Everest

COLLEGE

2006-2007 CATALOG

Texas 070706

Approved and Regulated by the Texas Workforce Commission, Career Schools and Veterans Education, Austin, Texas. Accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas and Associates degrees.

EVEREST COLLEGE

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PRESIDENT'S MESSAGE

We would like to welcome you to Everest College, a school that provides a friendly, small-campus atmosphere where our dedicated staff can take a personal interest in the progress of each student. This caring attitude, combined with progressive curricula affords our students a meaningful higher education experience, as well as effective preparation for a wide variety of careers.
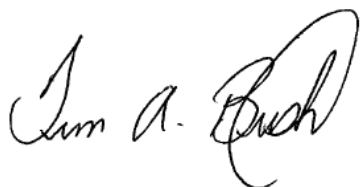
Obtaining a post-secondary education gives our graduates a competitive edge in their career field and will make the difference when they are considered for professional advancement. Our programs are designed for employment in the state of Texas as well as other progressive areas throughout the country.

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

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

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

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

Timothy A. Bush, President
Arlington Campus

Darla P. Chin, President
Dallas Campus

Kendra Williams, President
Fort Worth Campus

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ABOUT EVEREST COLLEGE

INSTITUTIONAL MISSION

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

OBJECTIVES

In order to carry out our mission, Everest College has developed the following objectives:

1. To provide career training for capable students without regard to age, race, sex, handicap, color, or creed;
2. To serve the needs of the community by providing well-trained and specialized personnel for employment in productive positions;
3. To maintain our faculty, equipment, and teaching methods in agreement with the highest standards as set forth by our state and accrediting bodies;
4. To provide placement assistance to all graduates throughout their careers;
5. The entire College system is dedicated to the ideal that students should have the opportunity to reach their full potential;
6. The College staff is concerned with and committed to developing in all students the quest for knowledge and skills necessary for successful, life-long learning in their fields.

GENERAL INFORMATION

Everest College – Arlington

Everest College is conveniently located in the Six Flags Mall, at the Division Street exit from U.S. Highway 360 in the city of Arlington, Texas. The attractive facility includes computer and medical assisting laboratories, lecture rooms, library, student lounge, and administrative areas. This institution, the facilities it occupies and the equipment it uses comply with all federal, state and local ordinances and regulations, including those related to fire safety, building safety and health.

The modern, air-conditioned facility is designed for training students for the working world. The facility has over 21,000 square feet containing 12 classrooms, administrative offices, student lounge, restrooms and a library containing computers, reference and reading materials related to the academic programs. Several classrooms are designed and equipped for laboratory instruction.

Everest Institute was opened in Arlington, Texas, in June 2003 as a branch campus of Rochester Business Institute in Rochester, New York.

Everest College – Fort Worth

Everest College is conveniently located near the intersection of I 35E and Northeast Loop 820 in the city of Fort Worth, Texas. This institution, the facilities it occupies and the equipment it uses comply with all federal, state and local ordinances and regulations, including those related to fire safety, building safety and health.

The modern, air-conditioned facility is designed for training students for the working world. The facility has over 32,000 square feet containing 16 classrooms, administrative offices, student lounge, restrooms and a resource center containing computers and reference and reading materials related to the academic programs. Several classrooms are designed and equipped for laboratory instruction. Equipment used for training includes personal computers; printers; and medical laboratory equipment such as autoclave, microscopes, manikins, sphygmomanometers, and EKG machines.

The College opened in August 2004 as a branch of Everest College (formerly Mountain West College) in Salt Lake City, Utah.

Everest College - Dallas

Everest College is conveniently located on the east frontage road of North Central Expressway in the city of Dallas, Texas. The attractive facility includes computer and medical assisting laboratories, lecture rooms, library, student lounge, and administrative areas. This institution, the facilities it occupies and the equipment it uses comply with

all federal, state and local ordinances and regulations, including those related to fire safety, building safety and health.

The modern, air-conditioned facility is designed for training students for the working world. The facility has over 43,000 square feet containing 28 classrooms, administrative offices, student lounge, restrooms and a library containing computers and reference and reading materials related to the academic programs. Several classrooms are designed and equipped for laboratory instruction.

Everest Institute was opened in Dallas, Texas, in January, 2003. The name of the institution was changed to Everest College in April 2003. Dallas is a branch of Everest College (formerly Western Business College) in Portland, Oregon.

ACCREDITATION AND APPROVALS

The Dallas, Arlington, and Ft. Worth campuses of Everest College are approved and regulated by the Texas Workforce Commission, Career Schools and Veterans Education Section, Austin, Texas. The three campuses have also received degree granting authority from the Texas Higher Education Coordinating Board, Austin, Texas.

Everest College is accredited by the Accrediting Council for Independent Colleges and Schools to award academic Associates degrees and diplomas. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. The Accrediting Council for Independent Colleges and Schools (ACICS) is located at 750 First Street, NE, Suite 980, Washington, D.C. 20002-4241; (202) 336-6780 (http://www.acics.org).

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

College approvals and memberships are displayed in the lobby. The College President can provide additional information.

Everest College is also approved and regulated by SEVIS to accept international students.

STUDENT DISABILITY SERVICES/ACCOMMODATIONS

Everest College has an institutional commitment to provide equal educational opportunities for qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. To provide equality of access for students with disabilities, Everest College will provide accommodations and auxiliary aids and services to the extent necessary to comply with state and federal laws. For each student, these accommodations and services will specifically address the functional limitations of the disability that adversely affect equal educational opportunity. Applicants or students who would like to request disability service/accommodations must make a request to the Campus President.

ADMISSIONS

ADMISSION PROCEDURE

Everest College follows an open enrollment system. Individuals may apply up to one year in advance of a scheduled class start. The following items must be completed at the time of application:

- Administration and evaluation of an applicable entrance examination;
- Enrollment Agreement (if applicant is under 18 years of age it must be signed by parent or guardian); and
- Financial aid forms (if applicant wishes to apply for financial aid).

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

The College does not offer training in English as a Second Language.

Texas Success Initiative

Texas Higher Education Coordinating Board rules require all students, unless otherwise exempt, to be assessed using a Coordinating Board approved assessment instrument prior to enrolling in college-level coursework.

Institutions and students will work together to develop an individualized plan for the student, which may include developmental education, retesting, or other means of insuring students have the skills necessary to pursue college-level coursework.

The Texas Success Initiative was put in place in Texas in September 2003. All students enrolled in degree programs in Texas are required to take a state approved test in order to determine their readiness for college-level Math or English courses. The state-approved test used at Everest College is the COMPASS test.

If a student's score falls within a certain range of scores determined by the state, he/she may be required to take part in some form of remediation provided by the College before graduation. The type of remediation is determined by the College and could include remedial classes or one-on-one tutoring. The test scores are not used to determine graduation status.

COMPASS Remediation (These scores are determined by the state)

	Reading	Algebra	Writing (objective)	Essay
Needs remedial	80 or below	38 or below	58 or below	5 (with a Writing objective score of 58 or below)

CREDIT FOR PREVIOUS EDUCATION OR TRAINING

Students with earned college credits from another accredited institution may apply for credit transfer to the College. Credit will be accepted into undergraduate programs only for courses that are compatible with the student's program of study at the College and for courses in which a grade of C or higher was earned. Grades earned in allied health courses more than five years ago are not accepted. Grades earned more than 10 years ago are not accepted except to fulfill the general education and college core requirements. Credits submitted for transfer after the first quarter of enrollment may be evaluated for transfer upon the recommendation of the Dean.

Students wishing to transfer credits must have official transcripts mailed directly to the Office of the Registrar. Transcripts must be received prior to the end of the first term of enrollment. Students receiving veteran's benefits are required by the Veterans Administration to provide transcripts of credit earned from all schools previously attended.

The Education Department will evaluate previous education and training that may be applicable to an educational program. If the education and/or training meet the standards for transfer of credit, the program may be shortened and the tuition reduced accordingly. No more than 75% of the required coursework in a program may be accepted as transfer credit.

General Education

Subject to certain limitations and program requirements, coursework in general education subject areas (i.e., humanities, social sciences, mathematics, and science) may be transferred at the College's discretion to fulfill the equivalent subject area general education requirements of the student's program of study. Details on this policy may be obtained in the Academic Dean's office.

Military Training

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

Learning Assessment

The College 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 for the current list of approved exams and minimum scores required for transfer. Official test scores must be sent to the Office of the Registrar.

ADMISSION POLICY REQUIREMENTS

Graduation from high school or its equivalent is a prerequisite for admission. Students enrolling at Everest College must furnish proof by providing the College with the diploma, official transcript or GED certificate within 30 days after the starting of the first quarter of enrollment, a copy of which will be placed in the student file. Those students may request a form supplied by the College for requesting transcripts or equivalency documentation.

All applicants are required to complete a personal interview with an admissions representative. Parents and spouses are encouraged to attend. This gives applicants and their families an opportunity to see the College's equipment and facilities, and to meet the staff and faculty to ask questions relating to the campus and their curriculum career objectives. Personal interviews also enable College administrators to determine whether an applicant has met all admissions requirements for enrollment in the program.

Once an applicant has completed and submitted the Enrollment Agreement, the College reviews the information and informs the applicant of its decision. If an applicant is not accepted, all fees paid to the College are refunded.

Applicants will complete a standardized, nationally normed test, the COMPASS test. Successful completion of this assessment examination is a prerequisite for admission. Effective July 1, 2005 the minimum composite score for the COMPASS test is 48.

Students should consult with their Admissions Representative for a list of exemptions from taking the COMPASS test, as provided under the Texas Success Initiative.

ACADEMIC INFORMATION

GRADING

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

The following grading system is used:

Grading Scale				Satisfactory Academic Progress/Rate of Progress Calculation		
Grade	Evaluation	Percentage	Quality Points per Quarter Hr.***	Included in GPA calculation?	Counted as attempted credits?	Counted as earned credits?
A	Excellent	100-90	4	Y	Y	Y
B	Good	89-80	3	Y	Y	Y
C	Average	79-70	2	Y	Y	Y
D*	Below Average	69-60**	1	Y	Y	Y/N**
F	Failed to Meet Course Objectives	59-0	0	Y	Y	N
I	Incomplete		0	N	Y	N
P	Passing		Not Calculated	N	Y	Y
W	Withdrawal, not calculated in the CGPA		Not Calculated	N	Y	N
WD	Withdrawal during drop/add period. This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP)		Not Calculated	N	N	N
WZ	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		Not Calculated	N	Y	N

T	Transfer Credit (credit-based programs)	Not Calculated		N	Y	Y
TR	Transfer Credit (modular programs)	Not Calculated		N	Y	Y
PL	Experiential Learning Credit	Not Calculated		N	Y	Y
PE	Passed by Proficiency Exam	Not Calculated		N	Y	Y
PF	Preparatory class failed (preparatory courses only). This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP) or GPA.	Not Calculated		N	N	N
PP	Preparatory class passed (preparatory courses only). This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP) or GPA.	Not Calculated		N	N	N

*D is not used in modular Allied Health Programs

**In modular Allied Health programs, the percentage equivalent for a failing grade is 69% or less. Percentage grades of 69% or less in modular Allied Health programs are considered attempted, but not successfully completed. In all other courses in which a grade of D is given, the course is considered to be attempted, but successfully completed.

***Quality points not used for modular Allied Health programs. Percentage grades are used to determine a student's satisfactory academic progress (SAP) status. See SAP tables in the Satisfactory Academic Progress policy.

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

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

GPA AND CGPA CALCULATIONS

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

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

UNIT OF CREDIT - ACADEMIC

A clock hour is a class period of 50 to 60 minutes of instruction. Clock hours are converted into credit hours to allow for comparison with other postsecondary schools. Students earn one quarter credit hour for each 10 clock hours of lecture, 20 hours of laboratory or 30 hours of externship.

Online Learning

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

To maximize success within the online courses students must:

- Have a computer with a system profile that meets or exceeds requirements listed on the Online Learning Application at the time of enrollment.
- Have Internet access and an established email account.
- Commence online contact with the course site within the first three days of the term.
- Understand that student participation and class activities occur weekly throughout the course.
- Understand that if a student fails to participate in class activities during two consecutive weekly periods of a six-week course or three consecutive periods of a twelve-week course, the student may be withdrawn from the course and may not be allowed to reenter the course during that term.
- Additional attendance requirements may be found in the "Attendance" section of this catalog.

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

STUDENT AWARDS – QUARTER-BASED PROGRAMS

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

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

STUDENT AWARDS - MODULAR PROGRAMS

- Students achieving a grade point average of at least 94.0% will be named to the President's List for that module.
- Students achieving a grade point average of 88.0 – 93.0% will be named to the Dean's List for that module.
- Students who have attained perfect attendance during a module will be awarded a Perfect Attendance Certificate.

GRADUATION REQUIREMENTS

To be eligible for graduation, students must:
1. complete the required number of credits for their program of study with passing grades in all required courses;
2. earn a minimum of a 2.0 (C) cumulative grade point average (CGPA);
3. complete all externship requirements; and
4. successfully comply with the Texas Success Initiative.

After the successful completion of the aforementioned graduation requirements, the graduate is eligible to receive the appropriate degree or diploma based upon the student's program of study.

PROFICIENCY EXAMINATION

Students may attempt to challenge the requirement to complete certain selected courses by demonstrating a proficiency level based on special qualifications, skills or knowledge obtained through work or other experience that is sufficient to warrant the granting of academic credit for a course through a Proficiency Examination. Students who wish to challenge a course must arrange a testing date with the Academic Dean or Department Chair. Proficiency Examinations are not available for courses in which the student has previously been or is currently enrolled after the drop/add period. Students are afforded one Proficiency Examination attempt per course.

