Everest

C O L L E G E

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www.everest.edu

Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas. Accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas and Associate's degrees.

EVEREST COLLEGE

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

PRESIDENT'S MESSAGE

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

Obtaining a postsecondary education gives our graduates a competitive edge in their career field and will make the difference when they are considered for professional advancement. Our programs are designed for employment in the state of 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.
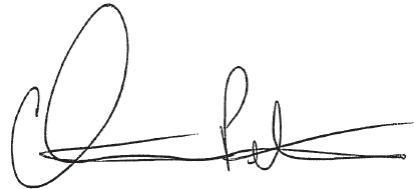
We have made every effort to fulfill our obligations to those who have entrusted their educational and career goals to Everest. We invite all interested parties, therefore, to visit our campus and review our programs. Our experienced admissions officers will assist in the important process of identifying 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.

Kendra Williams, President
Arlington Campus

Christopher B. Peters, President
Dallas Campus

Dr. James F. Lane, 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

The Arlington, Texas, campus of Everest College is conveniently located near the Six Flags Mall, at the Division Street exit from U.S. Highway 360. 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 51,500 square feet containing 22 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. Equipment used for training includes personal computers; printers; and medical laboratory equipment such as autoclave, microscopes, manikins, sphygmomanometers, and EKG machines. Equipment for the Pharmacy Technician program also includes 2 Laminar Flo Hoods.

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

Everest College – Fort Worth

The Fort Worth, Texas, campus of Everest College is conveniently located near the intersection of I 35E and Northeast Loop 820. 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 15 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; Dental Equipment such as Cabinet X-Ray machines and Xray Processors, Model Trimmers, High Speed and Slow Speed Hand Pieces and Vaccum Forum Machines; and PharmTech Equipment including 2 Laminar Flo Hoods.

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

Everest College - Dallas

The Dallas, Texas, campus of Everest College is conveniently located on the east frontage road of North Central Expressway. 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 25 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. Equipment used for training includes personal computers; printers; and medical laboratory equipment such as autoclave, microscopes, manikins, sphygmomanometers, and EKG machines.

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 Arlington, Dallas, and Fort Worth campuses of Everest College are approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas. The three campuses have also received Certificates of Authorization to grant degrees from the Texas Higher Education Coordinating Board, Austin, Texas, and are approved for the training of Veterans and eligible persons under the provisions of Title 38, United States Code.

Everest College Dallas and Fort Worth campuses are also approved and regulated by the Department of Homeland Security to accept international students.

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.

Member of the National Association for Health Professionals (Fort Worth campus)

STUDENT DISABILITY SERVICES/ACCOMMODATIONS

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

ADMISSIONS
ADMISSION REQUIREMENTS

- High school diploma or a recognized equivalent such as the GED. Everest does not enroll Ability-To-Benefit students.
- If documents required for enrollment are not available at the time of application, applicants may be accepted for a limited period to allow time for receipt of all required documentation.
- Applicants must achieve a minimum passing score of 120 on the CPAt, or present official scores of at least 15 on the ACT or a combined score on critical reading and math of at least 700 on the SAT, or proof of successful completion of a minimum of 36 quarter hours or 24 semester hours of earned college credit at an accredited post-secondary institution.
- Minimum age for admission is 18 years of age, unless the applicant is a high school graduate.
- Applicants are informed of their acceptance status shortly after all required information is received and the applicants' qualifications are reviewed.

PROGRAM SPECIFIC ADMISSIONS REQUIREMENTS

Criminal Background Check

- Students enrolling in programs leading to licensure or requiring an externship, including reentry students, may be subjected to a criminal background check at the point of enrollment.
- Clearance for students may not be obtained where the background check identifies a conviction, pending case, or un-completed deferral/diversion for any felonies or misdemeanors.
- A student's inability to obtain criminal background clearance may prohibit clinical site placement and program completion. It is the student's responsibility to contact the agency to verify conditions. The school cannot contact the background checking agency.

