# Everest

## INSTITUTE

## PITTSBURGH CATALOG
### 2011-2013

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# PRESIDENT'S MESSAGE

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

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

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

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

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


Scott Behmer
President, Pittsburgh Campus

# TABLE OF CONTENTS

# ABOUT EVEREST INSTITUTE

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

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

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

## MISSION
Everest Institute is dedicated to the provision of a personalized teaching and learning environment designed to support the personal and professional career development of qualified undergraduate students. The institution was founded to provide to its community quality education and training designed to meet the needs of both students and employers. The institution is designed to serve a diverse student population focusing on adults and recent high school graduates seeking to acquire the education and skills necessary to enter their chosen career field. To achieve this, the institution is committed to:

- The utilization of modern technology and teaching methods (including distance education and externships where appropriate).
- The provision of innovative educational programs.
- Ongoing cooperation with business, industry, government, local communities, and other educational institutions in the design, delivery, and evaluation of effective and dynamic curricula.
- The provision of career development support services to students and alumni.

## OBJECTIVES
In order to assure continued fulfillment of its mission, Everest Institute has established the following goals:

- The institution will continually enhance its educational process at all levels and seek to impart essential skills, competencies, and attributes that students need for successful careers and for continued study.
- The institution shall strive to develop in all students the intellectual potential that will lead them to realize their capacities for critical thinking, intelligent decision making, and individual expression of opinions. Ongoing development of communication and interactive skills will further prepare our students to be suitable candidates for positions in their chosen field.
- The institution is committed to quality in teaching and excellence in education and shall seek qualified faculty who will create a facilitative environment that fosters excitement in the classroom and stimulates eagerness for learning.
- The institution will cultivate a strong advisory board from key individuals in the community who can provide visibility, feedback and influence in the quality of education we provide our students.
- The institution shall strive to develop mature citizens who contribute to their communities by providing positive role models, creating opportunities to participate in community service and paving the way to develop new and mutually beneficial relationships.
- The institution is dedicated to assisting graduates in securing career-related employment.

## SCHOOL HISTORY AND DESCRIPTION
In 1840, the city of Pittsburgh was a thriving industrial metropolis. As the "Gateway to the West," Pittsburgh was the point through which thousands of immigrants passed in search of their fortunes in a new and free land. Among these immigrants was a thirty-seven-year-old Scotsman named Peter Duff, who was on his way to New Orleans to rebuild his molasses business. While waiting for transportation, he accepted a temporary position as an accountant for a mercantile house. He was known for his knowledge and proficiency, and young men sought him out for instruction in accounting during the evening after a day's work in the mills and factories. Because of the ever-increasing number of students, he resigned his accounting position and devoted all of his time to training young men to meet the needs of the business world. His textbooks were his personal, handwritten manuscripts.

From this humble beginning, Peter Duff established the first business college in the United States. In 1851, a perpetual charter was granted to "Duff's Mercantile College" by the Pennsylvania legislature. The school was described in its charter as "a college for the education of merchants and others, in the various branches of literature and sciences immediately connected with a thorough mercantile education…." Upon Peter's death in 1869, his son,

William, became president of the school.  Under his leadership, which lasted for 40 years, the school became a steadily growing commercial institute.

Through the years, Duff's has been known as Duff's Mercantile College, The Pioneer Business College In America, Iron City Commercial College, Duff's Iron City College, and Duff's Business Institute. It is nationally recognized as the oldest business school in the country. On October 17, 1996, the school was acquired by Rhodes Business Group, Inc. In June of 2006 the name of the school was changed to Everest Institute.

Everest Institute is housed on the eleventh and twelfth floors of a 12-story, air-conditioned facility. The approximately 39,250-square-foot space houses 12 lecture classrooms, four to six computer laboratories, three medical laboratories, a pharmacy tech laboratory, a learning center, a student lounge, and administrative offices. Everest Institute is equipped for use by the handicapped. Forms of special assistance include ground-level entry to the building, access ramps and elevators. Restroom facilities and corridors can accommodate wheelchairs.

Everest Institute adheres to a smoke-free environmental ruling. Smoking is permitted only outside of the building away from the entrance doorways. Everest Institute, the facilities it occupies and the equipment used complies with all federal, state and local ordinances and regulations, including those related to fire safety, building safety and health.

## ACCREDITATIONS, APPROVALS AND MEMBERSHIPS
- Accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas and associate's degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.
- Licensed by and authorized to grant Associate in Specialized Business degrees by the Division of Program Services, Bureau of Postsecondary Services of the Commonwealth of Pennsylvania Department of Education.
- Approved and regulated by the Pennsylvania State Board of Private Licensed Schools, Pennsylvania Department of Education.  Inquiries concerning the standards of school compliance may be directed to the Pennsylvania Board of Private Licensed Schools, Pennsylvania Department of Education, 333 Market Street, Harrisburg, Pennsylvania 17126-0333, (717) 783-8228.
- The Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 1361 Park Street.  Clearwater, FL 33756, Phone: 727-210-2350.
- Approved for the training of Veterans and eligible persons under the provisions of Title 38, United States Code.

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

# ADMISSIONS INFORMATION

## REQUIREMENTS AND PROCEDURES
- High school diploma or a recognized equivalent such as the GED.
- Students must submit proof of high school graduation or a recognized equivalency certificate (GED) to the institution by providing the institution with the diploma, transcript confirming graduation, GED certificate or other equivalent documentation, a copy of which will be placed in the student file.
- If documents required for enrollment are not available at the time of application, applicants may be accepted for a limited period to allow time for receipt of all required documentation.
- Applicants are required to complete the Wonderlic Basic Skills Test (WBST). The approved passing scores are as follows: Verbal (248) and Quantitative (237). Applicants must achieve a passing score on both skill assessments in a single testing session to be considered passing. For further information on the WBST, please check with the Director of Admissions at the campus.
- Applicants are informed of their acceptance status shortly after all required information is received and the applicants' qualifications are reviewed.
- Applicants who determine that they would like to apply for admission will complete an enrollment agreement.
- Students may apply for entry at any time. Students are responsible for meeting the requirements of the catalog in effect at the time of enrollment. Students automatically come under the current catalog at reentrance after not attending for a full academic term.

## ACADEMIC SKILLS ASSESSMENT

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

## CRIMINAL BACKGROUND CHECK

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

## ABILITY TO BENEFIT POLICY

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

Note: The number of students (or re-entry) enrolled under the Ability To Benefit Provision is limited to only certain programs offered. Please check with your admission representative regarding the programs that accept ATB students. The school reserves the right to reject applicants based on test scores and ability to benefit limitations, or as necessary to comply with any applicable local, state or federal laws, statutes or regulations.

## CAMPUS ATB PASSING TEST SCORES

- Passing scores on the **CPAt** are Language Usage 47, Reading 48, and Numerical 46.
- Passing scores on the **COMPASS** test are Numerical Skills/Prealgebra 30, Reading 67, and Writing Skills 38.
- Passing scores on the **ASSET** are Reading 37, Writing 38, and Numerical 36.
- Passing scores on the **Wonderlic Basic Skills Test** are: Verbal (248) and Quantitative (237). Students must achieve a passing score on both skill assessments in a single testing session to be considered passing.

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

## ATB ADVISING

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

- All ATB students shall receive academic and career advising after each grading/evaluation period

## DENIAL OF ADMISSION

A student who fails to pass the test in four (4) attempts shall be denied admission and may not reapply to the school until one (1) year has passed since the first taking of the test.

## DELAYED ADMISSION

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

## ABILITY TO BENEFIT POLICY FOR RE-ENTRY STUDENTS

An ATB student who has been out of school less than one year may return to their program of last enrollment. Reentering ATB students will receive academic and career advising after each grading/evaluation period. ATB

students who have been out of school more than one year will be treated as a new student and subject to current admission policies.

# ACADEMIC INFORMATION

## EVEREST REGULATIONS

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

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

## DEFINITION OF CREDIT

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

## OUT OF CLASS ASSIGNMENTS

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

## TRANSFER OF CREDIT—INTO AND OUT OF EVEREST

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

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

## MAXIMUM TRANSFER CREDITS ACCEPTED

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

## ACADEMIC CREDIT TRANSFER POLICY FOR CAAHEP-ACCREDITED MEDICAL ASSISTANT PROGRAM

In order for a student to transfer credit into a CAAHEP-accredited Medical Assistant program, the receiving campus must follow guidelines established by AAMA. Transfer of credit, credit for prior learning and credit by assessment must be documented in an official transcript.

## COURSEWORK COMPLETED AT FOREIGN INSTITUTIONS

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

## TRANSFER CREDIT FOR LEARNING ASSESSMENT

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

**TRANSFER CREDIT FOR PROFESSIONAL CERTIFICATIONS**

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

**EXPERIENTIAL LEARNING PORTFOLIO**

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

**PROFICIENCY EXAMINATION**

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

**EVEREST CONSORTIUM AGREEMENT**

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

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

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

**TRANSFERS TO OTHER EVEREST LOCATIONS**

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

**TRANSFER CENTER ASSISTANCE**

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

**ONLINE PROGRAMS AND COURSE REQUIREMENTS**

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

**Windows Systems**
Windows 2000, XP, or Vista
64 MB Ram
28.8 kbps modem (56K recommended)
Sound Card & Speakers
Recommended Browser: Microsoft Internet Explorer 7.0

Recommended Browser: Mozilla Firefox 2.0
Supported Browser: Microsoft Internet Explorer 6.0
Supported Browser: Mozilla Firefox 3.0

**Mac Systems**
Mac OS X or higher (in classic mode)
32 MB RAM (64 recommended)
28.8 kbps modem (56K recommended)
Sound Card & Speakers
Recommended Browser: Safari 3.0
Recommended Browser: Mozilla Firefox 2.0
Supported Browser: Safari 2.0
Supported Browser: Mozilla Firefox 3.0

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

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

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

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

\*     Not used in Allied Health Programs.

\*\*    Due to programmatic accrediting agency requirements, students in Allied Health programs require a higher percentage grade to pass.  For Allied Health Programs, F (failing) is 69-0%.

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

| Applies To All Courses | |
|---|---|
| Course Repeat Codes | |
| 1 | Student must Repeat This Class |
| R | Student in the Process of Repeating This Class |
| 2 | Course Repeated - Original Grade No Longer Calculated in CGPA |

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

## GPA AND CGPA CALCULATIONS

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

## STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

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

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

## EVALUATION PERIODS FOR SAP

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

## RATE OF PROGRESS TOWARD COMPLETION

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

## MAXIMUM TIME FRAME TO COMPLETE

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

## SATISFACTORY ACADEMIC PROGRESS TABLES

### 34 Quarter Credit Hour Quarter-Based Program. Total credits that may be attempted: 51 (150% of 34).

| Total Credits Attempted | SAP Advising if CGPA is below | SAP Not Met if CGPA is below | SAP Advising if Rate of Progress is Below | SAP Not Met if Rate of Progress is Below |
|---|---|---|---|---|
| 1-8 | 2.0 | 1.0 | 66.66% | N/A |
| 9-17 | 2.0 | 1.5 | 66.66% | N/A |
| 18-34 | 2.0 | 1.75 | 66.66% | 60% |
| 35-51 | N/A | 2.0 | N/A | 66.66% |

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

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

### 51.2 Quarter Credit Hour Program. Total credits that may be attempted: 76 (150% of 51.2).

| Total Credits Attempted | SAP Advising if CGPA is below | SAP Not Met if CGPA is below | SAP Advising if Rate of Progress is Below | SAP Not Met if Rate of Progress is Below |
|---|---|---|---|---|
| 1-21 | 2.0 | N/A | 66.66% | N/A |
| 22-27 | 2.0 | 1.0 | 66.66% | 20% |
| 28-33 | 2.0 | 1.2 | 66.66% | 30% |
| 34-39 | 2.0 | 1.4 | 66.66% | 40% |
| 40-46 | 2.0 | 1.6 | 66.66% | 50% |
| 47-52 | 2.0 | 1.8 | 66.66% | 60% |
| 53-76 | N/A | 2.0 | N/A | 66.66% |

### 54 Quarter Credit Hour Program. Total credits that may be attempted: 81 (150% of 54).

| Total Credits Attempted | SAP Advising if CGPA is below | SAP Not Met if CGPA is below | SAP Advising if Rate of Progress is Below | SAP Not Met if Rate of Progress is Below |
|---|---|---|---|---|
| 1-12 | 2.0 | N/A | 66.66% | N/A |
| 13-24 | 2.0 | 1.0 | 66.66% | 25% |
| 25-55 | 2.0 | 1.3 | 66.66% | 55% |
| 56-66 | 2.0 | 1.65 | 66.66% | 64% |
| 67-81 | N/A | 2.0 | N/A | 66.66% |

| 56 Quarter Credit Hour Quarter-Based Program. Total credits that may be attempted: 84 (150% of 56). | | | | |
| --- | --- | --- | --- | --- |
| Total Credits Attempted | SAP Advising if CGPA is below | SAP Not Met if CGPA is below | SAP Advising if Rate of Progress is Below | SAP Not Met if Rate of Progress is Below |
| 1-18 | 2.0 | N/A | 66.66% | N/A |
| 19-28 | 2.0 | 1.25 | 66.66% | N/A |
| 29-37 | 2.0 | 1.5 | 66.66% | 60% |
| 38-46 | 2.0 | 1.75 | 66.66% | 60% |
| 47-64 | 2.0 | 1.85 | 66.66% | 60% |
| 65-84 | N/A | 2.0 | N/A | 66.66% |

| 58 Quarter Credit Hour Program. Total credits that may be attempted: 87 (150% of 58). | | | | |
| --- | --- | --- | --- | --- |
| Total Credits Attempted | SAP Advising if CGPA is below | SAP Not Met if CGPA is below | SAP Advising if Rate of Progress is Below | SAP Not Met if Rate of Progress is Below |
| 1-16 | 2.0 | N/A | 66.66% | N/A |
| 17-28 | 2.0 | 1.0 | 66.66% | N/A |
| 29-40 | 2.0 | 1.25 | 66.66% | 50% |
| 41-52 | 2.0 | 1.5 | 66.66% | 60% |
| 53-64 | 2.0 | 1.75 | 66.66% | 65% |
| 65-87 | N/A | 2.0 | N/A | 66.66% |

| 59.0 Quarter Credit Hour Modular Total credits that may be attempted: 88 (150% of 59) | | | | |
| --- | --- | --- | --- | --- |
| Total Credits Attempted | SAP Advising if CGPA is below | SAP Not Met if CGPA is below | SAP Advising if Rate of Progress is Below | SAP Not Met if Rate of Progress is Below |
| 1-18 | 2.0 | N/A | 66.66% | N/A |
| 19-28 | 2.0 | 1.25 | 66.66% | N/A |
| 29-37 | 2.0 | 1.5 | 66.66% | 60% |
| 38-46 | 2.0 | 1.75 | 66.66% | 60% |
| 47-64 | 2.0 | 1.85 | 66.66% | 60% |
| 65-88 | N/A | 2.0 | N/A | 66.66% |

