, and registration fee, students should budget \$75 to \$175 per month for transportation costs to and from school.

BUYER'S RIGHT TO CANCEL – CANCELLATION

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

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

OFFICIAL WITHDRAWALS

An official withdrawal 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, all monies paid will be refunded.

REFUND POLICIES

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

When a student withdraws, The School must complete both a "Return to Title IV" and a refund calculation.

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

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

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

The refund calculation will be based on the date of withdrawal. Any monies due the applicant or student will be refunded within 30 days of the date of cancellation, termination, or determination of withdrawal. If a student received a loan for tuition, a refund will be made to the lender to reduce the student's loan debt. If the amount of refund exceeds the unpaid balance of the loan, the balance of funds will then be applied in the following order:

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

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

DATE OF WITHDRAWAL VS. DATE OF DETERMINATION (DOD)

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

Effect of Leaves of Absence on Refunds

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

Textbook and Equipment Return/Refund Policy

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

Federal Return of Title IV Funds Policy

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

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

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

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

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

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

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

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

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

Refunds are allocated in the following order:

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

Return of Unearned SFA Program Funds

The School must return the lesser of:

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

The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate any SFA loan funds in accordance with the terms of the loan; and the remaining unearned SFA program grant (not to exceed 50% of a grant) as an overpayment of the grant.

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

Institutional Refund Policy

For first-time students in quarter-based programs and all students in modular programs, including Oregon residents, who terminate their training before completing more than 60% of their first period of enrollment (their first term for quarter-based students or the quarter for modular students), the institution will perform a pro-rata refund calculation unless the student has cancelled his/her enrollment or withdrawn and received a full refund under the provisions above. Under a pro-rata refund calculation, the institution is entitled to retain only the percentage of institutional charges (tuition, fees, room, board, etc.) proportional to the period of enrollment completed by the student. The period of enrollment completed by the student is calculated by dividing the total number of weeks in the period of enrollment into the number of weeks completed in that period (as of the withdrawal date). The percentage of weeks attended is rounded up to the nearest 10% and multiplied by the institutional charges for the period of enrollment. A reasonable administrative fee not to exceed \$100 or 5% of the total institutional charges, whichever is less, will be excluded from the institutional charges used to calculate the pro-rata refund. The institution may retain the entire contract price for the period of enrollment--including tuition, fees, and other charges--if the student terminates the training after completing more than 60% of the period of enrollment. An enrollment period is considered to be the current quarter or payment period.

REQUIREMENTS FOR GRADUATION

A student must:

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

OREGON CANCELLATION AND REFUND POLICY (APPLIES TO ALL CONTINUING STUDENTS)

- (1) A student may cancel enrollment by giving written notice to The School. If notice occurs:
 - (a) Within five business days of the date of enrollment, all monies paid shall be refunded; or
 - (b) After five business days of the date of enrollment and prior to the commencement of classes, The School may retain only the published registration/application fee. Such fee shall not exceed 15 percent of the total tuition cost, or \$150, whichever is less.
- (2) If training is terminated by the student or The School after commencement of classes, unless The School has discontinued the program of instruction, the student is financially obligated to The School according to the following formulas or maximum charges:
 - (a) If a student withdraws prior to completion of 50 percent of the enrollment period, the student shall be entitled to a pro rata refund of the tuition charged and paid for the enrollment period, less registration/application fees, supply fees, and any other legitimate charges owed by the student;

- (b) If a student withdraws upon completion of 50 percent or more of the enrollment period, the student shall be obligated for the tuition charged for the entire enrollment period and shall not be entitled to any refund;
- (c) The term "Pro rata refund" means a refund of tuition paid for that portion of the enrollment period beyond the last recorded date of attendance. The date for determining that portion shall be the published class schedule and the last recorded date of attendance by the student; and
- (d) To calculate charges under subsections (2)(a) through (c) of this rule:
 - (A) When a program is measured in clock hours, the portion of the enrollment period for which the student will be charged is determined by dividing the total clock hours into the number of clock hours accrued according to the published class schedule as of the last recorded day of attendance by the student;
 - (B) When a program is measured in credit hours, the portion of the enrollment period for which the student will be charged is determined by dividing the total number of weeks into the number of weeks accrued according to the published class schedule as of the last recorded day of attendance by the student; and
 - (C) For other measurements of time such as days, weeks, or months, the portion of the enrollment period for which the student will be charged is determined by dividing the total number of weeks or months into the number of weeks or months accrued according to the published class schedule as of the last recorded day of attendance by the student.
- (3) In calculating charges under subsections (2)(a) through (d) of this rule:
 - (a) The term "tuition cost" shall include direct tuition charges including any lab fees. The School shall adopt and publish policies regarding credits issued for the return of resalable books and supplies and/or the proration of user fees, other than lab fees;
 - (b) The School shall not charge a withdrawal fee of more than \$25;
 - (c) Any refund shall be calculated on the basis of the published class schedule using the last day of actual attendance as the termination date. The student shall not be charged for a leave of absence, granted according to The School's written attendance policy in the calculation of refunds;
 - (d) The School may adopt and apply refund calculations more favorable to the student than those described under subsections (2)(a) through (d) of this rule.
- (4) When a cancellation, termination or completion occurs, a calculation of all allowable charges under sections (1), (2) and (3) of this rule shall be made, using the last recorded date of attendance as a baseline. If such calculations evidence that The School received total payments greater than its allowable charges:
 - (a) Within 40 days after notification of such cancellation, termination or completion, a written statement showing allowable charges and total payments received shall be delivered to the student by The School, together with a refund equal in amount to monies paid to The School in excess of those allowable charges.

WASHINGTON CANCELLATION AND REFUND POLICY

- (a) The School must refund all money paid if the applicant is not accepted. This includes instances where a starting class is canceled by The School;
- (b) The School must refund all money paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training;
- (c) The School may retain an established registration fee equal to ten percent of the total tuition cost, or one hundred dollars, whichever is less, if the applicant cancels after the fifth business day after signing the contract or making an initial payment. A "registration fee" is any fee charged by a school to process student applications and establish a student records system;
- (d) If training is terminated after the student enters classes, The School may retain the registration fee established under (c) of this subsection, plus a percentage of the total tuition as described in the following table:

If the student completes this amount of training:	The school may keep this percentage of the tuition cost:
One week or up to 10%, whichever is less	10%
More than one week or 10% whichever is less but less than 25%	25%
25% through 50%	50%
More than 50%	100%

- (e) When calculating refunds, the official date of a student's termination is the last date of recorded attendance:
 - (i) When The School receives notice of the student's intention to discontinue the training program;
 - (ii) When the student is terminated for a violation of a published School policy which provides for termination;
 - (iii) When a student, without notice, fails to attend classes for thirty calendar days.
- (2) Discontinued programs:
 - (a) If instruction in any program is discontinued after training has begun or if The School moves from one location to another, it must either:
 - (i) Provide students pro rata refunds of all tuition and fees paid; or
 - (ii) Arrange for comparable training at another public or private vocational school. Students must accept comparable training in writing...
 - (c) Students affected by a discontinuation must request a refund within ninety days.

STUDENT FINANCING OPTIONS

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

FINANCIAL ASSISTANCE

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

STUDENT ELIGIBILITY

To receive financial assistance you must:

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

FEDERAL FINANCIAL AID PROGRAMS

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

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

Federal Pell Grant

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

Federal Supplemental Educational Opportunity Grant (FSEOG)

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

Federal Perkins Loan

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

Federal Work Study (FWS)

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

Federal Stafford Loans (FSL)

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

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

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

Federal Parent Loan for Undergraduate Students (PLUS)

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

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

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

ALTERNATIVE FINANCING OPTIONS

Should a student's primary source of financing not cover all their educational costs, the school offers affordable alternative financing options such as alternative loans and institutional payment plans. Each plan is offered as a secondary payment source to augment primary

financing options such as cash, federal financial aid, state grants, agency contracts or employer billing. For detailed information regarding all financing options available please refer to the school's Student Financial Planning Brochure.

Alternative Loan Programs

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

Institutional Payment Plans

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

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

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

HIGH SCHOOL SCHOLARSHIPS

Everest College offers High School Scholarships for graduating seniors, age 17 or older.

High school seniors may obtain scholarship information from a participating high school guidance department, or they may call the College for an application. Applications should be mailed in by the end of March or by the designated deadline.

All applicants must take the CPAT, which measures competency in reading, language, and mathematics. Scholarship finalists will be those with the highest scores on the test.

A panel of school officials conducts interviews with the scholarship finalists about their goals, accomplishments, and extracurricular activities. This panel will select winners by consensus vote. Each campus will award scholarships as follows:

- One \$4000 tuition-assistance scholarship will be awarded to a student for the program of his/her choice;
- Five \$2000 scholarships will be awarded to students for the programs of their choice.

Scholarships will be awarded annually. They are not transferable, nor can they be exchanged for cash. Scholarships are good for up to five months after the award date.

STUDENT SERVICES

CAREER SERVICES

Everest College has earned a reputation for excellence among the business and professional communities it serves. We treasure this reputation most highly, both for the respect it affords our graduates and for the opportunities it offers them.

For the duration of a student's training program, Everest College emphasizes the employability of a student in the business world. Great care is taken to train our students to possess those skills necessary for entry-level positions available in their career fields.

Employers offer entry-level positions in all types of business, criminal justice, legal, travel, and medical fields, affording a variety of employment opportunities. The initial placement is very important, and great care is taken to match a student's talents and interests with a position in which he/she can succeed. Everest College is committed to the success of our students and strives to assist them in securing a position.

It is required that the student contact the Director of Career Services well before graduation. However, as full cooperation from the graduate is required, the Director of Career Services has the right to refuse to continue to serve any graduate who will not cooperate in either personal appearance or in keeping appointments for interviews.

No guarantee of employment is made or implied. Everest College is not obligated to provide graduate services to non-diploma/degree students.

If diploma or degree graduates wish to make a job change, our graduate services are available throughout their careers. Graduates may also have access to career services of other business colleges in principal cities nationwide through our Career Services Department.

CAREER DEVELOPMENT

One course that helps prepare our students for entry into the business world is Career Skills. A major emphasis of this course is the development of self-confidence so that students are able to handle the many different situations they will encounter in the business world. This course is designed to meet the needs of our students and help them make a good impression on job interviews. Course curriculum includes grooming, preparation of the resume, interview techniques, and an interview with our Director of Career Services.

STUDENT DISABILITY SERVICES/ACCOMMODATIONS

This institution has an institutional commitment to provide equal educational opportunities for qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. To provide equality of access for students with disabilities, the institution will provide accommodations and auxiliary aids and services to the extent necessary to comply with state and federal laws. For each student, these accommodations and services will specifically address the functional limitations of the disability that adversely affect equal educational opportunity. Applicants or students who would like to request disability service/accommodations must make a request to the Campus President. Students will receive written notification of the determination within seven calendar days. Students may appeal an accommodation decision by following the student grievance procedure as stated in the "Student Academic Appeals Policy" section of this catalog.

TUTORING

All faculty members are available to provide additional academic help to students. Fridays are set aside to permit students to obtain extra one-on-one instruction and assistance from the full-time faculty.

ROOM AND BOARD

The College does not provide room and board.

RESPONSIBILITY FOR PERSONAL PROPERTY

The College assumes no responsibility for loss or damage to personal property through fire, theft, or other causes.

PROGRAMS OF STUDY BY LOCATION

Field	Credential	Program	Portland	Vancouver
ACCOUNTING	Degree (AAS)	Accounting (AAC)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Diploma	Accounting/Business Administration (AC4)	<input checked="" type="checkbox"/> *	<input checked="" type="checkbox"/>
	Diploma	Bookkeeping (AC3)	<input checked="" type="checkbox"/> *	<input checked="" type="checkbox"/>
	Diploma	Business Accounting (BACC1)	<input checked="" type="checkbox"/>	
COMPUTERS	Degree (AAS)	Advanced Microcomputer Applications (DP9)	<input checked="" type="checkbox"/> *	<input checked="" type="checkbox"/> *
	Degree (AAS)	Computer Information Science	<input checked="" type="checkbox"/>	
	Diploma	Microcomputer Applications (DP8)	<input checked="" type="checkbox"/> *	<input checked="" type="checkbox"/> *
	Diploma	Network Internet Security Specialist	<input checked="" type="checkbox"/>	
	Diploma	Operations Specialist (DP7)	<input checked="" type="checkbox"/> *	<input checked="" type="checkbox"/> *
JUSTICE	Degree (AAS)	Criminal Justice (LJA)	<input checked="" type="checkbox"/>	
MEDICAL	Degree (AAS)	Medical Assisting (MAD3)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Diploma	Medical Assisting (MA2)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Diploma	Administrative Medical Assistant (MA1)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Degree (AAS)	Pharmacy Technician (PHTA)	<input checked="" type="checkbox"/>	
	Diploma	Pharmacy Technician (PHT)	<input checked="" type="checkbox"/>	
	Diploma	Medical Insurance Billing and Coding (MIBC)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
OFFICE TECHNOLOGY	Degree (AAS)	Executive Assistant (ST9E)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Diploma	Administrative Assistant (ST8)	<input checked="" type="checkbox"/> *	<input checked="" type="checkbox"/>
	Diploma	Legal Administrative Assistant (ST8L)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Diploma	Automated Office Technology (ST4)	<input checked="" type="checkbox"/> *	<input checked="" type="checkbox"/> *
PARALEGAL	Degree (AAS)	Paralegal/Legal Assistant (LPA8)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
TRAVEL	Degree (AAS)	Travel/Hospitality Management (HTM)	<input checked="" type="checkbox"/> *	
	Diploma	Travel/Hospitality Administration (HT4)	<input checked="" type="checkbox"/> *	
	Diploma	Travel/Hospitality (HT3)	<input checked="" type="checkbox"/> *	

*No longer enrolling new students

ACCOUNTING (AAC)

Credential	Credit Units	Length	Campuses	Version
Associate of Applied Science Degree	96	72-102 weeks	Portland, Vancouver	O-1

Time:	Regular Term Day Starts	72	Weeks
	Mini-term Day Starts	78	Weeks
	Regular Term Evening Starts	96	Weeks
	Mini-term Evening Starts	102	Weeks

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

Course Number	Course	Quarter Credit Units
APA 2111	Principles of Accounting I	4
APA 2121	Principles of Accounting II	4
APA 2161	Introductory Cost/Managerial Accounting	4
ACG 2021	Introduction to Corporate Accounting	4
APA 2959	Externship in Accounting	4
APA 2141	Computerized Accounting	4
ACG 2551	Non-Profit Accounting	4
ACG 2178	Financial Statement Analysis	4
ACO 1806	Payroll Accounting	4
BUL 2131	Applied Business Law	4
CGS 2510C	Applied Spreadsheets	4
CGS 2167C	Computer Applications	4
EN 120 *	Business Communications	4
ENC 1101 *	Composition I	4
ENG 1000	Business English	4
FIN 1103	Introduction to Finance	4
MTB 1103	College Business Mathematics	4
ENC 1102 *	Composition II (Portland Campus)	4
	-OR-	
MAT 1033**	College Algebra (Vancouver Campus)	4
MAN 1030	Introduction to Business Enterprise	4
OST 1141L	Keyboarding	2
PSY 2012 **	General Psychology	4
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
SPC 2016 **	Oral Communications	4
TAX 2000	Tax Accounting	4
	Total Credits	96

*Required writing course for Oregon as Gen Ed

**General education requirement

ACCOUNTING/BUSINESS ADMINISTRATION (AC4)

Credential	Credit Units	Length	Campuses	Version
Diploma	64	48-66 weeks	Portland*, Vancouver	0-0

*The Portland campus is no longer enrolling new students in this program.