Students should contact the Academic Office to discuss the Proficiency Examination process. All requests for Proficiency Examinations must be approved by the appropriate Department Chair or the Academic Dean. Administrative fees for Proficiency Examinations are $20 per credit unit. Credits earned as a result of successful completion of Proficiency Examinations in conjunction with Directed Study and Experiential Learning Evaluation/Portfolio may be used to satisfy up to 50% of the credits required for program completion. Successful completion of a Proficiency Examination with a grade of C will be posted to the academic transcript as a PE.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

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

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

Cumulative Grade Point Average (CGPA) Requirements
Students must meet specific cumulative grade point average requirements at specific points during their enrollment in order to be considered to be making satisfactory academic progress. These requirements are noted in the table below, along with rate of progress requirements.

Evaluation point for all programs: The CGPA will be reviewed at the end of each academic quarter, module, or term, after grades have been posted, to determine if the student's CGPA is in compliance.

Rate of Progress Toward Completion Requirements
In addition to the CGPA requirements, a student must successfully complete a certain percentage of the credits attempted to be considered to be making satisfactory academic progress. Credits attempted are defined as those credits for which students are enrolled at the end of the drop/add period of an academic term. These percentage requirements are noted in the table below, along with CGPA requirements.

Evaluation point for quarter-based programs: As with the determination of CGPA, the percentage completion requirements will be reviewed at the end of each academic quarter, after grades have been posted, to determine if the student is progressing satisfactorily.

Evaluation point for modular programs: Modular program do not fall within standard quarter terms. The rate of progress toward completion in modular programs will be evaluated at the midpoint and end of each academic year. When the midpoint falls within a module, this evaluation shall be done at the end of the preceding module.

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

SATISFACTORY ACADEMIC PROGRESS TABLES

35 Quarter Credit Hour Diploma Program.
Total credits that may be attempted: 52 (150% of 35).

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	70%	N.A	66%	N/A
17-24	70%	60%	66%	N/A
25-37	70%	65%	66%	60%
38-52	N/A	70%	N/A	66%

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

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	70%	N/A	66%	N/A
17-28	70%	60%	66%	N/A
29-40	70%	65%	66%	60%
41-52	70%	67.5%	66%	65%
53-70	N/A	70%	N/A	66%

96 Quarter Credit Hour Quarter-Based Program. Total credits that may be attempted: 144 (150% of 96).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-32	2.0	1.0	66%	N/A
33-48	2.0	1.2	66%	50%
49-60	2.0	1.3	66%	60%
61-72	2.0	1.5	66%	65%
73-95	2.0	1.75	N/A	66%
96-144	N/A	2.0	N/A	66%

97 Quarter Credit Hour Quarter-Based Program. Total credits that may be attempted: 145 (150% of 97).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-32	2.0	1.0	66%	N/A
33-48	2.0	1.2	66%	50%
49-60	2.0	1.3	66%	60%
61-72	2.0	1.5	66%	65%
73-95	2.0	1.75	N/A	66%
96-145	N/A	2.0	N/A	66%

TRANSFERS BETWEEN PROGRAMS AT THE INSTITUTION.

When a student transfers from one program at the school to another program and all courses completed in the original program are acceptable for credit in the new program, all courses attempted and grades received in the original program are counted in the new program for calculation of the student's satisfactory academic progress. When a student transfers from one program at the school to another program and all courses completed in the original program are NOT accepted for credit in the new program, all attempts of courses taken in the original program that are part of the new program will be counted in the calculation of the student's satisfactory academic progress upon entry into the new program, and the grades for the courses that are a part of the new program that were taken at the school will be used in the student's CGPA calculation. The student will receive no credit for courses taken in the old program that are not accepted into the new program, and courses not accepted for transfer are not included in the SAP calculation for the new program.

Graduation

In order to graduate, a student must have earned a minimum of a 2.0 CGPA (or 70%) and must have successfully completed all required credits within the maximum credits that may be attempted in the maximum time frame for the program.

Academic Probation

At the end of the quarter, after grades have been posted, each student's cumulative grade point average (CGPA) is reviewed to determine whether the student is meeting the above requirements. The rate of progress is also reviewed to determine whether the student is meeting the above requirements at the evaluation points specified above. Students will be placed on academic probation for the next quarter or module when the CGPA or the rate of progress does not meet the above requirements at the evaluation point. Students on probation will have their probationary status reviewed at the end of each quarter or module. When both the CGPA and rate of progress are above the probation ranges specified above, the student is removed from probation. If the student's CGPA or rate of progress remains in the probation ranges specified above, the student may remain on academic probation term to term, so long as the student demonstrates an effort to improve and it is still possible for the student to complete the program with a 2.0 CGPA (or 70%) within the maximum timeframe. Otherwise the student will be dismissed. During the period of academic probation, students are considered to be making satisfactory academic progress both for academic eligibility and financial aid eligibility.

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

Academic Suspension

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

Re-admittance Following Suspension

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

Academic Dismissal

Students who have been readmitted following academic suspension who fail to improve their CGPA and/or rate of progress into the probation range by the end of the first academic term after re-admittance will receive academic dismissal, and students must be withdrawn from the College. Students who have been dismissed must appeal for re-admittance to the College.

Academic Appeals Procedures

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

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

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

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

Application of Grades and Credits

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

GRADES FOR PROFICIENCY CREDITS AND EXPERIENTIAL LEARNING (PE and EL) are not included in the calculation of CGPA and are not included in the "Total Number of Credits Attempted" unless earned. When earned the credits are counted as both attempted and successfully completed for purposes of the rate of progress calculation.

WHEN A COURSE IS REPEATED, the higher of the two grades is used in the calculation of CGPA, and the credits for the original course and the repeated course are included in the "Total Credits Attempted" (in the charts

above) in order to determine the required progress level. The credits for the one attempt with the lower grade are considered as not successfully completed. The credits for the other attempt with the higher grade is considered successfully completed.

DEVELOPMENTAL AND REMEDIAL COURSES are graded on a pass/fail basis **(PF and PP).** These grades are non-punitive, are awarded no credits, and are not included in the "Total Credits Attempted" in the calculation of progress toward completion or the student's CGPA.

CALCULATING RATE OF PROGRESS WHEN COURSES ARE NOT SUCCESSFULLY COMPLETED: grades of **F (failure), W (withdrawn), IP (incomplete passing), NC (no credit)** and **WZ (withdrawal active military duty)** are counted as hours attempted but are not counted as hours successfully completed. The grade of **I (incomplete)** will also be counted as hours attempted but not as hours successfully completed; however, when the I is replaced with a letter grade, the GPA and satisfactory academic progress determination will be recalculated based on that letter grade and the credits earned. The grades of **WD (withdrawal during drop/add period), PF (Preparatory class failed), and PP (Preparatory class passed)** are non-punitive and are not counted as hours attempted.

Continuation as a Non-Regular Student
Students who have been suspended or dismissed due to failure to maintain satisfactory academic progress may be allowed to continue as students of the College under the following conditions:
- The student is enrolled in a quarter-based program. Students in modular programs may not continue enrollment as non-regular students.
- The student is not eligible for student financial aid;
- The student is obligated to pay tuition, according to the established tuition rate per credit hour, for any courses in which the student is enrolled;
- During the time as a special student, the student is to be working toward coming into compliance with the standards of satisfactory academic progress, or at least close enough to qualify for re-admittance as noted (i.e., can come into compliance within the time frame specified above). If, by the end of the maximum period allowed on non-regular-student status, the student has not improved his/her academic standing to the probation range, he/she will be dismissed.

Students who have been suspended may apply for readmittance to the College after one academic term according to the readmission policy.

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

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

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

Satisfactory Academic Progress for Students Receiving Veterans Administration Benefits
Previous Credit for Veterans Affairs Beneficiaries
All Veterans Affairs beneficiaries are required to disclose prior postsecondary school attendance and provide copies of transcripts for all postsecondary education and training. Upon enrollment, the College will request and obtain official written records of all previous education and experience, grant credit where appropriate, and advise the Veterans Affairs claimant and the Department of Veterans Affairs in accordance with VA regulations.

Make-Up Assignments
Make up work and assignments may not be certified for veteran students for Veterans Administration pay purposes.

Maximum Time Frame for Veteran Students
The maximum time frame for veteran students to receive veterans benefits is the standard length of the program, not time and a half. Students funded by the Veterans Administration must complete their programs within the program's standard time frame in order to receive veteran benefits. A veteran student may not be funded for benefits following the standard program length.

Veterans Academic Probation
A veteran student who fails to meet the minimum standards of satisfactory academic progress as stated in the institutional policy is automatically placed on academic probation for one grading period. Any change in enrollment status, including when a veteran is placed on academic probation, changes schedules, or terminates or is dismissed from training, will be reported to the Veterans Administration. The College retains documentation of probation in a student's file. Students on academic probation may be required to participate in tutoring sessions outside class hours as a condition to continued enrollment. 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 regain satisfactory academic progress status after one grading period will be treated as all other students under the institutional policy described above, with one exception. A veteran who fails to meet satisfactory academic progress status following one grading period on probation will be reported to the Veterans Administration, and their benefits may be terminated.

Veterans Reinstatement after Successful Appeal of Termination
A student who successfully appeals termination from the College 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 Department of Veterans Administration will determine whether or not to resume payments of Veterans Administration education benefits to a reinstated student.

MAXIMUM PROGRAM COMPLETION TIME

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

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

Students who have reached the halfway point of their maximum program completion time must have successfully completed 60% of the clock hours or credit units attempted.

Students who have reached 75% of their maximum program completion time must have successfully completed 65% of the clock hours or credit units attempted.

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

If students exceed the maximum allowable program length or do not progress at a sufficient rate, their training program will be interrupted. No probationary status is allowed.

ADDITIONAL INFORMATION ON SATISFACTORY ACADEMIC PROGRESS

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

REQUIRED STUDY TIME

In order to complete the required class assignments, students are expected to spend outside time studying. The amount of time will vary according to individual student abilities. Students are responsible for reading all study materials issued by their instructors and must turn in assignments at the designated time.

FINANCIAL AID

Students may be awarded financial assistance, if eligible, based on the number of financial aid credit hours they will earn. For certain educational programs, the U.S. Department of Education requires that students earn one financial aid credit hour for each 20 contact hours of instruction.

This requirement does not apply to all programs. Students should contact the Financial Aid Department for information regarding their program of study.

ATTENDANCE REQUIREMENTS

A student's academic success relies heavily on consistent and meaningful participation in class-related academic activities. Attendance in class is an important measure of participation and is required for student success in the program. Students are expected to attend every class session and miss class only when unanticipated, extenuating and mitigating circumstances (such as illness or family obligations) prevent attendance.

For quarter-based programs, new students in both full term and mini-term starts must sit in class by the third day of class. Continuing students in quarter-based programs must sit in class by the first class meeting in the third week for a full-term class, and by the first class meeting of the second week of a mini-term class. Students who have not attended a class by the first class meeting of the third week of a full-term class or first class meeting of the second week of a mini-term class are assumed to have not shown or withdrawn and are dropped from the class. For modular programs, anew student must sit in class by the second scheduled class of the session.

Students whose absences exceed 15% of the hours in the course will be warned in writing to improve their attendance rate. For students receiving VA benefits or who are funded by an agency that requires the reporting of attendance, attendance warnings will be reported and may result in the termination of benefits. If a student is absent more than 20% of the scheduled clock hours during a term, the student shall be placed on attendance probation throughout the next term. If a student is absent more than 20% of the scheduled clock hours during a probationary term, the student will be withdrawn from the program. If a student's absences exceed 10 consecutive class days or 20% of the clock hours for a program, whichever comes first, the student will be withdrawn for the remainder of the term. However, no students will be withdrawn if they are in the last quarter of their program and they would not be entitled to a refund.

Students withdrawn from a course or dismissed from a program for failure to meet the attendance rate may appeal for reinstatement in a later term. The appeal may be based on unanticipated, extenuating and mitigating circumstances. Should the appeal be granted, the students are reinstated on probation in the next term.

ADMINISTRATIVE POLICIES

HEALTH/MEDICAL CARE

Students must take proper care of their health so that they can do their best in school. This means regular hours, plenty of sleep, sufficient exercise and nutritious food. Students who become seriously ill or contract a communicable disease should stay home and recover, but remember to notify the College immediately. All medical and dental appointments should be made after school hours.

The College will not be responsible for rendering any medical assistance but will refer students to the proper medical facility upon request.

DISABLED STUDENTS

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

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

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

TRANSFER CREDITS

For students who transfer between programs at the campus, all grades and credits attempted for courses that are common to both programs will transfer to the new program and be calculated in the SAP measurements of the new program. If a student graduates from one program at the campus and then enrolls in another program at the campus, all grades and credits attempted for courses that are common to both programs will transfer to the new program and be calculated in the satisfactory academic progress measurements of the new program.

TRANSFERABILITY OF CREDITS

The College President's office provides information on schools that may accept this College's course credits toward their programs. However, this College does not guarantee transferability of credits to any other college, university or institution. It should not be assumed that any courses or programs described in this catalog can be transferred to another institution. Any decision on the comparability, appropriateness and applicability of credits and whether they may be accepted is the decision of the receiving institution.

TRANSCRIPTS AND DIPLOMAS

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

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

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

Students are provided an official transcript free of charge upon completing graduation requirements as stated in the previous paragraph. There is a fee of $5 for each additional official transcript requested. Normal processing time for transcript preparation is approximately three to five days.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access. Students should submit to the institution president written requests that identify the record(s) they wish to inspect. The institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write the institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her

right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Generally, schools must have written permission for the parents of minor students or eligible students in order to release any information from a student's educational record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State Law.

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

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

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

STATEMENT OF NON-DISCRIMINATION

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

DRESS CODE

A clean, neat appearance will help students develop appropriate dress habits for new careers. Employers may visit the campus to interview students for jobs and to give guest lectures, so it is important that the student body convey a professional image at all times.

Dress and grooming should be appropriate for the area of study. Open shoes are never permitted in any medical lab class for obvious safety reasons. Also, all allied health students in medical lab classes are required to wear the standard medical uniform for protection.