| 103 Quarter Credit Hour Quarter-Based Program. Total credits that may be attempted: 154 (150% of 103). | | | | |
| --- | --- | --- | --- | --- |
| Total Credits Attempted | SAP Advising if CGPA is below | SAP Not Met if CGPA is below | SAP Advising if Rate of Progress is Below | SAP Not Met if Rate of Progress is Below |
| 1-16 | 2.0 | N/A | 66.66% | N/A |
| 17-32 | 2.0 | 1.0 | 66.66% | N/A |
| 33-48 | 2.0 | 1.2 | 66.66% | 50% |
| 49-60 | 2.0 | 1.3 | 66.66% | 60% |
| 61-72 | 2.0 | 1.5 | 66.66% | 65% |
| 73-95 | 2.0 | 1.75 | 66.66% | 66.66% |
| 96-154 | N/A | 2.0 | N/A | 66.66% |

| 105/106 Quarter Credit Hour Quarter-Based Program. Total credits that may be attempted: 157 (150% of 105) 159 (150% of 106). | | | | |
| --- | --- | --- | --- | --- |
| Total Credits Attempted | SAP Advising if CGPA is below | SAP Not Met if CGPA is below | SAP Advising if Rate of Progress is Below | SAP Not Met if Rate of Progress is Below |
| 1-16 | 2.0 | N/A | 66.66% | N/A |
| 17-32 | 2.0 | 1.0 | 66.66% | N/A |
| 33-48 | 2.0 | 1.2 | 66.66% | 50% |
| 49-60 | 2.0 | 1.3 | 66.66% | 60% |
| 61-72 | 2.0 | 1.5 | 66.66% | 65% |
| 73-95 | 2.0 | 1.75 | 66.66% | 66.66% |
| 96-159 | N/A | 2.0 | N/A | 66.66% |

| 109 Quarter Credit Hour Quarter-Based Program. Total credits that may be attempted: 163 (150% of 109). | | | | |
| --- | --- | --- | --- | --- |
| Total Credits Attempted | SAP Advising if CGPA is below | SAP Not Met if CGPA is below | SAP Advising if Rate of Progress is Below | SAP Not Met if Rate of Progress is Below |
| 1-16 | 2.0 | N/A | 66.66% | N/A |
| 17-32 | 2.0 | 1.0 | 66.66% | N/A |
| 33-48 | 2.0 | 1.2 | 66.66% | 50% |
| 49-60 | 2.0 | 1.3 | 66.66% | 60% |
| 61-72 | 2.0 | 1.5 | 66.66% | 65% |
| 73-95 | 2.0 | 1.75 | 66.66% | 66.66% |
| 96-163 | N/A | 2.0 | N/A | 66.66% |

| 114 Quarter Credit Hour Quarter-Based Program. Total credits that may be attempted: 171 (150% of 114). | | | | |
|---|---|---|---|---|
| Total Credits Attempted | SAP Advising if CGPA is below | SAP Not Met if CGPA is below | SAP Advising if Rate of Progress is Below | SAP Not Met if Rate of Progress is Below |
| 1-16 | 2.0 | N/A | 66.66% | N/A |
| 17-32 | 2.0 | 1.0 | 66.66% | N/A |
| 33-48 | 2.0 | 1.2 | 66.66% | 50% |
| 49-60 | 2.0 | 1.3 | 66.66% | 60% |
| 61-72 | 2.0 | 1.5 | 66.66% | 65% |
| 73-95 | 2.0 | 1.75 | 66.66% | 66.66% |
| 96-171 | N/A | 2.0 | N/A | 66.66% |

| 127 Quarter Credit Hour Quarter-Based Program. Total credits that may be attempted: 190 (150% of 127). | | | | |
|---|---|---|---|---|
| Total Credits Attempted | SAP Advising if CGPA is below | SAP Not Met if CGPA is below | SAP Advising if Rate of Progress is Below | SAP Not Met if Rate of Progress is Below |
| 1-16 | 2.0 | N/A | 66.66% | N/A |
| 17-32 | 2.0 | 1.0 | 66.66% | N/A |
| 33-48 | 2.0 | 1.2 | 66.66% | 50% |
| 49-60 | 2.0 | 1.3 | 66.66% | 60% |
| 61-72 | 2.0 | 1.5 | 66.66% | 65% |
| 73-95 | 2.0 | 1.75 | 66.66% | 66.66% |
| 96-190 | N/A | 2.0 | N/A | 66.66% |

## APPLICATION OF GRADES AND CREDITS TO SAP

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

## ACADEMIC AND FINANCIAL AID WARNING

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

## ACADEMIC AND FINANCIAL AID PROBATION

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

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

## NOTIFICATION OF ACADEMIC AND FINANCIAL AID PROBATION

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

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

## ACADEMIC APPEALS

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

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

Appeals will only be granted for the following reasons:
1. The death of a family member
2. An illness or injury suffered by the student
3. Special circumstances of an unusual nature which are not likely to recur

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

## DISMISSAL

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

## RETAKING PASSED COURSEWORK

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

## RETAKING FAILED COURSEWORK

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

## ATTENDANCE POLICY

## ESTABLISHING ATTENDANCE / VERIFYING ENROLLMENT

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

## MONITORING STUDENT ATTENDANCE

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

## CONSECUTIVE ABSENCE RULE

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

## PERCENTAGE ABSENCE RULE (MODULAR PROGRAMS)

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

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

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

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

## PERCENTAGE ABSENCE RULE (QUARTER-BASED PROGRAMS)

For students in quarter-based programs, the following rule shall apply:

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

## DATE OF WITHDRAWAL

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

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

## DATE OF DETERMINATION (DOD)

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

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

## ATTENDANCE RECORDS

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

## LEAVE OF ABSENCE POLICY (MODULAR PROGRAMS ONLY)

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

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

## RE-ADMISSION FOLLOWING A LEAVE OF ABSENCE

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

## EXTENSION OF LOA

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

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

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

## FAILURE TO RETURN FROM A LEAVE OF ABSENCE

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

## POSSIBLE EFFECTS OF LEAVE OF ABSENCE

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

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

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

## WITHDRAWAL PROCEDURES

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

## MAKE-UP WORK

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

## EXTERNSHIP TRAINING

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

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

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

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

## VETERANS' EDUCATION BENEFITS

### PRIOR CREDIT FOR VETERANS' AFFAIRS (VA) BENEFICIARIES
Upon enrollment, Everest will request and obtain official written records of all previous education and experience (including military education and training), grant credit where appropriate, notify the student and shorten the program certified accordingly.

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

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

### VETERANS' LEAVE OF ABSENCE (MODULAR PROGRAMS ONLY)
A student will be granted no more than one leave of absence for a maximum period of 60 days. A written request must be made in advance or the absence will be considered unexcused. VA will be notified immediately when a veteran student is granted leave.

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

### MAXIMUM TIMEFRAME FOR VETERAN STUDENTS
Students funded by the VA must complete their programs within the program's standard timeframe to receive veteran benefits.

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

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

**APPEALS POLICY**

**STUDENT ACADEMIC APPEALS POLICY**

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

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

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

The appeal must include:

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

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

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

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

**ASSIGNMENT/TEST GRADES**

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

**FINAL COURSE GRADES**

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

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

**ATTENDANCE VIOLATIONS**

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

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

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

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

## SATISFACTORY ACADEMIC PROGRESS (SAP) APPEALS

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

Provided that the student can complete their program within the maximum time frame with the required minimum CGPA, a SAP appeal may be granted if the student demonstrates that s/he is sincerely committed to taking the steps required to succeed in their program and that their failure to maintain the required CGPA or ROP was caused by any of the following mitigating circumstances:
1. The death of a family member
2. An illness or injury suffered by the student
3. Special circumstances of an unusual nature which are not likely to recur

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

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

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

# FINANCIAL INFORMATION

## STATEMENT OF FINANCIAL OBLIGATION

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

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

## TUITION AND FEES

Tuition and fee information can be found in "Appendix B: Tuition and Fees" in this catalog. Modular programs are offered throughout the year on a schedule independent of the standard quarter calendar. The School charges tuition for modular programs on a quarterly basis.

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

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

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

## ADDITIONAL FEES AND EXPENSES

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

## VOLUNTARY PREPAYMENT PLAN

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

## BUYER'S RIGHT TO CANCEL

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

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

## OFFICIAL WITHDRAWALS

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

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

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

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

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

## FEDERAL FINANCIAL AID RETURN POLICY

## STUDENT FINANCIAL AID (SFA)

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

## RETURN OF TITLE IV FUNDS CALCULATION AND POLICY

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

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

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

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

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

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

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

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

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

## RETURN OF UNEARNED TITLE IV FUNDS

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

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

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

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

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

## EFFECT OF LEAVES OF ABSENCE ON RETURNS

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

**REFUND POLICY**

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

**INSTITUTIONAL PRO RATA REFUND CALCULATION AND POLICY**

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

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

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

**TEXTBOOK AND EQUIPMENT RETURN/REFUND POLICY**

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

**EFFECT OF LEAVES OF ABSENCE ON REFUNDS**

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

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

Institutional policy is to issue refunds no later than 30 days after the DOD, unless federal or state requirements provide for a shorter time period that is more favorable to the student.

**STUDENTS CALLED TO ACTIVE MILITARY DUTY**

**NEWLY ADMITTED STUDENTS**

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

**CONTINUING STUDENTS**

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

## CONTINUING MODULAR DIPLOMA STUDENTS

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

## STUDENT FINANCING OPTIONS

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

## FINANCIAL ASSISTANCE

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

## STUDENT ELIGIBILITY

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

## FEDERAL FINANCIAL AID PROGRAMS

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

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

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study (FWS)
- Federal Direct Stafford Loans (DL)
- Federal Direct Parent Loan for Undergraduate Students (PLUS)

## ALTERNATIVE LOAN PROGRAMS

If your primary financing option does not fully cover your program costs, alternative financing options can help bridge that financial gap. Private loan programs are convenient, affordable and easy to use.
- There are alternative loans provided by private lenders.
- The interest rate is variable and the loan approved and origination fees are based on credit.
- Repayment terms may vary based on lender programs.
- Student may apply on their own or with a co-borrower.
Please see one of the Student Finance Planners for further information.

## GRANTS AND SCHOLARSHIPS

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

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

## PENNSYLVANIA STATE GRANT (PHEAA)

The Pennsylvania State Grant Program is designed to assist Pennsylvania resident undergraduate students with demonstrated financial need to attend eligible post-secondary schools in Pennsylvania.

All students must complete a minimum of 36 quarter credits over three quarters or a nine month period (academic year) in order to progress to second year status for grant eligibility. An estimate of state grant eligibility will be determined at the student financial aid interview. Official notice of the award is issued by the state grant agency.

## DREAM AWARD PROGRAM AND SCHOLARSHIPS

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

**Campus Dream Award:** Each campus will nominate one recent graduate from the campus to represent the campus in the award competition. Nominations are accepted from April 1 to June 30 each year. Selection of the nominee is based on a review of recent graduates within the past three years by the Campus Selection Committee. The selected nominee should be a graduate whose life story could have gone in any direction, but whose decision to attend a CCi school was a turning point for them. The selected nominee should be an inspiration and motivation to other students. Each Campus Dream Award recipient will receive:
1. A scholarship worth $2,500 that may be used at any CCi campus for training that is more advanced than the one from which the nominee has graduated, and
2. A trophy.

**Corinthian Dream Award:** Following the close of the nomination period for the Campus Dream Award, the Corinthian Dream Award recipient will be selected from the campus nominees by the Corinthian Colleges Selection Committee, composed of the Executive Management Team of CCi. The award will be given to the nominee with the most compelling story and highest level of achievement. The award will be announced to the winner by the end of August and will be presented at the October CCi Presidents Meeting. The award will include:
1. A full scholarship that may be used at any CCi campus for training that is more advanced than the program from which the recipient has graduated,
2. An all expenses paid trip to the October Presidents Meeting,
3. A trophy,
4. A letter of recognition from the CCi CEO and COO, and
5. A nomination to the Association of Private Sector Colleges and Universities (APSCU) Great Award.

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

## IMAGINE AMERICA SCHOLARSHIP

This institution participates in the Imagine America scholarship program operated by the Career Training Foundation of Washington D.C. Under this scholarship program, two $1,000 Imagine America scholarships are available at each participating high school and can be awarded to two graduating high school seniors from that school.

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

Imagine America scholarship certificates are to be given to the Financial Aid Office prior to class commencement, are non-transferable and cannot be exchanged for cash. Scholarship certificates will be accepted until October 31, of the year in which they are awarded. The scholarship cannot be used in conjunction with any of the other two types of scholarships offered by the campus.

## MILITARY SCHOLARSHIPS

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

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

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

**Payment Schedule:**

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

# ADMINISTRATIVE POLICIES

## STATEMENT OF NON-DISCRIMINATION

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

## CODE OF STUDENT CONDUCT

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

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

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

## CONDUCT AFFECTING THE SAFETY OF THE CAMPUS COMMUNITY

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

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

## OTHER PROHIBITED CONDUCT

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

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

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

## LIMITATIONS ON STUDENTS WITH PENDING DISCIPLINARY MATTERS

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

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

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

## INQUIRY BY THE SCHOOL PRESIDENT

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

## CONDUCT WHICH DOES NOT WARRANT A SUSPENSION OR DISMISSAL

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

## CONDUCT WHICH WARRANTS A SUSPENSION OR DISMISSAL

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

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

## ALCOHOL AND SUBSTANCE ABUSE STATEMENT

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

## STUDENT USE OF INFORMATION TECHNOLOGY RESOURCES POLICY

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

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

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

## COPYRIGHT POLICY

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

## SEXUAL HARASSMENT POLICY

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

## SANCTIONS

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

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

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

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

## APPEAL PROCESS

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

The Committee Chair shall timely schedule a hearing date, and provide written notice to the student. The notice must be mailed or otherwise delivered to the student at least two (2) calendar days prior to the scheduled hearing date, and include notice that the student may:
- Appear in person, but is not required to appear

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

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

The Student Conduct Committee shall:

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

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

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

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

## RECORD OF DISCIPLINARY MATTER

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

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

## STUDENT COMPLAINT PROCEDURE

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

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

Accrediting Council for Independent Colleges and Schools
750 First Street NE, Suite 980
Washington, DC 20002-4223
(202) 336-6780, (202) 842-2593 (fax)

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

Pennsylvania Department of Education
State Board of Private Licensed Schools
333 Market Street, 12th floor
Harrisburg, PA 17126-0333
(717) 783-8228

Office of Attorney General
Bureau of Consumer Protection
14th Floor, Strawberry Square
Harrisburg, PA 17120
Ph: (717) 787-9707
Toll Free: (800) 441-2555
http://www.attorneygeneral.gov/

**DRESS CODE**

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

**NOTIFICATION OF RIGHTS UNDER FERPA**

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

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

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

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

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

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

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

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

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

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

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

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

**TRANSCRIPTS**

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

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

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

## CAMPUS SECURITY AND CRIME AWARENESS POLICIES

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

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

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

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

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

## DRUG AWARENESS

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

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

## STATISTICAL INFORMATION

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

## CAMPUS COMPLETION RATE REPORTS

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

# STUDENT SERVICES

**ORIENTATION**

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

**HEALTH SERVICES**

Everest does not provide health services.