Time:	Regular Term Day Starts	48	Weeks
	Mini-term Day Starts	54	Weeks
	Regular Term Evening Starts	60	Weeks
	Mini-term Evening Starts	66	Weeks

Many men and women get their start in business and become assistants to top executives. This course is designed to train students in those skills that will open the way to such positions.

Course Number	Course	Quarter Credit Units
APA 2111	Principles of Accounting I	4
APA 2121	Principles of Accounting II	4
ACG 2021	Introduction to Corporate Accounting	4
ACO 1806	Payroll Accounting	4
APA 2141	Computerized Accounting	4
CGS 2167C	Computer Applications	4
CGS 2510C	Applied Spreadsheets	4
ENC 1101 *	Composition I	4
ENG 1000	Business English	4
MTB 1103	College Business Mathematics	4
MAN 1030	Introduction to Business Enterprise (Portland Campus)	4
	-OR-	
MAT 1033 *	College Algebra (Vancouver Campus)	
OST 1141L	Keyboarding	2
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
	Additional Accounting/Business/Computer Credits	12
	Total Credits	64

* General education requirement

BOOKKEEPING (AC₃)

Credential	Credit Units	Length	Campuses	Version
Diploma	48	36-54 weeks	Portland*, Vancouver	0-0

*The Portland campus is no longer enrolling new students in this program.

Time:	Regular Term Day Starts	36	Weeks
	Mini-term Day Starts	42	Weeks
	Regular Term Evening Starts	48	Weeks
	Mini-term Evening Starts	54	Weeks

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

Course Number	Course	Quarter Credit Units
APA 2111	Principles of Accounting I	4
APA 2121	Principles of Accounting II	4
ACO 1806	Payroll Accounting	4
APA 2141	Computerized Accounting	4
CGS 2167C	Computer Applications	4
CGS 2510C	Applied Spreadsheets	4
ENG 1000	Business English	4
MTB 1103	College Business Mathematics	4
MAN 1030	Introduction to Business Enterprise	4
OST 1141L	Keyboarding	2
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
	Additional Credits	4
	Total Credits	48

BUSINESS ACCOUNTING (BACC1)

Credential	Credit Units	Length	Campuses	Version
Diploma	48	36 -54 weeks	Portland	1-2

Time:	Regular Term Day Starts	36	Weeks
	Mini-term Day Starts	42	Weeks
	Regular Term Evening Starts	48	Weeks
	Mini-term Evening Starts	54	Weeks

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

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

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

Course Number	Course Title	Quarter Credit Units
College Core Requirements		
SLS 1105	Strategies for Success	4
CGS 2167C	Computer Applications	4
CGS 2510C	Applied Spreadsheets	4
MTB 1103	Business Math	4
MAN 1030	Introduction to Business Enterprise	4
SLS 1321	Career Skills	2
Student will select one of the following:		
MAN 2031	Let's Talk Business	2
OST 1141L	Keyboarding	2
Major Core Requirements		
APA 2111	Principles of Accounting I	4
APA 2121	Principles of Accounting II	4
ACG 2021	Introduction to Corporate Accounting	4
APA 2141	Computerized Accounting	4
ACO 1806	Payroll Accounting	4
TAX 2000	Tax Accounting	4
Program Total		48

COMPUTER INFORMATION SCIENCE

Credential	Credit Units	Length	Campuses	Version
Associate of Applied Science Degree	96	24 months	Portland	2-0

The **Associate of Applied Science Degree** in Computer Information Science is designed to provide the student with hands-on training in the latest data communications and computer operations technologies. AAS Degree students must complete the required coursework in the major core from one of the listed areas of concentration. The following describes each area of concentration.

Programming:

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

Network Administration:

The Network Administration concentration enables students to build a solid foundation in the key technologies that drive many of today's corporate networks. Students in this concentration will gain hands-on experience with the hardware and software used in personal computers, learn to manage and direct network traffic, and will develop system support skills that focus on installing, administering, and troubleshooting commonly used network hardware and software. This concentration helps prepare graduates for careers as Network Administrators, Network Security Administrators, Database Administrators, Network Technicians, Help Desk Technicians, PC Support Specialists, Database Support Specialists, Technical Support Representatives, and more.

Web Design:

The Web Design concentration covers the essential topics necessary to gain a complete understanding of the latest Internet and web site development technologies. Students learn all aspects of implementing an Internet and/or Intranet web site, including site planning and design, and will practice programming interactive web sites using the latest scripting languages and editing software. Graduates will develop a portfolio of their work and will have the opportunity to enter the job market as entry level web designers in a variety of related positions and job titles.

Course Number	Course Name	Associates Degree Quarter Credit Hrs
College Core Requirements		
SLS 1105	Strategies for Success	4.0
SLS 1321	Career Skills	2.0
CGS 2167C	Computer Applications	4.0
EN 120	Business Communications	4.0
Choose one of following courses (students taking Web Design concentration <i>must</i> take Project Development <i>and</i> one of the other two choices):		
CEN 1056	Project Development	2.0
OST 1141L	Keyboarding	2.0
MAN 2031	Let's Talk Business	2.0
	Total Quarter Credit Hours:	16.0 (18.0 for Web Design students)
Major Core Requirements – Programming Concentration		
APA 2111	Principles of Accounting I	4.0
APA 2121	Principles of Accounting II	4.0
BUL 2131	Applied Business Law	4.0
CEN 1509C	Computer Networking Fundamentals	4.0
CGS 1763C	Computer Operating Systems	4.0
CGS 1280C	Computer Hardware Concepts	4.0
COP 2010C	Programming Concepts	4.0
CGS 2461C	Fundamental Programming Techniques	4.0
CIS 2325	Introduction to the Systems Development Life Cycle	4.0
	Approved IT Electives*	8.0
Choose one of the following two-course language sequences in Visual Basic or C++ or Java or C# (4 credits each).		8.0
COP 2170C	Computer Programming – Visual Basic I	

COP 2171C	Computer Programming – Visual Basic II	
COP 2224C	Computer Programming – C++ I	
COP 2228C	Computer Programming – C++ II	
COP 2250C	Computer Programming – Java I	
COP 2805C	Computer Programming – Java II	
COP 2280C	Computer Programming – C# I	
COP 2281C	Computer Programming – C# II	
	Programming Major Core:	52.0
Major Core Requirements – Network Administration Concentration		
CGS 1763C	Computer Operating Systems	4.0
CGS 1280C	Computer Hardware Concepts	4.0
CEN 1509C	Computer Networking Fundamentals	4.0
CEN 1561C	Network Operating Systems-Client	4.0
CEN 1562C	Network Operating Systems-Server	4.0
CET 1605C	Network Routing I	4.0
CET 2607C	Network Routing II	4.0
CTS 2320C	Network Management	4.0
CEN 2327C	Network Infrastructure	4.0
CTS 2303C	Network Directory Services	4.0
CIS 2354C	Network Security Fundamentals	4.0
Choose one of the following two-course network management sequences in Security or Database or other approved IT electives (4 credits each).		8.0
CEN 2345C	Network Security	
CIS 2475	Designing Network Security	
CEN 2420	Implementing and Administering Databases	
CEN 2450	Database Design	
	Network Administration Major Core:	52.0
Major Core Requirements – Web Design Concentration		
CEN 1509C	Computer Networking Fundamentals	4.0
COP 2010C	Programming Concepts	4.0
CGS 2461C	Fundamental Programming Techniques	4.0
CGS 1800C	Web Site Design Methodology	4.0
CGS 1821C	Web Content Development	4.0
COP 2840C	Content Generation – Scripting Languages	4.0
CGS 2820C	Web Authoring	4.0
CGS 2877C	Web Animation	4.0
GRA 2225C	Graphic Design Using Adobe Photoshop	4.0
CGS 2177C	E-Commerce Systems Administration	4.0
CGS 2910C	Web Design Portfolio Project	2.0
	Approved IT Electives*	8.0
	Web Design Major Core:	50.0
*Approved IT Electives to be selected in consultation with the Academic Advisor, Registrar, or Academic Dean from available coursework in the major (typically those courses with CEN, CIS, CGS, COP, CTS and CET prefixes).		
	Approved Electives	8.0
To be selected in consultation with the Academic Advisor, Registrar or Academic Dean to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student.		
General Education Requirements		
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
SPC 2016	Oral Communications	4.0
MAT 1033	College Algebra	4.0
PSY 2012	General Psychology	4.0
	Total Quarter Credit Hours:	20.0
	Total Quarter Credit Hours Required for Graduation:	96.0

ADVANCED MICROCOMPUTER APPLICATIONS (DP9)

Credential	Credit Units	Length	Campuses	Version
Associate of Applied Science Degree	90	72-102 weeks	Portland*, Vancouver*	0-0
*No longer enrolling new students in this program.				

Time: Regular Term Day Starts	72	Weeks
Mini-term Day Starts	78	Weeks
Regular Term Evening Starts *	96	Weeks
Mini-term Evening Starts *	102	Weeks

Everest College has always been a leader in the development of training for the ever-changing microcomputer field. This program offers broad-based training in business, computer software, hardware, programming, and applications.

Course Number	Course	Quarter Credit Units
APA 1114	Office Accounting	4
	-OR-	
APA 2111	Principles of Accounting I	
ACO 1806	Payroll Accounting	4
APA 2141	Computerized Accounting	4
CGS 2167C	Computer Applications	4
CGS 2510C	Applied Spreadsheets	4
DP 130	Introduction to BASIC Programming and Hardware Maintenance	4
DP 145	Operating Systems/Hard Disk Management	4
DP 150	Advanced Data Base Management	4
DP 220	Data Base Application Programming	4
DP 230	System Administration and Multi-User System	4
DP 240	Computer Lab Internship	2
DP 260	Web Page Design	4
EN 120**	Business Communications	4
ENC 1101 **	Composition I	4
ENG 1000	Business English	4
MTB 1103	College Business Mathematics	4
ENC 1102 **	Composition II (Portland Campus)	4
	-OR-	
MAT 1033 ***	College Algebra (Vancouver Campus)	
OST 1141L	Keyboarding	2
PSY 2012 ***	General Psychology	4
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
SPC 2016 ***	Oral Communication	4
WP 105	Word Processing I	2
WP 115	Information Processing	2
	Additional Credits	4
	Total Credits	90

*Evening program offered only on Portland Campus

** Required writing course for Oregon as Gen Ed

***General education requirement

MICROCOMPUTER APPLICATIONS (DP8)

Credential	Credit Units	Length	Campuses	Version
Diploma	64	48-66 weeks	Portland*, Vancouver*	0-0
*The Portland and Vancouver campuses are no longer enrolling new students in this program.				

Time:	Regular Term Day Starts	48	Weeks
	Mini-term Day Starts	54	Weeks
	Regular Term Evening Starts *	60	Weeks
	Mini-term Evening Starts *	66	Weeks

The rapidly changing field of computer information processing has created a greater demand for specialized training in the microcomputer field. This program provides students with general business and office skills in microcomputer information processing operations and concepts.

Course Number	Course	Quarter Credit Units
APA 1114	Office Accounting	4
	-OR-	
APA 2111	Principles of Accounting I	4
ACO 1806	Payroll Accounting	4
APA 2141	Computerized Accounting	4
CGS 2167C	Computer Applications	4
CGS 2510C	Applied Spreadsheets	4
DP 130	Introduction to BASIC Programming and Hardware Maintenance	4
DP 145	Operating Systems/Hard Disk Management	4
DP 150	Advanced Data Base Management	4
DP 260	Web Page Design (Portland Campus)	4
	-OR-	
MAT 1033 **	College Algebra (Vancouver Campus)	4
ENG 1000	Business English	4
MTB 1103	College Business Mathematics	4
OST 1141L	Keyboarding	2
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
WP 105	Word Processing I	2
WP 115	Information Processing	2
	Additional Accounting/Business/Computer Credits	8
	Total Credits	64

*Evening Program offered only on Portland campus

**General education requirement

NETWORK INTERNET SECURITY SPECIALIST

Credential	Credit Units	Length	Campuses	Version
Diploma	72	12 months	Portland	1-0

The Network and Internet Security Specialist program is designed for students wishing to pursue a career in planning, implementing, administering, supporting and securing networked computer systems and their users. Network design, installation, maintenance and management as well as implementation, and operating computer services are rapidly growing areas in the information technology industry.

The Network and Internet Security Specialist program will help students develop the network planning, implementation, administration and computer user support skills required to meet employers' needs in these areas.

The Network and Internet Security Specialist program helps prepare graduates for careers as Network Security Specialist, Network Security Administrator, Network Administrators, Network Technicians, Help Desk Technicians, PC Support Specialists, Technical Support Representatives, and more.

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

COURSE NUMBER	COURSE TITLE	LECTURE HOURS	LAB HOURS	EXTERN HOURS	TOTAL CONTACT HOURS	QUARTER CREDIT UNITS
CTS 1000	Introduction to Computer Technology	40	40	00	80	6
CTS 1050	Computer Hardware and Operating Systems	40	40	00	80	6
NCS 1000	Networking Concepts	40	40	00	80	6
NCS 1050	Network Routing	40	40	00	80	6
NOS 1000	Network Operating Systems – Client	40	40	00	80	6
NOS 1050	Network Operating Systems – Server	40	40	00	80	6
NSS 2000	Network Infrastructure Implementation	40	40	00	80	6
NSS 2050	Network Directory Services	40	40	00	80	6
NSS 2100	Network Infrastructure Planning	40	40	00	80	6
NIS 2000	Network Security Fundamentals	40	40	00	80	6
NIS 2050	Network Security Implementation	40	40	00	80	6
NIS 2100	Network Security Design	40	40	00	80	6
PROGRAM TOTAL:		480	480	000	960	72

OPERATIONS SPECIALIST (DP7)

Credential	Credit Units	Length	Campuses	Version
Diploma	48	36-54 weeks	Portland*, Vancouver*	1-2

*No longer enrolling new students in this program.

Time:	Regular Term Day Starts	36	Weeks
	Mini-term Day Starts	42	Weeks
	Regular Term Evening Starts	48	Weeks
	Mini-term Evening Starts	54	Weeks

It has become evident that the ability to operate a microcomputer is a necessity. This program is designed to train the student in the areas of general business and computer applications.

Course Number	Course	Quarter Credit Units
APA 1114	Office Accounting	4
	-OR-	
APA 2111	Principles of Accounting I	
ACO 1806	Payroll Accounting	4
CGS 2167C	Computer Applications	4
CGS 2510C	Applied Spreadsheet	4
DP 145	Operating Systems/Hard Disk Management	4
DP 150	Advanced Data Base Management	4
ENG 1000	Business English	4
MTB 1103	College Business Mathematics	4
OST 1141L	Keyboarding	2
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
WP 105	Word Processing I	2
	Additional Accounting/Business/Computer Credits	6
	Total Credits	48

CRIMINAL JUSTICE (LJA)

Credential	Credit Units	Length	Campuses	Version
Associate of Applied Science Degree	96	72-96 weeks	Portland	1-1

Time:	Regular Term Day Starts	72	Weeks
	Mini-term Day Starts	78	Weeks
	Regular Term Evening Starts	96	Weeks
	Mini-term Evening Starts	102	Weeks

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 Title	Quarter Credit Units
College Core Requirements		
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
CGS 2167C	Computer Applications	4
EN 120*	Business Communications	4
	Total Quarter Credit Hours	14
Major Core Requirements		
BUL 2131	Applied Business Law	4
CCJ 1017	Criminology	4
CCJ 1024	Introduction to Criminal Justice	4
CJL 2130	Criminal Evidence	4
CJL 2134	Criminal Procedure and the Constitution	4
CCJ 1610	Criminal Investigations	4
CCJ 2358	Criminal Justice Communications	4
CCJ 2306	Introduction to Corrections	4
CJD 2250	Introduction to Interviews and Interrogations	4
DSC 2002	Introduction to Terrorism	4
CJE 2100	Policing in America	4
CCJ 2288	Spanish for the Criminal Justice Professional	4
CCJ 2679	Introduction to Victims Advocacy	4
CCJ 2943	Current Issues in Criminal Justice	4
CJE 2670	Introduction to Forensics	4
CCJ 1910	Career Choices in Criminal Justice	4
	Total Quarter Credit Hours	64
General Education Core Requirements		
ENC 1101 *	Composition I	4
ENC 1102 *	Composition II	4
SPC 2016 **	Oral Communications	4
SYG 2000 **	Principles of Sociology	4
SLS 1505 **	Basic Critical Thinking	2
	Total Quarter Credit Hours	18
Total Quarter Credit Hours Required For Graduation		96

*Required writing courses for Oregon

**General education requirement

MEDICAL ASSISTING (MAD₃) – PORTLAND CAMPUS

Credential	Credit Units	Length	Campuses	Version
Associate of Applied Science Degree	97	72-102 weeks	Portland	0-0

Time:	Regular Term Day Starts	72	Weeks
	Mini-term Day Starts	78	Weeks
	Regular Term Evening Starts	96	Weeks
	Mini-term Evening Starts	102	Weeks

The clinical assistant is trained in medical business office skills and the clinical and laboratory skills necessary to assist the physician in all aspects of patient care, including both front-office and back-office.