Students may have limited funds, so wardrobes need not be expensive or extensive--simply in good taste. Women may wear skirts and blouses, dresses or slacks. For men, acceptable items include slacks, sports shirts, dress shirts, and coat and tie when required.

Students dressed inappropriately will not be admitted to the College. Those who continually disregard the dress code will be warned, and, if necessary, disciplinary action will be taken.

The following guidelines are in place for the students of Everest College:

1. Students are expected to wear clothing that is neat, clean and well-fitted at all times. This prohibits clothes that are too small, clothing that sags below the waist or clothes that reveal undergarments.
2. Students may not wear clothing that is either revealing or provocative. This includes leggings, short shorts, mini skirts, biker pants, tank tops, halter tops and any tops showing a bare midriff.
3. Students may not wear clothing nor display tattoos that represent images or material that are vulgar or obscene, are related to the use of drugs, alcohol, tobacco products or that promote hate or violence.
4. Students may not wear hats, caps, bandanas, hair rollers, hair curlers, plastic hair bags, hair nets, sweat bands, skull caps or other similar grooming items.
5. For safety purposes, students may not wear flip-flops, shower/beach/house shoes or slippers at any time.
6. All gang-related clothing is prohibited.

ALLIED HEALTH PROGRAMS

Students enrolled in allied health programs are required to wear the standard medical uniform and shoes with a closed heel and toe to all medical lab classes as described in the College's dress code policy. Students should review the established dress and appearance guidelines for details. This information will be available at orientation.

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

Students enrolling in an Allied Health program may be subjected to a criminal background check which will include:

- 3 countywide criminal court searches (counties of residence or contiguous counties)
- 2 name searches (up to two married names)
- 1 social security trace – address trace report
- 1 statewide sex offender search
- 1 OIG search (Medicare/Medicaid related fraud)

The fee for this background check will be covered by financial aid for those who qualify.

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

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

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

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

CLOTHING AND PERSONAL PROPERTY

All personal property is the sole responsibility of the student. The College does not assume liability for any loss or damage. Clothing and other small items should be marked clearly with the student's name and address. Vehicles should always be locked to avoid theft.

WEATHER EMERGENCIES

The College reserves the right to close during weather emergencies or other "acts of nature." Under these conditions, students will not be considered absent. Instructors will cover any missed material to ensure completion of the entire program.

STUDENT CONDUCT CODE

Background

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

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

Student Conduct Code

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

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

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

Student Conduct Code Violations/Formal Disciplinary Procedure

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

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

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

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

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

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

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

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

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

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

• Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,

• Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or

• Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

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

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

TERMINATION PROCEDURES

Students may be terminated by the College for cause. Examples include, but are not limited to, the following:

- Violation of the College's attendance policy;
- Failure to maintain satisfactory academic progress;
- Violation of personal conduct standards;
- Inability to meet financial obligations to the College.

Students to be terminated are notified in writing and may appeal to the College President.

CAMPUS SECURITY AND CRIME AWARENESS POLICIES

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

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

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

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

STATISTICAL INFORMATION

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

CAMPUS COMPLETION RATE REPORTS

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

DRUG AWARENESS

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

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

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

WEAPONS POLICY

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

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

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

If you have followed the above guidelines and still feel that your concern has been improperly addressed, contact:
Texas Workforce Commission
Career Schools and Veterans Education Section
101 East 15th Street
Austin, TX 78778-0001

Schools accredited by the Accrediting Council for Independent Colleges and Schools must have a procedure and operational plan for handling student complaints. If a student feels that the College has not adequately addressed a complaint or concern, the student may consider contacting the Accrediting Council. Please direct all inquiries to:
Accrediting Council for Independent Colleges and Schools
750 First Street, N.E., Suite 980
Washington, DC 20002-4241
(202) 336-6780
http://www.acics.org/

POLICY AND PROGRAM CHANGES

The College catalog is current as of the time of printing. Everest College reserves the right to make changes in organizational structure, policy and procedures as circumstances dictate. Each campus reserves the right to make changes in equipment and materials and modify curriculum as it deems necessary. When size and curriculum permit, classes may be combined to provide meaningful instruction and training and contribute to the level of interaction among students. Students are expected to be familiar with the information presented in this College catalog.

FINANCIAL INFORMATION

The tuition and fees schedule can be found in **Appendix B: Tuition and Fees** in the back of this catalog.

TUITION AND FEES – QUARTER-BASED PROGRAMS

The tuition and fees listed in Appendix B will be charged for each quarter (or mid-term quarter start) in attendance. The tuition and fees for subsequent quarters will remain unchanged unless there is a break in enrollment or a program change.

The minimum full-time course load is 12 credits per quarter. Non-credit-bearing coursework, if any, will be

charged at the same rate as credit-bearing coursework but will be in addition to the total program cost. Textbook costs per quarter are dependent upon the classes for which the student is registered. All credits for which a student is registered are charged at the applicable rate, including any courses being repeated. Arrangements to cover the cost of tuition, books, and fees must be completed prior to registration each quarter.

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

Tuition will be charged on a quarterly basis. A $25 registration fee will be charged to all quarter-based program students each quarter. A non-refundable fee of $20 (per credit hour) is assessed for each special proficiency examination. A $100 fee will be charged for each online course in addition to tuition. A $38 fee will be charged for programs requiring a background check.

TUITION AND FEES – MODULAR PROGRAMS

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

ARRANGMENTS FOR PAYMENT

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

Distance Education Fees will be charged at the time the student registers for an online course. Distance Education Fees are in addition to the Total Program Cost shown on the Enrollment Agreement

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

Voluntary Prepayment Plan

The College 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 Financial Aid Office.

Individual Course Instruction

Students may enroll in selected courses from approved programs. Instruction cost will be calculated using the current pro-rata hourly tuition rate.

Additional Fees and Expenses

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

CANCELLATION/REFUND POLICY

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

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

Cancellations

When students enroll in a program of study, they reserve places that cannot be made available to other students. The Enrollment Agreement does not constitute a contract until it has been approved by an official of the College. If the agreement is not accepted by the College, all monies will be refunded.

Students have the right to cancel the Enrollment Agreement at any time. Cancellation will occur when they give written notice of cancellation at the College address shown on the front page of the Enrollment Agreement. Notice of cancellation may be given by mail, hand delivery or telegram. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid. The written notice of cancellation need not take any particular form and, however expressed, is effective if it states that a student no longer wishes to be bound by the Enrollment Agreement. Students will not be penalized if they fail to cancel their enrollment in writing.

If the student cancels the enrollment agreement or contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed by the prospective student, all monies paid will be refunded. If a student cancels more than 72 hours after executing the Enrollment Agreement and before the start of classes, the College will refund all monies paid. Students will not be charged tuition if they begin their training program and withdraw prior to midnight of the fifth business day following their first scheduled class session.

Students who withdraw as described above must return all training materials purchased within five business days from the date of withdrawal. They will be charged for materials that are not returned in good condition. Students enrolled in a program that requires them to purchase training materials will be subject to the College's textbook return policy. (See "Textbook and Equipment Return/Refund Policy" below.)

Students who have not visited the College prior to enrollment may withdraw without penalty within five days (weekends and legal holidays excluded) following either the regularly scheduled orientation or a tour of the College and inspection of equipment. Students who are unable to complete their program of study due to the College's cancellation or discontinuance of the program will receive a refund of all monies paid. Students who enrolled as a result of any misrepresentation in advertising, promotional materials of the College, or representations by the owner or representatives of the College may cancel this enrollment agreement without penalty and receive a refund of all monies paid.

Refunds

This institution 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.

To calculate refunds under the Federal Return of Title IV Funds policy, institutions must complete two separate calculations. First, the institution must determine how much of the tuition, fees and other institutional charges it is eligible to retain using either the state or institutional refund policy. Then, using the Federal Return of Title IV Funds policy, the institution determines how much federal assistance the student has earned which can be applied to the institutional charges.

If the student received more SFA funds than he or she earned under the Federal Return of Title IV Funds policy, the institution, and in some cases the student, is required to return the unearned funds to the Federal Treasury. Any unpaid balance that remains after the Return of Title IV Funds policy has been applied to the state or institutional policy must be paid by the student to the institution.

Refund Policies

Any monies due an applicant or student will be refunded within 30 days of the date of cancellation, withdrawal, or termination. A withdrawal is considered to have occurred on the earlier of a) the date the student officially notifies the College of his/her intent to withdraw, or b) the point at which the student fails to meet the published attendance policies outlined in the College catalog. If a student received a loan for tuition, a refund will be made to the lender to reduce the student's loan debt. If the amount of refund exceeds the unpaid balance of the loan, the remainder of the monies will be applied to any student financial aid programs from which the student received

funding. Any remaining balance of funds will then be returned to the student. The refund computation will be based on the last date of student attendance.

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

Textbook and Equipment Return/Refund Policy

If the student obtains and returns unmarked textbooks, unworn uniforms or unused equipment within 30 days following the date of the student's cancellation, withdrawal or termination, the institution shall refund the charge for the textbooks, uniforms or equipment paid by the student. If the student fails to return unmarked textbooks in their original packaging, unworn uniforms or unused equipment within 30 days following the date of the student's cancellation, withdrawal or termination, the student will be liable for the documented textbook, uniform or equipment charges.

Federal Return of Title IV Funds Policy

All institutions participating in the SFA programs are required to use a statutory schedule to determine the amount of SFA funds the student had earned when he or she ceases to attend, which is based on the period of time the student was in attendance.

If a recipient of SFA program assistance withdraws from the institution during a payment period or a period of enrollment in which the recipient began attendance, the College must calculate the amount of SFA program assistance the student did not earn, and those funds must be returned. Up through the 60% point in each payment period or period of enrollment, a pro-rata schedule is used to determine how much SFA program funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the SFA funds.

The percentage of the payment period or period of enrollment is determined by:

The percentage of the payment period or period of enrollment completed is the total number of calendar days* in the payment period or period of enrollment for which the assistance is awarded divided into the number of calendar days* completed in that period as of the last date of attendance.

*Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period or period of enrollment (denominator) and the number of calendar days completed in that period (numerator). Days in which a student was on an approved leave of absence are also excluded in the calendar days for the payment period or period of enrollment.

Return of Unearned SFA Program Funds

The institution must return the lesser of:
* the amount of SFA program funds that the student did not earn; or
* the amount of institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that were not earned.

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

(Note: The student (parent) must make satisfactory arrangements with the U.S. Department of Education and/or the institution to repay any outstanding balances owed by the student. However, there are a number of repayment plans that are available to assist the student in meeting repayment obligations. The Student Financial Aid Department will counsel the student in the event that a student repayment obligation exists. The individual might be ineligible to receive additional student financial assistance in the future if the financial obligation(s) are not satisfied.)

Institutional Refund Calculation

The College will calculate refunds using the Texas Workforce Commission, Career Schools and Veterans Education Section Refund Requirements and the following Institutional Refund Calculation and will use the result that provides the most favorable refund to the student.

Under the Institutional Refund Calculation, for students attending this campus who terminate their training before completing more than 60% of an enrollment period, the College will perform a pro rata refund calculation.

Under a pro-rata refund calculation, the College is entitled to retain only the percentage of school charges (tuition, fees, room, board, etc.) proportional to the period of enrollment completed by the student.

The period of enrollment completed by the student is calculated by dividing the total number of weeks in the enrollment period into the number of weeks completed in that period (as of the last recorded day of attendance by the student).

The percentage of weeks attended is rounded up to the nearest 10% and multiplied by the school charges for the period of enrollment. A reasonable administrative fee not to exceed $100 or 5% of the total institutional charges, whichever is less, will be excluded from the institutional charges used to calculate the pro-rata refund.

The College may retain the entire contract price of the period of enrollment--including tuition, fees and other charges--if the student terminates the training after completing more than 60% of the enrollment period.

Texas Workforce Commission, Career Schools and Veterans Education Section Refund Requirements

In the event the student, after expiration of the 72-hour cancellation privilege, fails to enter the course, withdraws, or is discontinued therefrom at any time prior to completion, refunds for resident courses will be based on the period of enrollment computed on the basis of course time expressed in clock hours.

The effective date of the termination for refund purposes in residence schools will be the earliest of the following:

1. The last date of attendance, if the student is terminated by the College;
2. The date of receipt of written notice from the student; or
3. 10 school days following the last date of attendance.

If tuition and fees are collected in advance of entrance, and if, after expiration of the 72-hour cancellation privilege, the student does not enter the residence school, not more than $100 shall be retained by the College. For the student who enters a residence course of not more than 12 months in length, terminates, or withdraws, the College may retain $100 of tuition and fees, and the minimum refund of the remaining tuition and fees will be:

1. During the first week or one-tenth of the course, whichever is less, 90% of the remaining tuition and fees;
2. After the first week or one-tenth of the course, whichever is less, but within the first three weeks or one-fifth of the course, whichever is less, 80% of the remaining tuition and fees;
3. After the first three weeks or one-fifth of the course, whichever is less, but within the first quarter of the course, 75% of the remaining tuition and fees;
4. During the second quarter of the course, 50% of the remaining tuition and fees;
5. During the third quarter of the course, 10% of the remaining tuition and fees; or
6. During the last quarter of the course, the student may be considered obligated for the full tuition and fees.

For residence courses more than 12 months in length, the refund shall be applied to each 12-month period paid, or part thereof separately as outlined above.

Remittance to the Federal Government

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

1. Unsubsidized Federal Stafford Loan Program;
2. Subsidized Stafford Loan Program;
3. Unsubsidized Federal Direct Stafford Loan Program;
4. Subsidized Federal Direct Stafford Loan Program;
5. Federal Perkins Loan Program;
6. Federal PLUS Loan Program;
7. Federal Direct PLUS Loan Program;
8. Federal Pell Grant Program;

9. Federal Supplemental Educational Opportunity Grant (FSEOG) Program;
10. Other federal, state, private and/or institutional sources of aid; and
11. The student.