**HOUSING**

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

**STUDENT ADVISING**

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

**EVEREST CARE PROGRAM**

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

**PLACEMENT ASSISTANCE**

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

# PROGRAMS OFFERED

| Program Offered | Credential |
|---|---|
| **Modular Programs** | |
| Massage Therapy | Diploma |
| Medical Assistant | Diploma |
| Medical Insurance Billing and Coding | Diploma |
| Patient Care Technician | Diploma |
| Pharmacy Technician | Diploma |
| **Quarter-Based Programs** | |
| Accounting | Associate in Specialized Business Degree |
| Administrative Secretary | Associate in Specialized Business Degree |
| Business Administration | Associate in Specialized Business Degree |
| Career Access | Diploma |
| Criminal Justice | Associate in Specialized Business Degree |
| Legal Administrative Secretary | Associate in Specialized Business Degree |
| Medical Administrative Secretary | Associate in Specialized Business Degree |
| Paralegal | Associate in Specialized Business Degree |

# DIPLOMA PROGRAMS

**MASSAGE THERAPY**
*Diploma program*
9 months - 720 hours – 54 credit units

V3-0

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

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

| MODULE NUMBER | MODULE TITLE | LECTURE HOURS | LAB HOURS | OTHER HOURS | TOTAL CONTACT HOURS | QUARTER CREDIT UNITS |
|---|---|---|---|---|---|---|
| Prerequisite Course | | | | | | |
| MTD100 | Introduction to Massage Therapy | 40 | 40 | 0 | 80 | **6.0** |
| Modular Courses | | | | | | |
| MTD201 | Business and Ethics | 40 | 40 | 0 | 80 | **6.0** |
| MTD237 | Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage | 40 | 40 | 0 | 80 | **6.0** |
| MTD263 | Eastern Theory and Practice | 40 | 0 | 0 | 80 | **6.0** |
| MTD220 | Energy & Non-Traditional Therapies, Wellness & CPR | 40 | 40 | 0 | 80 | **6.0** |
| MTD282 | Deep Tissue, Myofascial Release & Pin and Stretch | 40 | 40 | 0 | 80 | **6.0** |
| MTD214 | Neuromuscular/Trigger Point and Muscle Energy Techniques | 40 | 40 | 0 | 80 | **6.0** |
| MTD246 | Clinical and Sports Massage | 40 | 40 | 0 | 80 | **6.0** |
| MTD295 | Health and Wellness | 40 | 40 | 0 | 80 | **6.0** |
| | **PROGRAM TOTAL:** | **360** | **360** | **0** | **720** | **54.0** |

| **MTD100 – Introduction to massage Therapy** | **6.0 Quarter Credit Hours** |
|---|---|

This module is designed to prepare the student for future course work in more advanced modalities presented later on in the program. The topics covered in this course are Joint Classification, Range of Motion of the shoulder, Western Theory & History, the Benefits of Massage Therapy on the Body Systems, Classification of Massage Movements, Draping Procedures, The Client Consultation, Procedures for a Complete Body Massage, The Skeletal System, The Muscular System, General Structural Plan of the Body, Movements, and Directional Terms, and Indications/Contraindications for Massage Therapy. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

| **MTD201 - Business and Ethics** | **6.0 Quarter Credit Hours** |
|---|---|

This module is designed to provide students with an understanding of the job opportunities in the massage industry

while building core computer and business skills. Professionalism, ethical practice, the law as it relates to massage and communication are discussed. Clinical practice in Swedish massage, and chair massage and integrated techniques continue to build the massage therapists practical skills. Prerequisite MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**MTD237 – Swedish Massage, Pre-Natal, Post-Natal and**       **6.0 Quarter Credit Hours**
**Infant, & Elder/Geriatric Massage**
This module is designed to provide the student with the theory & hands-on skills involved in practicing a form of massage known as Swedish Massage.  Also covered in this module is range of motion for hip, pre-natal, post-natal, infant & elder/geriatric massage. Prerequisite: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**MTD263 – Eastern Theory and Practice**       **6.0 Quarter Credit Hours**
This module is designed to provide the student with the understanding and knowledge of Eastern theory and practice as used within different styles of Asian bodywork.  The student will also learn the immune and lymphatic systems.  For specific musculature covered for this module please refer to the anatomy and physiology outline. Prerequisite: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**MTD220 – Energy & Non-Traditional Therapies, Wellness & CPR**       **6.0 Quarter Credit Hours**
This module is designed to provide the student with the theory and hands-on skills involved in introducing fundamental energy based modalities including Polarity and Beginning Reiki hand-placements. The student will be introduced to basic health and wellness concepts including CPR. This module will also provide the student with the understanding of the Integumentary System and musculature of the forearms and hands. Prerequisite: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**MTD282- Deep Tissue, Myofascial Release & Pin and Stretch**       **6.0 Quarter Credit Hours**
This module is designed to provide students with an understanding of myofascial, deep tissue and pin and stretch techniques. These techniques will be incorporated into a Swedish massage to better address individual client needs. Students will use basic assessment skills to identify muscular holding patterns and develop treatment plans. The indications and contraindications of these techniques will be discussed as will specific sights of caution for deep tissue.  In addition students will develop an understanding of the digestive system, urinary system and the muscles of the anterior neck. Prerequisite: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**MTD214 – Neuromuscular/Trigger Point and Muscle Energy Techniques**       **6.0 Quarter Credit Hours**
This module is designed to provide the student with the understanding and knowledge of neuromuscular techniques (NMT), muscle energy techniques (MET) and trigger point therapy and the assessment skills necessary for these modalities.  The student will also learn the nervous system and the musculature of the deep posterior spinal muscles. Prerequisite: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**MTD246 - Clinical and Sports Massage**       **6.0 Quarter Credit Hours**
This module is designed to provide the student with the understanding and knowledge of clinical and sports massage techniques and the assessment skills necessary for these modalities.  The student will also learn the assessment skills, charting/documentation, clinical applications and focus within the endocrine system with a review of the nervous system (CNS/PNS).  For specific musculature covered for this module please refer to the anatomy and physiology outline. Prerequisite: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**MTD295 – Health and Wellness**       **6.0 Quarter Credit Hours**
This module is designed to provide the student with an overall understanding of the skills involved in working in spa services and in working with specific strategies to enhance good health and wellness. Prerequisite: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**MEDICAL ASSISTANT**

*Diploma Program*
10 months – 880 hours – 59 credit units

V2.0

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

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

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

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

| Course Number | Course Title | Clock Hours Lec/Lab/Extern | Quarter Credit Units |
|---|---|---|---|
| Module MAINTRO | Introduction to Medical Assistant | 80 40/40/0 | 6.0 |
| Module A | Integumentary, Sensory, and Nervous Systems, Patient Care and Communication | 80 40/40/0 | 6.0 |
| Module B | Muscular System, Infection Control, Minor Office Surgery, and Pharmacology | 80 40/40/0 | 6.0 |
| Module C | Digestive System, Nutrition, Financial Management, and First Aid | 80 40/40/0 | 6.0 |
| Module D | Cardiopulmonary Systems, Vital Signs, Electrocardiography, and CPR | 80 40/40/0 | 6.0 |
| Module E | Urinary, Blood, Lymphatic, and Immune Systems and Laboratory Procedures | 80 40/40/0 | 6.0 |
| Module F | Endocrine, Skeletal, and Reproductive Systems, Pediatrics, and Geriatrics | 80 40/40/0 | 6.0 |
| Module G | Medical Law and Ethics, Psychology, and Therapeutic Procedures | 80 40/40/0 | 6.0 |
| Module H | Health Insurance Basics, Claims Processing, and Computerized Billing | 80 40/40/0 | 6.0 |
| Module X | Medical Assistant Diploma Program Externship | 160 0/0/160 | 5.0 |
| | | **880** | **59.0** |

**Module Descriptions**

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

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

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

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

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

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

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

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

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

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

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

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

**6.0-Quarter Credit Units**

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

## MODULE F - Endocrine, Skeletal, and Reproductive Systems, Pediatrics, and Geriatrics

**6.0-Quarter Credit Units**

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

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

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

## MODULE H – Health Insurance Basics, Claims Processing, and Computerized Insurance Billing

**6.0-Quarter Credit Units**

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

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

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

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

## MEDICAL INSURANCE BILLING AND CODING
*Diploma Program*
8 months – 720 hours – 47 credit units

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

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

| Course | Course Title | Contact Hours | Quarter Credit Hours |
|---|---|---|---|
| MEDINTRO | Introduction to Medical Terminology, Keyboarding, Word Processing, Basic Math, Insurance Coding, and Administrative Duties of Medical Personnel | 80 | 6.0 |
| MIBCL | Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Cardiovascular and Lymphatic Systems | 80 | 6.0 |
| MIBGU | Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitorurinary System | 80 | 6.0 |
| MIBIE | Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumetary and Endocrine Systems, and Pathology | 80 | 6.0 |
| MIBMS | Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Musculosketal System | 80 | 6.0 |
| MIBRG | Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Respiratory and Gastrointestinal Systems | 80 | 6.0 |
| MIBSN | Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Sensory and Nervous Systems, and Psychology | 80 | 6.0 |
| MIBP | Practicum **OR** | 160 | 5.0 |
| MIBE | Externship | | |
| | **Program Totals** | **720** | **47.0** |

**Major Equipment:** Calculators, Personal Computers

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**Module MEDINTRO      Introduction to Medical Terminology, Keyboarding, Word Processing, Insurance Coding, and Administrative Duties of Medical Personnel                                6.0 Quarter Credit Hours**
This module presents basic prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols.  Also covered is medical jurisprudence and medical ethics.  Legal aspects of office procedure are covered, including a discussion of various medical/ethical issues in today's medical environment.  Students will learn basic computer skills and acquire knowledge of basic medical insurance billing and coding.  Students are provided exposure to computer software applications used in the health care environment including basic keyboarding, Word and Excel.  In addition, basic guidelines and coding conventions in ICD-9 and CPT with focus on the professional (outpatient) guidelines, as well as an introduction to the use of the coding reference books.  Basic math is introduced. Career skills and development of proper study and homework habits are introduced as well as professionalism needed in the healthcare environment. Prerequisite:  None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

**Module MIBCL    Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Cardiovascular and Lymphatic Systems                                6.0 Quarter Credit Hours**
This module presents a study of basic medical terminology focused on the cardiovascular system, and the lymphatic system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided

exposure to computer software applications used in the health care environment including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

**Module MIBGU      Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Genitorurinary System                                                        6.0 Quarter Credit Hours**
This module presents a study of basic medical terminology focused on the genitourinary system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

**Module MIBIE      Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Integumetary and Endocrine Systems, and Pathology                                6.0 Quarter Credit Hours**
This module presents a study of basic medical terminology focused on the integumentary system, the endocrine system, and pathology. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

**Module MIBMS     Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Musculosketal System                                         6.0 Quarter Credit Hours**

This module presents a study of basic medical terminology focused on the musculoskeletal system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word and Excel.  The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set.  It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding.  Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite:  MEDINTRO. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

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

This module presents a study of basic medical terminology focused on the respiratory system and the gastrointestinal system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word and Excel.  The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set.  It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding.  Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite:  MEDINTRO. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

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

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

modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

**Once a student has completed all modules, he or she 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 MIBP          Practicum                                              5.0 Quarter Credit Hours**
Upon successful completion of Modules MIBINTRO. MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, Medical Insurance Billing and Coding students participate in a 160 hour practicum on-campus. The practicum provides the student an opportunity to apply principles and practices learned in the program and utilize entry-level skills in working with insurance companies and processing claims. Medical insurance billing and coding students work under the direct supervision of the school staff. Students are evaluated by an instructor or Department Chair at 80 and 160 hour intervals. Completed evaluation forms are placed in the students permanent records. Students must successfully complete their practicum experience in order to fulfill requirements for graduation. Prerequisite: Successful completion of Modules MIBINTRO. MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN. Lec Hrs: 000, Lab Hrs: 000, Other Hrs: 160

**Module MIBE          Externship                                              5.0 Quarter Credit Hours**
Upon successful completion of Modules MIBINTRO. MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, medical insurance billing/cod-ing 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: 000, Lab Hrs: 000, Other Hrs: 160

## PATIENT CARE TECHNICIAN
*Diploma Program*
9 months – 720 hours – 51.2 credit units

In recent years the patient care technician (PCT) profession has become indispensable to the health care field. Much of the reason for this is because of the many skills this multi-faceted occupation employs. Not only have physicians and nurses become more reliant on the PCT, but their services are also being requested by hospitals, clinics and nursing homes, as well as medical supply businesses, home health agencies, insurance companies and pharmaceutical companies. Patient Care Technicians have become an important part of the health care team and their responsibilities continue to expand as the need for their services grows.

The objective of the Patient Care Technician program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as nursing assistants, home health aides, physical therapy and occupational therapy aides, phlebotomists, EKG Technicians, and of course, patient care technicians. Since PCTs are "cross-trained" in a number of clinical procedures, they are capable of filling a variety of entry-level positions currently in large demand throughout the health care industry.

This training program is divided into eight learning units called modules. Students must complete modules A through G before they enter the clinical externship (Module X). All modules, except for Module X, stand alone as units of study and are not dependent upon previous training.

Completion of the Patient Care Technician program is acknowledged by the awarding of a diploma.

| Module | Module Title | Contact Hours | Quarter Credit Hours |
|---|---|---|---|
| MODULE A | Basic Healthcare Concepts | 80 | 8.0 |
| MODULE B | Anatomy & Physiology and Medical Terminology | 80 | 8.0 |
| MODULE C | Nursing Fundamentals – Basic Patient Care | 80 | 6.0 |
| MODULE D | Nursing Fundamentals – Home Health Care | 80 | 6.0 |
| MODULE E | Phlebotomy and Electrocardiography | 80 | 6.0 |
| MODULE F | Physical Therapy & Occupational Therapy | 80 | 6.0 |
| MODULE G | Clerical Skills | 80 | 6.0 |
| MODULE X | Externship | | |
| PART ONE: | Clinical Externship I | 80 | 2.6 |
| PART TWO: | Clinical Externship II | 80 | 2.6 |
| MODULE X - EXTERNSHIP TOTAL: | | 160 | 5.2 |
| **PROGRAM TOTAL:** | | **720** | **51.2** |

**Major Equipment:** Stethoscope, Littman Nursing model or equivalent, Uniforms, Closed toe shoes

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**Module A – Basic Healthcare Concepts**      **8.0 Quarter Credit Hours**
Module A provides the student with an overall understanding and introduction to the field of healthcare, particularly as it relates to the "multi-skilled" Patient Care Technician. Included in this module is an introduction to healthcare, infection control, safety and emergencies, legal and ethical responsibilities, communication and interpersonal skills, and skills involved in observations, recording, and reporting. Prerequisite: None. Lecture Hours: 080 Lab Hours: 000 Other Hours: 000.