Pharmacy Technician Program

Applicants for the Pharmacy Technician program must provide a copy of a high school diploma, official transcript or GED. Students enrolling the Pharmacy Technician program are required to pass the entrance examination.

Students in the Pharmacy Technician program are required to register with the Texas State Board of Pharmacy as a pharmacy technician trainee (there is no fee for this registration). Within two years they are required to register with the Board as a pharmacy technician; there is an $80-82 fee for this registration depending on applicant birth month. Please contact the Texas State Board of Pharmacy at (512) 305-8000 to confirm payment amount. Students must have a criminal background check, including submitting fingerprints. Students must take and pass the Pharmacy Technician Certification Board's National Certification Examination in order to register as a pharmacy technician. The fee for the National Certification Examination is $129.

ABILITY TO BENEFIT POLICY (REENTRY STUDENTS ONLY)

Students who previously enrolled under the Ability To Benefit (ATB) provision and withdrew are eligible for re-entry. Students will not be required to retake and pass the exam prior to re-entry if the original passing test result is in the student's academic file. All ATB re-entry students shall receive academic and career advising during their first and third evaluation periods. Thereafter, ATB re-entry students shall receive academic advising at least every other evaluation period unless the student's CGPA is at or below 3.0 in diploma programs. ATB re-entry applies only to the diploma programs, with the exception of Pharmacy Technician.

ACADEMIC INFORMATION

CREDIT FOR PREVIOUS EDUCATION OR TRAINING

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

Students must complete at least 25% of all program hours in residence. Students wishing to transfer credits must have official transcripts mailed directly to the Office of the Registrar. Transcripts must be received prior to the end of the first term of enrollment. Transcripts received after the end of the first term may be considered at the discretion of the Academic Dean / Director of Education.

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

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 institution'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 / Director of Education's office.

Military Training

The institution 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 institution accepts appropriate credits transferred from the College Level Examination Program (CLEP), DANTES subject testing, and certain other professional certification examination programs. Contact the campus Academic Dean / Director of Education for the current list of approved exams and minimum scores required for transfer. Official test scores must be sent to the Office of the Registrar.

TRANSFER OF CREDIT

Everest acknowledges that learning takes place in both formal academic settings and in non-academic settings. Accordingly, Everest has constructed its transfer credit policy to recognize both traditional college credit and non-traditional learning.

In general, Everest considers the following criteria when determining if transfer credit should be awarded:

- Accreditation of the institution;
- The comparability of the scope, depth, and breadth of the course to be transferred; and
- The applicability of the course to be transferred to the student's desired program. This includes the grade and age of the previously earned credit.

If the learning was obtained outside a formal academic setting, through a nationally administered proficiency exam, a certificate exam, or military training, Everest will evaluate and award transfer credit using professional judgment and the recommendations for credit issued by the American Council of Education (ACE).

Specific Requirements

Accreditation

Everest will consider awarding transfer credit for any course taken at a regionally or nationally accredited institution recognized by either the Council for Higher Education Accreditation (CHEA) or the United States Department of Education. For purposes of this policy, an institution that has received candidacy status from an accreditor is considered to be accredited.

Note: If the institution in question does not meet the above accreditation requirements, the campus should submit the transcript and any supporting documentation to the Transfer Center to determine if transfer credit may be awarded.

Comparability

Everest has designated three (3) types of credit that it may award as transfer credit:

- **Course Credit** – is the strictest of all transfer credit Everest awards. Course credit must be a match in the scope, depth, and breadth of the transfer course.
- **Discipline Credit** – is less restrictive than course credit. Discipline credit must be a match in the same discipline as the course being waived.
- **Subject Area Credit** – affords the student the most flexibility in awarding transfer credit. Subject area credit may only be used in College Core and the general education areas of social science and science.