FINANCIAL ASSISTANCE

This College offers students several options for payment of tuition. Those able to pay tuition are given a plan to help reduce their fees upon entry. On the other hand, the College recognizes that many students lack the resources to begin their educational training. The campus participates in several types of institutional financial aid programs, most of which are based on financial need.

Students seeking financial assistance must first complete the Free Application for Federal Student Aid. The College's financial aid representative uses this form to determine students' needs and assist them in deciding what resources are best suited to their circumstances.

If students withdraw from school, an adjustment in the amount they owe may be made, subject to the refund policy of the College. If they received financial aid in excess of what they owe the institution, these funds must be restored to the federal fund account, or to the lender if they received a federal loan.

The following are descriptions of the financial aid programs available at this College. Additional information can be obtained through the Financial Aid Office. Information regarding benefits available from the Bureau of Indian Affairs or the Vocational Rehabilitation Program can be obtained through those agencies.

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

Federal Stafford Loan (FSL)
Formerly the Guaranteed Student Loan (GSL), this low-interest loan is available to qualified students through the lending institutions or agencies participating in the program and is guaranteed by the U.S. government. Repayment starts six months after the student drops below half-time status, terminates training or graduates.

Federal Supplemental Educational Opportunity Grant (FSEOG)
Students who are unable to continue their education without additional assistance may qualify for this program. Grants are based on the funds available and do not have to be repaid. Need is determined by the financial resources of the student and parents and the cost of attending the College.

Federal Parent Loan for Undergraduate Students (FPLUS)
The Federal Parent Loan for Undergraduate Students (FPLUS) provides additional funds to help parents pay for educational expenses. The interest rate for these loans is competitive and the repayment schedules differ. Loan origination fees may be deducted from the loan by the institution making the loan as set forth by government regulations.

Sallie Mae Alternative Loan Program (SLM)
SLM Financial provides a customized loan program to qualified applicants that will offer borrowers financing for their educational costs. All applicants must complete a SLM loan application during their financial aid interview.

Student Tuition Assistance Resource Loan (STAR Loan)
Students who do not qualify for the Sallie Mae Alternative Loan Program may be eligible to borrow up to 50% of their tuition costs through the STAR Loan program. The STAR Loan is a non-credit-based loan with a fixed interest rate of 15%. Down payment is due on the first day of class. Repayment of the loan begins while the student is still in school, with payments on the first of every month starting 30 days after the down payment. Payments can extend as long as 15 years, subject to a $40 minimum payment. The STAR Loan is not available for full tuition financing. Students must have a primary source of tuition funding to be eligible for this plan. Details of the plan are on the financing statement for the loan; please see the Financial Aid Office for details.

Imagine America Scholarships

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

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

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

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

Alternative Loan Programs

The College offers several affordable cash payment plans as well as a variety of private loan options with affordable payment terms that meet the needs of our student population. Corinthian has partnered with several lenders who provide an opportunity to our students for their educational funding. Each plan is offered as an alternative funding source to augment other funding alternatives, such as cash, federal financial assistance, state grants, contract or employer billing. It is important to fully understand the requirements of each plan. Additional information, including a thorough description of each payment plan, can be obtained from the Financial Aid Office.

External Scholarships

Various companies make scholarship donations available to students of Everest College. The scholarship is a $100 award that students may apply for to use in a given quarter. To apply, students must complete a scholarship application and essay. The institution's scholarship committee reviews the applications and essays and grants the scholarships based upon a point system that includes review of the applicant's grades, attendance, need and essay. Students who are interested in applying for these scholarship funds should get a scholarship application package from the Academic Office.

STUDENT SERVICES

PLACEMENT ASSISTANCE

The College assists students in finding part-time or full-time employment upon completion of their chosen program. Assistance includes advice in preparing for an interview, resume and cover letter preparation assistance, aid in securing an interview and a list of available jobs.

The College encourages students to maintain satisfactory attendance, conduct and academic progress so they may be viewed favorably by prospective employers. All graduating students participate in the following placement assistance activities:

- Preparation of resumes and letters of introduction. An important step in a well-planned job search.
- Interviewing techniques. Students acquire effective interviewing skills through practice exercises.
- Job referral by Placement Department. The Placement Department compiles job openings from employers in the area.

All students are expected to participate in the placement assistance program, and failure to do so may jeopardize these privileges. Graduates may continue to utilize the College's placement assistance program at no additional cost.

STUDENT ACTIVITIES

Throughout the school year, activities that encourage school spirit and develop student leadership may be offered. The College believes that participation in these activities is an important part of the educational process. Student involvement is encouraged.

TRANSPORTATION ASSISTANCE

The College maintains information on transportation alternatives and students interested in car-pooling.

FIELD TRIPS

The College believes that training is enriched by observing real-life applications. When appropriate, visits are arranged to industrial or professional locations.

SPECIAL LECTURES

Guest lecturers are invited to speak to students about career opportunities and current industry applications of educational programs.

DRUG AND ALCOHOL ABUSE PREVENTION

Information on drug and alcohol abuse prevention is available at the College for all students and employees.

ADVISING

The College provides advising to students on issues involving education and academics.   For personal problems that may require professional advising or counseling, the College has information available on community resources that address these types of problem.

PROGRAMS BY LOCATION

	Arlington	Dallas	Fort Worth
MODULAR PROGRAMS			
Medical Insurance Billing/Coding	X	X	X
Pharmacy Technician	X		X
QUARTER-BASED PROGRAMS			
Business Administration	X	X	X
Criminal Justice	X	X	
Medical Assisting	X	X	X
Paralegal		X	X

MODULAR PROGRAMS

MEDICAL INSURANCE BILLING/CODING

Diploma Program
All Campuses
6 Months/24 weeks – 560 credit hours - 35 Quarter Credits
DOT: 214.362-022 Health Claims Examiner/Medical Billing   **v1-0**

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 Billing/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/coders in today's health care offices, clinics, and facilities. Students will study diagnostic and procedural terminology as it relates to the accurate completion of medical insurance claims. Utilizing a format of medical specialties, relevant terms will also be introduced and studied.

The combination of introduced skills taught in this program, will prepare students for the ever-changing field of insurance billing and coding. Students study coding procedures as well as the proper management and execution of various medical insurance plan and programs. In simulated practice, students will also actually prepare insurance claim forms, both manually and by computer. Additional skills covered in this program will be the practice of interviewing and the documentation methods required to obtain and using patient information necessary for successful claims management.

Also covered in this program will be the ethical and legal responsibilities of the health care worker as they relate to the medical office and common office billing practices. Professionalism and general communication skills, both of which are considered essential to any health care professional, are taught and addressed throughout the entire program.

COURSE NUMBER	COURSE TITLE	CLOCK HOURS				Quarter Credit Units
		Lec	Lab	Ext	Tot	
Module A	Introduction to Medical Insurance and Managed Care	40	40	0	80	6
Module B	Government Programs	40	40	0	80	6
Module C	Electronic Data Interchange and Modifiers	40	40	0	80	6
Module D	Medical Documentation, Evaluation, and Management	40	40	0	80	6
Module E	Health Insurance Claim Forms	40	40	0	80	6
Module F	MIBC Practicum	0	100	0	100	5
Program Totals		**200**	**300**	**0**	**500**	**35**

Major Equipment
Calculators
Personal Computers

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

Lecture hours/ Lab hours / Credit Units
Module A – Introduction to Medical Insurance and Managed Care   **40/40/6.0**
Module A introduces students to various types of health care plans, including Managed Care and Health Maintenance Organizations (HMO). Module A develops proficiency in preparing and processing insurance claims, while developing

strategies for insurance problem solving. Students are introduced to basic skills required to obtain correct ICD-9 and CPT codes. Students will have the opportunity to practice obtaining information from patient charts, including interpretation of physician notations regarding procedures and diagnoses relevant to claims completion. Also covered in this module, is basic anatomy and physiology of the human body, including the muscular and skeletal systems, and medical terminology associated with these systems. Students will develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by preparing a resume and completing a job application. Prerequisite: None

Module B – Government Programs   **40/40/6.0**
Module B develops students' proficiency in preparing and processing insurance claims, as it relates to government programs. As part of this module, students will process medical claims for Medicare, Medicaid, and TRICARE. Students will gain an understanding of the responsibilities of a medical insurance specialist and other employment opportunities. Also covered in this module, is basic anatomy and physiology of the nervous system and special senses, and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by learning how to conduct a successful job search and prepare a career portfolio. Prerequisite: None

Module C – Electronic Data Interchange and Modifiers   **40/40/6.0**
Module C introduces students to the process of electronic data exchange and interchange (ED), and will provide an opportunity to work with different types of computer claims systems, such as carrier-direct and clearinghouse. As part of their study, students will have the opportunity to perform electronic data interchange working with an outside claims clearinghouse. Also covered in this module is basic anatomy and physiology of the integumentary, endocrine system, lymphatic and immune systems, and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by developing proper interviewing techniques and demonstrate how to accurately answer common interview questions. Prerequisite: None

Module D – Medical Documentation, Evaluation, and Management   **40/40/6.0**
Module D introduces students to the next step in procedural coding by learning the importance of documentation, evaluation, and management services, and the role it plays in the overall process of billing and coding. In addition to learning about general principles of medical documentation, students will also work with unlisted procedures and basic life evaluation services. Students will also learn insurance collection strategies, and how to trace delinquent accounts while utilizing proper communication skills. Students will gain knowledge about workers' compensation laws and the necessary requirements for filing a claim. Also covered in this module is basic anatomy and physiology of the respiratory and cardiovascular systems and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by creating a professional introduction or cover letter and a thank you letter. Prerequisite: None

Module E - Health Insurance Claim Forms   **40/40/6.0**
Module E introduces students to the Health Insurance Claim Form (CMS-1500), and provides the student with the experience of completing various claim forms as part of their hands-on experiences. Students will learn the process of hospital billing and will complete and process the UB-92 claim form. Students will gain an understanding of the purpose and function of state and federal disability insurance and the steps to filing a claim. Students will also develop an understanding of basic anatomy and physiology of the digestive, reproductive, and urinary systems and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students build upon their professional development skills by learning how to dress for success. Prerequisite: None

Once a student has completed Modules A - E, 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 F – Practicum   **0/160/5.0**
Upon successful completion of Modules A through E, Medical Insurance billing / coding students participate in a 160 hour practicum on-campus. The practicum provides the student an opportunity to apply principles and practices learned in the program and utilize entry level skills in working with insurance companies and processing claims. Medical insurance / billing students work under the direct supervision of the school staff. Students are evaluated by and instructor or program chair personnel at 80- and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their practicum experience in order to fulfill requirements for graduation. Prerequisite: Successful completion of Modules A – E

Module X – Externship   **0/160/5.0**
Upon successful completion of Modules A-E, medical insurance billing/coding students participate in a 160-hour externship. Students are expected to work a full-time (40 hours per week) schedule if possible. Serving in an externship at an approved facility

gives externs an opportunity to work with the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Supervisory personnel will evaluate externs at 80 and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation. Prerequisite: Successful completion of Modules A – E

PHARMACY TECHNICIAN

Diploma Program
Arlington and Fort Worth Campuses
8 Months / 32 weeks - 47 Quarter Credits   **v 1-0**

The Pharmacy Technician diploma program provides both technical and practical training that will enable the technician, upon certification, licensure or registration, to function as a competent entry-level pharmacy technician to the licensed pharmacist. The program provides the student with the basic knowledge of and practice in pharmacy calculations, drug distribution systems, and preparation of sterile dosage forms. Computer skills necessary in pharmacy practice will be utilized, and both pharmaceutical and medical terminology and anatomy and physiology are also covered. The program emphasizes theory as well as hands-on practice, followed by an externship which prepares the student for the actual work setting. Upon completion of this program, the graduate will be fully prepared to take the national pharmacy technician certification exam offered by the Pharmacy Technician Certification Board (PTCB).

Pharmacy services have expanded and grown at an accelerated rate. Pharmacy Technicians play a major role in pharmacy operations and in the overall healthcare work force. As pharmacy services continue to grow, with new services being offered, new drugs entering the market, and as comprehensive drug information becomes a necessity, the need for highly-trained pharmacy technicians increases.

Many of the traditional pharmacy functions, once performed by pharmacists, are now being performed by pharmacy technicians. Today's pharmacy technician has assumed a position which supports and enhances the progressive direction taken by pharmacy. The technician has also become the key person in assuring the smooth uninterrupted functioning of traditional pharmacy services.

Pharmacy is a dynamic field requiring an ongoing learning process. Graduates from this training program will become active participants in this growing field by exhibiting competence through knowledge and skills learned through the college.

PROGRAM OUTLINE		CLOCK HOURS				
Module	Title	Lec	Lab	Ext	Total	Quarter Credit Units
Module A	Administration of Medications and Pharmacology of the Endocrine/Lymphatic Systems	40	40	0	80	**6.0**
Module B	Aspects of Retail Pharmacy and Pharmacology of the Nervous System	40	40	0	80	**6.0**
Module C	History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear and Oncology Pharmacy Practice	40	40	0	80	**6.0**
Module D	Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses	40	40	0	80	**6.0**
Module E	Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System	40	40	0	80	**6.0**
Module F	Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System	40	40	0	80	**6.0**
Module G	Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System	40	40	0	80	**6.0**
Module X	Externship	0	0	160	160	**5.0**
Program Total		**280**	**280**	**160**	**720**	**47.0**

Module A   Administration of Medications and Pharmacology of the Endocrine and Lymphatic Systems.................... 40/40/6.0
This module is designed to provide the student with an overall understanding of medication administration, safety and quality assurance. Included in this course is an overview and historical development of pharmacy. Body systems are covered in this

module which includes the Endocrine and Lymphatic systems, and medications used to treat conditions of the endocrine system. Repackaging and compounding will be discussed and performed. 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. 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 are discussed. Conversions and calculations used by pharmacy technicians will be discussed along with drug dosages in units and working with compounds, admixtures, and parenteral and IV medications. Hands-on skills in the laboratory practice setting are performed. Prerequisite: None.