**Module B – Anatomy & Physiology and Medical Terminology**      **8.0 Quarter Credit Hours**
Module B is concerned with providing the student with an understanding of anatomy and physiology. In addition to covering all body systems, students also become acquainted with the terminology associated with these systems, as well as common disorders and diseases affecting each. Prerequisite: None. Lecture Hours: 080 Lab Hours: 000 Other Hours: 000.

**Module C – Nursing Fundamentals –Basic Patient Care**      **6.0 Quarter Credit Hours**
Module C provides the student with the theory and hands-on application involved in providing basic patient care as would be required by a certified nursing assistant and/or patient care technician. Students will take and record vital signs, demonstrate skills for appropriate personal patient care, simulate procedures for admitting, transferring and discharging patients, and discuss restorative care and meeting the patients' physical and psycho-social needs. Prerequisite: None. Lecture Hours: 040 Lab Hours: 040 Other Hours: 000.

**Module D – Nursing Fundamentals –Home Health Care**      **6.0 Quarter Credit Hours**
Module D provides the student with the theory and hands-on skills involved in providing advanced patient care and home health care. Some of these skills include providing therapeutic diets, infection control, body mechanics, and caring for the client/patient in the home care setting. Prerequisite: None. Lecture Hours: 040 Lab Hours: 040 Other Hours: 000.

| **Module E – Phlebotomy & Electrocardiography** | **6.0 Quarter Credit Hours** |
|---|---|

Module E will provide the students with the theory and hands-on skills involved in phlebotomy and electrocardiography.  Some of these skills include learning about the professions of both phlebotomy and electrocardiography, performing basic laboratory skills, including blood withdrawal and specimen collection, and learning how to take and record electrocardiograms and how to interpret basic EKGs for possible abnormalities. Prerequisites: None. Lecture Hours: 040 Lab Hours: 040 Other Hours: 000

| **Module F – Physical Therapy & Occupational Therapy** | **6.0 Quarter Credit Hours** |
|---|---|

In Module F, students will have the opportunity to learn the basic theory and hands-on applications involved in the field of physical therapy and occupational therapy as they relate to the patient care technician, the physical therapy aide, and the occupational therapy aide.  Some of the skills covered in this module include performing basic procedures required of physical therapy and occupational therapy aides and identifying various therapeutic modalities used in both physical therapy and occupational therapy. Prerequisite: None. Lecture Hours: 040 Lab Hours: 040 Other Hours: 000.

| **Module G – Clerical Skills** | **6.0 Quarter Credit Hours** |
|---|---|

In this module, students will be given the opportunity to learn some of the basic clerical and administrative procedures required of the patient care technician in the hospital and health care environment.  Some of these skills include working with various types of communication devices, medical chart preparation, and transcribing medical and physician's orders. Prerequisite: None. Lecture Hours: 040 Lab Hours: 040 Other Hours: 000.

| **Module X – Externship** | **5.2 Quarter Credit Hours** |
|---|---|

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

**Part I  (Clinical Externship I)**                                                                 **2.6 Quarter Credit Hours**

Upon successful completion of Modules A through G, patient care technician students are given the opportunity to participate in the first part of their clinical externship.  This provides the students with an opportunity to work with patients and apply the principles and practices learned in the classroom and laboratories.  Students work under the direct supervision of qualified personnel in participating institutions and under the general supervision of the school staff.  Students will be evaluated by supervisory personnel at the halfway point and at the completion of the rotation. Prerequisite: Successful Completion Modules A-G. (Lecture Hours: 000 Lab Hours: 000 Other Hours: 080)

**Part II (Clinical Externship II)**                                                                **2.6 Quarter Credit Hours**

Upon completion of Part I, students will be given the opportunity to complete the second part of their clinical externship.  As with Part I, during this time, the student will be given the opportunity to apply what they have learned in the classroom and laboratory, to the "real-life" clinical facility.  As part of their experiences, students may rotate throughout various departments within the clinical facility, including patient care units, physical therapy, cardiology, the laboratory, central service, and admitting and the business office.  Students will once again work under the direct supervision of qualified personnel in participating institutions and under the general supervision of the school staff.  All students will be evaluated at the halfway point and at the conclusion of the clinical experience.  Patient care technician must complete both parts of the clinical externship in order to fulfill their requirements for graduation. Prerequisite: Completion of "Part I" (Lecture Hours: 000 Lab Hours: 000 Other Hours: 080)

**PHARMACY TECHNICIAN**
*Diploma Program*
8 months – 720 hours - 58 credit units

V. 0

The Pharmacy Technician program provides both technical and practical training which will enable the technician, upon licensure, to function as a competent entry-level assistant to the licensed pharmacist. Many of the traditional pharmacy functions, once performed by pharmacists, are now being performed by pharmacy technicians. The technician has become the key person in assuring the smooth uninterrupted functioning of traditional pharmacy services. This 720-hour program provides the student with basic knowledge of and practice in pharmacy calculations, drug distribution systems, and preparation of sterile dosage forms.

This program is comprised of eight modular units of learning. Modules A through G are made up of 80 hours of combined theory and laboratory time. Students must complete these seven modules first, starting with any module and continuing in any sequence until all seven modules are completed. The last module, referred to as an externship, consists of 160 hours. During the externship, which is completed at the end of the classroom portion of the program, students are given the opportunity to observe and become part of the pharmacy team, as they gain hands-on practice working side-by-side with pharmacists and other health care professionals.

Upon successful completion of this program, the student will be awarded a diploma and be able to competently perform tasks assigned or delegated by a supervising pharmacist in an entry-level position as a pharmacy technician. The graduate will be fully prepared to take the national CPhT exam.

| Module | Module Title | Contact Hours | Quarter Credit Hours |
|--------|-------------|---------------|----------------------|
| Module A | Introduction to Pharmacy | 80 | 8.0 |
| Module B | Administrative Aspects of Pharmacy Technology/Basic Pharmacy Applications | 80 | 8.0 |
| Module C | Professional Aspects of Pharmacy Technology | 80 | 8.0 |
| Module D | Pharmaceutical Calculations | 80 | 7.0 |
| Module E | Pharmacy Operations | 80 | 7.0 |
| Module F | Anatomy & Physiology/Pharmacokinetics | 80 | 8.0 |
| Module G | Pharmacology | 80 | 7.0 |
| Module X | Externship | 160 | 5.0 |
| | **Program Total** | **720** | **58.0** |

**Major Equipment:** Laminar Flow Hood, Retail Labeling Computers, Printer, Retail Bottles, Prescription Stock Items.

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**Module A - Introduction to Pharmacy**                                    **8.0 Quarter Credit Hours**
This module is designed to provide the student with an overall understanding and orientation to the field of pharmacy technology. Included in this 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. Prerequisites: None. Lecture Hrs. 080 Lab Hrs. 000 Other 000.

**Module B - Administrative Aspects of Pharmacy Technology and Basic Pharmacy Applications**
                                                                            **8.0 Quarter Credit Hours**
This module 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 procedure manuals, materials management of pharmaceuticals, the pharmacy formulary system, computer applications in drug-use control, receiving and processing medication orders and medication 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. Prerequisites: None. Lecture Hrs. 080 Lab Hrs. 000 Other 000.

**Module C - Professional Aspects of Pharmacy Technology**                  **8.0 Quarter Credit Hours**
This module 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. Prerequisites: None. Lecture Hrs. 080 Lab Hrs. 000 Other 000.

| **Module D  - Pharmaceutical Calculations** | **7.0 Quarter Credit Hours** |
|---|---|

In this module, 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. Prerequisites: None. Lecture Hrs. 060 Lab Hrs. 020 Other 000.

| **Module E  - Pharmacy Operations** | **7.0 Quarter Credit Hours** |
|---|---|

In this module, 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. Prerequisites: None. Lecture Hrs. 060 Lab Hrs. 020 Other 000.

| **Module F - Anatomy & Physiology/Pharmacokinetics** | **8.0 Quarter Credit Hours** |
|---|---|

This module is designed to provide the student with an overall understanding of anatomy and physiology as it relates to pharmacology.  Subjects include organization of the body, cells, tissues, glands, membranes, and study of the individual body systems, as well as terminology associated with each. Prerequisites: None. Lecture Hrs. 080 Lab Hrs. 000 Other 000.

| **Module G – Pharmacology** | **7.0 Quarter Credit Hours** |
|---|---|

This module is designed to familiarize the student with all aspects of drugs, their actions and uses, and their administration.  Also covered in this module is drug distribution systems utilized in the pharmacy. Prerequisites: None.  Lecture Hrs. 060 Lab Hrs. 020 Other 00.0.

| **Module X - Clinical Externship** | **5.0 Quarter Credit Hours** |
|---|---|

This 160-hour module 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. Prerequisites: Completion of Modules A - G. Lecture Hrs. 000 Lab Hrs. 000 Other 160.

# QUARTER – BASED PROGRAMS

**ACCOUNTING**
*Associate in Specialized Business Degree*
24 months – 114 credit units

V. 0

The Accounting program provides students with a diverse background in professional accounting and fundamental business knowledge and skills to function comfortably in an entry-level position in a business office.

| Course | Course Title | Quarter Credit Hours | |
|---|---|---|---|
| **BUSINESS COMPONENT** | | | |
| CGS 2167C | Computer Applications | 4.0 | |
| BUL 2131 | Applied Business Law | 4.0 | |
| MAC 1001 | Business Mathematics | 4.0 | |
| MAN 2021 | Principles of Management | 4.0 | |
| SLS 1105 | Strategies for Success | 4.0 | |
| | **Total Business Component Credit Hours** | | **20.0** |
| **MAJOR COMPONENT** | | | |
| ACTT 101 | Principles of Accounting I | 9.0 | |
| ACTT 102 | Principles of Accounting II | 9.0 | |
| ACTT 201 | Intermediate Accounting I | 9.0 | |
| ACTT 202 | Intermediate Accounting II | 9.0 | |
| ACTT 207 | Computerized Accounting | 3.0 | |
| ACTT 110 | Cost Accounting | 4.0 | |
| ACTT 209 | Payroll Computer Applications | 3.0 | |
| ACTT 105 | Taxes I | 4.0 | |
| TYPP 101 | Typewriting I | 3.0 | |
| EXT 250 | Externship/Career Planning | 15.0 | |
| **Elective Pool – Business & Business Related – The student will choose 10 hours from the following:** | | **10.0** | |
| ECO 1100 | Contemporary Economic Issues | 4.0 | |
| MKT 103 | Sales and Marketing Concepts | 4.0 | |
| CDP 110 | Data Base | 3.0 | |
| CDP 106 | Word Processing | 3.0 | |
| CDP 206 | Advanced Word Processing | 3.0 | |
| CDP 116 | Spreadsheet Application | 3.0 | |
| CDP 216 | Advanced Spreadsheet Application | 3.0 | |
| ENGG 205 | Business Writing | 4.0 | |
| MEDD 104 | Human Relations | 2.0 | |
| SECR 103 | Business Office Management I | 4.0 | |
| SLS 1321 | Career Skills and Portfolio Development | 2.0 | |
| TYPP 102 | Typewriting II | 3.0 | |
| TYPP 201 | Typewriting III | 3.0 | |
| TYPP 202 | Typewriting IV | 3.0 | |
| | **Total Major Component Credit Hours** | | **78.0** |
| **GENERAL EDUCATION COMPONENT** | | | |
| ENC 1101 | Composition I | 4.0 | |
| ENC 1102 | Composition II | 4.0 | |
| PSY 2012 | General Psychology | 4.0 | |
| SPC 2017 | Oral Communications | 4.0 | |
| | **Total General Education Component Credit Hours** | | **16.0** |
| | **TOTAL CREDIT HOURS REQUIRED FOR GRADUATION** | | **114.0** |

**ADMINISTRATIVE SECRETARY**
Associate in Specialized Business Degree
24 months – 103 credit units

The Administrative Secretary program prepares the student for employment in administrative support in the business environment.

| Course | Course Title | Quarter Credit Hours | |
|---|---|---|---|
| **BUSINESS COMPONENT** | | | |
| CGS 2167C | Computer Applications | 4.0 | |
| MAC 1001 | Business Mathematics | 4.0 | |
| MAN 2021 | Principles of Management | 4.0 | |
| CDP 106 | Word Processing | 3.0 | |
| SLS 1105 | Strategies for Success | 4.0 | |
| | **Total Business Component Credit Hours** | | **19.0** |
| **MAJOR COMPONENT** | | | |
| APA 1114 | Office Accounting | 4.0 | |
| BUL 2131 | Applied Business Law | 4.0 | |
| TYPP 101 | Typewriting I | 3.0 | |
| TYPP 102 | Typewriting II | 3.0 | |
| TYPP 201 | Typewriting III | 3.0 | |
| TYPP 202 | Typewriting IV | 3.0 | |
| SECR 105 | Machine Transcription | 3.0 | |
| SECR 103 | Business Office Management I | 4.0 | |
| SECR 203 | Business Office Management II | 3.0 | |
| ENGG 205 | Business Writing | 4.0 | |
| CDP 110 | Data Base | 3.0 | |
| CDP 116 | Spreadsheet Application | 3.0 | |
| EXT 250 | Externship/Career Planning | 15.0 | |
| **Elective Pool – Business & Business Related – The student will choose 13 hours from the following:** | | **13.0** | |
| CDP 206 | Advanced Word Processing | 3.0 | |
| CDP 216 | Advanced Spreadsheet Application | 3.0 | |
| MEDD 101 | Medical Terminology | 4.0 | |
| MEDD 103 | Medical Law and Ethics | 2.0 | |
| MEDD 104 | Human Relations | 2.0 | |
| MKT 103 | Sales and Marketing Concepts | 4.0 | |
| LEGG 100 | Legal Terminology | 4.0 | |
| LEGG 103 | Legal Office Management/Introduction to Legal Studies | 4.0 | |
| SLS 1321 | Career Skills and Portfolio Development | 2.0 | |
| | **Total Major Component Credit Hours** | | **68.0** |
| **GENERAL EDUCATION COMPONENT** | | | |
| ENC 1101 | Composition I | 4.0 | |
| ENC 1102 | Composition II | 4.0 | |
| PSY 2012 | General Psychology | 4.0 | |
| SPC 2017 | Oral Communications | 4.0 | |
| | **Total General Education Component Credit Hours** | | **16.0** |
| | **TOTAL CREDIT HOURS REQUIRED FOR GRADUATION** | | **103.0** |

**BUSINESS ADMINISTRATION**
Associate in Specialized Business Degree
24 months – 109 credit units

The Business Administration program is designed to provide the student with basic business skills that could lead to management responsibilities.