Applicability

In order to award transfer credit, the course in question must be relevant to the student's desired program at Everest. For example, a student enrolling in a massage therapy program would not receive transfer credit for an engineering course taken elsewhere.

Required Grades

A letter grade of C (70%) or better is required for transfer credit to be awarded.

Academic Time Limits

The following time limits apply to a course being considered for transfer credit:

- College Core and General Education course – indefinite;
- Major Core course (except health science courses) – within ten (10) years of completion; and
- Military training, Proficiency exams (e.g., DANTES, AP, CLEP, Excelsior, etc.) and IT certificate exams – the same academic time limits as College Core, General Education, and Major Core courses.

Note: Due to certain programmatic accreditation criteria, health science courses must be transferred within five (5) years of completion.

Maximum Transfer Credits Accepted

Students must complete at least 25% of the program in residency at the institution awarding the diploma. The remaining 75% of the program may be any combination of transfer credit, national proficiency credit, Everest developed proficiency credit, or Prior Learning Assessment.

Students enrolled in graduate programs may transfer no more than 24 quarter credits.

Coursework Completed at Foreign Institutions

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

Military Training

The institution 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.

DIRECTED STUDY

Directed Study will be looked at on a case-by-case basis as Directed Study shall be the exception and not the norm. The Academic Dean / Director of Education and President shall make the final decision regarding whether or not to approve a Directed Study request based on what is educationally appropriate under the circumstances. Directed Study is the study of a prescribed course content in which the student, usually due to a schedule conflict, is unable to attend the scheduled class sessions.

Eligibility requirements for first-term enrollment is limited to one Directed Study course pending review of Academic Dean / Director of Education and President. Continuing students wishing to pursue a Directed Study course shall have achieved sophomore status, completed a minimum of 12.0 quarter credit hours at the school, or transferred in a minimum of 24.0 quarter credit hours, with a minimum cumulative grade point average of 2.0, with permission from the Academic Dean / Director of Education and President.

The following courses are **not** eligible for Directed Study:

- All 1000 level courses in the student's major core
- All accounting courses
- All courses that consist of only lab instruction. However, if the course is a combination of lab and lecture, a Directive Study Lab Agreement and Acknowledgement may be obtained to take the course if the student is provided supervised lab time
- All mathematics courses (MAT or MAC prefix)
- All English courses (ENC prefix)
- Externships/Internships

The student and the Directive Study Faculty shall meet weekly in the 12-week quarter and twice a week in the 6-week mini term.

In order for a student who has completed a course through Directed Study to be eligible to attempt any future Directed Study courses, the student shall have successfully completed any Directed Study course with a final grade of 'C' of higher and maintained a 2.0 cumulative grade point average.

EVEREST COLLEGE CONSORTIUM AGREEMENT

The Everest College Consortium Agreement provides greater scheduling flexibility by enabling students to attend a limited number of classes at an Everest College campus location other than their home campus. In addition, students nearing completion of their program of study may finish their degree at another Everest College campus location through the Consortium Agreement. All attendance and grades earned for coursework taken through the Consortium Agreement will be applied to the student's academic record at the home campus. Prior to registering for classes at another Everest College location, students must receive written approval from the Academic Deans / Directors of Education at both campuses. Complete details on the Everest College Consortium Agreement are available in the Academic Dean / Director of Education's office.

GRADING SYSTEM AND PROGRESS REPORTS

Final grades are reported at the completion of each academic term and are provided to each student. If mailed, they are sent to the student's home address. The academic term for quarterly programs is 6 weeks (mini) or 12 weeks and for modular programs it is 4 weeks.

NOTE: The D grade is not used for any modules or courses that are a part of an allied health program, including all "core" courses offered in medical programs. A grade of 70% or higher is required to pass these courses. However elimination of the D grade

does not apply to general education and college core courses. Scores 69% or less in modular, Allied Health and Trades programs are considered failing grades. Courses that have been failed must be retaken. Failed courses must be repeated and are calculated as an attempt in SAP calculations.