Module B   Aspects of Retail Pharmacy and Pharmacology of the Nervous System... 40/40/6.0
This module is designed to provide the student with responsibilities of a technician filling prescriptions, including the information required to fill prescription and typing the prescription label. This module also covers how to read a drug label. Medications for the Respiratory and Nervous system are covered including a study of medications for neurological conditions, mental disorders and a discussion on muscle relaxants. This module will include C.P.R. certification. Hands-on skills in the laboratory practice setting are performed. Prerequisite: None.

Module C   History and Ethics of Pharmacy and Pharmacology of the Respiratory System& Nuclear and Oncology Pharmacy Practice 40/40/6.0
This module is designed to introduce the student to the professional aspects of working in pharmacy technology. Subjects covered include a history of and changing roles of pharmacists and pharmacy technicians. This module covers the Law and Ethics of Pharmacy which includes the Food and Drug Act, The 1970 Comprehensive Drug Abuse Prevention and Control Act, and other modern-day drug legislation. The respiratory system is discussed along with medications for respiratory tract disorders. Oncology agents are covered in this module along with HIV/AIDS. Calculations and dimensional analysis of drug dosages are covered. Hands-on skills in the laboratory practice setting are performed. Prerequisite: None

Module D   Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses 40/40/6.0
This module covers pharmacy technician registration and certification, including professionalism and communication in the pharmacy setting. Over-the-Counter medications, vitamins and skin care products are discussed in this module. Medications for the integumentary system are covered along with a discussion on medication calculations for the elderly. Also covered in this module are medications used for disorders of the eyes and ears. Students learn the most common medication errors, alternative medication and food & drug interactions. Hands-on skills in the laboratory practice setting are performed. Prerequisite: None.

Module E   Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System 40/40/6.0
In this module, emphasis is placed on the role and responsibilities of the pharmacy technician regarding parenteral dosages, including using proportion in calculating drug dosages for pediatrics. 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. Medications for the G.I. and Musculoskeletal System are covered along with medications for disorders of the musculoskeletal system, 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. Students will learn about migraine headaches, analgesics and drugs for NSAID. Use of computers in the pharmacy practice setting are covered. Hands-on skills in the laboratory practice setting are performed. Prerequisite: None.

Module F   Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System........................ 40/40/6.0
This module is designed to provide the student with an overall understanding of anatomy and physiology as it relates to the Urinary and Reproductive Systems. Students will learn common tasks performed by pharmacy technicians in the hospital practice setting, including policies and procedures, responsibilities of the inpatient pharmacy technician, and specific state requirements regulating the use of pharmacy technicians in various states. Students will familiarize themselves with intravenous flow rates of large volume and small volume IV, infusion of IV Piggybacks, and the use of a Heparin lock. Critical Care flow rates and automated medication dispensing systems are discussed and calculated. Hands-on skills in the laboratory Prerequisite: None.

Module G   Home Health Care, Pharmacy Operations & Pharmacology of the Cardiovascular, Circulatory & Skeletal System... 40/40/6.0
This module is designed to familiarize the student with all aspects of home health care, mail order pharmacy/E-Pharmacy, and long term care pharmacy. Also covered in this module is drug distribution systems utilized in the pharmacy to include pharmacy stocking and billing, inventory and purchasing. This module will provide students with the understanding of the

cardiovascular, circulatory and skeletal system and discuss medications for circulatory disorders and medications for the skeletal system. Hands-on skills in the laboratory practice setting are performed. Prerequisite: None.

Module X   Clinical Externship.. **0/160/5.0**
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, gaining experiences in all aspects of drug preparation, and distribution utilized by participating sites. Prerequisite: Completion of Didactic Program. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 160.0.

QUARTER-BASED PROGRAMS

BUSINESS **A**DMINISTRATION

Associate of Applied Science
All Campuses   **v 1-1**

Graduates of this program will find many careers open to them. The core of business courses provides a thorough study of the structure, function, and procedures of standard business operations. The Business Administration program prepares the student for entry-level positions, which may lead to office or departmental management.

COURSE NUMBER	COURSE TITLE	CONTACT HOURS	CREDIT HOURS
COLLEGE CORE REQUIREMENTS			
CGS 2510C	Applied Spreadsheets	50	4
CGS 2167C	Computer Applications	50	4
OST 1141L	Keyboarding	40	2
	Total College Core Requirements	**140**	**10**
MAJOR CORE REQUIREMENTS			
APA 2111	Principles of Accounting I	40	4
APA 2121	Principles of Accounting II	40	4
APA 2161	Introduction to Cost/Managerial Accounting	40	4
ACG 2021	Introduction to Corporate Accounting	40	4
BUL 2131	Applied Business Law	40	4
FIN 1103	Introduction to Finance	40	4
MAN 1030	Introduction to Business Enterprise	40	4
MAN 2021	Principles of Management	40	4
MAN 2300	Introduction to Human Resources	40	4
SBM 2000	Small Business Management	40	4
MAR 1011	Introduction to Marketing	40	4
MAR 2305	Customer Relations and Servicing	40	4
MAN 2727	Strategic Planning for Business	40	4
BCC 2456	Business Capstone Course	60	6
	Total Major Core Requirements	**580**	**58**
GENERAL EDUCATION REQUIREMENTS			
ENC 1101	Composition 1	40	4
ENC 1102	Composition 11	40	4
MAT 1033	College Algebra	40	4
SLS 1505	Critical Thinking	40	4
PSY 2012	General Psychology	40	4
SPC 2016	Oral Communications	40	4
EVS 1001	Environmental Science	40	4
	Total General Education Requirements	**280**	**28**
HOURS REQUIRED FOR GRADUATION		**1000**	**96**

CRIMINAL JUSTICE

Associate of Applied Science
Arlington and Dallas Campuses   v 1-1

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

COURSE NUMBER	COURSE TITLE	CONTACT HOURS	CREDIT HOURS
COLLEGE CORE REQUIREMENTS			
BUL 2131	Applied Business Law	40	4
CGS 2167C	Computer Applications	50	4
MAN 1030	Introduction to Business Enterprise	40	4
MAN 2021	Principles of Management	40	4
MAR 2500	Customer Relations and Servicing	40	4
OST 1141L	Keyboarding	40	2
	Total College Core Requirements	**250**	**22**
MAJOR CORE REQUIREMENTS			
CCJ 1017	Criminology	40	4
CCJ 1024	Introduction to Criminal Justice	40	4
CJL 2130	Criminal Evidence	40	4
CJL 2132	Criminal Procedure	40	4
CJE 2600	Criminal Investigation and Police Procedures	40	4
CCJ 2252	Constitutional Law for the Criminal Justice Pro	40	4
CCJ 2306	Introduction to Corrections	40	4
CCJ 2358	Criminal Justice Report Writing	40	4
CCJ 2501	Juvenile Delinquency	40	4
CJT 2940	Criminal Justice Externship	140	6
CCJ 2943	Current Issues in Criminal Justice	40	4
PLA 1023	Legal Ethics and Social Responsibility	40	4
	Total Major Core Requirements	**580**	**50**
GENERAL EDUCATION REQUIREMENTS			
ENC 1101	Composition I	40	4
ENC 1102	Composition II	40	4
MAT 1033	College Algebra	40	4
SLS 1505	Critical Thinking	40	4
PSY 2012	General Psychology	40	4
SPC 2016	Oral Communications	40	4
	Total General Education Requirements	**240**	**24**
HOURS REQUIRED FOR GRADUATION		**1070**	**96**

Associate of Applied Science
All Campuses   **v 1-1**

----No longer enrolling new students---

The Associate of Applied Science Degree Medical Assisting Program is designed to prepare students for entry- to mid-level positions as medical assistants in a variety of health care settings. Students study 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, and their services are being sought by medical offices, and ambulatory care providers, clinics, hospitals, urgent care centers, nursing homes, medical supply businesses, home health agencies, insurance providers, and pharmaceutical companies. This degree program prepares graduates to fill entry-level to mid-level positions such as clinical or administrative assistant, medical receptionist, and medical insurance biller.

This program consists of 97 quarter credit hours, including college core requirements, major core requirements, and general education requirements. In addition to completion of all didactic and hands-on courses, students are also required to participate in a 160-hour externship prior to graduation from the program.

Completion of the Medical Assisting Program is acknowledged by the awarding of an A.A.S. Degree.

The objective of the Medical Assisting Program is to provide the student with the appropriate didactic theory and hands-on skills, required and necessary, to prepare them for entry- or mid-level positions such as clinical or administrative assistant, medical receptionist, and medical insurance biller Students study 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.

COURSE NUMBER	COURSE NAME	TOTAL CONTACT HOURS	TOTAL CREDIT HOURS
College Core Requirements			
CGS 2167C	Computer Applications	50	4.0
OST 1141L	Keyboarding	40	2.0
Total Quarter Hours:		**90**	**6.0**
Major Core Requirements			
MEA 1263	Anatomy and Physiology I	40	4.0
MEA 1233	Anatomy and Physiology II	40	4.0
MEA 1250	Diseases of the Human Body	40	4.0
MEA 1239	Medical Terminology	40	4.0
MEA 1385	Medical Law and Ethics	20	2.0
MEA 1207	Basic Clinical Procedures	40	4.0
MEA 1207L	Basic Clinical Procedures Lab	40	2.0
MEA 1226C	Exams and Specialty Procedures	40	4.0
MEA 1226L	Exams and Specialty Procedures Lab	40	2.0
MEA 2260	Diagnostic Procedures	40	4.0
MLS 2260L	Diagnostic Procedures Lab	40	2.0
MEA 2244	Pharmacology	40	4.0
MEA 1243L	Pharmacology Lab	40	2.0
MEA 1304C	Medical Office Procedures	50	4.0
MEA 2332C	Medical Finance and Insurance	50	4.0
MEA 2561	Professional Procedures	50	4.0
MEA 2802	Externship	160	5.0

HUN 1001	Basic Nutrition	20	2.0
MEA 1006C	Therapeutic Communication	20	2.0
MEA 2285L	EKG Interpretation	20	2.0
MEA 2245L	Phlebotomy	30	2.0
MEA 2346C	Medical Computer Applications	30	2.0
MEA 1105	Domestic Violence	20	2.0
MEA 2257L	Introduction to X-ray	40	4.0
SYP 2742	Death & Dying	40	4.0
Major Core Total Quarter Hours:		**830-850**	**63.0**
ENC 1101	Composition I	40	4.0
ENC 1102	Composition II	40	4.0
MAT 1033	College Algebra	40	4.0
SLS 1505	Critical Thinking	40	4.0
EVS 1001	Environmental Science	40	4.0
PSY 2012	General Psychology	40	4.0
SPC 2016	Oral Communications	40	4.0
General Education Total Quarter Hours:		**280**	**28.0**
Grand Total Quarter Hours:		**1200-1220**	**97.0**

PARALEGAL

Associate of Applied Science
Dallas and Fort Worth Campuses   **v 1-1**

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

COURSE NUMBER		COURSE TITLE	Contact Hours	Associate Degree Quarter Credit Hrs
COLLEGE CORE REQUIREMENTS				
CGS	2167C	Computer Applications	50	4
OST	2725	Applied Word Processing	50	4
BUL	2131	Applied Business Law	40	4
		TOTAL QUARTER CREDIT HOURS	**140**	**12**
MAJOR CORE REQUIREMENTS				
PLA	1003	Introduction to Paralegal	40	4
PLA	2363	Criminal Procedure and the Constitution	40	4
PLA	1105	Legal Research and Writing I	50	4
PLA	2106	Legal Research and Writing II	50	4
PLA	2273	Torts	40	4
PLA	2201	Civil Litigation I	40	4
PLA	2423	Contract Law	40	4
PLA	2600	Wills, Trusts, and Probate	40	4
PLA	2800	Family Law	40	4
PLA	2763	Law Office Management	40	4
PLA	2203	Civil Procedure	40	4
PLA	2460	Bankruptcy	40	4
PLA	2610	Real Estate Law	40	4
PLA	2456	Paralegal Capstone Course	40	4
		TOTAL QUARTER CREDIT HOURS	**580**	**56**
GENERAL EDUCATION CORE REQUIREMENTS				
ENC	1101	Composition I	40	4
ENC	1102	Composition II	40	4
SPC	2016	Oral Communications	40	4
SYG	2000	Principles of Sociology	40	4
MAT	1033	College Algebra	40	4
PSY	2012	General Psychology	40	4
SLS	1505	Critical Thinking	40	4
		TOTAL QUARTER CREDIT HOURS	**280**	**28**
HOURS REQUIRED FOR GRADUATION			**1000**	**96**

COURSE DESCRIPTION – QUARTER-BASED PROGRAMS

COURSE NUMBERING SYSTEM

This institution uses the following course numbering system:

- Lower division (first and second year) courses 1000-2999

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

COURSE DESCRIPTIONS

ACG 2021 Introduction to Corporate Accounting .... **4.0 Quarter Credit Hours**
This course defines financial accounting objectives and their relationship to business. Students are introduced to the fundamental principles of accounting and the accounting cycle as it applies to corporations. Prerequisite: APA 2121. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

APA 2111 Principles of Accounting I .... **4.0 Quarter Credit Hours**
Accrual accounting based upon generally accepted accounting principles is stressed in this course. Analysis of income statement procedures, computerized accounting applications and the accounting cycle are highlighted. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

APA 2121 Principles of Accounting II .... **4.0 Quarter Credit Hours**
This course emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bank statement reconciliation, bad debt, accounts receivable, notes receivable, accounts payable, notes payable, various methods of inventory pricing, fixed asset allocations, intangible assets, and natural resources. Prerequisite: APA 2111. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

APA 2161 Introductory Cost/Managerial Accounting .... **4.0 Quarter Credit Hours**
This course examines the development and operation of cost accounting systems. Topics include basic cost concepts and product costing techniques including job order, process costing, and standard costing with emphasis on managerial application. Prerequisite: APA 2121. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