Course Number	Course	Quarter Credit Units
APA 1114	Office Accounting	4
MEA 1263	Anatomy & Physiology I	4
MEA 1233	Anatomy & Physiology II	4
CGS 2167C	Computer Applications	4
ENC 1101 *	Composition I	4
EN 120*	Business Communications	4
HC 2941	Medical Assistant Externship	5
MEA 1250	Diseases of the Human Body	4
MEA 1239	Medical Terminology	4
MEA 1385	Medical Law & Ethics	2
MTB 1103	College Business Mathematics	4
ENC 1102 *	Composition II	4
MEA 1671	Patient Interpersonal Relations	2
MEA 2455	Clinical Lecture A	4
MEA 2456	Clinical Lecture B	4
MEA 2457	Clinical Lecture C	4
MEA 2335	Medical Insurance Billing	4
MLS 2325	Clinical Lab A	2
MLS 2326	Clinical Lab B	2
MLS 2327	Clinical Lab C	2
OST 1141L	Keyboarding	2
OST 2301	Medical Office Practice	4
OST 2614	Medical Transcription	2
PHA 2245	Pharmacology & Medical Math	4
PSY 2012 **	General Psychology	4
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
SPC 2016 **	Oral Communications	4
	Total Credits	97

*Required writing courses for Oregon

**General education requirement

Students who earn a degree in this program may choose to sit for the Medical Assistant Certification Exam developed by the American Association of Medical Assistants. Upon successful completion of the exam, the graduate earns the title of CMA, Certified Medical Assistant.

-OR-

Students who earn a degree in this program may choose to sit for the Medical Assistant Certification Exam developed by the National Center for Competency Testing. Upon successful completion of the exam, the graduate earns the title of NCMA, National Certified Medical Assistant.

The State of Washington, Chapter 18.135, Revised Code of Washington [RCW] and Title 246-826 in the Washington Administrative Code [WAC] requires "Health Care Assistants" to secure "certification" from the Department of Health as a condition of employment.

MEDICAL ASSISTING (MAD3) – VANCOUVER CAMPUS

Credential	Credit Units	Length	Campuses	Version
Associate of Applied Science Degree	97	72-102 weeks	Vancouver	0-0

Time:	Regular Term Day Starts	72	Weeks
	Mini-term Day Starts	78	Weeks
	Regular Term Evening Starts	96	Weeks
	Mini-term Evening Starts	102	Weeks

The clinical assistant is trained in medical business office skills and the clinical and laboratory skills necessary to assist the physician in all aspects of patient care, including both front-office and back-office.

Course Number	Course	Quarter Credit Units
APA 1114	Office Accounting	4
APB 1100	Anatomy & Physiology I	4
APB 1110	Anatomy & Physiology II	4
CGS 2167C	Computer Applications	4
ENC 1101 *	Composition I	4
ENG 1000	Business English	4
HC 2941	Medical Assistant Externship	5
HSC 1444	Diseases of the Human Body	4
HSC 1531	Medical Terminology	4
MEA 1385	Medical Law & Ethics	2
MTB 1103	College Business Mathematics	4
MAT 1033 *	College Algebra	4
MEA 1671	Patient Interpersonal Relations	2
MEA 2455	Clinical Lecture A	4
MEA 2456	Clinical Lecture B	4
MEA 2457	Clinical Lecture C	4
MEA 2335	Medical Insurance Billing	4
MLS 2325	Clinical Lab A	2
MLS 2326	Clinical Lab B	2
MLS 2327	Clinical Lab C	2
OST 1141L	Keyboarding	2
OST 2301	Medical Office Practice	4
OST 2614	Medical Transcription	2
PHA 2245	Pharmacology & Medical Math	4
PSY 2012 *	General Psychology	4
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
SPC 2016 *	Oral Communications	4
	Total Credits	97

*General education requirement

Students who earn a degree in this program may choose to sit for the Medical Assistant Certification Exam developed by the American Association of Medical Assistants. Upon successful completion of the exam, the graduate earns the title of CMA, Certified Medical Assistant.

-OR-

Students who earn a degree in this program may choose to sit for the Medical Assistant Certification Exam developed by the National Center for Competency Testing. Upon successful completion of the exam, the graduate earns the title of NCMA, National Certified Medical Assistant.

The State of Washington, Chapter 18.135, Revised Code of Washington [RCW] and Title 246-826 in the Washington Administrative Code [WAC] requires "Health Care Assistants" to secure "certification" from the Department of Health as a condition of employment.

MEDICAL ASSISTING (MA₂) – PORTLAND CAMPUS

Credential	Credit Units	Length	Campuses	Version
Diploma	75	60-78 weeks	Portland	0-0

Time:	Regular Term Day Starts	60	Weeks
	Mini-term Day Starts	66	Weeks
	Regular Term Evening Starts	72	Weeks
	Mini-term Evening Starts	78	Weeks

The medical assistant is trained in medical business office skills and the clinical and laboratory skills necessary to assist the physician in patient care.

Course Number	Course	Quarter Credit Units
APA 1114	Office Accounting	4
MEA 1263	Anatomy & Physiology I	4
MEA 1233	Anatomy & Physiology II	4
CGS 2167C	Computer Applications	4
ENC 1101 *	Composition I	4
HC 2941	Medical Assistant Externship	5
MEA 1239	Medical Terminology	4
MEA 1385	Medical Law & Ethics	2
MTB 1103	College Business Mathematics	4
MEA 2455	Clinical Lecture A	4
MEA 2456	Clinical Lecture B	4
MEA 2457	Clinical Lecture C	4
MEA 2335	Medical Insurance Billing	4
MLS 2325	Clinical Lab A	2
MLS 2326	Clinical Lab B	2
MLS 2327	Clinical Lab C	2
OST 1141L	Keyboarding	2
OST 2301	Medical Office Practice	4
OST 2614	Medical Transcription	2
PHA 2245	Pharmacology & Medical Math	4
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
	Total Credits	75

* General education requirement

Students who earn a diploma in this program may choose to sit for the Medical Assistant Certification Exam developed by the American Association of Medical Assistants. Upon successful completion of the exam, the graduate earns the title of CMA, Certified Medical Assistant.

Students who earn a diploma in this program may choose to sit for the Medical Assistant Certification Exam developed by the National Center for Competency Testing. Upon successful completion of the exam, the graduate earns the title of NCMA, National Certified Medical Assistant.

The State of Washington, Chapter 18.135, Revised Code of Washington [RCW] and Title 246-826 in the Washington Administrative Code [WAC] requires "Health Care Assistants" to secure "certification" from the Department of Health as a condition of employment.

MEDICAL ASSISTING (MA₂) – VANCOUVER CAMPUS

Credential	Credit Units	Length	Campuses	Version
Diploma	75	60-78 weeks	Vancouver	0-0

Time:	Regular Term Day Starts	60	Weeks
	Mini-term Day Starts	66	Weeks
	Regular Term Evening Starts	72	Weeks
	Mini-term Evening Starts	78	Weeks

The medical assistant is trained in medical business office skills and the clinical and laboratory skills necessary to assist the physician in patient care.

Course Number	Course	Quarter Credit Units
APA 1114	Office Accounting	4
APB 1100	Anatomy & Physiology I	4
APB 1110	Anatomy & Physiology II	4
CGS 2167C	Computer Applications	4
ENG 1000	Business English	4
HC 2941	Medical Assistant Externship	5
HSC 1531	Medical Terminology	4
MEA 1385	Medical Law & Ethics	2
MTB 1103	College Business Mathematics	4
MEA 2455	Clinical Lecture A	4
MEA 2456	Clinical Lecture B	4
MEA 2457	Clinical Lecture C	4
MEA 2335	Medical Insurance Billing	4
MLS 2325	Clinical Lab A	2
MLS 2326	Clinical Lab B	2
MLS 2327	Clinical Lab C	2
OST 1141L	Keyboarding	2
OST 2301	Medical Office Practice	4
OST 2614	Medical Transcription	2
PHA 2245	Pharmacology & Medical Math	4
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
	Total Credits	75

Students who earn a diploma in this program may choose to sit for the Medical Assistant Certification Exam developed by the American Association of Medical Assistants. Upon successful completion of the exam, the graduate earns the title of CMA, Certified Medical Assistant.

Students who earn a diploma in this program may choose to sit for the Medical Assistant Certification Exam developed by the National Center for Competency Testing. Upon successful completion of the exam, the graduate earns the title of NCMA, National Certified Medical Assistant.

The State of Washington, Chapter 18.135, Revised Code of Washington [RCW] and Title 246-826 in the Washington Administrative Code [WAC] requires "Health Care Assistants" to secure "certification" from the Department of Health as a condition of employment.

ADMINISTRATIVE MEDICAL ASSISTANT (MA1) – PORTLAND CAMPUS

Credential	Credit Units	Length	Campuses	Version
Diploma	48	36-54 weeks	Portland	0-0

Time:	Regular Term Day Starts	36	Weeks	
	Mini-term Day Starts	42	Weeks	
	Regular Term Evening Starts	48	Weeks	
	Mini-term Evening Starts	54	Weeks	

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

Course Number	Course	Quarter Credit Units
APA 1114	Office Accounting	4
MEA 1263	Anatomy & Physiology I	4
MEA 1233	Anatomy & Physiology II	4
CGS 2167C	Computer Applications	4
ENC 1101 *	Composition I	4
MEA 1239	Medical Terminology	4
MEA 1385	Medical Law & Ethics	2
MEA 2335	Medical Insurance Billing	4
OST 1141L	Keyboarding	2
OST 2301	Medical Office Practice	4
OST 2614	Medical Transcription	2
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
	Additional Credits	4
	Total Credits	48

* General education requirement

Students who earn a diploma in this program may sit for the Medical Office Assistant Certification Exam developed by the National Center for Competency Testing. Upon successful completion of the exam, the graduate earns the title of NCMOA, National Certified Medical Office Assistant.

The State of Washington, Chapter 18.135, Revised Code of Washington [RCW] and Title 246-826 in the Washington Administrative Code [WAC] requires "Health Care Assistants" to secure "certification" from the Department of Health as a condition of employment.

ADMINISTRATIVE MEDICAL ASSISTANT (MA1) – VANCOUVER CAMPUS

Credential	Credit Units	Length	Campuses	Version
Diploma	48	36-54 weeks	Vancouver	0-0

Time:	Regular Term Day Starts	36	Weeks
	Mini-term Day Starts	42	Weeks
	Regular Term Evening Starts	48	Weeks
	Mini-term Evening Starts	54	Weeks

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

Course Number	Course	Quarter Credit Units
APA 1114	Office Accounting	4
APB 1100	Anatomy & Physiology I	4
APB 1110	Anatomy & Physiology II	4
CGS 2167C	Computer Applications	4
ENG 1000	Business English (Vancouver Campus)	4
HSC 1531	Medical Terminology	4
MEA 1385	Medical Law & Ethics	2
MEA 2335	Medical Insurance Billing	4
OST 1141L	Keyboarding	2
OST 2301	Medical Office Practice	4
OST 2614	Medical Transcription	2
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
	Additional Credits	4
	Total Credits	48

Students who earn a diploma in this program may sit for the Medical Office Assistant Certification Exam developed by the National Center for Competency Testing. Upon successful completion of the exam, the graduate earns the title of NCMOA, National Certified Medical Office Assistant.

The State of Washington, Chapter 18.135, Revised Code of Washington [RCW] and Title 246-826 in the Washington Administrative Code [WAC] requires "Health Care Assistants" to secure "certification" from the Department of Health as a condition of employment.

PHARMACY TECHNICIAN (PHTA)

Credential	Credit Units	Length	Campuses	Version
Associate of Applied Science Degree	97	72-78 weeks	Portland	0-0

Time:	Regular Term Day Starts	72	Weeks
	Mini-term Day Starts	78	Weeks
	Regular Term Evening Starts	96	Weeks
	Mini-term Evening Starts	102	Weeks

The Pharmacy Technician program is designed to provide students with a broad academic and clinical background in the field of pharmacy technology, coupled with a solid understanding of basic general education concepts. The degree prepares the graduate for an entry-level position in any number of both health care facilities and retail establishments. These include hospitals and medical centers, teaching facilities, out-patient clinics, urgent care centers, and retail and wholesale pharmacies.

Course Number	Course	Quarter Credit Units
College Core Requirements		
SLS 1105	Strategies for Success	4
OST 1141L	Keyboarding	2
CGS 2167C	Computer Applications	4
MAN 1030	Introduction to Business Enterprise	4
MAN 2021	Principles of Management	4
SLS 1321	Career Skills	2
Major Core Requirements		
PTN 1702	Introduction to Pharmacy	4
PTN 1780C	Administrative Aspects of Pharmacy	4
PTN 1704	Professional Aspects of Pharmacy Technology	4
PTN 1703	Pharmaceutical Calculations	4
PTN 1733C	Pharmacy Operations	4
MEA 1263	Anatomy & Physiology I	4
MEA 1233	Anatomy and Physiology II	4
MEA 1250	Diseases of the Human Body	4
MEA 1239	Medical Terminology	4
MEA 2244	Pharmacology	4
HSA 2113	Health Care Systems, Issues, and Transitions	4
MAR 2305	Customer Relations and Service	4
PTN 1740	Externship	5
General Education Requirements		
ENC 1101 *	Composition I	4
ENC 1102 *	Composition II	4
PSY 2012**	General Psychology	4
EN 120*	Business Communications	4
SPC 2016 **	Oral Communications	4
	Additional Credits	4
	Total Credits	97

*Required writing courses for Oregon

**General Education requirements

Pharmacy Technician students: In addition to the current background check requirements, as of August 2008 the state of Oregon is requiring that potential licensees pass a national certification test in order to be licensed by the state. Graduates of the Pharmacy technician program at Everest College are eligible to take the examinations approved by the Oregon Board of Pharmacy.

PHARMACY TECHNICIAN DIPLOMA (PHT)

Credential	Credit Units	Length	Campuses	Version
Diploma	49	48-54 weeks	Portland	0-0

Time:	Regular Term Day Starts	36	Weeks
	Mini-term Day Starts	42	Weeks
	Regular Term Evening Starts	48	Weeks
	Mini-term Evening Starts	54	Weeks

The Pharmacy Technician program is designed to provide students with a broad academic and clinical background in the field of Pharmacy Technology. The diploma prepares the graduate for an entry-level position in any number of both health care facilities and retail establishments. These include hospitals and medical centers, teaching facilities, outpatient clinics, urgent care centers, and retail and wholesale pharmacies.