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

**   Not used in Allied Health and Trades programs.
*** Due to programmatic accrediting agency requirements, students in Allied Health programs require a higher percentage grade to pass. For Allied Health and Trades programs, F (failing) is 69-0%.
†   CampusVue Grade

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

Treatment of Grades in the Satisfactory Academic Progress/Rate of Progress Calculation – All Campuses

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

Incompletes Policy

The faculty shall make every effort to assign a final grade when a student has completed the course. Missing work or tests may be factored into the calculation of the final grade. However, the fact that a student has missed tests or assignments alone is not a justification for assigning an incomplete ("I"). The award of an incomplete ("I") is only for exceptional circumstances. Absences without any evidence of extenuating or mitigating circumstances are not exceptional circumstances. When a student presents exceptional circumstances and the instructor agrees that the student can fulfill the course requirements, the instructor can arrange for the student to complete all work and assignments for the course within fourteen (14) calendar days of the last class session. If the incomplete is not made up within fourteen (14) calendar days, the student will receive the grade earned prior to the Incomplete mark. Incompletes shall not be given for students who have withdrawn for an official Leave of Absence.

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.

ONLINE LEARNING

Campuses may choose to offer certain courses online. Online courses are offered using the eCollege platform via 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 the following:
  <u>Windows Systems</u>
  Windows 2000, XP, or Vista
  64 MB Ram
  28.8 kbps modem (56K recommended)
  Sound Card & Speakers
  Recommended Browser: Microsoft Internet Explorer 7.0
  Recommended Browser: Mozilla Firefox 2.0
  Supported Browser: Microsoft Internet Explorer 6.0
  Supported Browser: Mozilla Firefox 3.0
  or...
  <u>Mac Systems</u>
  Mac OS X or higher (in classic mode)
  32 MB RAM (64 recommended)
  28.8 kbps modem (56K recommended)
  Sound Card & Speakers
  Recommended Browser: Safari 3.0
  Recommended Browser: Mozilla Firefox 2.0
  Supported Browser: Safari 2.0
  Supported Browser: Mozilla Firefox 3.0

Complete the application only once but check quarterly to make sure they are maintaining the correct systems profile;

- Have Internet access and an established email account;
- Verify their email account/address with their Online Coordinator at the time of registration each quarter;
- Commence online course work as soon as you have access to your courses;
- 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.

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% or 3.5 will be named to the President's List for that module.
Students achieving a grade point average of 88.0 – 93.0% or 3.0 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.
4. Be current on all financial obligations with the campus.

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.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

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

Accrediting agency and federal regulations require that all students progress at a reasonable rate (i.e. make satisfactory academic progress) toward the completion of their academic program. Satisfactory academic progress is measured by:
1) The student's cumulative grade point average (CGPA)
2) The student's rate of progress toward completion (ROP)
3) The maximum time frame allowed to complete that is 150% of total number of credits in the program of study (MTF)

Evaluation Periods for Satisfactory Academic Progress

Satisfactory academic progress is measured at the end of each academic term (grading period), which includes the 25% point, the midpoint, the end of each academic year, and the end of the program. The academic term for quarterly programs is 6 weeks (mini) or 12 weeks and for modular programs it is 4 weeks. Should the 25% point or the midpoint occur within a term, the evaluation will occur at the end of the preceding academic term.

GPA and CGPA Calculations

At the end of each academic term, the student's cumulative grade point average (CGPA) is reviewed to determine the student's qualitative progress. When a student repeats a course, the student's CGPA will be recalculated based on the higher of the two grades earned. Grades for withdrawals, transfer credits, incompletes, non-punitive (Pass), and non-credit remedial courses have no effect on the student's CGPA.

The requirements for the cumulative grade point average (CGPA) are to assure that students are progressing at a rate at which they will be able to achieve a 2.0 CGPA at the end of the second academic year or completion of the program, whichever is first. The CGPA requirements are noted in the following tables.