BCC 2456 Business Capstone Course .... **6.0 Quarter Credit Hours**
This course is designed to help students focus on business success skills. Students will apply business skills in hypothetical scenarios (capstone simulations), will create their resume, and do research about business. The course will enhance the student's oral and written communications skills. The course includes presentations and discussions by students, possible guest lectures, and will culminate in the presentation of research findings by the students. Lec. Hrs. 060 Lab Hrs. 000 Other Hrs.000

BUL 2131 Applied Business Law .... **4.0 Quarter Credit Hours**
This course is designed to provide students with information on the essentials of the nature of law and the functions of the judicial system in the business environment. An overview of legal characteristics of a sole proprietorship, partnerships and corporations are discussed. 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. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 1024 Introduction to Criminal Justice .... **4.0 Quarter Credit Hours**
This is an introductory course dealing with the criminal justice system in the United States, and includes discussion of the elements and processes of court systems, correctional organizations, and law enforcement agencies. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 2252 Constitutional Law for the Criminal Justice Professional .... **4.0 Quarter Credit Hours**
This course examines the United State's Constitution and its implication for criminal justice system policies and practices. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 2306 Introduction to Corrections .... **4.0 Quarter Credit Hours**
This course focuses on historical and contemporary views of offender management and treatment. Correctional system operation, the effects of institutional and non-institutional alternatives to incarceration will be explored. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 2358 Criminal Justice Report Writing ....**4.0 Quarter Credit Hours**
This course prepares students, through instruction and practice, to properly prepare written reports, common to the criminal justice community. A variety of criminal justice scenarios are presented and students are instructed as to the proper report format, content, and presentation. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 2501 Juvenile Delinquency ....**4.0 Quarter Credit Hours**
Examination of the historical development of concepts of delinquency and modern juvenile justice system. Theories of delinquency, juvenile court processes, intake services, remedial procedures and the effects of the system are included in this course. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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. Critical concepts concerning law enforcement, the courts, corrections and juvenile justice will be addressed. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 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 personal and business use. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGS 2510C Applied Spreadsheets ....**4.0 Quarter Credit Hours**
This course covers the various techniques used in developing spreadsheet applications for business information tracking and analysis. Course topics include using formulas, employing creative formatting, and using charts. Additional skills coverage includes use of graphics, developing pivot tables, and managing lists. Prerequisite: CGS 2167C. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CJE 2600 Criminal Investigation and Police Procedures ....**4.0 Quarter Credit Hours**
Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJL 2130 Criminal Evidence ....**4.0 Quarter Credit Hours**
This course considers the rules of evidence and rule of exclusion. In addition, suspect's rights and procedures for gathering evidence are also covered. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJL 2132 Criminal Procedures ....**4.0 Quarter Credit Hours**
This course focuses on the constitutional provisions affecting the criminal process and the Texas Rules of Criminal Procedure. Primary emphasis is on the right to counsel, bail, search and seizure, arrest, identification, trial and post-trial proceedings. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJT 2940 Criminal Justice Externship ....**6.0 Quarter Credit Hours**
This course provides students with the opportunity to directly apply the knowledge and skills learned in the program by working in a criminal justice agency or other suitable location for 120 hours. The lecture portion of the course will assist students with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation. Prerequisites: Students must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have approval of the Department Chair. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 120

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. Lec. 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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

EVS 1001 Environmental Science ....**4.0 Quarter Credit Hours**
This non-laboratory course introduces students to environmental issues through an understanding of the interrelationships of humans and their planet. Attention is focused on ecosystems, pollution, energy, and improvement or prevention of problems. Environmental concerns are explored through readings, research, and discussion. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs.000

FIN 1103 Introduction to Finance ....**4.0 Quarter Credit Hours**
This course is a survey of the financial considerations encountered during life, including purchases, credit, banking, taxes, insurance, investments, retirement and estate planning. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN 1030 Introduction to Business Enterprise ....**4.0 Quarter Credit Hours**
This course is an introduction to the terminology, functions, and procedures related to the organization and operation of a business enterprise as an institution in an economic society. Particular emphasis is given to accounting, ownership, human resources, marketing, and managerial functions within the business enterprise. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN 2021 Principles of Management ....**4.0 Quarter Credit Hours**
The course covers an analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN 2142 Introduction to International Management...**4.0 Quarter Credit Hours**
A comparative study of international management thoughts and practices with special attention to the transferability of these practices across border lines. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN 2727 Strategic Planning for Business...**4.0 Quarter Credit Hours**
Designed to help students to understand how to integrate knowledge of the various business disciplines and apply that knowledge to planning and managing strategic business activities. Following an examination of policy and strategy concepts, the student will complete studies, which integrate and apply what is learned. Prerequisites: MAN 1030, FIN 1103, and APA 2121. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs.000

MAN 2300 Introduction to Human Resources ....**4.0 Quarter Credit Hours**
This course is an introduction to the workings of the human resources aspect of a business operation. It includes a discussion of wage and salary considerations, performance evaluations, benefits, employee hiring and firing, and policy and procedure implementation. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
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MAR 1011 Introduction to Marketing ....**4.0 Quarter Credit Hours**
The course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of markets for consumer goods, marketing functions and the organizations that perform them, marketing methods and techniques, price policies, and the cost of marketing. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAR 2305 Customer Relations and Servicing .... **4.0 Quarter Credit Hours**
Explores the basic functions relating to customers on a one-on-one basis. It teaches the skills needed to work with people to enhance the company, its public image, and satisfy the client or customer. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAR 2323 Advertising ....**4.0 Quarter Credit Hours**
A study of the principles and institutions involved in mass selling techniques. The student is introduced to the role of advertising as a sales and communications tool for business. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAR 2500 Customer Relations and Servicing .... **4.0 Quarter Credit Hours**
Explores the basic functions relating to customers on a one-on-one basis. It teaches the skills needed to work with people to enhance the company, its public image, and satisfy the client or customer. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAT 1033 College Algebra..**4.0 Quarter Credit Hours**
This course addresses 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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.

MEA 1006C Therapeutic Communications .... **2.0 Quarter Credit Hours**
This course encompasses the nonverbal and verbal therapeutic communications skills needed to deal effectively with physicians, family members, and other health care professionals. This course will also aid the student in developing appropriate techniques in dealing with change within the medical environment. Lec. Hours. 020 Lab Hrs. 000 Other Hrs. 000.

MEA 1105   Domestic Violence..**2.0 Quarter Credit Hours**
This course covers the various aspects of family violence, including its legal, social, economic, medical, and psychological impact on the family, individual, and community. Lecture Hours: 20.0 Lab Hours: 0.0 Other Hours: 0.0

MEA 1207 Basic Clinical Procedures .... **4.0 Quarter Credit Hours**
This course focuses on universal precautions in the medical environment, including understanding bloodborne pathogens, HIV/AIDS and Hepatitis, infection control, collecting and handling specimens and an introduction to microbiology. In addition, the student will gain proficiency in medical asepsis in a simulated setting. Also covered will be emergency procedures. Prerequisite: MEA 1239. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.

MEA 1207L Basic Clinical Procedures Lab .... **2.0 Quarter Credit Hours**
This course is designed for the student to practice and acquire the skills learned in the Basic Clinical Procedures Lecture, under direct supervision of the clinical instructor. Students will be checked off on new skills as they are mastered. Must be taken concurrently with MEA 1207. Prerequisite: MEA 1239. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000.

MEA 1226C Exams and Specialty Procedures ....**4.0 Quarter Credit Hours**
This course will present theories and principles of patient care, including taking medical histories and documentation, the physical examination, rehabilitation medicine, minor surgery, and specialty procedures. Corequisite: MEA 1226L Prerequisites: MEA 1207, MEA 1207L, MEA 1239. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.

MEA 1226L Exams and Specialty Procedures Lab .... **2.0 Quarter Credit Hours**
This course is designed for the student to practice and acquire the skills learned in the Exams and Specialty Procedures lecture, under direct supervision of the clinical instructor. Students will be checked off on new skills as they are mastered. Must be taken concurrently with MEA 1226C. Prerequisite: MEA 1207, MEA 1239, MEA 1207L. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000.

MEA 1231 Anatomy and Pathophysiology II ....**4.0 Quarter Credit Hours**
This course is a scientific study of the structure of the human body and its parts, including relationships, functions, and disease processes of the cardiovascular, lymphatic, respiratory, and reproductive systems. Prerequisite: MEA 1239. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.

MEA 1233   Anatomy and Physiology II .... **4.0 Quarter Credit Hours**
This course is a study of the structure of the human body and its parts including relationships and functions of the cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems. Prerequisite: MEA 1239 Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0

MEA 1235 Anatomy & Pathophysiology I .... **4.0 Quarter Credit Hours**
This course is a scientific study of the structure of the human body and its parts, including relationships and functions and disease processes of the integumentary, urinary, and digestive systems and nutrition and metabolism. Prerequisite: MEA 1239. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MEA 1239 Medical Terminology .... **4.0 Quarter Credit Hours**
Basic medical terminology is studied by learning the meanings of a variety of word elements (roots, prefixes, and suffixes), and then combining word elements to create numerous terms common to the study of the medical professions. Medical specialties and short forms are also discussed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.

MEA 1243L Pharmacology Lab .... **2.0 Quarter Credit Hours**
Various aspects of clinical pharmacology will be discussed and practiced, including common abbreviations used in prescription writing, interpretation of prescriptions, and legal aspects of writing prescriptions. In addition, dosage calculations and administration of medication will be taught and practiced. Must be taken concurrently with MEA 2244. Prerequisite: MEA 1239. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000.

MEA 1247 Anatomy and Pathophysiology III .... **4.0 Quarter Credit Hours**
This course is a scientific study of the structure of the human body and its parts, including relationships, functions, and disease processes of the nervous, endocrine, muscular, and skeletal systems. Prerequisite: MEA 1239.   Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.

MEA 1250 Diseases of the Human Body ....**4.0 Quarter Credit Hours**
This course provides a study of the human body's diseases and disorders, including signs and symptoms, etiology, diagnosis and treatment. Prerequisite: MEA 1263, MEA 1233 Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0

MEA 1263 Anatomy and Physiology I ....**4.0 Quarter Credit Hours**
This course is a scientific study of the structure of the human body and its parts including relationships and functions of the integumentary, skeletal, muscular, nervous system, special senses and the endocrine systems. Prerequisite: MEA 1239 Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0

MEA 1304C Medical Office Procedures .... **4.0 Quarter Credit Hours**
This course introduces the student to the administrative functions of the medical office or clinic. Emphasis is placed on written and oral communication, scheduling, medical records, documentation and filing. In addition, telephone techniques, etiquette and management/human resource skills will be covered. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000.

MEA 1385 Medical Law and Ethics ....**2.0 Quarter Credit Hours**
This course is designed to cover 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. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

MEA 2244 Pharmacology .... **4.0 Quarter Credit Hours**
Various aspects of clinical pharmacology will be discussed including a study of the various medications currently prescribed for the treatment of illnesses and diseases based on a systems method. Prerequisites: MEA 1235, MEA 1231, MEA 1247, MEA 1239. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.

MEA 2245L   Phlebotomy ....**2.0 Quarter Credit Hours**
This course provides instruction in phlebotomy procedures and techniques of blood specimen collection in a clinical setting. It includes the discussion of possible complications of phlebotomy. The student will perform venipuncture and capillary sticks while using proper safety procedures.   Prerequisite: MEA 2260, MLS 2260L. Lecture Hours: 10.0 Lab Hours: 20.0 Other Hours: 0.0

MEA 2257L Introduction to X-ray ....**4.0 Quarter Credit Hours**
This course is designed to educate the student in the role of the limited radiographer in the health care system, and introduce the equipment and procedures involved in radiography. Topics will include radiographic anatomy, basic concepts of radiation, radiation protection and safety, and patient positioning. In addition, this course presents concepts that will prepare students to take state licensure examinations at the "basic x-ray machine operator" level.
Prerequisite: Anatomy and Physiology: MEA 1263, MEA 1233. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0

MEA 2260 Diagnostic Procedures ....**4.0 Quarter Credit Hours**
This course will present to the student the theories and practices related to the common diagnostic procedures and tests performed in the doctor's office or medical clinic. Venipuncture, hematology, specialty lab tests, electrocardiograms and urinalysis will be covered. Corequisite: MLS 2260L. Prerequisite: MEA 1239. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.

MEA 2285L EKG Interpretation..**2.0 Quarter Credit Hours**
This course enables the student to recognize and interpret basic cardiac rhythms along with atrial, junctional, and ventricular arrhythmias. Recognition and identification of the location of various myocardial infarctions is included in the course. Utilizing the skills learned, the student will be able to identify and respond appropriately to life-threatening cardiac arrhythmia's and EKG changes. Lecture Hours: 20.0 Lab Hours: 0.0 Other Hours: 0.0

MEA 2332C Medical Finance and Insurance..**4.0 Quarter Credit Hours**
This course will train the student in the major medical insurances and claims forms processing, including 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, bookkeeping and bank-keeping procedures will also be discussed. Additionally, the process of purchasing equipment and supplies will be covered. Computer use in the ambulatory environment will also be taught. Prerequisite: MEA 1239. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000.

MEA 2346C Medical Computer Applications..**2.0 Quarter Credit Hours**
This course is designed to give the student exposure to computer software applications as used in the medical office environment. This will include the use of medical office management software for organizing front office procedures and word processing software for typing medical reports and transcription. Other medical software may also be introduced. Lec. Hrs 010 Lab Hrs. 020 Other Hrs. 000

MEA 2561 Professional Procedures..**2.0 Quarter Credit Hours**
This course is designed to assist students as they transition from the classroom into professional medical assisting practice. A comprehensive review of the clinical, administrative and general areas of competence required for entry-level practice will be covered as well as the methods of obtaining professional credentials. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000.