Course Number	Course	Quarter Credit Units
College Core Requirements		
OST 1141L	Keyboarding	2
SLS 1321	Career Skills	2
Major Core Requirements		
PTN 1702	Introduction to Pharmacy	4
PTN 1780C	Administrative Aspects of Pharmacy	4
PTN 1704	Professional Aspects of Pharmacy Technology	4
PTN 1703	Pharmaceutical Calculations	4
PTN 1733C	Pharmacy Operations	4
MEA 1263	Anatomy and Physiology I	4
MEA 1233	Anatomy and Physiology II	4
MEA 1250	Diseases of the Human Body	4
MEA 1239	Medical Terminology	4
MEA 2244	Pharmacology	4
PTN 1740	Externship	5
	Total Credits	49

Pharmacy Technician students: In addition to the current background check requirements, as of August 2008 the state of Oregon is requiring that potential licensees pass a national certification test in order to be licensed by the state. Graduates of the Pharmacy technician program at Everest College are eligible to take the examinations approved by the Oregon Board of Pharmacy.

MEDICAL INSURANCE BILLING AND /CODING (MIBC)

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	560	35	6-8 months	Portland, Vancouver*	1-1

*At the Vancouver campus, new students are no longer enrolling in this version of the program. Please see the next page for version 2-0

Time:	Day classes, Portland and Vancouver	6	Months
	Evening classes, Portland	6	Months
	Evening classes, Vancouver	9	Months

The Medical Insurance Billing and Coding Program is designed to prepare students for entry-level positions as medical insurance billers/coders in today's health care offices, clinics and facilities. Students 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 be introduced and studied.

The combination of these skills will prepare students for the ever-changing field of insurance billing/coding. Students study coding procedures as well as the proper management and execution of various medical insurance plans and programs. In simulated practice, students prepare insurance claim forms both manually and by computer. Students learn about hospital billing and how to complete various claim forms. They also practice interviewing and documentation skills demonstrating the proper methods of obtaining and using patient information necessary for successful claims management.

The legal and ethical responsibilities of the health care worker are introduced as they relate to the medical office and common office billing practices. Professionalism and general communications skills, which are considered essential to any health care professional, are taught throughout this program.

This training program is divided into five learning units called modules. Students must complete modules A through E starting with any module and continuing in any sequence until all five modules are completed. Modules A through E stand alone as units of study and are not dependent upon previous training. If students do not complete any portion of one of these modules, the entire module must be repeated. Upon successful completion of modules A through E, students participate in a 160-clock-hour externship or practicum.

Completion of the Medical Insurance Billing and Coding Program I is acknowledged by the awarding of a diploma.

Program Outline

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

*Either a Practicum or an Externship, but not both

Major Equipment

Calculators, Personal Computers

Module A – Introduction to Medical Insurance and Managed Care

6.0 quarter credit units

Module A introduces students to various types of health care plans, including Managed Care and Health Maintenance Organizations (HMO). Module A develops proficiency in preparing and processing insurance claims, while developing strategies for insurance problem solving. Students are introduced to basic skills required to obtain correct ICD-9 and CPT codes. Students will have the opportunity to practice obtaining information from patient charts, including interpretation of physician notations regarding procedures and diagnoses relevant to claims completion. Also covered in this module, is basic anatomy and physiology of the human body, including the muscular and skeletal systems, and medical terminology associated with these systems. Students will develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by preparing a resume and completing a job application. Prerequisite: None. Lec. Hrs: 40 Lab Hrs: 40 Other Hrs: 0

Module B – Government Programs

6.0 quarter credit units

Module B develops students' proficiency in preparing and processing insurance claims, as it relates to government programs. As part of this module, students will process medical claims for Medicare, Medicaid, and TRICARE. Students will gain an understanding of the responsibilities of a medical insurance specialist and other employment opportunities. Also covered in this module, is basic anatomy and physiology of the nervous system and special senses, and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by learning how to conduct a successful job search and prepare a career portfolio. Prerequisite: None. Lec. Hrs: 40 Lab Hrs: 40 Other Hrs: 0

Module C – Electronic Data Interchange and Modifiers**6.0 quarter credit units**

Module C introduces students to the process of electronic data exchange and interchange (ED), and will provide an opportunity to work with different types of computer claims systems, such as carrier-direct and clearinghouse. As part of their study, students will have the opportunity to perform electronic data interchange working with an outside claims clearinghouse. Also covered in this module is basic anatomy and physiology of the integumentary, endocrine system, lymphatic and immune systems, and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by developing proper interviewing techniques and demonstrate how to accurately answer common interview questions. Prerequisite: None. Lec. Hrs: 40 Lab Hrs: 40 Other Hrs: 0

Module D – Medical Documentation, Evaluation, and Management**6.0 quarter credit units**

Module D introduces students to the next step in procedural coding by learning the importance of documentation, evaluation, and management services, and the role it plays in the overall process of billing and coding. In addition to learning about general principles of medical documentation, students will also work with unlisted procedures and basic life evaluation services. Students will also learn insurance collection strategies, and how to trace delinquent accounts while utilizing proper communication skills. Students will gain knowledge about workers' compensation laws and the necessary requirements for filing a claim. Also covered in this module is basic anatomy and physiology of the respiratory and cardiovascular systems and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by creating a professional introduction or cover letter and a thank you letter. Prerequisite: None. Lec. Hrs: 40 Lab Hrs: 40 Other Hrs: 0

Module E – Health Insurance Claim Forms**6.0 quarter credit units**

Module E introduces students to the Health Insurance Claim Form (HCFA-1500), and provides the student with the experience of completing various claim forms as part of their hands-on experiences. Students will learn the process of hospital billing and will complete and process the UB-92 claim form. Students will gain an understanding of the purpose and function of state and federal disability insurance and the steps to filing a claim. Students will also develop an understanding of basic anatomy and physiology of the digestive, reproductive, and urinary systems and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students build upon their professional development skills by learning how to dress for success. Prerequisite: None. Lec. Hrs: 40 Lab Hrs: 40 Other Hrs: 0

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

Module F – Practicum**5.0 quarter credit units**

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

Module X – Externship**5.0 quarter credit units**

Upon successful completion of Modules A-E, medical insurance billing/coding students participate in a 160-hour externship. Students are expected to work a full-time (40 hours per week) schedule if possible. Serving in an externship at an approved facility gives externs an opportunity to work with the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the 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 A – E. Lec. Hrs: 0 Lab Hrs: 0 Other Hrs: 160

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 6.0 quarter credit units
Coding of the Genitourinary System

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 6.0 quarter credit units
Coding of the Integumentary and Endocrine Systems, and Pathology

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 6.0 quarter credit units
Coding of the Musculoskeletal System

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 6.0 quarter credit units
Coding of the Respiratory and Gastrointestinal Systems

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 6.0 quarter credit units
Coding of the Sensory and Nervous Systems, and Psychology

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 their final module of training in the field in an approved externship facility, as chosen by the school administration.

Module MIBE Externship 5.0 quarter credit units

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

EXECUTIVE ASSISTANT (ST9E)

Credential	Credit Units	Length	Campuses	Version
Associate of Applied Science Degree	90	72-78 weeks	Portland, Vancouver	0-0

Time:	Regular Term Day Starts	72	Weeks
	Mini-term Day Starts	78	Weeks
	Regular Term Evening Starts	96	Weeks
	Mini-term Evening Starts	102	Weeks

Executive assistants occupy a unique niche in the field of business. Responsibilities are varied and vital to the inner workings of the companies for which they work. The career is interesting and challenging. Its importance increases because the executive assistant works closely with management-level personnel and is exposed to policy-making decisions.

Course Number	Course	Quarter Credit Units
APA 1114	Office Accounting	4
	-OR-	
APA 2111	Principles of Accounting I	4
ACO 1806	Payroll Accounting	
CGS 2167C	Computer Applications	4
CGS 2510C	Applied Spreadsheets	4
DP 145	Operating Systems/Hard Disk Management	4
DP 150	Advanced Data Base Management	4
EN 120*	Business Communications	4
ENC 1101 *	Composition I	4
ENG 1000	Business English	4
LE 100	Legal Concepts	4
BUL 2131	Applied Business Law	4
	-OR-	
PLA 1003	Introduction to Legal Assisting	4
MTB 1103	College Business Mathematics	4
ENC 1102 *	Composition II (Portland Campus)	
	-OR-	4
MAT 1033 **	College Algebra (Vancouver Campus)	
OST 1141L	Keyboarding	2
OP 100	Office Techniques	4
OP 110	Office Internship	4
PSY 2012 **	General Psychology	4
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
SPC 2016 **	Oral Communications	4
TR 100A	Transcription	2
TW 110	Keyboarding II	2
TW 130	Keyboarding III Administrative	2
TW 135	Keyboarding III Legal	2
WP 105	Word Processing I	2
WP 115	Information Processing	2
	Additional Credits	2
	Total Credits	90

*Required writing courses for Oregon

**General education requirement

ADMINISTRATIVE ASSISTANT (ST8)

Credential	Credit Units	Length	Campuses	Version
Diploma	64	48-54 weeks	Portland*, Vancouver	0-0
*The Portland campus is no longer enrolling new students in this program.				

Time: Regular Term Day Starts 48 Weeks
 Mini-term Day Starts 54 Weeks

The Administrative Assistant must be well organized and able to accomplish a variety of business office tasks effectively. This program prepares the student with the skills necessary to become a valuable member of the business team.

Course Number	Course	Quarter Credit Units
APA 1114	Office Accounting	4
	-OR-	
APA 2111	Principles of Accounting I	
CGS 2167C	Computer Applications	4
CGS 2510C	Applied Spreadsheets	4
EN 120	Business Communications	4
ENC 1101 *	Composition I	4
ENG 1000	Business English	4
MTB 1103	College Business Mathematics	4
OST 1141L	Keyboarding	2
OP 100	Office Techniques	4
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
TR 100A	Transcription	2
TW 110	Keyboarding II	2
TW 130	Keyboarding III Administrative	2
WP 105	Word Processing I	2
WP 115	Information Processing	2
	Additional Accounting/Business/Computer/Legal Credits	14
	Total Credits	64

* General education requirement

LEGAL ADMINISTRATIVE ASSISTANT (ST8L)

Credential	Credit Units	Length	Campuses	Version
Diploma	64	48-54 weeks	Portland, Vancouver	0-0

Time: Regular Term Day Starts 48 Weeks
 Mini-term Day Starts 54 Weeks

In this professional secretarial program, the student chooses a legal career. The demand for qualified individuals in this field is high. Knowledge, ability, accuracy, and a mature manner are essential objectives in this program.

Course Number	Course	Quarter Credit Units
APA 1114	Office Accounting	4
	-OR-	
APA 2111	Principles of Accounting I	
CGS 2167C	Computer Applications	4
EN 120	Business Communications	4
ENC 1101 *	Composition I	4
ENG 1000	Business English	4
LE 100	Legal Concepts	4
BUL 2131	Applied Business Law	4
	-OR-	
PLA 1003	Introduction to Legal Assisting	
MTB 1103	College Business Mathematics	4
OST 1141L	Keyboarding	2
OP 100	Office Techniques	4
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
TR 100A	Transcription	2
TW 110	Keyboarding II	2
TW 135	Keyboarding III Legal	2
WP 105	Word Processing I	2
WP 115	Information Processing	2
	Additional Accounting/Business/Computer/Legal Credits	10
	Total Credits	64

*General education requirement

AUTOMATED OFFICE TECHNOLOGY (ST4)

Credential	Credit Units	Length	Campuses	Version
Diploma	48	36-42 weeks	Portland*, Vancouver*	0-0
*No longer enrolling new students in this program.				

Time: Regular Term Day Starts 36 Weeks
 Mini-term Day Starts 42 Weeks

With increasing automation in the office, it has become vitally important for an individual to obtain skills necessary to operate a microcomputer. The Automated Office Technology program provides the student with updated office technology training in addition to valuable microcomputer skills.

Course Number	Course	Quarter Credit Units
APA 1114	Office Accounting	4
	-OR-	
APA 2111	Principles of Accounting I	
CGS 2167C	Computer Applications	4
ENC 1101 *	Composition I	4
ENG 1000	Business English	4
MTB 1103	College Business Mathematics	4
OST 1141L	Keyboarding	2
OP 100	Office Techniques	4
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
TR 100A	Transcription I	2
TW 110	Keyboarding II	2
TW 130	Keyboarding III Administrative	2
WP 105	Word Processing I	2
	Additional Accounting/Business/Computer Credits	8
	Total Credits	48

*General education requirement

PARALEGAL/LEGAL ASSISTANT (LPA8)

Credential	Credit Units	Length	Campuses	Version
Associate of Applied Science Degree	96	72-102 weeks	Portland, Vancouver	0-0

Time:	Regular Term Day Starts	72	Weeks
	Mini-term Day Starts	78	Weeks
	Regular Term Evening Starts*	96	Weeks
	Mini-term Evening Starts*	102	Weeks

The Paralegal/Legal Assistant program is designed to provide the student with fundamental knowledge of legal terminology, substantive and procedural law, drafting of legal pleading and responses, and legal research. Graduates of the program should be able to assist an attorney in private or corporate practice.

Course Number	Course	Quarter Credit Units
APA 1114	Office Accounting	4
CGS 2167C	Computer Applications	4
EN 120**	Business Communications	4
ENC 1101 **	Composition I	4
ENG 1000	Business English	4
ENC 1102 **	Composition II (Portland Campus)	4
	-OR-	
MAT 1033 ***	College Algebra (Vancouver Campus)	4
OST 1141L	Keyboarding	2
PLA 1003	Introduction to Legal Assisting	4
PLA 1700	Legal Ethics and Social Responsibility	4
PLA 1105	Legal Research and Writing I	4
PLA 2203	Civil Procedure	4
PLA 2106	Legal Research and Writing II	4
PLA 2460	Bankruptcy	4
PLA 2273	Torts	4
PLA 2308	Criminal Procedure	4
PLA 2423	Contract Law	4
PLA 2433	Business Organizations	4
PLA 2600	Wills, Trusts and Probate	4
PLA 2800	Family Law	4
PLA 2940	Paralegal Externship	4
	-OR-	
PLA 2610	Real Estate Law	4
PSY 2012 ***	General Psychology	4
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
SPC 2016 ***	Oral Communications	4
TW 135	Keyboarding III Legal	2
WP 105	Word Processing I	2
	Total Credits	96

*Evening program offered only in Portland.

**Required writing course for Oregon

***General education requirement

TRAVEL/HOSPITALITY MANAGEMENT (HTM)

Credential	Credit Units	Length	Campuses	Version
Associate of Applied Science Degree	90	72-78 weeks	Portland*	0-0

*No longer enrolling new students in this program.

Time: Regular Term Day Starts 72 Weeks
 Mini-term Day Starts 78 Weeks

The travel and hospitality industries combine to make the largest industry in the United States. The areas of travel, leisure, hospitality, etc., are becoming more interrelated. Our degree program allows the graduate the flexibility of working in a travel atmosphere in an administrative capacity.