Rate of Progress toward Completion (ROP) Requirements

The school catalog contains a schedule designating the minimum percentage or amount of work that a student must successfully complete at the end of each evaluation period to complete their educational program within the maximum time frame (150%). ROP is determined by dividing the number of credit hours earned by the total number of credit hours in courses attempted. Credit hours attempted include completed hours, transfer credits, withdrawals, and repeated courses. Non-credit remedial courses have no effect on the student's ROP.

Example:

ROP = $\dfrac{\text{12 credit hours earned}}{\text{24 credit hours attempted}}$ = 50%

Maximum Time Frame to Complete (MTF)

The maximum time frame for completion of any program 150% of the published length of the program. The school calculates the maximum time frame using credit hours for courses attempted. The total scheduled credit hours for all courses attempted, which include completed courses, transfer courses, withdrawals, and repeated classes, count toward the maximum number of credit hours allowed to complete the program. Non-credit remedial courses have no effect on the student's ROP. A student is not allowed to attempt more than 1.5 times, or 150% of the credit hours in the standard length of the program in order to complete the requirements for graduation.

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 credit hours are noted in the following tables.

SATISFACTORY ACADEMIC PROGRESS TABLES

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

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	2.0	N/A	66.66%	N/A
13-24	2.0	1.0	66.66%	25%
25-48	2.0	1.8	66.66%	63%
49-70	N/A	2.0	N/A	66.66%

55 Quarter Credit Hour Program. Total credits that may be attempted: 82 (150% of 55).

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-18	2.0	N/A	66.66%	N/A
19-28	2.0	1.25	66.66%	N/A
29-37	2.0	1.5	66.66%	60%
38-46	2.0	1.75	66.66%	60%
47-64	2.0	1.85	66.66%	60%
65-82	N/A	2.0	N/A	66.66%

59 Quarter Credit Hour Modular Program. Total credits that may be attempted: 88 (150% of 59).

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-18	2.0	N/A	66.66%	N/A
19-30	2.0	1.25	66.66%	N/A
31-42	2.0	1.5	66.66%	60%
43-54	2.0	1.75	66.66%	60%
55-66	2.0	1.85	66.66%	60%
67-77	2.0	2.0	N/A	66.66%
78-88	N/A	2.0	N/A	66.66%

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	66.66%	N/A
17-32	2.0	1.0	66.66%	N/A
33-48	2.0	1.2	66.66%	50%
49-60	2.0	1.3	66.66%	60%
61-72	2.0	1.5	66.66%	65%
73-95	2.0	1.75	N/A	66%
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	66.66%	N/A
17-32	2.0	1.0	66.66%	N/A
33-48	2.0	1.2	66.66%	50%
49-60	2.0	1.3	66.66%	60%
61-72	2.0	1.5	66.66%	65%
73-95	2.0	1.75	N/A	66%
96-145	N/A	2.0	N/A	66%

Academic Probation

Probation is the period of time, generally one academic term, during which a student's progress is monitored under an advising plan. During the period of probation, students are considered to be making Satisfactory Academic Progress both for academic and financial aid eligibility. Students on probation must participate in academic advising as deemed necessary by the school as a condition of their probation. Academic advising shall be documented on an Academic Advising Plan and shall be kept in the student's academic file. The Academic Advising Plan will be updated at the end of each evaluation period that the student is on probation.

If, at the end of any evaluation period, a student falls below the required academic progress standards (CGPA, ROP, or other standards) for his/her program as stated in the school catalog, the student shall receive a written warning and be placed on probation. Probation will begin at the start of the next evaluation period. The student will remain on academic probation as long as his or her CGPA or ROP remains in the probation ranges specified in the school catalog. When both the CGPA and ROP are above the probation ranges, the student is removed from probation. In addition, students whose probation status extends over multiple academic terms may be directed to participate in extra tutorial sessions or developmental classes.