| Course | Course Title | Quarter Credit Hours | |
|--------|-------------|:---:|:---:|
| **BUSINESS COMPONENT** | | | |
| CGS 2167C | Computer Applications | 4.0 | |
| MAC 1001 | Business Mathematics | 4.0 | |
| SLS 1105 | Strategies for Success | 4.0 | |
| | **Total Business Component Credit Hours** | | **12.0** |
| **MAJOR COMPONENT** | | | |
| ACTT 101 | Principles of Accounting I | 9.0 | |
| ACTT 102 | Principles of Accounting II | 9.0 | |
| ACTT 110 | Cost Accounting | 4.0 | |
| ACTT 207 | Computerized Accounting | 3.0 | |
| ACTT 209 | Payroll Computer Applications | 3.0 | |
| BUL 2131 | Applied Business Law | 4.0 | |
| CDP 106 | Word Processing | 3.0 | |
| CDP 116 | Spreadsheet Application | 3.0 | |
| ECO 1100 | Contemporary Economics Issues | 4.0 | |
| EXT 250 | Externship/Career Planning | 15.0 | |
| MAN 2021 | Principles of Management | 4.0 | |
| MKT 103 | Sales & Marketing Concepts | 4.0 | |
| TYPP 101 | Typewriting I | 3.0 | |
| **Elective Pool – Business & Business Related – The student will choose 13 hours from the following:** | | **13.0** | |
| ACTT 105 | Taxes I | 4.0 | |
| ACTT 201 | Intermediate Accounting I | 9.0 | |
| CDP 110 | Data Base | 3.0 | |
| CDP 206 | Advanced Word Processing | 3.0 | |
| CDP 216 | Advanced Spreadsheet Application | 3.0 | |
| ENGG 205 | Business Writing | 4.0 | |
| MEDD 104 | Human Relations | 2.0 | |
| SECR 103 | Business Office Management I | 4.0 | |
| SLS 1321 | Career Skills and Portfolio Development | 2.0 | |
| TYPP 102 | Typewriting II | 3.0 | |
| TYPP 201 | Typewriting III | 3.0 | |
| TYPP 202 | Typewriting IV | 3.0 | |
| | **Total Major Component Credit Hours** | | **81.0** |
| **GENERAL EDUCATION COMPONENT** | | | |
| ENC 1101 | Composition I | 4.0 | |
| ENC 1102 | Composition II | 4.0 | |
| PSY 2012 | General Psychology | 4.0 | |
| SPC 2017 | Oral Communications | 4.0 | |
| | **Total General Education Component Credit Hours** | | **16.0** |
| | **TOTAL CREDIT HOURS REQUIRED FOR GRADUATION** | | **109.0** |

**CAREER ACCESS**
*Diploma Program*
6-9 months – 34 credit units

The Career Access Program prepares students with previous post-secondary education and/or work experience who have little or no business office knowledge for entry-level positions in an office setting.

| Course | Course Title | Quarter Credit Hours | |
|---|---|---|---|
| **MAJOR COMPONENT** | | | |
| SLS 1105 | Strategies for Success | 4.0 | |
| TYPP 101 | Typewriting I | 3.0 | |
| TYPP 102 | Typewriting II | 3.0 | |
| SECR 103 | Business Office Management I | 4.0 | |
| APA 1114 | Office Accounting | 4.0 | |
| CDP 106 | Word Processing | 3.0 | |
| CDP 206 | Advanced Word Processing | 3.0 | |
| **Elective Pool – Business & Business Related – The student will choose 10 hours from the following:** | | **10.0** | |
| ACTT 105 | Taxes I | 4.0 | |
| CDP 110 | Data Base | 3.0 | |
| CDP 116 | Spreadsheet Application | 4.0 | |
| CDP 216 | Advanced Spreadsheet Application | 3.0 | |
| ENGG 205 | Business Writing | 4.0 | |
| ENC 1101 | Composition I | 4.0 | |
| ENC 1102 | Composition II | 4.0 | |
| MEDD 101 | Medical Terminology | 4.0 | |
| MEDD 103 | Medical Law & Ethics | 2.0 | |
| MEDD 104 | Human Relations | 2.0 | |
| SECR 203 | Business Office Management II | 3.0 | |
| SLS 1321 | Career Skills and Portfolio Development | 2.0 | |
| TYPP 201 | Typewriting III | 3.0 | |
| TYPP 202 | Typewriting IV | 3.0 | |
| | **TOTAL CREDIT HOURS REQUIRED FOR GRADUATION** | | **34.0** |

**CRIMINAL JUSTICE**
Associate in Specialized Business Degree
27 months – 127 credit units

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

| Course | Course Title | Quarter | Credit Hours |
|--------|-------------|---------|--------------|
| **CORE REQUIREMENTS** | | | |
| CGS 2167C | Computer Applications | 4.0 | |
| MAC 1001 | Business Mathematics | 4.0 | |
| SLS 1105 | Strategies for Success | 4.0 | |
| SLS 1321 | Career Skills and Portfolio Development | 2.0 | |
| | **Total Core Credit Hours** | | **14.0** |
| **MAJOR CORE REQUIREMENTS** | | | |
| CCJ 1017 | Criminology | 4.0 | |
| CCJ 1020 | Introduction to Criminal Justice | 4.0 | |
| CJE 1600 | Criminal Investigations | 4.0 | |
| CCJ 1910 | Career Choices in Criminal Justice | 4.0 | |
| CJE 2670 | Introduction to Forensics | 4.0 | |
| CJL 2134 | Criminal Procedure and the Constitution | 4.0 | |
| CCJ 2250 | Constitutional Law for the Criminal Justice Professional | 4.0 | |
| DSC 2002 | Introduction to Terrorism | 4.0 | |
| CCJ 2679 | Introduction to Victims Advocacy | 4.0 | |
| CJC 2000 | Introduction to Corrections | 4.0 | |
| CCJ 2358 | Criminal Justice Communications | 4.0 | |
| CCJ 2501 | Juvenile Justice | 4.0 | |
| CJE 2580 | Introduction to Interviews and Interrogations | 4.0 | |
| CCJ 2941 | Criminal Justice Externship | 15.0 | |
| CCJ 2943 | Current Issues in Criminal Justice | 4.0 | |
| CJE 2100 | Policing in America | 4.0 | |
| CJL 2130 | Criminal Evidence | 4.0 | |
| LEGG 205 | Criminal Law | 4.0 | |
| PLA 1700 | Legal Ethics | 4.0 | |
| SYG 2000 | Principles of Sociology | 4.0 | |
| | **Total Major Core Credit Hours** | | **91.0** |
| **GENERAL EDUCATION CORE REQUIREMENTS** | | | |
| AMH 2030 | 20th Century American History | 4.0 | |
| ENC 1101 | Composition I | 4.0 | |
| ENC 1102 | Composition II | 4.0 | |
| MAT 1033 | College Algebra | 4.0 | |
| SLS 1505 | Basic Critical Thinking | 2.0 | |
| SPC 2017 | Oral Communications | 4.0 | |
| | **Total General Education Core Credit Hours** | | **22.0** |
| | **TOTAL CREDIT HOURS REQUIRED FOR GRADUATION** | | **127.0** |

**LEGAL ADMINISTRATIVE SECRETARY**

*Associate in Specialized Business Degree*
24 months – 105 credit units

The Legal Administrative Secretary program prepares the student for employment opportunities in law firms, government agencies, corporate legal departments, banks, and legal aid societies.

| Course | Course Title | Quarter Credit Hours | |
|---|---|---|---|
| **BUSINESS COMPONENT** | | | |
| CGS 2167C | Computer Applications | 4.0 | |
| MAC 1001 | Business Mathematics | 4.0 | |
| CDP 106 | Word Processing | 3.0 | |
| SLS 1105 | Strategies for Success | 4.0 | |
| | **Total Business Component Credit Hours** | | **15.0** |
| **MAJOR COMPONENT** | | | |
| APA 1114 | Office Accounting | 4.0 | |
| BUL 2131 | Applied Business Law | 4.0 | |
| TYPP 101 | Typewriting I | 3.0 | |
| TYPP 102 | Typewriting II | 3.0 | |
| TYPP 201 | Typewriting III | 3.0 | |
| TYPP 202 | Typewriting IV | 3.0 | |
| MAN 2021 | Principles of Management | 4.0 | |
| SECR 105 | Machine Transcription | 3.0 | |
| SECR 103 | Business Office Management I | 4.0 | |
| LEGG 103 | Legal Office Management/Introduction to Legal Studies | 4.0 | |
| LEGG 100 | Legal Terminology | 4.0 | |
| ENGG 205 | Business Writing | 4.0 | |
| CDP 110 | Data Base | 3.0 | |
| CDP 116 | Spreadsheet Application | 3.0 | |
| EXT 250 | Externship/Career Planning | 15.0 | |
| **Elective Pool – Business & Business Related – The student will choose 10 hours from the following:** | | 10.0 | |
| CDP 206 | Advanced Word Processing | 3.0 | |
| CDP 216 | Advanced Spreadsheet Application | 3.0 | |
| LEGG 105 | Tort Law | 4.0 | |
| LEGG 106 | Civil Litigation I | 4.0 | |
| LEGG 201 | Civil Litigation II | 4.0 | |
| LEGG 115 | Domestic Relations | 4.0 | |
| LEGG 205 | Criminal Law | 4.0 | |
| MEDD 103 | Medical Law and Ethics | 2.0 | |
| MEDD 104 | Human Relations | 2.0 | |
| MKT 103 | Sales and Marketing Concepts | 4.0 | |
| SECR 203 | Business Office Management II | 3.0 | |
| SLS 1321 | Career Skills and Portfolio Development | 2.0 | |
| | **Total Major Component Credit Hours** | | **74.0** |
| **GENERAL EDUCATION COMPONENT** | | | |
| ENC 1101 | Composition I | 4.0 | |
| ENC 1102 | Composition II | 4.0 | |
| PSY 2012 | General Psychology | 4.0 | |
| SPC 2017 | Oral Communications | 4.0 | |
| | **Total General Education Component Credit Hours** | | **16.0** |
| | **TOTAL CREDIT HOURS REQUIRED FOR GRADUATION** | | **105.0** |

**MEDICAL ADMINISTRATIVE SECRETARY**

*Associate in Specialized Business Degree Program*

24 months – 106 credit units                                                    V. 0

The Medical Administrative Secretary program prepares the student for employment opportunities in medical offices, hospitals, clinics, insurance firms, and transcription companies.

| Course | Course Title | Quarter Credit Hours | |
|---|---|---|---|
| **BUSINESS COMPONENT** | | | |
| CGS 2167C | Computer Applications | 4.0 | |
| MAC 1001 | Business Mathematics | 4.0 | |
| CDP 106 | Word Processing | 3.0 | |
| SLS 1105 | Strategies for Success | 4.0 | |
| | **Total Business Component Credit Hours** | | **15.0** |
| **MAJOR COMPONENT** | | | |
| APA 1114 | Office Accounting | 4.0 | |
| BUL 2131 | Applied Business Law | 4.0 | |
| TYPP 101 | Typewriting I | 3.0 | |
| TYPP 102 | Typewriting II | 3.0 | |
| TYPP 201 | Typewriting III | 3.0 | |
| TYPP 202 | Typewriting IV | 3.0 | |
| MEDD 110 | Medical Machine Transcription | 3.0 | |
| SECR 103 | Business Office Management I | 4.0 | |
| MAN 2021 | Principles of Management | 4.0 | |
| MEDD 101 | Medical Terminology | 4.0 | |
| MEDD 201 | Anatomy & Physiology | 4.0 | |
| MEDD 102 | Medical Office Procedures I | 4.0 | |
| ENGG 205 | Business Writing | 4.0 | |
| EXT 250 | Externship/Career Planning | 15.0 | |
| **Elective Pool – Business & Business Related – The student will choose 13 hours from the following:** | | **13.0** | |
| CDP 206 | Advanced Word Processing | 3.0 | |
| CDP 110 | Data Base | 3.0 | |
| CDP 116 | Spreadsheet Application | 3.0 | |
| CDP 216 | Advanced Spreadsheet Application | 3.0 | |
| MEDD 103 | Medical Law and Ethics | 2.0 | |
| MEDD 104 | Human Relations | 2.0 | |
| MEDD 105 | Clinical Assisting | 3.0 | |
| MEDD 202 | Medical Office Procedures II | 3.0 | |
| MEDD 205 | Laboratory Exams and Specialty Procedures | 6.0 | |
| MEDD 206 | Laboratory Diagnostic Procedures | 6.0 | |
| MED 253 | Simulated Medical Practice | 6.0 | |
| MKT 103 | Sales and Marketing Concepts | 4.0 | |
| SECR 203 | Business Office Management II | 3.0 | |
| SLS 1321 | Career Skills and Portfolio Development | 2.0 | |
| | **Total Major Component Credit Hours** | | **75.0** |
| **GENERAL EDUCATION COMPONENT** | | | |
| ENC 1101 | Composition I | 4.0 | |
| ENC 1102 | Composition II | 4.0 | |
| PSY 2012 | General Psychology | 4.0 | |
| SPC 2017 | Oral Communications | 4.0 | |
| | **Total General Education Component Credit Hours** | | **16.0** |
| | **TOTAL CREDIT HOURS REQUIRED FOR GRADUATION** | | **106.0** |

**PARALEGAL**

*Associate in Specialized Business Degree*
24 months – 109 credit units

Paralegals, under the direction of a lawyer, use their knowledge of law and legal procedures to assist lawyers, clients, and courts in the areas of interviewing, gathering, reviewing and analyzing fact situations, researching the law and preparation and interpretation of legal documents. Paralegals find employment opportunities in law firms, state and federal government agencies, corporate legal departments, insurance companies, banks, title companies, and legal aid societies.

| Course | Course Title | | Quarter Credit Hours |
|---|---|---|---|
| **BUSINESS COMPONENT** | | | |
| APA 1114 | Office Accounting | 4.0 | |
| ENGG 205 | Business Writing | 4.0 | |
| BUL 2131 | Applied Business Law | 4.0 | |
| MAC 1001 | Business Mathematics | 4.0 | |
| CDP 116 | Spreadsheet Application | 3.0 | |
| CDP 106 | Word Processing | 3.0 | |
| SLS 1105 | Strategies for Success | 4.0 | |
| | **Total Business Component Credit Hours** | | **26.0** |
| **MAJOR COMPONENT** | | | |
| LEGG 103 | Legal Office Management/Introduction to Legal Studies | 4.0 | |
| LEGG 105 | Tort Law | 4.0 | |
| LEGG 106 | Civil Litigation I | 4.0 | |
| LEGG 201 | Civil Litigation II | 4.0 | |
| LEGG 115 | Domestic Relations | 4.0 | |
| LEGG 110 | Legal Research I | 3.0 | |
| LEGG 210 | Legal Research II | 3.0 | |
| LEGG 203 | Legal Writing | 3.0 | |
| LEGG 205 | Criminal Law | 4.0 | |
| LEGG 206 | Estates, Trusts, and Wills | 4.0 | |
| LEGG 215 | Bankruptcy | 4.0 | |
| LEGG 212 | Corporations | 4.0 | |
| LEGG 209 | Real Estate/Property Law | 4.0 | |
| TYPP 101 | Typewriting I | 3.0 | |
| EXT 250 | Externship/Career Planning | 15.0 | |
| | **Total Major Component Credit Hours** | | **67.0** |
| **GENERAL EDUCATION COMPONENT** | | | |
| ENC 1101 | Composition I | 4.0 | |
| ENC 1102 | Composition II | 4.0 | |
| PSY 2012 | General Psychology | 4.0 | |
| SPC 2017 | Oral Communications | 4.0 | |
| | **Total General Education Component Credit Hours** | | **16.0** |
| | **TOTAL CREDIT HOURS REQUIRED FOR GRADUATION** | | **109.0** |