Course Number	Course	Quarter Credit Units
APA 1114	Office Accounting	4
	-OR-	
APA 2111	Principles of Accounting I	
CGS 2167C	Computer Applications	4
ENC 1101 *	Composition I	4
ENC 1102 *	Composition II	4
EN 120**	Business Communications	4
ENG 1000	Business English	4
HT 100	Introduction to Travel and Hospitality	4
HT 115	Geography	4
HT 125	Destination Specialist	4
HT 135	Travel Computer Reservations	8
HT 190	Hotel-Hospitality Management Responsibilities	4
HT 170	Hotel/Motel Front Office Procedures	4
HT 180	Administrative Travel Dynamics	4
MTB 1103	College Business Mathematics	4
OST 1141L	Keyboarding	2
OP 100	Office Techniques	4
PSY 2012 *	General Psychology	4
SPC 2016 *	Oral Communication	4
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
TR 100A	Transcription	2
TW 110	Keyboarding II	2
WP 105	Word Processing I	2
	Additional Credits	4
	Total Credits	90

*General education requirement

**Required writing course for Oregon

TRAVEL/HOSPITALITY ADMINISTRATION (HT4)

Credential	Credit Units	Length	Campuses	Version
Diploma	64	48-54 weeks	Portland*	0-0

*No longer enrolling new students in this program.

Time: Regular Term Day Starts 48 Weeks
 Mini-term Day Starts 54 Weeks

The travel and hospitality industries combine to make the largest industry in the United States. The areas of travel, leisure, hospitality, etc., are becoming more interrelated. Our comprehensive modern program is designed for this expanding employment market.

Course Number	Course	Quarter Credit Units
APA 1114	Office Accounting	4
CGS 2167C	Computer Applications	4
ENG 1000	Business English	4
HT 100	Introduction to Travel and Hospitality	4
HT 115	Geography	4
HT 125	Destination Specialist	4
HT 135	Travel Computer Reservations	8
HT 190	Hotel-Hospitality Management Responsibilities	4
HT 170	Hotel/Motel Front Office Procedures	4
HT 180	Administrative Travel Dynamics	4
MTB 1103	College Business Mathematics	4
OST 1141L	Keyboarding	2
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
TW 110	Keyboarding II	2
	Additional Credits	6
	Total Credits	64

TRAVEL/HOSPITALITY (HT3)

Credential	Credit Units	Length	Campuses	Version
Diploma	48	36-45 weeks	Portland*	0-0

*No longer enrolling new students in this program.

Time: Regular Term Day Starts 36 Weeks
 Mini-term Day Starts 45 Weeks

The travel and hospitality industries combine to make the largest industry in the United States. The areas of travel, leisure, hospitality, etc., are becoming more interrelated. Our comprehensive modern program is designed for this expanding employment market.

Course Number	Course	Quarter Credit Units
ENG 1000	Business English	4
HT 100	Introduction to Travel and Hospitality	4
HT 115	Geography	4
HT 125	Destination Specialist	4
HT 135	Travel Computer Reservations	8
HT 170	Hotel/Motel Front Office Procedures	4
MTB 1103	College Business Mathematics	4
OST 1141L	Keyboarding	2
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
TW 110	Keyboarding II	2
	Additional Credits	6
	Total Credits	48

COURSE OFFERINGS

COURSE NUMBERING SYSTEM

This institution uses the following course numbering system:

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

Students enrolled in diploma and Associate of Applied Science degree programs take courses in the lower division. The letters that must 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. General education courses are noted in the course description with an asterisk.

General Education Courses

General education within a degree program is designed to create a well-rounded individual with good general knowledge of several areas outside the specific major field of the graduate. The following courses are classified as general education courses:

- ENC 1101 Composition I
- ENC 1102 Composition II
- MAT 1033 College Algebra
- PSY 2012 General Psychology
- SPC 2016 Oral Communications

Additional Credits

Additional credits as required by individual programs may include any courses listed in this catalog as long as the student meets all prerequisites.

COURSE DESCRIPTIONS

<p>ACG 2021 Introduction to Corporate Accounting</p> <p>This course defines financial accounting objectives and their relationship to business. Students are introduced to the fundamental principles of accounting and the accounting cycle as it applies to corporations. Prerequisite: APA 2121. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.</p>	<p>4 Quarter credit hours</p>
<p>ACG 2178 Financial Statement Analysis</p> <p>The basics of financial statement analysis in directing a firm's operations are covered in this course. The student will gain an understanding of how funds are acquired in financial markets and the criteria used by investors in deciding where to place their funds. Prerequisite: ACG 2021</p>	<p>4 Quarter credit hours</p>
<p>ACG 2551 Non-Profit Accounting</p> <p>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</p>	<p>4 Quarter credit hours</p>
<p>ACO 1806 Payroll Accounting</p> <p>This course provides the student with a working knowledge of payroll laws, principles, practices, methods, and systems. The student gains hands-on experience performing the payroll function. Prerequisite: APA 2111 or APA 1114</p>	<p>4 Quarter credit hours</p>
<p>APA 1114 Office Accounting</p> <p>This course is designed to introduce the student to basic accounting procedures. A strong emphasis is placed on the payroll phase of accounting.</p>	<p>4 Quarter credit hours</p>
<p>APA 2111 Principles of Accounting I</p> <p>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.</p>	<p>4 Quarter credit hours</p>
<p>APA 2121 Principles of Accounting II</p> <p>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</p>	<p>4 Quarter credit hours</p>
<p>APA 2141 Computerized Accounting</p> <p>This course emphasizes the practical application of fundamental accounting principles through the use of automated accounting software. Students will gain experience in integrated software designed to handle general ledger, accounts payable, accounts receivable, financial statement analysis, fixed assets, sales order processing, inventory, and payroll. Prerequisite: APA 2111 or APA 1114</p>	<p>4 Quarter credit hours</p>
<p>APA 2161 Introductory Cost/Managerial Accounting</p> <p>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</p>	<p>4 Quarter credit hours</p>
<p>APA 2959 Externship in Accounting</p> <p>This course provides the student with the opportunity to directly apply the knowledge and skills learned in the program by working in a pre-arranged and pre-approved accounting office or other suitable location for 120 hours. Prerequisites: The student must be in good standing and in the final quarter.</p>	<p>4 Quarter credit hours</p>

APB 1100 Anatomy & Physiology I	4 Quarter credit hours
This course is a scientific study of the structure of the human body and its parts including relationships and functions and disease processes of the integumentary, skeletal, muscular, nervous, sensory, and endocrine systems.	
APB 1110 Anatomy & Physiology II	4 Quarter credit hours
This course is a scientific study of the structure of the human body and its parts including relationships, functions, and disease processes of the cardiovascular, respiratory, digestive, urinary, and reproductive systems.	
BUL 2131 Applied Business Law	4 Quarter credit hours
This course is designed to provide the student with information on the essentials of the nature of law and the functions of the judicial system in the business environment. An overview of legal characteristics of a sole proprietorship, partnerships, and corporations are discussed.	
CCJ 1017 Criminology	4 Quarter credit hours
The study of crime and causes of crime, the types of crime, and crime prevention strategies and society's response to crime. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 1024 Introduction to Criminal Justice	4 Quarter credit hours
This course provides an overview and introduction to criminal justice. Focus on the nature of crime, law and criminal justice, the Police and Law Enforcement, the makeup of the courts, the adjudication system, the issues facing police, corrections, and a review of the nature and history of the juvenile justice system. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 1610 Criminal Investigations	4 Quarter credit hours
Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 1910 Career Choices in Criminal Justice	4 Quarter credit hours
This course provides an overview of employment in the criminal justice field. Topics include nature of the work, employment opportunities, median income, training, opportunity for advancement, employment outlook for ten different general classifications. Prerequisite: CCJ 1024. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 2288 Spanish for the Criminal Justice Professional	4 Quarter credit hours
This course provides criminal justice professionals with a fundamental communication skill set in the Spanish language. Students will address Spanish phrases and terms that will enhance the ability to respond to emergencies and function in other justice related environments. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 2306 Introduction to Corrections	4 Quarter credit hours
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. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 2358 Criminal Justice Communications	4 Quarter credit hours
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. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 2679 Introduction to Victims Advocacy	4 Quarter credit hours
This course examines criminal victimization in the United States. The topics include the historical treatment of victims of crime, the character and extent of modern criminal victimization, the nature of victimization experience, victim treatment at the hands of the criminal justice system. Prerequisite: CCJ 1024. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 2943 Current Issues in Criminal Justice	4 Quarter credit hours
This course presents an analysis of significant issues confronting modern day criminal justice practitioners including critical concepts of law enforcement, the courts, corrections, and juvenile justice. Prerequisite: CCJ 1024. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CEN 1509C Computer Networking Fundamentals	4 Quarter Credit Hours
This course provides an overview of the field of local area networking and internetworking. Students are introduced to the terminology, operating systems, hardware, and administration of various components of a computer network, including network topology, TCP/IP, the OSI reference model, and network security, among others. Students also learn and perform basic end-user functions and introductory administration operations of a network. Prerequisite: CGS 2167C. Lecture hours: 30. Lab hours: 20.	
CEN 1561C Network Operating Systems – Client	4 Quarter Credit Hours
This course covers the essential topics necessary to enable students to set up and support the client side of a network operating system. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering, and troubleshooting a network operating system desktop environment. Prerequisite: CEN 1509C. Lecture hours: 30. Lab hours: 20.	
CEN 1562C Network Operating Systems - Server	4 Quarter Credit Hours
This course covers the essential topics necessary to enable students to set up and support the server side of a network operating system. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering and troubleshooting a network server. Prerequisite: CEN 1509C. Lecture hours: 30. Lab hours: 20.	
CEN 2327C Network Infrastructure	4 Quarter Credit Hours
This course covers the topics necessary for students to be able to deliver secure and reliable networking services to organizations utilizing Microsoft network operating systems. Working via lessons and hands on labs, students learn how to install, manage, and troubleshoot the network protocols and services utilized in the network operating system. Prerequisite: CEN 1562C. Lecture hours: 30. Lab hours: 20.	

CEN 2345C Network Security	4 Quarter Credit Hours
This course covers the fundamentals of security in networks and focuses on the implementation of security strategies and the configuration, maintenance, monitoring and troubleshooting of the available security features. Through a combination of lectures and hands-on labs, students learn how to plan and deploy secure communications for wireless networks, and remote applications. Prerequisite: CTS 2303C, CTS 2320C and CIS 2354C. Lecture hours: 30. Lab hours: 20. Other hours: 0.	
CEN 2420C Implementing and Administering Databases	4 Quarter Credit Hours
This course covers essential topics necessary to enable students to set up and support a database server. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering and troubleshooting a database server. Prerequisite: CEN 1561C and CEN 1562C. Lecture hours: 30. Lab hours: 20. Other hours: 0.	
CEN 2450C Database Design	4 Quarter Credit Hours
This course builds on the fundamentals of database installation and administration and focuses upon the database objects present within a scalable database server. Students will become familiar with the programming objects available within a database and learn how to plan, design, create and manipulate the objects within a database. Prerequisites: CEN 1561C and CEN 1562C. Lecture hours: 30. Lab hours: 20. Other hours: 0.	
CET 1605C Network Routing I	4 Quarter Credit Hours
This course introduces students to internetworking using software and hardware developed by Cisco Systems Inc. Through a combination of lectures and hands-on labs, students will learn about a variety of topics related to network computing. Network architecture, network protocols, IP addressing, subnetting, the Cisco Router User Interface, switching technologies and the IP routing process are covered. Prerequisite: CEN 1509C. Lecture hours: 30. Lab hours: 20.	
CET 2607C Network Routing II	4 Quarter Credit Hours
This course expands upon the topics covered in Network Routing I to enable the student to gain knowledge and experience with the design, installation, and configuration of networks in a business environment. Topics to be covered include Virtual LANs, WAN protocols, and managing a Cisco internetwork. Prerequisite: CET 1605C. Lecture hours: 30. Lab hours: 20.	
CGS 1280C Computer Hardware Concepts	4 Quarter Credit Hours
Students will be introduced to a variety of hardware components and their related functions in personal computers. Topics included are installing, diagnosing, troubleshooting, and repairing PC hardware. By the end of this course, students should have the ability to build a fully functional personal computer from scratch, as well as diagnose and repair malfunctions in an existing machine. Prerequisite: CGS 2167C. Lecture hours: 30. Lab hours: 20.	
CGS 1763C Computer Operating Systems	4 Quarter Credit Hours
This course focuses on the software operating systems that run today's personal computers. Emphasis will be placed on commands, functions, and terminology through practical instruction in the installation, configuration, and upgrade of operating systems. Prerequisite: CGS 2167C. Lecture hours: 30. Lab hours: 20.	
CGS 1800C Web Site Design Methodology	4 Quarter Credit Hours
This course provides the foundation for Web site design and Web page creation required by today's Web developers to design, implement and manage a Web site. The course includes Web design concepts, site development and management techniques, and basic Web technology concepts. Students will develop basic Web pages containing text, graphics, hyperlinks, tables, and frames using popular software production tools. Prerequisite: CGS 2167C. Lecture hours: 30. Lab hours: 20.	
CGS 1821C Web Content Development	4 Quarter Credit Hours
This course covers the essential topics and tools web designers use to develop Web pages. Using a text editor and a graphical user interface (GUI) editor, students will learn to create web pages containing text, hyperlinks, graphics, tables, forms and frames. Cascading Style Sheets (CSS) and the basics of Extensible Hypertext Markup Language (XHTML) will also be covered. Prerequisite: CGS 2461C. Lecture hours: 30. Lab hours: 20.	
CGS 2167C Computer Applications	4 Quarter credit hours
This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for business and personal use.	
CGS 2177C E-Commerce Systems Administration	4 Quarter Credit Hours
This course provides an overview of how to conduct business online, as well as understand the technical issues associated with constructing an e-commerce Web site. Student will explore the similarities and differences between traditional commerce and e-commerce, and will identify e-commerce technologies at varying levels of sophistication. Prerequisite: CGS 1800C. Lecture hours: 30. Lab hours: 20.	
CGS 2461C Fundamental Programming Techniques	4 Quarter Credit Hours
This course provides an introduction to programming using a primary programming language. Through hands-on practice, students will develop simple working programs. The course emphasizes fundamental programming concepts, algorithmic thinking, problem-solving techniques, pseudocode, diagramming algorithms, and introduces students to the object-oriented programming methodology. Prerequisite: COP 2010C. Lecture hours: 30. Lab hours: 20.	
CGS 2510C Applied Spreadsheets	4 Quarter credit hours
This course covers the various topics in relation to spreadsheet applications. Course topics include creating workbooks, editing and formatting tools, using formulas and functions, employing creative formatting, building charts, working with multiple worksheets and lists, building templates, working with macros, using analysis and auditing tools, using lists, database features and pivot tables. Prerequisite: CGS 2167C. Lecture Hrs: 030 Lab Hrs: 020 Other Hrs: 000	