MEA 2802 Medical Assistant Externship ....**7.0 Quarter Credit Hours**
This course is 160 hours of unpaid, supervised, practical in-service in a medical office or clinic in which the student practices direct application of all administrative and clinical functions of the medical assistant. The lecture portion of the course will assist students with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation. Prerequisite: All classes in the Medical Core must be completed prior to enrollment. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 160.

MLS 2260L Diagnostic Procedures Lab..**2.0 Quarter Credit Hours**
This course is designed for the student to practice and acquire the skills learned in the Diagnostic Procedures lecture, under direct supervision of the clinical instructor. Students will be checked off on skills as they are mastered. Must be taken concurrently with MEA 2260. Prerequisite: MEA 1239. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000.

OST 1141L Keyboarding ....**2.0 Quarter Credit Hours**
Designed to familiarize the student with basic keyboarding and develop minimum typing skills. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

OST 2725 Applied Word Processing..**4.0 Quarter Credit Hours**
This course covers the various techniques used in intermediate to advanced word processing. Emphasis will be placed on using and creating templates, developing multi-page documents, building forms, and working with charts and diagrams. In addition, students will learn document collaboration techniques and customization with macros. Prerequisite: CGS 2167C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

PLA 1003 Introduction to Paralegal..**4.0 Quarter Credit Hours**
This course introduces students to the paralegal's role and the nature of a career as a legal assistant. Legal procedures are presented in real-world context with a basic introduction to necessary skills, such as legal research, law office operations, technology in the law, and litigation. Vocabulary is learned in context. In-depth coverage is begun on legal ethics, professional regulation, trends and issues in the field, and the legal system. Career management for paralegal professionals is covered thoroughly. Legal ethics is discussed in depth. Prerequisite: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

PLA 1023 Legal Ethics and Social Responsibility ....**4.0 Quarter Credit Hours**
This course concerns the area of ethics as that term is used in the legal office. The course includes a survey of the law relating to the regulation of lawyers and legal assistants, the unauthorized practice of law, confidentiality, conflict of interest, advertising, fees and client funds, competence, special issues in advocacy, and professionalism. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 1105 Legal Research and Writing I ....**4.0 Quarter Credit Hours**
This course covers the basics of legal research, legal writing, and legal analysis for the legal assistant. Students learn to use a law library, perform legal research, analyze legal problems, and write a legal memorandum. Students also develop skills in computer assisted legal research and are introduced to fee-based services such as Westlaw, LEXIS as well as free Internet legal sources. Students are taught to locate and use both primary, secondary, and CALR legal research sources to solve legal problems. Prerequisite: None. Lecture Hrs: 30. Lab Hrs: 20. Other Hrs: 0.

PLA 2106 Legal Research and Writing II..**4.0 Quarter Credit Hours**
This course covers advanced aspects of legal research, legal writing, and legal analysis for the legal assistant, with an emphasis on legal writing and analysis of complex issues. Students strengthen their legal research skills using a variety of primary and secondary sources, analyze complex legal problems, and draft motions and other pleadings. Students are introduced to the

basics of handling various aspect of discovery including document production and other requests for information. Prerequisite: PLA 1003, PLA 1105, ENC 1101. Lecture Hrs: 30. Lab Hrs: 20. Other Hrs: 0.

PLA 2201 Civil Litigation I ....**4.0 Quarter Credit Hours**
This course provides the student with an introduction and overview to the civil litigation process, starting from the initial client interview, setting up a client file, overview of the laws governing civil procedure, drafting of pleadings, review of evidence, interviewing and investigation through the initial discovery process. Prerequisite: PLA 1003. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

PLA 2203 Civil Procedure .... **4.0 Quarter Credit Hours**
This course provides the student with an introduction and overview to the procedures applicable to and governing civil matters, including procedures related to pleading, motions, discovery, trial practice, post-trial motions and other issues. Fundamental litigation practices are discussed. Prerequisite: PLA 1003. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

PLA 2273 Torts .... **4.0 Quarter Credit Hours**
This course provides an introduction to the substantive law of torts, including elements, defenses, and damages applicable to intentional torts, and to unintentional torts based on negligence, product liability, strict liability, and professional malpractice. The course provides opportunities for students to practice and improve their interviewing, investigation, document drafting, negotiation, and contract interpretation skills. Prerequisite: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

PLA 2363 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: PLA 1003. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

PLA 2423 Contract Law ....**4.0 Quarter Credit Hours**
The principles of contract law are addressed and discussed in this course including the major provisions of the Uniform Commercial Code. Basic contract provisions and drafting techniques are explained and practiced through the drafting of various types of contracts. Contract Litigation is also covered. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

PLA 2456 Paralegal Capstone Course ....**4.0 Quarter Credit Hours**
This course, available only during students' final quarter, simulates the law office environment and is designed to equip students for transition from matriculation to legal employment. Focus is placed on the assembly of court and client documents using word processing application software. Documents are prepared in the areas of various areas of law practice including federal and state civil litigation, discovery, appellate, family law, criminal law, contracts, probate, and business associations. These documents comprise the student portfolio presented for final evaluation. Prerequisite: CGS 2167C, OST 2725, PLA 1105, PLA 2106 Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

PLA 2460 Bankruptcy ....**4.0 Quarter Credit Hours**
Bankruptcy law and procedure, including commencement of a case, preparing schedules, operating and liquidating procedures, adversary matters and litigation in bankruptcy court, debtors' and creditors' rights and obligations, technical terminology, and practical direction for paralegals. Forms used in bankruptcy court and proceedings under Chapter 7, Chapter 13, and, to a lesser extent, Chapter 11 and proceedings under Chapters 9 and 12 are also covered. The rights of creditors, including secured transactions, consensual and nonconsensual liens, UCC transactions, and the unique position of real estate, will be reviewed. The course also teaches garnishments and other judicial attachments of property. Prerequisite: PLA 1003. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

PLA 2600 Wills, Trusts, and Probate ....**4.0 Quarter Credit Hours**
This course examines legal concepts of wills, trusts, intestacy, guardianships, and conservatorships: analysis of client needs: drafting of simple wills: and study of various types of trusts and their application to particular client needs. Study of probate procedures, the administration of assets, methods of compiling both probate and non-probate estate and simple tax implications. Prerequisite: PLA 1003. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

PLA 2610 Real Estate Law .... **4.0 Quarter Credit Hours**
This course is an introduction to Real Estate law. Topics include property rights, principles of land ownership, sale, financing and conveyance, contracts, liens, mortgage financing, mortgages or deeds of trust, deeds, recording, settlement concepts, condominiums and cooperatives, leasing and other property concepts. Prerequisite: PLA 1003. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

PLA 2763 Law Office Management ....**4.0 Quarter Credit Hours**
This course examines the fundamentals of law office management and organization. Subjects covered include basic principles and structure of law practice management, law practice structures, organization, and governance, client systems, timekeeping and accounting systems, human resources, marketing and strategic planning, administrative and substantive systems in the law office, and law practice technology. Prerequisite: PLA 1003, CGS 2167C. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

PLA 2800 Family Law ....**4.0 Quarter Credit Hours**
Students are instructed in the theory of law governing marriage, divorce, annulment, property settlement agreements, child custody and support obligations, paternity, adoption, alimony, pre-nuptial agreements, name changes, and domestic violence. Students will be introduced to state-specific procedures and prepare various pleadings or documents related to these topics. Prerequisite: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

PSY 2012 General Psychology ....**4.0 Quarter Credit Hours**
This course is designed to provide students with a general understanding of the general principles of psychology and theories underlying modern psychology. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
SBM 2000 Small Business Management ....**4.0 Quarter Credit Hours**
This course examines the various aspects of starting, acquiring, and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small businesses. A study of management principles and procedures provides methods of resolving these problems. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 0
SLS 1505 Critical Thinking...**4.0 Quarter Credit Hours**
This course addresses theoretical and practical approaches to understanding human communications and the solving of problems with emphasis on the enhancement of reasoning and argumentation skills. Students will be introduced to the concepts of truth; verification, and knowledge; inductive/deductive reasoning; and common errors in informal reasoning. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
SPC 2016 Oral Communications ....**4.0 Quarter Credit Hours**
This course is designed to develop students' ability to communicate effectively. Emphasis is placed upon the basic elements of communication in order to strengthen students' interpersonal and professional speaking skills. Lec. 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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
SYP 2742: Death and Dying ....**4.0 Quarter Credit Hours**
This course examines the issues related to death and dying. Beliefs, rituals, and behaviors of a variety of cultures (past and present) will be examined. Special emphasis will be placed on current topics such as euthanasia, cryogenics, and other individual options. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0

CORINTHIAN COLLEGES, INC.

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

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

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

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

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

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

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

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

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

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

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

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

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

Rochester Business Institute
Rochester, NY (main campus)

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

STATEMENT OF OWNERSHIP

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

CORINTHIAN COLLEGES, INC.

DIRECTORS
David G. Moore
Paul R. St. Pierre
Linda Arey Skladany
Jack D. Massimino
Hank Adler
Alice T. Kane
Terry Hartshorn

OFFICERS	TITLE
David G. Moore	Chairman of the Board
Jack D. Massimino	Chief Executive Officer
Peter Waller	President and Chief Operating Officer
Kenneth S. Ord	Executive Vice President and Chief Financial Officer
Beth A. Wilson	Executive Vice President, Operations
Mark L. Pelesh	Executive Vice President, Legislative and Regulatory Affairs
William Buchanan	Executive Vice President, Marketing
Stan A. Mortensen	Senior Vice President, General Counsel and Corporate Secretary
Paul T. Dimeo	Senior Vice President, Real Estate
Robert C. Owen	Senior Vice President, Chief Accounting Officer and Assistant Secretary
Anna Marie Dunlap	Senior Vice President, Investor Relations & Corporate Communications
Fardad Fateri	Senior Vice President, Academic Affairs
Carmella Cassetta	Senior Vice President and Chief Information Officer
Jim Wade	Senior Vice President, Human Resources
Stephen Nodal	Vice President, Human Resources
Teresa Crummett	Vice President, Marketing

RHODES COLLEGES, INC.

DIRECTORS
David G. Moore
Jack D. Massimino
Beth A. Wilson

OFFICERS	TITLE
David G. Moore	Chairman of the Board
Jack D. Massimino	Chief Executive Officer
Beth A. Wilson	Executive Vice President, Operations
Stan A. Mortensen	Senior Vice President, General Counsel and Corporate Secretary
Robert C. Owen	Treasurer and Assistant Secretary

APPENDIX A: FACULTY AND STAFF

ARLINGTON

ADMINISTRATIVE STAFF

Tim Bush	President	J.D., University of La Verne College of Law, Ontario, California
Jaymi Benjamin	Academic Dean	M.S., University of North Texas, Denton, Texas
		B.B.A., University of North Texas, Denton, Texas
Donna Teafatiller	Associate Academic Dean	M.A., Stephen F. Austin State University, Nacogdoches, Texas
		B.F.A., Stephen F. Austin State University, Nacogdoches, Texas
Brian Bassham	Director of Admissions	B.A., University of Texas at El Paso
Debra Knighten	Director of Finance	B.B.A., Delta State University, Cleveland, Mississippi
Trey Wright	Director of Career Services	
Lourdes McWithey	Librarian	M.L.S., Texas Women's University, Denton, Texas
		B.A., University of North Texas, Denton, Texas
Anne Morrison	Student Success Coordinator	
Kimberly Allen	Senior Registrar	N.C.M.A., Ultrasound Diagnostic, Dallas

DEPARTMENT CHAIRS

Bobby J. Holloway	Business Department Chair	B.B.A., Prairie View A&M University
Linda Jones	Medical Dept. Chair	B.S., Southwestern Oklahoma State University, Weatherford, OK
Edna Jackson	Criminal Justice Dept. Chair	M.S., Dallas Baptist University
		B.A., Northwood University
Gary Dodd	MIBC Dept. Chair	B.S., University of Houston

FACULTY

David Carter	Criminal Justice/Business Instructor	B.S., University of NE at Kearney
		J.D., Indiana University
Dr. Victor Crabbe	Medical Instructor	M.D., Ross School of Medicine, Portsmouth, Dominica
		B.S., Biology, Central State University, Edmond, Oklahoma
Lia Mays	Pharmacy Tech. Instructor	B.A., Texas Tech University, Texas, Lubbock, Texas
		Registered & Certified Pharmacy Technician Texas
Dr. William Morris	Medical Instructor	Ph.D., Shelbourne Universty, Ireland
		M.S.C., West Weilehelm University, Germany
		M.D.A.M., Dogliotti College of Medicine, Liberia/Italy
Peggy Smith	Business Instructor	M.S., Amber University, Garland, TX
		B.A., Stockton State College, New Jersey

FORT WORTH

ADMINISTRATIVE STAFF

Kendra Williams	College President	B.S.BM, University of Phoenix
Gail Washington	Director of Finance	M.A.O.M, Dallas Baptist University
		B.S., Dallas Baptist University
Rick Evans	Director of Admissions	B.B.A., Baylor University
Theresa Irwin	Director of Career Services	B.B.A., University of Texas at Arlington
Marilyn Long	Academic Dean	M.S.M, Friends University
		B.S.B.M, Friends University
		A.S., Donnelly College

Full Time Faculty*

Chuck Benson	Business	M.B.A., Dallas Baptist University
		B.A., University of Louisville
Barbara Davis	Medical Insurance Billing and Coding	MIBC Certificate- Tarrant County Jr. College
Donovan Hufnagle	General Studies	M.F.A., Antioch University
		B.A., Cal State-Northridge
		A.A., Saddleback College
Julieta Kearney	Medical	B.S.N., Lloilo Doctors
Benjamin Newsome, Jr.	Medical	M.A., Webster University
		B.S., Creighton University

DALLAS

ADMINISTRATIVE STAFF

Darla P. Chin	President	MEd, Northwestern State University
Richard G. Benedetto	Academic Dean	MEd, Old Dominion University
Zane Belyea	Director of Admissions	BS, Southern Illinois University
Britt Miller	Director of Career Services	
Sonja Cook	Director of Financial Aid	
Bonnie Thomas	Business Manager	AA, Florida Metropolitan University
Naana Gyamfi	Librarian	MS Library and Information Sciences, Texas Women's University
Lisa Johnson-Hannah	Student Success Coordinator	JD, Detroit College of Law at Michigan State University