# COURSE DESCRIPTIONS

Students enrolled in Diploma and Associate's Degree programs take courses in the lower division. The letters that accompany the numbering system normally refer to the course subject matter, such as MEDD = medical and LEGG = legal. The numbers that follow the course prefix increase in sequence and normally indicate a more in-depth and complex level of the particular subject area.

| | |
|---|---|
| **ACTT 101  Principles of Accounting I** | **9.0 Quarter Credit Hours** |
| An introduction to accounting stressing the simple proprietorship form of business. Covers accounts payable, cash receipts, and disbursements. Emphasizes recording in books of original entry, posting to ledgers, taking a trial balance and closing books, including preparation of work sheets and financial statements. Prerequisite: None. Lec Hrs:090, Lab Hrs:000, Other Hrs: 000 | |
| **ACTT 102  Principles of Accounting II** | **9.0 Quarter Credit Hours** |
| A continuation of the study of accounting covering accounting procedures for banking and petty cash, discounting notes, bad debts, inventories and plant assets. Partnerships and corporations are introduced, and the accounting for owner's equity in these two forms of business is covered. Includes the analysis of financial statements. Prerequisite: ACTT 101. Lec Hrs: 090, Lab Hrs:000, Other Hrs: 000 | |
| **ACTT 105  Taxes I** | **4.0 Quarter Credit Hours** |
| Federal and state laws as they relate to the determination of taxable income for the individual and corporation, preparation of returns and tax planning. Prerequisite: None. Lec Hrs: 040, Lab Hrs:000, Other Hrs: 000 | |
| **ACTT 110  Cost Accounting** | **4.0 Quarter Credit Hours** |
| This course examines the development and operation of cost accounting systems that provide information to management, and the techniques used to aid management in the use of this information for decision making. Prerequisite: ACTT 101. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000 | |
| **ACTT 201  Intermediate Accounting I** | **9.0 Quarter Credit Hours** |
| An intensive review of accounting procedures. In depth coverage of financial statements, cash, temporary investments, receivables, and inventories. Balance sheet disclosures are thoroughly studied, and emphasis is placed on analyzing statements. Prerequisite: ACTT 102. Lec Hrs: 090, Lab Hrs: 000, Other Hrs: 000 | |
| **ACTT 202  Intermediate Accounting II** | **9.0 Quarter Credit Hours** |
| This course covers details in investments, fixed assets, long-term liabilities, and analysis and interpretation of financial statements. Prerequisites: ACTT 102 and ACTT 201. Lec Hrs: 090, Lab Hrs: 000, Other Hrs: 000 | |
| **ACTT 207  Computerized Accounting** | **3.0 Quarter Credit Hours** |
| This course introduces a realistic approach to integrated automated accounting programs to reinforce the accounting techniques learned in ACTT101. The student gains hands-on experience with microcomputers by entering and retrieving data through the system. Prerequisite: ACTT 101. Lec Hrs: 010, Lab Hrs: 040, Other Hrs: 000 | |
| **ACTT 209  Payroll Computer Applications** | **3.0 Quarter Credit Hours** |
| This course provides an intensive overview of the methods of computing wages and salaries, record keeping and the preparation of government reports. Both manual and computer-aided techniques are focal points for application of payroll accounting. Prerequisite: None. Lec Hrs: 010, Lab Hrs: 040, Other Hrs: 000 | |
| **AMH 2030 20<sup>th</sup> Century American History** | **4.0 Quarter Credit Hours** |
| A survey of the events of the modern era of American history. This course begins with the Spanish American War, the watershed of the 20th Century, and covers the political, social, and diplomatic developments including the populist movement, World War I, The Treaty of Versailles, the Jazz Age, the Great Depression, the New Deal, World War II, the Atomic Age, the Cold War, the Korean and Vietnam conflicts, the information age, civil rights and feminism. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000 | |
| **APA 1114 Office Accounting** | **4.0 Quarter Credit Hours** |
| This course is designed to introduce students to basic accounting procedures. An emphasis is placed on the payroll phase of accounting. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000 | |
| **BUL 2131  Applied Business Law** | **4.0 Quarter Credit Hours** |
| This course is designed to provide the student with information on the essentials of the nature of law and the functions of the judicial system in the business environment. An overview of legal characteristics of a sole proprietorship, partnerships and corporations are discussed. Prerequisite: None. Lec Hrs: 040, Lab Hrs:000, Other Hrs: 000 | |
| **CCJ 1017 Criminology** | **4.0 Quarter Credit Hours** |
| A study of the nature and extent of crime and delinquency, the cause and explanation of criminal behavior, and the response of the criminal justice system. Prerequisites: CCJ1024 and PSY 2012. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000 | |

| CCJ 1020 Introduction to Criminal Justice | 4.0 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 | |

| CJE 1600 Criminal Investigations | 4.0 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 | 4.0 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 1020. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000 | |

| CCJ 2250 Constitutional Law for the Criminal Justice Professional | 4.0 Quarter Credit Hours |
|---|---|
| This course examines the United States Constitution and its implications for criminal justice system policies and practices. Prerequisite: CCJ 1020 Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000 | |

| CCJ 2358 Criminal Justice Communications | 4.0 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 2501 Juvenile Justice | 4.0 Quarter Credit Hours |
|---|---|
| Examination of the historical development of concepts of delinquency and modern juvenile justice systems. Theories of delinquency, juvenile court processes, intake services, remedial procedures and the effects of the system are included in this course. Prerequisite: CCJ 1020 Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000 | |

| CCJ 2679 Introduction to Victims Advocacy | 4.0 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 1020 Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000 | |

| CCJ 2941 Criminal Justice Externship | 15.0 Quarter Credit Hours |
|---|---|
| This course provides the student with the opportunity to directly apply the knowledge and skills learned in the program by working in a criminal justice agency or other suitable location for 390 hours. Prerequisite: The student must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have the approval of the Department Chair and Program Coordinator. Lec Hrs: 030, Lab Hrs: 000, Other Hrs:360 | |

| CCJ 2943 Current Issues in Criminal Justice | 4.0 Quarter Credit Hours |
|---|---|
| This course presents an analysis of significant issues confronting modern day criminal justice practitioners including critical concepts concerning law enforcement, the courts, corrections and juvenile justice. Prerequisite: CCJ 1020 Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000 | |

| CDP 106 Word Processing | 3.0 Quarter Credit Hours |
|---|---|
| Students learn basic and intermediate word processing skills with hands-on training on the microcomputer. Students will create, save, edit, print, and retrieve documents, use special textual effects including merging as well as standard business word processing applications. Prerequisite: TYPP 101 or demonstrated ability. Lec Hrs: 010 Lab Hrs: 040, Other Hrs: 000 | |

| CDP 110 Data Base | 3.0 Quarter Credit Hours |
|---|---|
| The design, creation, modification and query of a database are the bass for this course in microcomputer package software. Also included are interaction via directly entered commands or the pull-down menus of the Assistant; the design of input, update, and output screens; use of display, list, and browse commands for quick interactive access; sorting, indexing, and searches for better access; report format generation; data base organization and command file set up. Prerequisite: None. Lec Hrs: 010, Lab Hrs: 040, Other Hrs: 000 | |

| CDP 116 Spreadsheet Application | 3.0 Quarter Credit Hours |
|---|---|
| In-depth use of electronic spreadsheets for solving a variety of tasks with special emphasis on business problems. Students learn to manage numeric and alphanumeric data such as spreadsheet tables and data bases, use functions, create formulas, design input screens, manipulate display formatting, design report formats, and write simple macro instructions. Prerequisite: None. Lec Hrs: 010 Lab Hrs: 040, Other Hrs: 000 | |

| CDP 206 Advanced Word Processing | 3.0 Quarter Credit Hours |
|---|---|
| Students continue to learn word processing features, such as merging, mathematical functions, tables, and columns, sorting, and headers and footers. Prerequisite: CDP 106. Lec Hrs: 010, Lab Hrs: 040, Other Hrs: 000 | |

| **CDP 216  Advanced Spreadsheet Application** | **3.0 Quarter Credit Hours** |
|---|---|

This sequel to CDP 116 includes more than 15 financial, mathematical, and special functions.  With the use of spreadsheets, the student will create balance sheets, income statements, and other financial statements on the computer.  Also included are database functions along with creating and using macros. Prerequisite:  CDP 116. Lec Hrs: 010, Lab Hrs: 040, Other Hrs: 000

| **CGS 2167C Computer Applications** | **4.0 Quarter Credit Hours** |
|---|---|

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

| **CJC 2000 Introduction to Corrections** | **4.0 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

| **CJE 2580 Introduction to Interviews and Interrogations** | **4.0 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** | **4.0 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 1020. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000

| **CJE 2670 Introduction to Forensics** | **4.0 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 1020. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

| **CJL 2130 Criminal Evidence** | **4.0 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, and recorded. Prerequisite: CCJ 1020. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000

| **CJL 2134 Criminal Procedure and the Constitution** | **4.0 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. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000

| **DSC 2002 Introduction to Terrorism** | **4.0 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. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000

| **ECO 1100 Contemporary Economic Issues** | **4.0 Quarter Credit Hours** |
|---|---|

This course considers the overall level of economic activity and the factors affecting the economy.  Contemporary events are considered as they relate to the national wealth, components of spending, balance between spending and production, and the impact of technology on economic growth.  Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000

| **ENC 1101 Composition I** | **4.0 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. Prerequisite: None.  Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

| **ENC 1102 Composition II** | **4.0 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: ENC 1101. Lecture Hrs. 040  Lab Hrs. 000 Other Hrs.000

| **ENGG 205  Business Writing** | **4.0 Quarter Credit Hours** |
| --- | --- |

This course is designed to develop the ability to write effectively within the context of a business environment. Its emphasis is upon accuracy and clarity in composing business communications. Prerequisite: ENC 1101. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000

| **EXT 250  Externship/Career Planning** | **15.0 Quarter Credit Hours** |
| --- | --- |

Complete student preparation for successful entry into the work force: achieving a professional attitude, creating a sales-directed resume and preparing for a positive interview. Course includes lectures by business professionals who share their point of view and expertise. Consolidated activities include: seminars defining the externship concept and importance of a strong work ethic; one-on-one advising to select an appropriate work site; pre-externship meetings outlining rules and responsibilities; visitation to the work site by a staff member; and post-externship discussion for evaluation purposes. Supervised, on-the-job training experience utilizing concepts and theories learned in other courses. Prerequisite: Completion of program requirements and/or approval by the Academic Dean or Academic Program Director. Lec Hrs: 030, Lab Hrs: 000, Other Hrs:360

| **LEGG 100  Legal Terminology** | **4.0 Quarter Credit Hours** |
| --- | --- |

A comprehensive study of the legal terms encountered in court and legal proceedings. Students learn to recognize, comprehend, spell, and use other legal terminology. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000

| **LEGG 103  Legal Office Management / Introduction to Legal Studies** | **4.0 Quarter Credit Hours** |
| --- | --- |

History and overview of the legal system, the role of the legal secretary and the paralegal, legal ethics, unauthorized practice of law, the code of Professional Responsibility, importance of communications, judgment and analytical ability, terminology, sources and works of law. Law office operations and theories of management, timekeeping and billing, law office equipment, budgeting, key players, preparation of forms and checklists, docket control, personnel problems, and self-management are studied. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000

| **LEGG 105  Tort Law** | **4.0 Quarter Credit Hours** |
| --- | --- |

Study of intentional torts, defamation, strict liability, product liability, negligence, defenses, and damages. Prerequisite: None. Lec Hrs:040 , Lab Hrs: 000, Other Hrs: 000

| **LEGG 106  Civil Litigation I** | **4.0 Quarter Credit Hours** |
| --- | --- |

Analysis of civil procedure from the inception of the lawsuit up to discovery. The Federal and Pennsylvania court systems and client interviewing techniques are also studied. Emphasis is placed on drafting federal and state complaints and answers. Prerequisite: None. Lec Hrs:040, Lab Hrs: 000, Other Hrs: 000

| **LEGG 110  Legal Research I** | **3.0 Quarter Credit Hours** |
| --- | --- |

This course emphasizes the study of the primary sources of law. Topics covered include federal and state case law, federal and state statutes, and constitutions. Also covered are Blue Book citations, digests, ALR's and Shepard's. Prerequisites: LEGG105 and LEGG106. Lec Hrs: 020, Lab Hrs: 020, Other Hrs: 000

| **LEGG 115  Domestic Relations** | **4.0 Quarter Credit Hours** |
| --- | --- |

An introduction to family law. Topics covered include marriage, annulment, divorce, property distribution, support, custody, and adoption. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000

| **LEGG 201  Civil Litigation II** | **4.0 Quarter Credit Hours** |
| --- | --- |

A continuation of the study of civil procedures begun in LEGG106. Topics covered in this course are discovery, the trial, appeals, and the settlement process. Emphasis is placed on the drafting of discovery devices. Students participate in a mock trial. Prerequisite: LEGG 106. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000

| **LEGG 203  Legal Writing** | **3.0 Quarter Credit Hours** |
| --- | --- |

This course develops the student's ability to express in writing the issues and law researched. Emphasis is placed on the writing of legal memoranda. Prerequisite: LEGG 110. Lec Hrs: 020, Lab Hrs: 020, Other Hrs: 000

| **LEGG 205  Criminal Law** | **4.0 Quarter Credit Hours** |
| --- | --- |

A course which investigates substantive criminal law. Theories of punishment and sentencing as well criminal procedures are discussed. Emphasis is placed on the study of the Pennsylvania Crimes Code. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000

| **LEGG 206  Estates, Trusts and Wills** | **4.0 Quarter Credit Hours** |
| --- | --- |

Topics include the essentials of estate planning and trusts, the law of intestacy, and Pennsylvania probate procedures. Students prepare a will and State inheritance tax returns. Prerequisite: LEGG 106. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000

| **LEGG 209  Real Estate/Property Law** | **4.0 Quarter Credit Hours** |
| --- | --- |