CGS 2820C Web Authoring	4 Quarter Credit Hours
Students explore the use of graphics and multimedia to develop Web-based applications. This course covers techniques for developing rich media using fundamental graphic design concepts and tools, and web page content management techniques utilizing tables, links, and dynamic content. Prerequisite: CGS 1800C. Lecture hours: 30. Lab hours: 20.	
CGS 2877C Web Animation	4 Quarter Credit Hours
This course provides an in-depth survey of the concepts and techniques used to create Web-based multimedia. Students will plan and design sophisticated web sites, adding motion to logos, photographs, and graphics. This course also includes designing, animating and broadcasting on the Web through a variety of animation projects. Prerequisite: CGS 2820C. Lecture hours: 30. Lab hours: 20.	
CGS 2910C Web Design Portfolio Project	2 Quarter Credit Hours
This course is a capstone course for Web design students to combine their skills into a final portfolio project. Students will create a Web site using their Web authoring, design, content generation, animation, graphics, scripting, and e-commerce skills into a functional Web site. Prerequisite: GRA2225C and CGS 2877C. Lecture hours: 10. Lab hours: 20.	
CIS 2354C Network Security Fundamentals	4 Quarter Credit Hours
This course is an introduction to the components of network security. It takes a comprehensive look at network security and provides an organized view of the field, including the tools and techniques necessary to safeguard network data. Prerequisite: CEN 1509C. Lecture hours: 30. Lab hours: 20.	
CIS 2475C Network Security Design	4 Quarter Credit Hours
This course builds on the fundamentals of security in networks and focuses on the analysis of network security and the design of security features and strategies. Students learn how to design a secure network infrastructure to meet business requirements via lectures and hands-on labs. Topics include assembling the design team, modeling threats, and analyzing security risks. Prerequisites: CTS 2303C, CTS 2320C and CIS 2354C. Lecture hours: 30. Lab hours: 20. Other hours: 0.	
CJD 2250 Introduction to Interviews and Interrogations	4 Quarter credit hours
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. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJE 2100 Policing in America	4 Quarter credit hours
This course provides a solid foundation by tracking the historical development of policing in America from its English roots to the first organized municipal police departments in the 1830s. It describes various federal law enforcement organizations and how they relate to state and local police. There is examination of the police subculture, explanation of the manner in which police agencies are organized and managed, community policing and problem solving, patrol and criminal investigations, impact of technology on police and discussion of the future. Prerequisite: CCJ 1024. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJE 2670 Introduction to Forensics	4 Quarter credit hours
This course will explore and explain the application of applied science to those criminal and civil matters that are investigated by various agencies. Prerequisite: CCJ 1024. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJL 2130 Criminal Evidence	4 Quarter credit hours
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, documentary and recorded. Prerequisite: CCJ 1024. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJL 2134 Criminal Procedure and the Constitution	4 Quarter credit hours
There will be a discussion of the Constitutional aspects of criminal procedure. The student will learn procedural aspects of the criminal system from arrest or summons through pretrial motions, trial, post-conviction and appellate processes. A study of the Constitution at work in the court system with current applications. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
COP 2010C Programming Concepts	4 Quarter Credit Hours
This course provides the student with an introduction to the fundamentals of computer problems solving and programming. Students are introduced to structured and object-oriented programming concepts in a language-independent manner. Basic programming concepts, specific control structures, and object-oriented design are explored. Prerequisite: CGS 2167C. Lecture hours: 40. Lab hours: 0.	
COP 2170C Computer Programming- Visual Basic I	4 Quarter Credit Hours
This course provides an introduction to the Visual Basic programming language. Students develop executable programs that utilize an interactive graphical-user interface in the Windows environment. Prerequisite: CGS 2461C. Lecture hours: 30. Lab hours: 20.	
COP 2171C Computer Programming- Visual Basic II	4 Quarter Credit Hours
This course is a continuation of COP 2170C. It provides advanced concepts of the Visual Basic programming language, including the Windows API/Messaging System, OLE automation, and Internet-enabled applications. Prerequisite: COP 2170C. Lecture hours: 30. Lab hours: 20.	
COP 2224C Computer Programming – C++ I	4 Quarter Credit Hours
This course emphasizes programming with C++ functions, arrays, pointers and strings. Students develop substantial applications that process lists and tables of data in arrays—performing tasks such as searching and sorting data, and displaying graphical representations of data. The course presents a thorough discussion of pointers, including pointer-based string processing and passing data between functions using pointers. Prerequisite: CGS 2461C. Lecture hours: 30. Lab hours: 20.	

COP 2228C Computer Programming – C++ II	4 Quarter Credit Hours
This course is a continuation of COP 2224C, emphasizing C++'s features and capabilities for object-oriented programming (OOP). Students focus on programming with predefined classes and extending the language by creating new classes. Key topics include classes, objects, encapsulation, inheritance, polymorphism, and using standard library classes to perform file input/output and string processing. Prerequisite: COP 2224C. Lecture hours: 30. Lab hours: 20.	
COP 2250C Programming Languages- Java I	4 Quarter Credit Hours
This course teaches basic computer software development using the Java programming language. It introduces the principles and techniques of object-oriented programming and explains the concepts as they relate to Java. Prerequisite: CGS 2461C. Lecture hours: 30. Lab hours: 20.	
COP 2280C Programming Languages – C# I	4 Quarter Credit Hours
This course teaches basic computer software development using the C# programming language. It introduces the principles and techniques of object-oriented programming and explains the concepts as they relate to C#. Prerequisite: CGS 2461C. Lecture hours: 30. Lab hours: 20. Other hours: 0.	
COP 2281C Programming Languages – C# II	4 Quarter Credit Hours
This course is a continuation of COP 2280C, emphasizing C#'s features and capabilities for object-oriented programming (OOP). Students focus on programming with common library classes and extending the language by creating new classes. Prerequisite: COP 2280C. Lecture hours: 30. Lab hours: 20. Other hours: 0.	
COP 2805C Programming Languages- Java II	4 Quarter Credit Hours
This course is a continuation of COP 2250C. It covers advanced Java programming topics and methodologies with an emphasis on the graphical user environment. It also demonstrates how to provide more extensible and portable solutions to Web server-side applications. Prerequisite: COP 2250C. Lecture hours: 30. Lab hours: 20.	
COP 2840C Content Generation - Scripting Languages	4 Quarter Credit Hours
This course covers the skills needed to design client-side, platform-independent solutions that greatly increase the value of a Web site. Students will learn how to use the most popular applications of JavaScript, including communicating with users, scripting for the JavaScript object model, controlling program flow, validating forms, animating images, targeting frames, and creating cookies. Prerequisite: CGS 1821C. Lecture hours: 30. Lab hours: 20.	
CTS 1000 Introduction to Computer Technology	6 Quarter Credit Hours
This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for personal and business use. Lecture Hours: 40. Lab Hours: 40.	
CTS 1050 Computer Hardware and Operating Systems	6 Quarter Credit Hours
This course focuses on the hardware and software operating systems that run today's personal computers. Emphasis will be placed on commands, functions, and terminology through practical instruction in the installation, configuration, and upgrade of Windows operating systems. Students will also be given an in-depth look at the variety of computer hardware components and their related functions. Other topics to be discussed include installing, troubleshooting, and repairing PC hardware and operating systems. Prerequisite: CTS 1000. Lecture hours: 40. Lab hours: 40.	
CTS 2303C Network Directory Services	4 Quarter Credit Hours
This course provides the students with the steps necessary to plan, configure, and administer an Active Directory infrastructure. Topics include management methods for a large-scale network directory, group policies, active directory replication, and database maintenance. Prerequisite: CEN 1562C. Lecture hours: 30. Lab hours: 20.	
CTS 2320C Network Management	4 Quarter Credit Hours
Students will gain a basic understanding of the steps necessary to implement, manage and troubleshoot existing network and server environments. Students will focus on performing desktop and server installation and configuration tasks, as well as network and operating system management tasks in a Microsoft Windows environment. Prerequisite: CEN 1561C and CEN 1562C. Lecture hours: 30. Lab hours: 20.	
DP 130 Introduction to BASIC Programming and Hardware Maintenance	4 Quarter credit hours
This course provides a hands-on approach to structured BASIC programming techniques. Students write, debug, and run programs. Concepts covered include input/output operations, control of program flow, and control structures. Prerequisite: CGS 2167C	
DP 145 Operating Systems/Hard Disk Management	4 Quarter credit hours
This course provides a hands-on approach to operating systems with a significant focus on MS-DOS for IBM compatible computers and the graphical user interface, Windows. Students learn about hard disk/floppy disk management, internal and external commands and how to use them, and system configuration. Students perform actions and are exposed to discussions that enable them to accomplish a number of strategic tasks related to computer operations. Prerequisite: CGS 2167C	
DP 150 Advanced Data Base Management	4 Quarter credit hours
Advanced Data Base Management is designed to provide the student with the skills necessary to develop and master a relational database. The student achieves this through data base design creating data files and custom screens, manipulation input, output, sorting, reporting formatting and production, and other pertinent commands and techniques. Prerequisite: CGS2167C	
DP 220 Data Base Application Programming	4 Quarter credit hours
This course provides a comprehensive study of the features of a relational database and its applications. Students investigate database design, storage, and maintenance, including relationships between table entities. Selection and action queries, forms and reports are studied, followed by macros and modules written in a database programming language. Prerequisite: DP 150	

DP 230 System Administration & Multi-User Systems	4 Quarter credit hours
This course explores aspects of networking multiple computers and also involves the study and applied use of system administration including commands, file and directory maintenance, multi-task automation, electronic mail, and troubleshooting a network operating system. Prerequisite: CGS 2167C	
DP 240 Computer Lab Internship	2 Quarter credit hours
Internship is a credit-bearing work experience in the computer lab at Everest College. Available to students completing the final two terms of their program. Prerequisites: Recommendations of faculty are required, and the student must have a minimum CGPA of 2.5.	
DP 260 Web Page Design	4 Quarter credit hours
This course will provide students with the skills needed to create www pages. Students learn beginning web page programming, how to include text, pictures, and links, as well as advanced subjects such as tables, forms, frames, and scripts. Prerequisites: CGS 2167C, DP 145	
DSC 2002 Introduction to Terrorism	4 Quarter credit hours
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. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
EN 120 Business Communications	4 Quarter credit hours
This course is designed to provide a comprehensive review of English grammar as it is applied to communications in the business setting. Practice in perfecting written skills is provided.	
ENC 1101 Composition I*	4 Quarter credit hours
This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity, and coherence of central idea and supporting material.	
ENC 1102 Composition II*	4 Quarter credit hours
This course builds on the foundation of the written communication skills developed in Composition I. It further develops the students' skills in composing essays and other written communication, including the documented research paper. Prerequisite: ENC1101	
ENG 1000 Business English	4 Quarter credit hours
This course offers a thorough review of grammar and sentence structure and an overview of the sentence with focus on nouns, pronouns, verbs, adjectives, adverbs, prepositions, conjunctions, and interjections	
FIN 1103 Introduction to Finance	4 Quarter credit hours
This course is a survey of the financial considerations encountered during life, including purchases, credit, banking, taxes, insurance, investments, retirement, and estate planning.	
GRA 2225C Graphic Design Using Adobe Photoshop	4 Quarter Credit Hours
This course covers the essentials of creating Web graphics using Adobe Photoshop. Technical fundamentals, tips and techniques for a wide range of graphics encountered in a typical Web design project are explored. Photos, line art, logos, banners, text-as-graphic, imported images, stock photos, and more are utilized. Prerequisite: CGS 1800C. Lecture hours: 30. Lab hours: 20.	
HC 2941 Medical Assistant Externship	5 Quarter credit hours
This course is 160 hours of unpaid, supervised, practical in-service in a medical office or clinic in which the student practices direct application of all administrative and clinical functions of the medical assistant. All classes required for Medical Core Requirements must be completed prior to enrollment.	
HSA 2113 Health Care Systems, Issues, and Transitions	4 Quarter credit hours
This course is designed to provide the student with an overview of current health care professions, including career and labor market information. Additional topics covered include health care delivery systems, health organization structure, patient rights and quality of care, workplace behavior in health care, and decision making in the health care environment.	
HSC 1444 Diseases of the Human Body	4 Quarter credit hours
This course provides a study of the human body's diseases and disorders, including signs and symptoms, etiology, diagnoses, and treatment.	
HSC 1531 Medical Terminology	4 Quarter credit hours
This course is designed to provide an understanding of the meanings of a variety of medical word element roots, prefixes, and suffixes. The student learns to combine elements to create numerous terms common to the medical profession.	
HT 100 Introduction to Travel and Hospitality	4 Quarter credit hours
This course emphasizes the different types of influences that affect the customer, including AMTRAK, cruise lines, airlines, weather, and politics. Lec Hrs 040 Lab hrs 000 Other 000	
HT 115 Geography	4 Quarter credit hours
This course teaches geography and its impact on tourism. Emphasis is placed on the many aspects of geography, including cultural, historical, and political.	
HT 125 Destination Specialist	4 Quarter credit hours
This course covers the components and implementation of an organized tour in a specific geographic region. The components include hotels, ground arrangements, daily activities, meals, air transportation, and escorts.	
HT 135 Travel Computer Reservations	8 Quarter credit hours
This course teaches the student to use the on-line AMADEUS® computerized reservations system to its fullest capacity. The student learns how to modify and create itineraries. Telephone sales and techniques and hotel and car rental reservations are also emphasized. Prerequisite: HT 115	

HT 170 Hotel/Motel Front Office Procedures	4 Quarter credit hours
This course presents a systematic computerized approach to front office procedures by detailing the flow of business through a hotel, beginning with the reservation process and ending with check-out and settlement. The course also examines the various elements of effective front office management, paying particular attention to planning and evaluating front office operations and to personnel management. Front office procedures and management are placed within the context of the overall operation of a hotel.	
HT 180 Administrative Travel Dynamics	4 Quarter credit hours
This course is a comprehensive study of the dynamics of corporate travel and travel agency management. It focuses on the high powered, professional arena of travel agency operations and emphasizes employee development as well as the human relations skills necessary to secure and hold corporate markets.	
HT 190 Hotel-Hospitality Management Responsibilities	4 Quarter credit hours
This course provides an in-depth study of the methods and techniques employed by the hospitality-hotel and tourism industry to accomplish effective and efficient operations. It includes discussions of management theory and systems, decision-making and leadership issues directly relevant to the hospitality-hotel profession. Lec Hrs 040 Lab Hrs 000 Other 000	
LE 100 Legal Concepts	4 Quarter credit hours
This course deals with the discussion and typing of legal documents such as deeds, wills, contracts, summons, and complaints. Terminology and the elements of law within legal documents are emphasized. Prerequisites: ENG 1000, OST 1141L	
MAN 1030 Introduction to Business Enterprise	4 Quarter credit hours
This course is an introduction to the terminology, functions, and procedures related to the organization and operation of a business enterprise as an institution in an economic society. Particular emphasis is given to accounting, ownership, human resources, marketing, and managerial functions within the business enterprise.	
MAN 2021 Principles of Management	4 Quarter credit hours
This course covers an analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced.	
MAN 2031 Let's Talk Business	2 Quarter credit hours
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	
MAR 2305 Customer Relations and Service	4 Quarter credit hours
This course explores the basic functions relating to customers on a one-on-one basis. It teaches the people skills needed to work with people to enhance the company, its public image, and satisfy the client or customer.	
MAT 1033 College Algebra*	4 Quarter credit hours
The algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. Emphasis is placed on critical thinking and problem-solving skills.	
MEA 1233 – Anatomy and Physiology II	4 Quarter credit hours
This course is a study of the structure of the human body and its parts including relationships and functions of the cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems. Prerequisite: MEA 1239. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.	
MEA 1239 Medical Terminology	4 Quarter credit hours
This course is designed to provide an understanding of the meanings of a variety of medical word elements (roots, prefixes, and suffixes). The student learns to combine elements to create numerous terms common to the medical profession.	
MEA 1250 – Diseases of the Human Body	4 Quarter credit hours
This course provides a study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment. Prerequisite: MEA 1263 & MEA 1233. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0	
MEA 1263 – Anatomy and Physiology I	4 Quarter credit hours
This course is a scientific study of the structure of the human body and its parts including relationships and functions of the integumentary, skeletal, muscular, nervous system, special senses and the endocrine systems. Prerequisite: MEA 1239. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.	
MEA 1385 Medical Law & Ethics	2 Quarter credit hours
This course is designed to cover medical jurisprudence and medical ethics. Legal aspects of office procedures are covered, including a discussion of various medical/ethical issues in today's medical environment.	
MEA 1671 Patient Interpersonal Relations	2 Quarter credit hours
This course will encompass the nonverbal and verbal therapeutic communications skills needed to deal effectively with physicians, patients, family members, and other health professionals. The course will also aid the student in developing appropriate techniques in dealing with change within the medical environment.	
MEA 2244 Pharmacology	4 Quarter credit hours
Various aspects of clinical pharmacology will be discussed, including a study of the various medications currently prescribed for the treatment of illnesses and diseases based on a systems method.	
MEA 2335 Medical Insurance Billing	4 Quarter credit hours
This course will train the student in the major medical insurance and claims forms processing. It will include information on national and other common insurance plans, as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Prerequisite: HSC 1531	