PROGRAM DIRECTORS

Stephen Pearce	Business Administration	MA., Dallas Baptist University
Stacy Page	Criminal Justice	MA, University of Phoenix
Chasity Brown Garrett	Paralegal Studies	JD, Southern University Law Center
Lee A. Moore	General Education	MA, Texas Christian University
Dawn Sebastian	Medical Billing/Coding	BA Nursing, Excelsior College
		MBA, Rochell University

FULL TIME FACULTY

Phu Lee	General Education	MS, Drexel University
Dale Moon	General Education	MFA, University of North Carolina
James Oldam	Medical Assisting	BS, UT Southwester Dallas
		AS, Eastfield College
		AS, San Diego City College
Monica Wagner	Medical Billing/Coding	AS, Central Missouri State University
		AS, St. Mary of the Plains
William Cannon	Business Administration	MBA, University of Texas at Dallas
		BS, University of Texas at Dallas

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

APPENDIX B: TUITION AND FEES

ARLINGTON CAMPUS

QUARTER-BASED PROGRAMS	CREDITS	TUITION PER CREDIT HOUR	PROGRAM TUITION	ESTIMATED BOOKS AND EQUIPMENT
Business Administration	96	$257	$24,672	$4,000
Criminal Justice	96	$257	$24,672	$4,000
Medical Assisting	97	$257	$24,929	$3,500

MODULAR-BASED PROGRAMS	PROGRAM TUITION	ESTIMATED BOOKS AND EQUIPMENT	TOTAL
Medical Insurance Billing/Coding	$8,468	$400	$8,868
Pharmacy Technician	$11,366	$500	$11,866

FORT WORTH CAMPUS

QUARTER-BASED PROGRAMS	CREDITS	TUITION PER CREDIT HOUR	PROGRAM TUITION	ESTIMATED BOOKS AND EQUIPMENT
Business Administration	96	$257	$24,672	$4,000
Medical Assisting	97	$257	$24,929	$3,500

MODULAR-BASED PROGRAMS	PROGRAM TUITION	ESTIMATED BOOKS AND EQUIPMENT	TOTAL
Medical Insurance Billing/Coding	$8,065	$400	$8,465
Pharmacy Technician	$10,325	$500	$10,825

DALLAS CAMPUS

QUARTER-BASED PROGRAMS	CREDITS	TUITION PER CREDIT HOUR	PROGRAM TUITION	ESTIMATED BOOKS AND EQUIPMENT
Business Administration	96	$257	$24,672	$4,000
Criminal Justice	96	$257	$24,672	$4,000
Medical Assisting	97	$257	$24,929	$3,500
Paralegal	96	$257	$24,672	$4,000

MODULAR-BASED PROGRAMS	PROGRAM TUITION	ESTIMATED BOOKS AND EQUIPMENT	TOTAL
Medical Insurance Billing/Coding	$8,468	$500	$8,965

ADDITIONAL FEES, ALL CAMPUSES

Registration Fee	$25	Charged per term for all quarter-based programs
Proficiency Examination testing fee	$20/credit hour	Non-refundable fee assessed for each proficiency examination (cannot be paid from Title IV financial aid funds).
Experiential learning/portfolio evaluation fee	$20	Assessed to process each course for which credit is sought under life experience, payable upon portfolio submission
Background Check	$38	For programs requiring a background check
Distance Education Fee	$100	Charged for each course taken through Distance Education.

Additional fees not included in the above costs may be assessed.

APPENDIX C: CALENDARS AND SCHEDULES

HOURS OF OPERATION – QUARTER PROGRAMS

Office:

Arlington	Monday-Thursday 7:30 a.m. – 7:00 p.m. Friday 7:30 a.m. – 5:00 p.m.
Dallas	Monday-Thursday 8:00 a.m. – 7:30 p.m. Friday 8:00 a.m. – 5:00 p.m.
Fort Worth	Monday-Thursday 7:30 a.m. – 7:00 p.m. Friday 7:30 a.m. – 5:00 p.m.

School:

Morning	Afternoon	Evening
8:00* – 8:50	1:00 - 1:50	6:00 - 6:50
9:00 - 9:50	2:00 - 2:50	7:00 - 7:50
10:10 - 11:00	3:10 - 4:00	8:10 - 9:00
11:10 - 12:00	4:10 – 5:00	9:10 - 10:00
12:00 - 12:50**	5:00 - 5:50**	10:00 - 10:50**
Breaks:	**Breaks:**	**Breaks:**
8:50 – 9:00	1:50 – 2:00	6:50 – 7:00
9:50 – 10:10	2:50 – 3:10	7:50 – 8:10
11:00 – 11:10	4:00 – 4:10	9:00 – 9:10

*Dallas classes start at 8:15.

**Certain classes meet for five hours per week.

HOURS OF OPERATION – MODULAR PROGRAMS

Class Hours for Modules A - E: Mondays – Thursdays – 20 hours per week for 20 weeks. Dallas hours are Monday-Friday for all sections.

Morning Classes	Afternoon Classes	Evening Classes
8:00 – 8:50	1:00 – 1:50*	6:00 – 6:50
9:00 – 9:50	2:00 – 2:50	7:00 – 7:50
10:10 – 11:00	3:10 – 4:00	8:10 – 9:00
11:10 – 12:00	4:10 – 5:00	9:10 – 10:00
12:00 – 12:50	5:00 – 5:50	10:00 – 10:50
Breaks:	**Breaks:**	**Breaks:**
8:50-9:00	1:50 – 2:00	6:50 – 7:00
9:50-10:10	2:50 – 3:10	7:50 – 8:10
11:00-11:10	4:00 – 4:10	9:00 – 9:10

Class Hours for Module F – MIBC Practicum – Mondays – Fridays – 25 hours per week for four weeks.

Morning Classes	Afternoon Classes	Evening Classes
8:00 – 8:50	12:30 – 1:50	6:00 – 6:50
9:00 – 9:50	2:00 – 2:50	7:00 – 7:50
10:10 – 11:00	3:10 – 4:00	8:10 – 9:00
11:10 – 12:00	4:10 – 5:00	9:10 – 10:00
12:00 – 12:50	5:00 – 5:50	10:00 – 10:50
Breaks:	Breaks:	Breaks:
8:50-9:00	1:50 – 2:00	6:50 – 7:00
9:50-10:10	2:50 – 3:10	7:50 – 8:10
11:00-11:10	4:00 – 4:10	9:00 – 9:10

For Modules A - E

Classes normally run Monday – Thursday inclusive. On the weeks that there is a holiday on Monday, classes will be held the following Friday. The Dallas campus has classes on Friday and holds classes on Saturday in the event of a holiday

For Module F – MIBC Practicum
Classes normally run Monday – Friday inclusive. On the weeks that there is a holiday on Monday, classes will run 6.25 hours per day Monday – Thursday. When Module F is held in November, classes will run 6.25 hours per day for the week prior to and the week of Thanksgiving. (Students will have Thanksgiving and the day after Thanksgiving off.) The daily schedule for Module F – MIBC Practicum will appear as follows during these extended days.

Extended Daily Class Hours for Module F – MIBC Practicum
When extended daily hours (6.25 class hours) are required because of holidays.

Morning Classes	Afternoon Classes	Evening Classes
8:00 – 8:50	1:00 – 1:50*	4:30 – 5:45
9:00 – 9:50	2:00 – 2:50	6:00 – 6:50
10:10 – 11:00	3:20 – 4:00	7:00 – 7:50
11:10 – 12:00	4:10 – 5:00	8:10 – 9:00
12:00 – 12:50	5:00 – 5:50	9:10 – 10:00
1:20 – 2:35	6:00 – 7:05	10:00 – 10:50
Breaks:	**Breaks:**	**Breaks:**
8:50-9:00	1:50 – 2:00	5:45 - 6:00
9:50-10:10	2:50 – 3:20	6:50 – 7:00
11:00-11:10	4:00 – 4:10	7:50 – 8:10
12:50 – 1:20	5:50 – 6:00	9:00 – 9:10

Class Hours for Pharmacy Technician Modules A – G: Mondays–Thursdays–20 hours per week for 28 weeks

Morning Classes	Afternoon Classes	Evening Classes
8:00 – 8:50	1:00 – 1:50	6:00 – 6:50
9:00 – 9:50	2:00 – 2:50	7:00 – 7:50
10:10 – 11:00	3:10 – 4:00	8:10 – 9:00
11:10 – 12:00	4:10 – 4:00	9:10 – 10:00
12:00 – 12:50	5:00 – 5:50	10:00 – 10:50
Breaks:	Breaks:	Breaks:
8:50 – 9:00	1:50 – 2:00	6:50 – 7:00
9:50 – 10:10	2:50 – 3:10	7:50 – 8:10
11:00 – 11:10	4:00 – 4:10	9:00 – 9:10

For Modules A – G
Classes normally run Monday – Thursday inclusive. On the weeks that there is a holiday on Monday, classes will be held with the following Friday.

Pharmacy Technician Module X – Externship
The required number of externship clock and credit hours/units must be successfully completed within three months from the date students begin their externship. Students must complete at least 15 clock hours, but no more than 40 clock hours per week at an approved externship site. This campus recommends that students complete at least 20 clock hours per week. Students must make up absences that occur during the externship to ensure the required extern hours are complete prior to graduation.

CALENDAR - QUARTER-BASED PROGRAMS

Students carrying a credit load of 16 credits per quarter would typically attend school four days per week. Actual days and hours may vary depending on the schedule of classes for which the student registers. Scheduled hours for externship courses will be determined by the site and the student in consultation with the Department Chair and/or Externship Coordinator.

The following Academic Calendars detail the beginning and end dates of individual terms. To determine the projected end date for a program, count down the number of terms in the program from the projected start date. The projected end date assumes uninterrupted attendance, an average credit load of 12-16 credits per quarter, and full-time externship hours.

The number of terms for each program is as follows:
- Medical Assisting   7 Quarters
- Business Administration   7 Quarters
- Criminal Justice   7 Quarters
- Paralegal   7 Quarters

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

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

CALENDARS - MODULAR PROGRAMS

Arlington

Arlington MIBC & Pharmacy Technician	
Start Date	**End Date**
July 31	August 25, 2006
August 28	September 22, 2006
September 25	October 20, 2006
October 30	November 24, 2006
November 27	December 22, 2006
January 2	January 26, 2007
January 29	February 23, 2007
February 26	March 23, 2007
March 26	April 20, 2007
April 23	May 18, 2007
May 21	June 15, 2007
June 18	July 20, 2007
July 23	August 17, 2007
August 20	September 14, 2007
September 17	October 19, 2007
October 22	November 16, 2007
November 26	December 21, 2007

Dallas

Medical Insurance Billing/ Coding Program - Dallas	
Start Dates	**End Dates**
January 23, 2006	February 17, 2006
February 20, 2006	March 17, 2006
March 20, 2006	April 21, 2006
April 24, 2006	May 19, 1006
May 22, 2006	June 16, 2006
June 19, 2006	July 21, 2006
July 24, 2006	August 18, 2006
August 21, 2006	September 15, 2006
September 18, 2006	October 20, 2006
October 23, 2006	November 17, 2006
November 20, 2006	December 15, 2006
December 18, 2006	January 19, 2007
January 22, 2007	February 16, 2007
February 19, 2007	March 16, 2007
March 19, 2007	April 20, 2007
April 23, 2007	May 18, 2007
May 21, 2007	June 15, 2007
June 18, 2005	July 20, 2007

Modular Student Holidays for Dallas	
Holiday	**Dates**
WINTER HOLIDAY	December 23, 2005- January 2, 2006
M.L. King Jr. Birthday Holiday*	January 16, 2006*
President's Day*	February 20, 2006*
SPRING BREAK	April 10 -15, 2006
Memorial Day Holiday*	May 29, 2006*
Independence Day*	July 4, 2006*
SUMMER BREAK	July 10-15, 2006
Labor Day Holiday*	September 4, 2006*
FALL BREAK	October 9 -14, 2006
Thanksgiving Holiday	November 23 – 25, 2006*
WINTER HOLIDAY	December 23, 2006 – January 1, 2007
M.L. King Jr. Birthday Holiday*	January 15, 2007*
President's Day*	February 19, 2007*
SPRING BREAK	April 9 -14, 2007
Memorial Day Holiday*	May 28, 2007*
Independence Day*	July 4, 2007*
SUMMER BREAK	July 9-14, 2007
* MIBC students attend classes the Saturday prior to and/or following this holiday.	

Fort Worth

Fort Worth Module Programs 2006/2007	
Start Dates	**End Dates**
26-Jun-06	20-Jul-06
24-Jul-06	17-Aug-06
21-Aug-06	14-Sep-06
18-Sep-06	12-Oct-06
16-Oct-06	9-Nov-06
13-Nov-06	7-Dec-06
11-Dec-06	18-Jan-07
22-Jan-07	15-Feb-07
19-Feb-07	15-Mar-07
19-Mar-07	12-Apr-07
16-Apr-07	10-May-07
14-May-07	7-Jun-07
11-Jun-07	5-Jul-07
9-Jul-07	2-Aug-07

Modular Student Holidays for Fort Worth	
Holiday	**Dates**
President's Day*	February 20, 2006*
Memorial Day Holiday*	May 29, 2006*
Independence Day*	July 4, 2006*
Labor Day Holiday*	September 4, 2006*
Thanksgiving Holiday	November 23 – 25, 2006
WINTER HOLIDAY	December 23, 2006 – January 1, 2007
M.L. King Jr. Birthday Holiday*	January 15, 2007*
President's Day*	February 19, 2006*
Memorial Day Holiday*	May 28, 2006*
Independence Day*	July 4, 2006*