A study of basic theory in real estate and property law. Students prepare agreements of sale, surveys, deeds, mortgages, notes, settlement sheets, leases, a title search, and other closing documents. Prerequisite: LEGG 106. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000

| **LEGG 210  Legal Research II** | **3.0 Quarter Credit Hours** |
| --- | --- |

A continuation of LEGG110 with emphasis on secondary sources of law. Topics include restatements, legal encyclopedias, law journals, law reviews, treatises and model rules, and a discussion on the use of computerized research tools. A major research project follows. Prerequisite: LEGG 110. Lec Hrs: 020, Lab Hrs: 020, Other Hrs: 000

| **LEGG 212  Corporations** | **4.0 Quarter Credit Hours** |
| --- | --- |
| Study of the formation and operation of a corporation.  Topics covered include articles of incorporation, bylaws, shareholders' meetings, corporate equity and debt securities, and regulation of securities. | |

| **LEGG 215  Bankruptcy** | **4.0 Quarter Credit Hours** |
| --- | --- |
| This course is a study of personal bankruptcy.  Emphasis is placed on Chapter 7 and Chapter 13 bankruptcies.  Students prepare forms associated with personal bankruptcy. Prerequisite: LEGG 106. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000 | |

| **MAC 1001 Business Mathematics** | **4.0 Quarter Credit Hours** |
| --- | --- |
| This course presents a comprehensive review of computational skills as they apply to the business world.  Topics include fractions, decimals, banking and credit card transaction, equations, percents, discounting process (trade and cash), markups and markdowns, simple and compound interest, and payroll functions. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000 | |

| **MAN 2021  Principles of Management** | **4.0 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. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000 | |

| **MAT 1033 College Algebra** | **4.0 Quarter Credit Hours** |
| --- | --- |
| The algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations.  The course emphasizes critical thinking and problem-solving skills. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000 | |

| **MED 253 Simulated Medical Practice** | **6.0 Quarter Credit Hours** |
| --- | --- |
| Supervised, unpaid on the job training in a medical office or clinic in which the student practices direct application of administrative and clinical functions of the medical assistant. Prerequisite:  Completion of Program Requirements. Lec Hrs: 000, Lab Hrs: 000, Other Hrs:180 | |

| **MEDD 101  Medical Terminology** | **4.0 Quarter Credit Hours** |
| --- | --- |
| A study of the structure (prefixes, suffixes, roots, forms, and plurals) and meaning of medical words with emphasis on practical application in the medical office setting.  This course places emphasis on spelling, pronunciation and definition of medical terms. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000 | |

| **MEDD 102  Medical Office Procedures I** | **4.0 Quarter Credit Hours** |
| --- | --- |
| A course that introduces the student to the basic operations and clerical function of the physician's office or clinic.  The course includes appointment scheduling, telephone techniques, records management, obtaining patient history, handling mail, peg board accounting, and the completion of various medical forms. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000 | |

| **MEDD 103  Medical Law and Ethics** | **2.0 Quarter Credit Hours** |
| --- | --- |
| Investigates the use of medical law as it applies to the medical office.  The history of ethics, as well as current bioethical issues, are covered. Prerequisite: None. Lec Hrs: 020, Lab Hrs: 000, Other Hrs:000 | |

| **MEDD 104  Human Relations** | **2.0 Quarter Credit Hours** |
| --- | --- |
| A practical course in the art of getting along with people in the medical office setting and social contacts.  Students are encouraged to express their feelings openly and honestly. Prerequisite: None. Lec Hrs: 020, Lab Hrs: 000, Other Hrs: 000 | |

| **MEDD 105  Clinical Assisting** | **3.0 Quarter Credit Hours** |
| --- | --- |
| A study of the basic skills and procedures used when assisting the physician.  The student will learn vital signs, physical exams and positions, and aseptic technique.  The course will also correlate types of procedures and exams to the medical specialty in which they are practiced. Prerequisite: None. Lec Hrs: 010, Lab Hrs: 040, Other Hrs: 000 | |

| **MEDD 110  Medical Machine Transcription** | **3.0 Quarter Credit Hours** |
| --- | --- |
| A course in which the student uses the language of their profession to transcribe reports and correspondence.  Emphasis is placed on mailability, production, and typing speed.  Prerequisite:  TYPP 102. Lec Hrs:0 10, Lab Hrs: 040, Other Hrs: 000 | |

| **MEDD 201  Anatomy and Physiology** | **4.0 Quarter Credit Hours** |
| --- | --- |
| This course is a study of the structures and physiological functions of the body systems.  The student will gain conceptual understanding of the human body as a functioning unit.  Prerequisite:  MEDD 101. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000 | |

| **MEDD 202  Medical Office Procedures II** | **3.0 Quarter Credit Hours** |
| --- | --- |
| Emphasis on written medical communications, ICD-9 coding, insurances, computerized clerical procedures, and basic word processing.  Prerequisite:  MEDD 102. Lec Hrs: 010, Lab Hrs: 040, Other Hrs 000 | |

| **MEDD 205  Laboratory Exams and Specialty Procedures** | **6.0 Quarter Credit Hours** |
| --- | --- |
| A basic study of pharmacology, dosage calculations, injection technique, electrocardiography, minor office surgery, radiology, specialty exams, and microbiology.  Prerequisite: MEDD 105. Lec Hrs: 020, Lab Hrs: 080, Other Hrs: 000 | |

**MEDD 206  Laboratory Diagnostic Procedures**      **6.0 Quarter Credit Hours**
A study of laboratory and clinical procedures performed in the medical office that include venipuncture, urinalysis, hematology, first aid, CPR, introduction to the lab, and clinical chemistry testing. Prerequisite: MEDD 105. Lec Hrs: 020, Lab Hrs: 080 Other Hrs: 000

**MKT 103  Sales and Marketing Concepts**      **4.0 Quarter Credit Hours**
A study of sales, promotion, and marketing practices and their relationship to the free enterprise system by explaining the role of the consumer, manufacturer, and retailer in relationship to management and advertising.  It also covers the principles and aspects of media buying and the roles marketing and advertising play in business. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000 Other Hrs: 000

**PLA 1700 Legal Ethics**      **4.0 Quarter Credit Hours**
This course concerns the area of ethics as that term is used in the criminal justice professions.  The course includes a survey of the law relating to the regulation of lawyers, legal assistants, probation officers, police officers and corrections officers. Prerequisite: CCJ 1020. Lecture Hrs:0 40 Lab Hrs: 000 Other Hrs: 000

**PSY 2012  General Psychology**      **4.0 Quarter Credit Hours**
This course is designed to provide students with an understanding of the general principles and theories underlying modern psychology. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000

**SECR 103  Business Office Management I**      **4.0 Quarter Credit Hours**
This course provides the prospective secretary with the knowledge and skills needed to be successful in the office of today.  Job simulations are used to develop these skills and replicate situations that a secretary faces in the workplace. Prerequisite: None. Lec Hrs:040, Lab Hrs:000, Other Hrs: 000

**SECR 105  Machine Transcription**      **3.0 Quarter Credit Hours**
This course develops skill in formatting and typewriting dictated material in final draft form directly from tapes.  A good knowledge of spelling, punctuation, and word usage will be demonstrated as well as good organizational skills and time management.  Prerequisite:  TYPP 102. Lec Hrs: 010, Lab Hrs: 040, Other Hrs: 000

**SECR 203  Business Office Management II**      **3.0 Quarter Credit Hours**
This is a hands-on course involving job simulations that include the student in such activities as setting priorities, editing, and proofreading; using a tickler file and references; preparing tables and graphs; and composing and typewriting correspondence.  Prerequisite:  SECR 103. Lec Hrs: 010, Lab Hrs: 040, Other Hrs: 000

**SLS 1105 Strategies for Success**      **4.0 Quarter Credit Hours**
This course is designed to equip students for transitions in their education and life. The course includes introduction to the School 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 and Portfolio Development**      **2.0 Quarter Credit Hours**
This course is designed to assist the student with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation. Prerequisite: None. Lecture Hrs: 020 Lab Hrs: 000 Other Hrs: 000

**SLS 1505 Basic Critical Thinking**      **2.0 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. Prerequisite: None. Lecture Hrs: 020 Lab Hrs: 000 Other Hrs: 000

**SPC 2017 Oral Communications**      **4.0 Quarter Credit Hours**
This course is designed to develop the student's ability to communicate effectively.  Emphasis is placed upon the basic elements of communication in order to strengthen the student's interpersonal and professional speaking skills. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000

**SYG 2000 Principles of Sociology**      **4.0 Quarter Credit Hours**
A study of cultural heritage, of the cultural influence of human nature and personality, and of social interaction. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000

**TYPP 101  Typewriting  I**      **3.0 Quarter Credit Hours**
This course stresses keyboard mastery and use of correct technique, which form the foundation for all keyboard activities.  Basic formatting, such as centering, setting margins, and personal/business letters, is introduced. Prerequisite: None. Lec Hrs: 010, Lab Hrs: 040, Other Hrs: 000

**TYPP 102  Typewriting  II**      **3.0 Quarter Credit Hours**
A course that continues to increase the student's speed and improve accuracy.  Basic skills are used in typewriting simple business tables, letters, and memorandums.  Prerequisite:  TYPP 101. Lec Hrs: 010, Lab Hrs: 040, Other Hrs: 000

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| **TYPP 201  Typewriting  III**　　　　　　　　　　　　　　　**3.0 Quarter Credit Hours** |
| Emphasis on producing mailable business letters in various styles, memorandum, manuscript writing, bibliography and footnotes.  Care of equipment and memory typewriter features are also emphasized.  Prerequisite:  TYPP 102. Lec Hrs: 010, Lab Hrs: 040, Other Hrs: 000 |
| **TYPP 202  Typewriting  IV**　　　　　　　　　　　　　　　**3.0 Quarter Credit Hours** |
| Emphasis is placed on advanced typewriting activities simulating the office environment.  Prerequisite:  TYPP 201. Lec Hrs: 010, Lab Hrs: 040, Other Hrs: 000 |

# CORINTHIAN COLLEGES, INC.

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

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

 Detroit, MI (branch of Everest Institute, Southfield, MI)
 Eagan, MN (branch of Everest Institute, Cross Lanes, WV)
 Fort Lauderdale, FL (additional location of Everest Institute, Kendall, FL)
 Gahanna, OH (branch of Everest College, Ontario, CA)
 Grand Rapids, MI (main campus)
 Hialeah, FL (additional location of Everest Institute, Miami, FL)
 Houston (Bissonnet), TX (branch of Everest College, Renton, WA)
 Houston (Greenspoint), TX (branch of Everest Institute, San Antonio, TX)
 Houston (Hobby), TX (branch of Everest Institute, San Antonio, TX)
 Jonesboro, GA (branch of Everest College, Ontario, CA)
 Kalamazoo, MI (branch of Everest Institute, Grand Rapids, MI)
 Marietta, GA (branch of Everest College, Reseda, CA)
 Miami (Kendall), FL (main campus)
 Miami, FL (main campus)
 Norcross, GA (branch of Everest College, Gardena, CA)
 Pittsburgh, PA (main campus)
 Portland (Tigard), OR (additional location of Everest College, Seattle, WA)
 Rochester, NY (main campus)
 San Antonio, TX (main campus)
 Southfield, MI (main campus)
 South Plainfield, NJ (branch of Everest Institute, Southfield, MI)
 Silver Spring, MD (additional location of Everest College, Portland, OR)
**Everest University**
 Tampa (Brandon), FL (additional location of Everest University Tampa, FL)
 Jacksonville, FL (additional location of Everest University, Largo, FL)
 Lakeland, FL (additional location of Everest University, Largo, FL)
 Largo, FL (main campus)
 Melbourne, FL (additional location of Everest University, North Orlando, FL)
 North Orlando, FL (main campus)
 Orange Park, FL (additional location of Everest University, Tampa, FL)
 Pompano Beach, FL (main campus)
 South Orlando, FL (additional location of Everest University, North Orlando, FL)
 Tampa, FL (main campus)
**WyoTech**
 Blairsville, PA (branch of WyoTech, Laramie, WY)
 Daytona Beach, FL (main campus)
 Fremont, CA (main campus)
 Laramie, WY (main campus)
 Long Beach, CA (main campus)
 Sacramento, CA (branch of WyoTech, Laramie, WY)
**Heald College**
 Concord, CA (main campus)
 Fresno, CA (main campus)
 Hayward, CA (main campus)
 Honolulu,  HI (branch of Heald College, San Francisco)
 Modesto, CA (branch of Heald College, Hayward)
 Portland, OR (branch of  Heald College,  San Francisco)
 Rancho Cordova, CA (main campus)
 Roseville, CA (main campus)
 Salinas, CA (main campus)
 San Francisco, CA (main campus)
 San Jose, CA (Milpitas) (main campus)
 Stockton, CA (main campus)

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| **Everest Institute**<br>  Austin, TX (branch of Everest Institute, Southfield, MI)<br>  Bensalem, PA (additional location of Everest College, Seattle, WA)<br>  Brighton, MA (main campus)<br>  Chelsea, MA (branch of Everest College, Alhambra, CA)<br>  Cross Lanes, WV (main campus)<br>  Dearborn, MI (branch of Everest Institute, Southfield, MI)<br>  Decatur, GA (branch of Everest Institute, Cross Lanes, WV) | |
| **The following schools in Canada are owned by Corinthian Colleges, Inc.:** ||
| **Everest College of Business, Technology, and Healthcare**<br>All Canadian locations listed below are branches of Everest College Canada, Inc.<br>    Barrie, Ontario<br>    Brampton, Ontario<br>    Hamilton City Centre, Ontario<br>    Hamilton Mountain, Ontario<br>    Kitchener, Ontario<br>    London, Ontario<br>    Mississauga, Ontario | Nepean, Ontario<br>New Market, Ontario<br>North York, Ontario<br>Ottawa-East, Ontario<br>Scarborough, Ontario<br>Sudbury, Ontario<br>Thunder Bay, Ontario<br>Toronto College Park (South), Ontario<br>Windsor, Ontario |

# STATEMENT OF OWNERSHIP

The Pittsburgh campus is owned and operated by Rhodes Business Group, Inc., a wholly- owned subsidiary of Rhodes Colleges, Inc. Corporate offices of Corinthian College, Inc., are located at 6 Hutton Centre Drive, Suite 400, Santa Ana, CA 92707.