MEA 2455 Clinical Lecture A	4 Quarter credit hours
This course focuses on universal precautions in the medical environment, including understanding of bloodborne pathogens, HIV/AIDS, infection control, collection and handling of specimens and an introduction to microbiology. In addition, the student will gain proficiency in medical asepsis and infection control in a simulated setting. Common minor surgery techniques and aftercare will be discussed. Also covered will be emergency medical procedures. Prerequisite: HSC 1531	
MEA 2456 Clinical Lecture B	4 Quarter credit hours
This course is designed to present the theories and principles of patient care, including vital signs, physical and specialty exams, and electrocardiograms. Prerequisites: MEA 2455, MLS 2325	
MEA 2457 Clinical Lecture C	4 Quarter credit hours
This course will introduce the student to the theories and practices related to common procedures and tests performed in a physician's office laboratory. These will include CLIA regulations, normal results, and quality control, injection techniques and blood and urine collection. Prerequisites: MEA 2455, MLS 2325	
MLS 2325 Clinical Lab A	2 Quarter credit hours
This course is designed to acquire and practice the skills discussed in Clinical Lecture A. Prerequisite: HSC 1531	
MLS 2326 Clinical Lab B	2 Quarter credit hours
This course is designed to acquire and practice the skills discussed in Clinical Lecture B. Prerequisites: MEA 2455, MLS 2325	
MLS 2327 Clinical Lab C	2 Quarter credit hours
This course is designed to acquire and practice the skills discussed in Clinical Lecture C. Prerequisites: MEA2455, MLS 2325	
MTB 1103 College Business Mathematics	4 Quarter credit hours
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.	
NCS 1000 Networking Concepts	6 Quarter Credit Hours
This course provides an overview of the field of local area networking and internetworking. Students are introduced to the terminology, operating systems, hardware, and administration of various components of a computer network, including network topology, TCP/IP, the OSI reference model, and network security, among others. Students learn and perform basic end-user functions and introductory administration operations of a network. Prerequisite: CTS 1000. Lecture hours: 40. Lab hours: 40.	
NCS 1050 Network Routing	6 Quarter Credit Hours
This course introduces students to internetworking utilizing software and hardware developed by Cisco Systems Inc. Through a combination of lectures and hands-on labs, students will learn about a variety of topics related to networked computing: network architecture, network protocols, IP addressing and subnetting, and the Cisco Router User Interface are among the areas to be discussed. Additional topics to be covered include Virtual LANs, WAN protocols, and managing a Cisco internetwork. Prerequisite: CTS 1000. Lecture hours: 40. Lab hours: 40.	
NIS 2000 Network Security Fundamentals	6 Quarter Credit Hours
This course is an introduction to the components of network security. It takes a comprehensive look at network security and provides an organized view of the field, including the tools and techniques necessary to safeguard network data. Prerequisites: CTS 1050, NCS 1000, NCS 1050, NOS 1000, NOS 1050. Lecture hours: 40. Lab hours: 40.	
NIS 2050 Network Security Implementation	6 Quarter Credit Hours
This course covers the fundamentals of security in networks and focuses on the implementation of security strategies and the configuration, maintenance, monitoring and troubleshooting of the available security features. Through a combination of lectures and hands-on labs, students learn how to plan and deploy secure communications for wireless networks, and remote applications. Prerequisites: CTS 1050, NCS 1000, NCS 1050, NOS 1000, NOS 1050. Lecture hours: 40. Lab hours: 40.	
NIS 2100 Network Security Design	6 Quarter Credit Hours
This course builds on the fundamentals of security in networks and focuses on the analysis of network security and the design of security features and strategies. Students learn how to design a secure network infrastructure to meet business requirements via lectures and hands-on labs. Topics include assembling the design team, modeling threats, and analyzing security risks. Prerequisites: CTS 1050, NCS 1000, NCS 1050, NOS 1000, NOS 1050. Lecture hours: 40. Lab hours: 40	
NSS 2000 Network Infrastructure Implementation	6 Quarter Credit Hours
This course covers the topics necessary for students to be able to deliver secure and reliable networking services to organizations utilizing Microsoft network operating systems. Working via lessons and hands-on labs, students learn how to install, manage, and troubleshoot the network protocols and services utilized in the network operating system. Prerequisites: CTS 1050, NCS 1000, NCS 1050, NOS 1000, NOS 1050. Lecture hours: 40. Lab hours: 40.	
NSS 2050 Network Directory Services	6 Quarter Credit Hours
This course provides the students with the steps necessary to plan, configure, and administer an Active Directory infrastructure. Topics include management methods for a large-scale network directory, group policies, active directory replication, and database maintenance. Prerequisites: CTS 1050, NCS 1000, NCS 1050, NOS 1000, NOS 1050. Lecture hours: 40. Lab hours: 40.	
NSS 2100 Network Infrastructure Planning	6 Quarter Credit Hours
This course builds upon the fundamentals of a network operating system and focuses on planning the strategies for deployment of networking components and services as well as on maintaining and troubleshooting them. Through a combination of lectures and hands-on labs, students learn how to plan and implement a secure network access infrastructure by configuring the connections for remote access clients, and manage and monitor network access. Prerequisites: CTS 1050, NCS 1000, NCS 1050, NOS 1000, NOS 1050. Lecture hours: 40. Lab hours: 40.	

OP 100 Office Techniques	4 Quarter credit hours
This course includes planning and organizational skills, office ethics, and telephone techniques. Also covered are effective processing of paperwork, records management, and time management.	
OP 110 Office Internship	4 Quarter credit hours
This course is a credit-bearing experience tailored to the student's program and is limited to the availability of an appropriate office setting. It is available only to students completing the final two terms of their programs. Prerequisites: Recommendations of faculty are required, and the student must have a minimum CGPA of 2.5.	
OST 1141L Keyboarding	2 Quarter credit hours
This course is designed to familiarize the student with basic keyboarding and develop minimum typing skills.	
OST 2301 Medical Office Practice	4 Quarter credit hours
This course introduces the student to the administrative functions of the medical office or clinic. Emphasis is placed on communications, scheduling, medical records, documentation, and filing. In addition, telephone techniques and etiquette will be covered. Manual and computerized bookkeeping is also covered. Prerequisite: CGS 2167C	
OST 2614 Medical Transcription	2 Quarter credit hours
This course is designed to provide the student with a working knowledge of medical transcription. Medical reports will be transcribed from individual case studies, each of which relates to a patient with a specific medical problem. The medical reports will include patient history, physical examinations, radiology, operative reports, pathology, requests for consultation, and discharge summaries. Prerequisites: HSC 1531, OST 1141L, CGS 2167C	
PHA 2245 Pharmacology & Medical Math	4 Quarter credit hours
This course will include a study of the various medications prescribed for the treatment of illness and diseases including uses, side effects, and precautions. The course is designed to include dosage calculations, legal aspects of pharmacology, and an introduction to prescriptions and drug administration. Prerequisites: APB1100, APB1100 and MAT 1033 or MTB 1103	
PLA 1003 Introduction to Legal Assisting	4 Quarter credit hours
Professional ethics, job qualifications, professional responsibilities, and employment opportunities are discussed in this course. An overview of legal terminology is also presented. Scheduling, timekeeping, and client billing procedures are practiced through a hands-on exercise completed during the course.	
PLA 1105 Legal Research and Writing I	4 Quarter credit hours
The student is introduced to the law library in this course. Emphasis is on teaching the student basic techniques of research and primary sources of law, including the reporters and state statutes. Techniques will be developed for analyzing cases and preparing case briefs.	
PLA 1700 Legal Ethics and Social Responsibility	4 Quarter credit hours
This course concerns the area of ethics as that term is used in the legal office. The course includes a survey of the law relating to the regulation of lawyers and legal assistants, the unauthorized practice of law, confidentiality, conflict of interest, advertising, fees and client funds, competence, special issues in advocacy, and professionalism.	
PLA 2106 Legal Research and Writing II	4 Quarter credit hours
This course focuses on expanding the students' ability to research statutory and case law through the use of legal citators, digests, and encyclopedias. Emphasis is placed on developing writing skills by preparing a memorandum of law. Students are also introduced to computerized legal researching. Prerequisite: PLA 1105	
PLA 2203 Civil Procedure	4 Quarter credit hours
This course provides the student with an introduction and overview to the procedures applicable to and governing civil matters, including procedures related to pleading, motions, discovery, trial practice, post-trial motions, and other issues. Prerequisite: PLA 1003	
PLA 2273 Torts	4 Quarter credit hours
This course provides an introduction to the substantive law of torts, including elements, defenses, and damages applicable to intentional torts and to unintentional torts based on negligence, product liability, strict liability, and professional malpractice. Moreover, this course introduces the student to practical application of litigation methods and procedures, including interviewing, investigation, and drafting documents essential to the tort litigation process. Prerequisite: PLA 1003	
PLA 2308 Criminal Procedure	4 Quarter credit hours
This course is an examination of the concepts of criminal procedure as applied by the courts, particularly the United States Supreme Court. The course examines basic concepts of constitutional criminal procedure including searches and seizures, arrests, interrogations and confessions, exclusion and admissibility of evidence, trial, appeals, and punishment. Prerequisite: PLA 1003	
PLA 2423 Contract Law	4 Quarter credit hours
The principles of contract law are addressed and discussed in this course including the major provisions of the Uniform Commercial Code. Basic contract provisions and drafting techniques are explained and practiced through the drafting of various types of contracts. Contract litigation is also covered. Prerequisite: PLA 1003	
PLA 2433 Business Organizations	4 Quarter credit hours
This course is designed to introduce the student to the basic rules, processes, and practices of the business enterprise. It describes organizational form while emphasizing the business corporation. It includes information on corporate formation, corporate organizations, and corporate financing. Prerequisite: PLA 1003	
PLA 2460 Bankruptcy	4 Quarter credit hours
This course is an introduction to the U.S. Bankruptcy Code, its functions and procedures, from both the creditor's and debtor's point of view. Moreover, this course will present applicable law and procedure as related to liquidations, business and individual reorganizations, family farmer reorganizations, and adversary proceedings arising out of bankruptcy cases. Prerequisite: PLA 1003	

PLA 2600 Wills, Trusts and Probate	4 Quarter credit hours
This course examines the field of probate, the drafting of wills, the creation and administration of trusts and estates, inheritance of property, and the devices used to direct inheritance. The course will also look at estate planning and estate and gift taxation as these relate to wills, trusts, and probate. Prerequisite: PLA 1003	
PLA 2610 Real Estate Law	4 Quarter credit hours
In this course, students are instructed in basic real estate law. Emphasis is placed on title examination and completing documents used in a typical residential real estate transaction, including deeds, mortgages, promissory notes, and closing statements. Prerequisite: PLA 1003	
PLA 2800 Family Law	4 Quarter credit hours
In this course, students are instructed in the theory of law governing marriage, divorce, property settlement agreements, child custody and support obligations, paternity, adoptions, alimony, name changes, and domestic violence. Students will be introduced to state-specific procedures and prepare various pleadings or documents related to these topics. Prerequisite: PLA 1003	
PLA 2940 Paralegal Externship	4 Quarter credit hours
This course provides students with the opportunity to directly apply the knowledge and skills learned in the program by working in a pre-arranged and pre-approved law office or other suitable location for 120 hours. Prerequisites: Available to Paralegal students in their last or next to last quarter before graduating with an Associate degree. Students must have a good attendance record, have a 3.0 GPA in the major core courses, and obtain the approval of the department chairperson. Students below a 3.0 GPA must secure the approval of both the department chairperson and the Dean to enroll in the Externship course.	
PSY 2012 General Psychology*	4 Quarter credit hours
This course is designed to provide students with a general understanding of the general principles of psychology and theories underlying modern psychology.	
PTN 1702 Introduction to Pharmacy	4 Quarter credit hours
This course is designed to provide the student with an overall understanding and orientation to the field of pharmacy technology. Included in the course is an overview and historical development of pharmacy and health care, organizational structure and function of the hospital, an introduction to home health care and long-term care, an overview of regulatory standards in pharmacy practice, and law and ethics as it relates to the profession of pharmacy.	
PTN 1703 Pharmaceutical Calculations	4 Quarter credit hours
In this course, students will be introduced to pharmaceutical calculations. Subjects covered include systems of measurements and conversions between each, actual pharmaceutical calculations of drug dosages, and working with compounds, admixtures, and parenteral and IV medications.	
PTN 1704 Professional Aspects of Pharmacy Technology	4 Quarter credit hours
This course is designed to introduce the student to the professional aspects of working in pharmacy technology. Subjects covered include pharmaceutical terminology and medical abbreviations, pharmaceutical dosage forms, and a review of basic mathematics and introduction to pharmaceutical calculations.	
PTN 1733C Pharmacy Operations	4 Quarter credit hours
In this course, emphasis is placed on the role and responsibilities of the pharmacy technician, as well as a study of general operations of pharmacies at different settings. Subjects covered include safety in the workplace, using computers in the pharmacy, communications and interpersonal relations within the pharmacy, drug distribution process, pharmacy environments, including ambulatory and institutional pharmacy practice, and fundamentals of reading prescriptions, and infection control in the pharmacy.	
PTN 1740 Externship	5 Quarter credit hours
This 160-hour course is designed to provide the student with supervised, practical hands-on and observational experiences in the working pharmacy. Students will be expected to gain experiences in either a hospital pharmacy or a community (retail) pharmacy. Students will gain exposure to "on-the-job" experiences and training in the pharmacy setting and practice of skills and gaining experiences in all aspects of drug preparation and distribution utilized by participating sites. Prerequisite: Completion of Didactic Program.	
PTN 1780C Administrative Aspects of Pharmacy	4 Quarter credit hours
This course is designed to provide the student with an overall understanding of the administrative aspects and hands-on applications involved in working in a pharmacy. Included in this course is use of policy and procedures manuals, materials management of pharmaceuticals, the pharmacy formulary system, computer applications in drug-use control, receiving and processing medication orders and medications errors, preparation and utilization of patient profiles, handling medications, storage and delivery of drug products, records management and inventory control, and compensation and methods of payment for pharmacy services.	
SLS 1105 Strategies for Success	4 Quarter credit hours
This course is designed to equip students for transitions in their education and life. The course 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. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
SLS 1321 Career Skills	2 Quarter credit hours
A course designed to assist the student with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume' preparation.	
SLS 1505 Basic Critical Thinking*	2 Quarter credit hours
This course introduces the students to the concepts of critical thinking. Topics covered include self critique and understanding, fair-minded thinking, the levels of thinking, the parts and standards for thinking, and developing ethical and strategic thinking. Students will examine effective ways to think more critically, and will apply these tools in course assignments. Lecture Hrs. 020 Lab Hrs. 000 Other Hrs. 000	

SPC 2016 Oral Communications*	4 Quarter credit hours
This course is designed to develop the student's ability to communicate effectively. Emphasis is placed upon the basic elements of communication in order to strengthen the student's interpersonal and professional speaking skills.	
SYG 2000 Principles of Sociology*	4 Quarter credit hours
A study of cultural heritage, of the cultural influence of human nature and personality, and of social interaction. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
TAX 2000 Tax Accounting	4 Quarter credit hours
This is a survey course covering the laws, procedures, returns, and subsidiary schedules involved in the preparation of Federal personal tax returns.	
TR 100A Transcription	2 Quarter credit hours
This course teaches transcription skills and emphasizes punctuation and proofreading ability, spelling, correct number usage, abbreviations, English grammar, and formatting. It emphasizes specialization within the student's field of study. Prerequisites: TW 110, ENG 1000, ENC 1101	
TW 110 Keyboarding II	2 Quarter credit hours
Intermediate Keyboarding is a course designed to increase speed and accuracy and to provide skill in production typing. Business letters, interoffice memoranda, tables and manuscripts are emphasized. Speed goal varies according to graduation recommendation per individual program. Prerequisite: OST 1141L or equivalent	
TW 130 Keyboarding III Administrative	2 Quarter credit hours
This is an advanced typing course on the microcomputer in which more complex production work and office typing are stressed through use of specialized job simulations. Speed goal varies according to graduation recommendation per individual program. Prerequisite: TW 110	
TW 135 Keyboarding III Legal	2 Quarter credit hours
This is an advanced typing course that emphasizes complex production work and the preparation of a variety of legal forms and documents. Prerequisite: OST 1141L	
WP 105 Word Processing I	2 Quarter credit hours
This course is an introduction to word processing concepts, theories, and operations. The students learn these concepts through hands-on applications utilizing the microcomputer and word processing applications software. Prerequisite: OST 1141L	
WP 115 Information Processing	2 Quarter credit hours
This course utilizes the microcomputer and word processing applications software to instruct the student in using advanced information processing commands and features, performing complex operations, and developing and working with long documents. Terminology, concepts, and techniques used in the Windows operating environment are introduced. Prerequisite: WP 105	
WP 125 Desktop Publishing	2 Quarter credit hours
This course is designed to instruct students in methods for enhancing the appearance of documents by using fonts, graphics, layouts, and tables. Exercises include creating brochures, flyers, catalogs, newsletters, books, and magazines using word processing software with desktop publishing applications. Prerequisite: WP 105	

CORINTHIAN COLLEGES, INC.