Notification of Probation

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

- For programs with an Add/Drop period;
  - Students must be notified in writing by the end of the add/drop period of the probationary term; and

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

If a student's probationary status extends over consecutive academic terms, a second written Notice of Academic Probation is not required. However, the Academic Advising Plan and the Evaluation of Progress form must be updated at the end of each academic term that the student is on probation.

Academic Suspension

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

Satisfactory Academic Progress (SAP) Appeals

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

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

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

Students are not entitled to appeal if they are terminated for exceeding the maximum program completion time or violating the attendance policy criteria set by the Texas Workforce Commission.

Reinstatement Following Suspension

Students who successfully appeal a suspension or dismissal may return to school under the following conditions:

- The student has waited one progress evaluation period
- The student must develop an academic advising plan with their advisor
- The student must bring their CGPA up to the probation range by the end of the evaluation period following the appeal

If the student meets the above conditions, s/he may remain in school, and is considered to be making SAP so long as the student's CGPA does not fall below the probation range.

Dismissal

Students who have been readmitted following academic suspension who fail to improve their CGPA and/or ROP into the applicable probation range by the end of the first evaluation period after readmission must be dismissed from the program. Students who have been dismissed from a program are not eligible for readmission.

Graduation

Students must complete their program within the maximum time frame and with a 2.0/70% CGPA as stated in the school catalog in order to graduate.

Application of Grades and Credits

- Grades A through D are included in the calculation of CGPA and are included in the Total Number of Credit Hours Attempted.
- Transfer credits (T or TR) are not included in the calculation of CGPA but are included in the Total Number of Credit Hours Attempted (see below) in order to determine the required levels for CGPA and rate of progress. Transfer credits are included as credit hours attempted and successfully completed in calculating the rate of progress.
- Developmental courses, non-credit and remedial courses (PF, PP, CR, NC) are graded on a pass/fail basis and are not included in the calculation of progress toward completion or the student's CGPA.

For calculating rate of progress, F grades and W (withdrawn WI, WD, WZ) grades are counted as hours attempted but are not counted as hours successfully completed. Grades of I (Incomplete, In Progress) will also be counted as hours attempted but not as hours successfully completed; however, when the I is replaced with a grade, the CGPA and satisfactory academic progress determination will be recalculated based on that grade and the credit hours earned.

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 School 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 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 School 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 School 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.

STUDENT ACADEMIC APPEALS POLICY

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

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

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

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

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

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

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

Assignment/Test Grades

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

Final Course Grades

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

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

CLASS SIZE

To provide meaningful instruction and training, classes are limited in size. Standard lecture classes average 30 students. The maximum class size for most lecture classes is 30 students.

Typical laboratory classes average 20 students. The maximum size for laboratories is 30 students. Class size will not exceed the maximum number set by the Texas Workforce Commission.

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.

EXTERNSHIP/CLINICAL TRAINING

Upon successful completion of all classroom requirements, students are expected to begin the externship/clinical portion of their program, if applicable, within 14 calendar days from the last day of their final classroom module.

Students must complete at least 15 clock hours per week, but no more than 40 clock hours per week, at an approved externship/clinical site. The School recommends that students complete at least 20 clock hours per week. Students must make up absences that occur during the externship/clinical to ensure that the required extern hours are completed prior to graduation. Students will also follow the holiday and work schedule of the externship site.

Students who interrupt their externship/clinical training for more than 10 scheduled work (extern) days will be dropped from the program by the College.

Students who have been dropped may appeal their termination if extenuating circumstances have occurred near the end of the externship/clinical that makes it impractical to complete the training within the required completion time. Extenuating circumstances include prolonged illness or accident, death in the family, or other events that make it impractical to complete the externship/clinical within the required completion time. Student appeals must include written documentation of the extenuating circumstances, submitted to the Director of Education and approved by the Appeals Committee. Students may be reinstated only once due to extenuating circumstances.