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

# APPENDIX A: ADMINISTRATION AND FACULTY

| ADMINISTRATIVE STAFF | |
|---|---|
| Scott Behmer | President |
| Michele Zollner | Academic Dean |
| John Golofski | Associate Academic Dean |
| Lynn Fischer | Director of Admissions |
| Dana Melvin | Director of Career Services |
| Annette Vose | Director of Student Finance |
| Amy Ferree | Director of Student Accounts |
| Michele Janeda | Executive Administrative Assistant |
| Donna Sperl | Receptionist |
| **ACADEMIC AFFAIRS** | |
| Debbie Holmes | Registrar |
| Laura Mazefsky | Senior Registrar |
| Michael Tripka | Librarian |
| **CAREER SERVICES** | |
| Carla Lovich | Career Services Manager |
| James Brent | Account Representative |
| Amy Malloy | Account Representative |
| Linda Redlich | Career Representative |
| Janelle Szczypinski | Externship Administrator |
| **ADMISSIONS** | |
| Darlene Koman | Admissions Manager |
| Matthew Jensen | Admissions Support Specialist |
| Jordan Babinsack | Admissions Representative |
| Nadia Bey | Admissions Representative |
| Joshua Bookhamer | Admissions Representative |
| Elena Brown | Admissions Representative |
| Mark Daugherty | Admissions Representative |
| Antonio HIpps | Admissions Representative |
| Clayton Juth | Admissions Representative |
| Melissa Mains | Admissions Representative |
| John Maloney | Admissions Representative |
| George Malsch | Admissions Representative |
| Norma Mongelluzzo | Admissions Representative |
| Chris O'Conner | Admissions Representative |
| Geraldine Zarko | Admissions Representative |
| Lee Citarella | High School Presenter |
| Darren Watzman | High School Representative |
| **STUDENT FINANCE** | |
| Lisa Bodnar | Student Finance Planner |
| Ian Gavulis | Student Finance Planner |
| Jamie Harkins | Student Finance Planner |
| Candice Pennybaker | Student Finance Planner |
| Angela Racko | Student Finance Representative |
| Nichole Thon | Student Finance Representative |
| **STUDENT ACCOUNTS** | |
| Amber Allen | Student Accounts Representative |
| Sara Perdue | Student Accounts Representative |
| **STUDENT LOAN** | |
| Erin Creed | Student Loan Specialist |
| Shawna Ribich | Student Loan Specialist |

| Faculty | | |
|---|---|---|
| Beverly W. Broman, JD | Department Chair Legal Department | JD, Duquesne University<br>MA, Duquesne University<br>BS, Clarion State College |

| Faculty | | |
|---|---|---|
| James Fulton | Department Chair Business Department | BS, Pennsylvania State University |
| Jarrod Caruso, JD | Lead Criminal Justice Faculty | BA, University of Pittsburgh<br>JD, Duquesne University |
| Jill Gschwend | Criminal Justice | BA, LaRoche College, Allegheny County Policy Academy |
| Denita Hardy | Patient Care Technician, Medical Assistant, Medical Insurance Billing and Coding | AS, Duff's Business Institute |
| Elizabeth Hartwell | Medical Assistant | BS Point Park; AS Western School |
| Anita Jones | Medical Insurance Billing and Coding | |
| Joyce Kijowski | Business, English | BS, Indiana University of Pennsylvania<br>MS, Indiana University of Pennsylvania |
| Chastity Menner | Patient Care Technician, Medical Assistant | AS, Western School, EMT |
| Dina McFeeley | Medical Assistant, Patient Care Technician | Diploma, Duff's, CMA |
| Ebony Moultrie | Medical Assistant, Patient Care Technician | Diploma, Everest |
| Allie Nickel | Massage Therapy | Diploma, Western School |
| Lee Ann O'Hara | Medical Insurance Billing and Coding | Diploma, Median School |
| Patricia Oliver | Medical Assistant | Diploma, Duff's |
| Sandy Palmer | Medical Insurance Billing and Coding, Business | MBA, Point Park University, BA California University of PA |
| Chris Serratore | Patient Care Technician | LPN, Mercy Hospital |
| Betsy Sillers | Computers | BS, Grove City College |
| Patrick Sullivan | Business, English | BA, Duquesne University<br>MA, University of Rochester |
| Carla Thomas | Medical Assistant, Patient Care Technician, Medical Insurance Billing and Coding | AS, Erie Business School |
| Denise Thomas | Computers | BS, Carlow College<br>MA, Point Park University |
| Anna Marie Tristani | Medical Assistant | AS, Sawyer School, CMA |
| Amy Twiss | Massage Therapy | Pitt School of MT, Diploma, Carlow U, BA Psych |
| Kristine Walsh | Patient Care Technician, Medical Assistant | Diploma, Western School |
| Josh Young | Pharmacy Technician | ASB, Butler County Community College |

# APPENDIX B: TUITION AND FEES

| Modular Programs | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Program | Program Length | Credit Units | Estimated Books | Tuition 1st Quarter | Tuition 2nd Quarter | Tuition 3rd Quarter | Tuition 4th Quarter |
| Massage Therapy | 9 Months | 54.0 | $1,345.09 | $5,185.67 | $5,185.67 | $5,188.66 | N/A |
| Medical Assistant 2.0 | 10 Months | 59.0 | $1,411.99 | $6,239.40 | $6,239.40 | $6,239.40 | $2,079.80 |
| Medical Insurance Billing and Coding | 8 Months | 47.0 | $1,793.47 | $4,729.89 | $4,729.89 | $3,153.22 | N/A |
| Patient Care Technician | 9 Months | 51.2 | $748.69 | $5,703.99 | $5,703.99 | $5,704.02 | N/A |
| Pharmacy Technician | 8 Months | 58.0 | $646.23 | $6,122.99 | $6,122.99 | $4,082.02 | N/A |
| Tuition costs include all standard fees. Proficiency Exam Test Fee: $20 per credit hour (Non-refundable fee assessed for each proficiency exam. Cannot be paid from Title IV financial aid funds.) | | | | | | | |
| Effective for programs starting July 1, 2011 and after | | | | | | | |

*Mid-quarter programs may vary in length due to scheduling.

| Quarter-Based Programs | |
| --- | --- |
| Program | Tuition per Credit Hour |
| Business Accounting | $361 |
| Business Administration | $361 |
| Criminal Justice | $361 |
| Paralegal | $361 |
| Medical Administrative Secretary | $361 |
| Legal Administrative Secretary | $361 |
| Administrative Secretary | $361 |
| Tuition costs include all standard fees. | |
| Effective date April 1, 2011 | |
| **Diploma Programs** | |
| Program | Tuition per Credit Hour |
| Career Access | $361 |
| Medical Assistant | $361 |
| Effective date: March 24, 2011 | |

# APPENDIX C: CALENDARS

## QUARTER-BASED CALENDARS

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

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

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

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

## FY 2015 Academic Calendar

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

## Academic Year 2015 - 2016

| Event | | Month | Day | Year |
|---|---|---|---|---|
| Summer Term Starts | | July | 13 | 2015 |
| Summer Term Drop/Add Deadline | | July | 27 | 2015 |
| Mini-Term Starts | | August | 24 | 2015 |
| Mini-Term Drop/Add Deadline | | August | 31 | 2015 |
| Labor Day Holiday | | September | 7 | 2015 |
| Micro-Term Starts | | September | 14 | 2015 |
| Summer Term Ends | | October | 4 | 2015 |
| | | | | |
| Fall Break | From: | October | 5 | 2015 |
| | To: | October | 11 | 2015 |
| | | | | |
| Fall Term Start | | October | 12 | 2015 |
| Fall Term Drop/Add Deadline | | October | 26 | 2015 |
| Mini-Term Starts | | November | 23 | 2015 |
| Thanksgiving Day Holiday | From: | November | 26 | 2015 |
| | To: | November | 29 | 2015 |
| Mini-Term Drop/Add Deadline | | December | 7 | 2015 |
| Micro-Term Starts | | December | 14 | 2015 |
| Winter Holiday | From: | December | 24 | 2015 |
| | To: | January | 3 | 2016 |
| Classes Resume | | January | 4 | 2016 |
| Fall Term Ends | | January | 10 | 2016 |
| | | | | |
| Winter Term Starts | | January | 11 | 2016 |
| M.L. King Jr. Birthday Holiday | | January | 18 | 2016 |
| Winter Term Drop/Add Deadline | | January | 25 | 2016 |
| Presidents' Day | | February | 15 | 2016 |
| Mini-Term Starts | | February | 22 | 2016 |
| Mini Term Drop/Add Deadline | | February | 29 | 2016 |
| Micro-Term Starts | | March | 21 | 2016 |
| Winter Term Ends | | April | 3 | 2016 |
| Spring Vacation | From: | April | 4 | 2016 |
| | To: | April | 10 | 2016 |
| | | | | |
| Spring Term Starts | | April | 11 | 2016 |
| Spring Term Drop/Add Deadline | | April | 25 | 2016 |
| Memorial Day Holiday | | May | 30 | 2016 |
| Mini-Term Starts | | May | 23 | 2016 |
| Mini Term Drop/Add Deadline | | May | 31 | 2016 |
| Micro-Term Starts | | June | 13 | 2016 |
| Spring Term Ends | | July | 3 | 2016 |
| Independence Day Holiday | | July | 4 | 2016 |
| Summer Vacation | From: | July | 4 | 2016 |
| | To: | July | 10 | 2016 |

| Academic Year 2016 - 2017 | | | | |
|---|---|---|---|---|
| Summer Term Starts | | July | 11 | 2016 |
| Summer Term Drop/Add Deadline | | July | 25 | 2016 |
| Mini-Term Starts | | August | 22 | 2016 |
| Mini-Term Drop/Add Deadline | | August | 29 | 2016 |
| Labor Day Holiday | | September | 5 | 2016 |
| Micro-Term Starts | | September | 12 | 2016 |
| Summer Term Ends | | October | 2 | 2016 |
| | | | | |
| Fall Break | From: | October | 3 | 2016 |
| | To: | October | 9 | 2016 |
| | | | | |
| Fall Term Start | | October | 10 | 2016 |
| Fall Term Drop/Add Deadline | | October | 24 | 2016 |
| Mini-Term Starts | | November | 21 | 2016 |
| Thanksgiving Day Holiday | From: | November | 24 | 2016 |
| | To: | November | 27 | 2016 |
| Mini-Term Drop/Add Deadline | | November | 28 | 2016 |
| Micro-Term Starts | | December | 12 | 2016 |
| Winter Holiday | From: | December | 24 | 2016 |
| | To: | January | 1 | 2017 |
| Classes Resume | | January | 2 | 2017 |
| Fall Term Ends | | January | 8 | 2017 |
| | | | | |
| Winter Term Starts | | January | 9 | 2017 |
| M.L. King Jr. Birthday Holiday | | January | 16 | 2017 |
| Winter Term Drop/Add Deadline | | January | 23 | 2017 |
| Presidents' Day | | February | 20 | 2017 |
| Mini-Term Starts | | February | 21 | 2017 |
| Mini Term Drop/Add Deadline | | February | 28 | 2017 |
| Micro-Term Starts | | March | 13 | 2017 |
| Winter Term Ends | | April | 2 | 2017 |
| Spring Vacation | From: | April | 3 | 2017 |
| | To: | April | 9 | 2017 |
| | | | | |
| Spring Term Starts | | April | 10 | 2017 |
| Spring Term Drop/Add Deadline | | April | 24 | 2017 |
| Memorial Day Holiday | | May | 29 | 2017 |
| Mini-Term Starts | | May | 22 | 2017 |
| Mini Term Drop/Add Deadline | | May | 30 | 2017 |
| Micro-Term Starts | | June | 12 | 2017 |
| Spring Term Ends | | July | 2 | 2017 |
| Independence Day Holiday | | July | 4 | 2017 |
| Summer Vacation | From: | July | 3 | 2017 |
| | To: | July | 9 | 2017 |

## MODULAR PROGRAM CALENDARS

| Medical Insurance Billing and Coding, Patient Care Technician, Pharmacy Technician Off-cycle 2011-2012 | |
| --- | --- |
| **Start Date** | **End Date** |
| 04/07/11 | 05/04/11 |
| 05/05/11 | 06/02/11 |
| 06/06/11 | 07/01/11 |
| 07/05/11 | 08/08/11 |
| 08/10/11 | 09/07/11 |
| 09/08/11 | 10/05/11 |
| 10/07/11 | 11/03/11 |
| 11/07/11 | 12/06/11 |
| 12/08/11 | 01/13/12 |

| Medical Insurance Billing and Coding, Patient Care Technician, Pharmacy Technician On-cycle 2011-2012 | |
| --- | --- |
| **Start Date** | **End Date** |
| 03/16/11 | 04/12/11 |
| 04/14/11 | 05/11/11 |
| 05/12/11 | 06/09/11 |
| 06/10/11 | 07/08/11 |
| 07/18/11 | 08/12/11 |
| 08/16/11 | 09/13/11 |
| 09/15/11 | 10/12/11 |
| 10/14/11 | 11/10/11 |
| 11/14/11 | 12/13/11 |
| 12/14/11 | 01/20/12 |

| Massage Therapy Weekday Schedule 2011 - 2012 | |
| --- | --- |
| **Start Date** | **End Date** |
| 3/16/11 | 4/12/11 |
| 4/14/11 | 5/11/11 |
| 5/12/11 | 6/9/11 |
| 6/10/11 | 7/8/11 |
| 7/18/11 | 8/12/11 |
| 8/16/11 | 9/13/11 |
| 9/15/11 | 10/12/11 |
| 10/14/11 | 11/10/11 |
| 11/14/11 | 12/13/11 |
| 12/14/11 | 1/20/12 |

| Patient Care Technician Pharmacy Technician Weekend Schedule 2011-2012 | |
| --- | --- |
| **Start Date** | **End Date** |
| 04/16/11 | 05/15/11 |
| 05/21/11 | 06/12/11 |
| 06/18/11 | 07/10/11 |
| 07/16/11 | 08/07/11 |
| 08/13/11 | 09/04/11 |
| 09/10/11 | 10/02/11 |
| 10/08/11 | 10/30/11 |
| 11/5/11 | 12/4/11 |
| 12/10/11 | 1/5/12 |

| Patient Care Technician Pharmacy Technician Weekend Student Breaks 2011 - 2012 | |
| --- | --- |
| Weekend Modular Holiday | 4/23/11-4/24/11 |
| Weekend Modular Holiday | 11/26/11-11/27/11 |
| Weekend Modular Holiday | 12/24/11-1/1/12 |
| On cycle modular holiday | 12/23/11-1/2/12 |
| Off cycle modular holiday | 12/23/11-1/2/12 |

| Holidays/Student Breaks Schedule 2011 - 2012 | | |
| --- | --- | --- |
| **Holidays/Student Breaks** | **Start Date** | **End Date** |
| Student Break | 4/13/11 | 4/13/11 |
| Student Break | 7/9/11 | 7/17/11 |
| Student Break | 8/15/11 | 8/15/11 |
| Student Break | 9/14/11 | 9/14/11 |
| Student Break | 10/13/11 | 10/13/11 |
| Student Break | 11/11/11 | 11/11/11 |
| Christmas and New Years | 12/14/11 | 1/20/12 |

# APPENDIX D: OPERATING HOURS

**ACADEMIC SESSION**

The academic session for degree and diploma programs at Everest Institute is based upon a 12-week quarter. There are four main class starts and four mid-quarter class starts each calendar year. Main starts begin in January, April, July, and October. Mid-quarter starts begin in February, May, August, and November.

Day classes for quarter-based programs are scheduled between 8:00 a.m. and 4:50 p.m. Monday through Thursday. Evening classes are held on Monday, Tuesday, Wednesday, and Thursday from 5:30 to 9:30 p.m.

Day classes for modular programs are scheduled between 10:00 a.m. to 2:00 p.m., and 2:00 p.m. to 6:00 p.m., Monday through Friday. Evening classes are scheduled between 6:00 p.m. and 10:00 p.m. Monday through Friday. Weekend classes are from 8:00 a.m. to 6:00 p.m.

**MID-QUARTER STARTS**

Six weeks into each academic quarter, a student may enroll in courses that meet four days or four nights per week for six weeks. This helps many students phase into their return to school with a smaller course load. It also enables students to start their classes earlier than if they waited until the next full quarter. At the end of the six-week mid-quarter, the student is registered for a full course load for the following quarter.

**EVENING CLASSES**

The evening classes offered by the Institute are an integral part of the majority of programs presented. The instructors, some of whom teach courses during the day, provide a quality experience for the evening students. Classes are organized for individuals to broaden their personal background, improve their present employment situation, or retrain for new occupational opportunities. Applicants should apply to Everest's Admission Department. Additionally, the Institute serves the business community or private groups by providing courses when need and interest are indicated.