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

Ashmead College

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

Bryman College

Lynnwood, WA (branch of Everest College, Renton, WA)

Everest College

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

Everest Institute

Atlanta (DeKalb), GA (branch of Everest Institute, Cross Lanes, WV)
 Atlanta (Downtown), GA (main campus)

Austin, TX (branch of Everest Institute, Southfield, MI)
 Brighton, MA (main campus)
 Chelsea, MA (branch of Everest College, Alhambra, CA)
 Chesapeake, VA (branch of Everest Institute, Newport News, VA)
 Cross Lanes, WV (main campus)
 Dearborn, MI (branch of Everest Institute, Southfield, MI)
 Detroit, MI (branch of Everest Institute, Southfield, MI)
 Eagan, MN (branch of Everest Institute, Cross Lanes, WV)
 Gahanna, OH (branch of Everest College, Ontario, CA)
 Grand Rapids, MI (main campus)
 Houston (Bissonnet), TX (branch of Everest College, Renton, WA)
 Houston (Greenspoint), TX (branch of Everest Institute, San Antonio, TX)
 Houston (Hobby), TX (branch of Everest Institute, San Antonio, TX)
 Jonesboro, GA (branch of Everest Institute, Atlanta, GA)
 Kalamazoo, MI (branch of Everest Institute, Grand Rapids, MI)
 Marietta, GA (branch of Everest Institute, Atlanta, GA)
 Newport News, VA (main campus)
 Norcross, GA (branch of Everest College, Gardena, CA)
 Pittsburgh, PA (main campus)
 Rochester, NY (main campus)
 San Antonio, TX (main campus)
 Southfield, MI (main campus)
 South Plainfield, NJ (branch of Everest Institute, Southfield, MI)
 Silver Spring, MD (branch of Everest College, Portland, OR)

Florida Metropolitan University

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

Las Vegas College

Henderson, NV (main campus)

National School of Technology

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

WyoTech

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

STATEMENT OF OWNERSHIP

This campus is owned and operated by Rhodes Colleges, Inc., a Delaware corporation, which is a wholly owned subsidiary of Corinthian Colleges, Inc., a Delaware corporation. Corporate offices are located at 6 Hutton Centre Drive, Suite 400, Santa Ana, CA 92707.

CORINTHIAN COLLEGES, INC.		
DIRECTORS	OFFICERS	TITLE
Terry Hartshorn	Jack D. Massimino	Chief Executive Officer
David G. Moore	Peter Waller	President and Chief Operating Officer
Paul R. St. Pierre	Kenneth S. Ord	Executive Vice President and Chief Financial Officer
Jack D. Massimino	Beth A. Wilson	Executive Vice President, Operations
Linda Arey Skladany	Mark L. Pelesh	Executive Vice President, Legislative and Regulatory Affairs
Hank Adler	William Buchanan	Executive Vice President, Marketing
Alice T. Kane	Guy M. Marsala	President, CDI Post Secondary Division
Robert Lee	William Murtagh, Jr.	President, CSI Division
	David Poldoian	President, Online Learning Division
	Janis Schoonmaker	President, FMU Division
	Frank Stryjewski	President, WyoTech Division
	Stan A. Mortensen	Senior Vice President, General Counsel and Corporate Secretary
	Paul T. Dimeo	Senior Vice President, Real Estate
	Robert C. Owen	Senior Vice President, Chief Accounting Officer and Assistant Secretary
	Anna Marie Dunlap	Senior Vice President, Investor Relations & Corporate Communications
	Fardad Fateri	Senior Vice President, Academic Affairs
	Carmella Cassetta	Senior Vice President and Chief Information Officer
	Jim Wade	Senior Vice President, Human Resources
RHODES COLLEGES, INC.		
DIRECTORS	OFFICERS	TITLE
Jack D. Massimino	Jack D. Massimino	Chief Executive Officer
Peter Waller	Peter Waller	President and Chief Operating Officer
Beth A. Wilson	Kenneth S. Ord	Executive Vice President and Chief Financial Officer
	Beth A. Wilson	Executive Vice President, Operations
	Stan A. Mortensen	Senior Vice President, General Counsel and Corporate Secretary
	Robert C. Owen	Treasurer and Assistant Secretary

APPENDIX A: FACULTY AND STAFF

ADMINISTRATIVE STAFF

PORTLAND		
Mickey Sieracki	President	B.A., College of Saint Teresa M.A., George Washington University
Helen Dunford	Academic Dean	M.A., University of London B.A., University of Manchester
James Bartlett	Associate Academic Dean	J.D., University of San Francisco A.B., Humboldt State University
Laurel Coke	Director of Admissions	
Sharon Hale	Director of Student Finance	B.S. Florida Metropolitan University
Michelle Mesman Michaelis	Director of Student Accounts	B.S. Florida Metropolitan University
Chad Cottrill	Director of Career Services	B.A. University of Arkansas
VANCOUVER		
Edward Yakimchick	President	B.A., Seattle Pacific University
Mary Durall-DuPree	Academic Dean	M.S.T., Portland State University B.A., George Fox University
Renee Schiffhauer	Director of Admissions	M.A., Indiana University of Pennsylvania B.S., St. Vincent College
Bobi Jo Wakefield	Director of Student Finance	B.S., Hawaii Pacific University
Michele O'Rourke	Director of Career Services	B.S., Brigham Young University

FACULTY

Everest College faculty members are selected for their academic qualifications and working backgrounds, represent many years of practical experience, and are qualified to provide job-relevant training. An additional characteristic required of Everest College faculty is a genuine interest in assisting students to achieve their career goals. The College faculty are listed below.

PORTLAND		
Full-time Faculty		
Larry Andersen	Accounting	B.A., University of Washington
Nicole Austin	General Education	M.A., Eastern Washington University B.A., University of Washington
William Bates	Pharmacy	Pharm D, Idaho State University MPA:HA, Portland State University
Darlene Foresman	Medical	M.S.N., Oregon Health Sciences University B.S.N., Eastern Michigan University B.S., Michigan State University
R. Terre Harper	Travel/Hospitality	B.S., Oregon State University
Walt Junewick	Paralegal	J.D., Salmon P. Chase College of Law, University of Northern Kentucky B.A., Miami University
Robert Kinney	Criminal Justice	Ed.M., Oregon State University M.P.A. University of Oklahoma B.S. Metropolitan State University A.A. Kansas Newman College
Jennifer Priest	Paralegal	J.D. University of Washington B.A. Reed College
Toni Slocum	Medical Billing & Coding	
Steve Richards	General Education/Computers	MBA Portland State University BS Western Oregon University
Kenneth S. Price	Human Relations	B.A., Humboldt State University
Ron Riffel	Accounting	B.A., Southern Adventist University Diploma, Western Business College
James Wishart	Computer Applications	M.A., University of Oregon M.S., University of Arkansas B.A., Portland State University

VANCOUVER Full-time Faculty		
Linda Aleksa	English/Communication	B.S. Northern Illinois University
Holly Bower	Computer Applications	B.A., Linfield College A.A.S. Computer Programming, Clark College
Evalinn Elhart	Medical	B.S., Humboldt State University
Daniel Highley	Accounting	B.A., Miami University
Debi Jack	Human Relations/English/Word Processing	B.A., Boise State University
Lorraine Papazian Boyce	Medical Insurance Billing Coding	M.S., Rush University Master of Divinity, Trinity Evangelical Divinity School B.S., Taylor University
Karen Redden	Medical	B.S., Portland State University
Jennie Sprouse	English, Human Relations	B.A., Central Washington University
Gail Stevens	Paralegal	J.D., University of Oregon B.A., University of Oregon
Patricia Stoddard	Medical	M.S., Portland State University B.A., Linfield College

APPENDIX B: TUITION AND FEES

Program	No. of Credits	Cost per Credit	Total Program Cost	Cost per Quarter (based on class load of 16 credits)
Accounting AAS degree	96	\$258	\$24,768	\$4,128
Business Accounting diploma	48	\$258	\$12,384	\$4,128
Advanced Microcomputer Apps AAS degree	90	\$258	\$23,220	\$4,128
Operations Specialist diploma	48	\$258	\$23,220	\$4,128
Criminal Justice AAS degree	96	\$258	\$24,768	\$4,128
Medical Assistant AAS degree	97	\$258	\$25,026	\$4,128
Medical Assistant diploma	75	\$258	\$19,350	\$4,128
Administrative Medical Assistant	48	\$258	\$12,384	\$4,128
Pharmacy Technician AAS degree	97	\$258	\$25,026	\$4,128
Pharmacy Technician diploma	65	\$258	\$16,770	\$4,128
Executive Assistant AAS degree	90	\$258	\$23,220	\$4,128
Legal Administrative Assistant	64	\$258	\$16,512	\$4,128
Paralegal AAS degree	96	\$258	\$24,768	\$4,128
Travel/Hospitality Management AAS degree	90	\$258	\$23,220	\$4,128
Travel/Hospitality diploma	48	\$258	\$12,384	\$4,128
Medical Insurance Billing and Coding (Oregon Only)	35 – 6 modules	\$1,415/module	\$8,490	\$4,245 (based on 3 modules)
Medical Insurance Billing and Coding (Washington Only)	47 – 8 modules		\$11,421	

Students in the Medical Assisting programs are required to have current PPD and Hepatitis B vaccinations prior to beginning their externships.

Tuition will be charged on a quarterly basis. A \$25 registration fee will be charged to all students each quarter. A non-refundable fee of \$20 per credit hour is assessed for each special Proficiency Examination (cannot be paid from Title IV financial aid funds). A \$100 fee will be charged for each online course. Additional fees not included in the above costs may be assessed. There is no additional charge to out-of-state students.

Estimated monthly transportation costs are \$74-\$400, depending on the means of transportation utilized and the student's distance from the school.

Room and board costs are not applicable.

APPENDIX C: CALENDARS

FY 2008 Academic Calendar				
Summer Term Starts		July	16	2007
Summer Term Drop/Add Deadline		July	28	2007
Mini-Term Starts		August	27	2007
Mini-Term Drop/Add Deadline		September	1	2007
Labor Day Holiday		September	3	2007
Summer Term Ends		October	6	2007
Fall Break	From:	October	8	2007
	To:	October	13	2007
Fall Term Start		October	15	2007
Fall Term Drop/Add Deadline		October	27	2007
Thanksgiving Day Holiday	From:	November	22	2007
	To:	November	24	2007
Mini-Term Starts		November	26	2007
Mini-Term Drop/Add Deadline		December	1	2007
Winter Holiday	From:	December	24	2007
	To:	January	1	2008
Classes Resume		January	2	2008
Fall Term Ends		January	12	2008
Winter Term Starts		January	14	2008
M.L. King Jr. Birthday Holiday		January	21	2008
Winter Term Drop/Add Deadline		January	26	2008
Presidents' Day		February	18	2008
Mini-Term Starts		February	25	2008
Mini Term Drop/Add Deadline		March	1	2008
Winter Term Ends		April	5	2008
Spring Vacation	From:	April	7	2008
	To:	April	12	2008
Spring Term Starts		April	14	2008
Spring Term Drop/Add Deadline		April	26	2008
Memorial Day Holiday		May	26	2008
Mini-Term Starts		May	27	2008
Mini Term Drop/Add Deadline		May	31	2008
Independence Day Holiday		July	4	2008
Spring Term Ends		July	5	2008
Summer Vacation	From:	July	7	2008
	To:	July	12	2008

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

MODULAR CALENDARS

PORTLAND

Medical Insurance Billing and Coding (MIBC), Portland Campus			
Day Schedule – Five-Day Week (Monday through Friday)			
2007			
Start Date		End Date	
April 30	Mon	May 25	Fri
May 29	Tues	June 22	Fri
June 25	Mon	July 27	Fri
July 30	Mon	Aug 24	Fri
Aug 27	Mon	Sep 21	Fri
Sep 24	Mon	Oct 26	Fri
Oct 29	Mon	Nov 21	Wed
Nov 26	Mon	Dec 21	Fri

Medical Insurance Billing and Coding (MIBC), Portland Campus			
Evening Schedule I- Four-Day Week Monday through Thursday			
2007			
Start Date		End Date	
April 30	Mon	May 24	Thur
May 29	Tues	June 21	Thur
June 25	Mon	July 26	Thurs
July 30	Mon	Aug 23	Thurs
Aug 27	Mon	Sep 20	Thurs
Sep 24	Mon	Oct 25	Thurs
Oct 29	Mon	Nov 21	Wed
Nov 26	Mon	Dec 20	Thurs

VANCOUVER

Medical Insurance Billing and Coding (MIBC), Vancouver Campus			
MIBC Daytime		MIBC Evening	
Start Date	End Date	Start Date	End Date
Apr 30, 2007	May 24, 2007	May 14, 2007	Jun 18, 2007
May 29, 2007	Jun 25, 2007	Jun 19, 2007	Jul 31, 2007
Jun 26, 2007	Jul 31, 2007	Aug 1, 2007	Sept 5, 2007
Aug 01, 2007	Aug 28, 2007	Sept 6, 2007	Oct 17, 2007
Aug 29, 2007	Sept 26, 2007	Oct 18, 2007	Nov 21, 2007
Sept 27, 2007	Oct 31, 2007	Nov 26, 2007	Jan 8, 2008
Nov 1, 2007	Nov 29, 2007	Jan 9, 2008	Feb 13, 2008
Dec 3, 2007	Jan 8, 2008	Feb 14, 2008	Mar 20, 2008
Jan 9, 2008	Feb 6, 2008	Mar 24, 2008	May 1, 2008
Feb 7, 2008	Mar 6, 2008	May 5, 2008	Jun 9, 2008
Mar 10, 2008	Apr 3, 2008	Jun 10, 2008	Jul 14, 2008
Apr 14, 2008	May 8, 2008		
May 12, 2008	Jun 9, 2008		
Jun 10, 2008	July 7, 2008		