Modular students in programs that contain an externship are subject to the school academic calendar until they have started on their externship assignment. Once a student has started externship, the student is subject to the work calendar specified by their externship site.

MAKE UP WORK

At the instructor's discretion, make-up work may be provided to students who have missed class assignments or tests. Make-up work is normally provided only when students provide documentation of illness, or other extenuating or mitigating circumstances that prevented class attendance. Make-up work must be completed within ten (10) calendar days after the end of the term/module.

UNIT OF CREDIT

Academic

A clock hour is at least 50 minutes of instruction within a 60-minute period. 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.

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

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

Faculty are responsible for monitoring student attendance and advising students who have been absent from their classes. Students arriving more than 15 minutes late or leaving more than 15 minutes early will be considered tardy or leave early. Tardies and leave earlies are recorded in minutes and are calculated as equivalent absences. Students who have been absent from all of their scheduled classes for 10 consecutive school days will be dropped from the training program.

Students who miss 15% of the total program hours will be advised that they are at risk of being dropped from the program. Students who miss 20% of the total program hours will be advised that they will be dropped from the program. Students who have been dropped from the program may apply for reentry. The school is not required to withdraw a student based on lack of attendance if a refund would not be due.

For students in attendance prior to July 1, 2010 the following policy applies:

Whether a student must be dismissed for an attendance violation depends on whether a refund is due as calculated using the Texas Refund Policy Sec. 132.061. Should a student's absences exceed 20% of the hours in the program, the student shall be dismissed, unless the student is in the last quarter of the program and no refund is due according to the Texas Refund Policy.

All students, regardless of attendance prior to or after July 1, 2010 will be subject to the refund policies contained in this catalog.

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

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

Establishing Attendance / Verifying Enrollment

In Texas, student attendance is monitored on the basis of the percentage of classes missed as a percentage of the total program hours. The student's minutes of attendance in each class are recorded and retained as part of the student record. Whether a student must be dismissed for an attendance violation depends on whether a refund is due. Should a student's absences exceed 20% of the hours in the program, the student shall be dismissed, unless the student is in the last quarter of the program and no refund is due.

The schools will take attendance each class session beginning with the first day of scheduled classes. For programs with an add/drop period, the taking of attendance for a student enrolling during the add/drop period shall begin the first scheduled class session following the student's enrollment.

In programs without an add/drop period, students registered for a class shall attend by the second scheduled class session, or be withdrawn.

Faculty are responsible for monitoring student attendance and advising students who have been absent from their classes.

Monitoring Student Attendance

Faculty shall monitor student attendance on the basis of both consecutive absences (the "Consecutive Absence Rule") and absences as a percentage of the hours in the class/program (the "Percentage Absence Rule").

Note: Should an appeal be granted, the student is not withdrawn, but shall be monitored with an advising plan. Should an appeal not be granted, the student shall be withdrawn from all classes for which the appeal was denied and shall not be charged for any attendance in those classes while the appeal was pending.

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

Consecutive Absence Rule (All Programs)

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

- All students who state they will not return to class are determined to have withdrawn and shall be promptly withdrawn from class(es).
- All students who state they will return to class but have been absent for fourteen (14) consecutive calendar days must attend the next scheduled class session.

Percentage Absence Rule (Modular Programs)

For students who *have not* previously been dismissed from the program for violating the attendance policy, the following rule shall apply:

Percentage	Action Taken
15% of the total classroom hours missed	Attendance warning letter sent
20% of the total classroom hours missed	Dismissed from the program

Re-entry

For students who *have* been dismissed for violating the attendance policy, the following rule shall apply:

Percentage	Action Taken
15% of the remaining classroom hours missed	Attendance warning letter sent
20% of the remaining classroom hours missed	Dismissed from the program

Percentage Absence Rule (Quarter-based Programs)

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

Percentage	Action Taken
15% of the total hours for all courses in the term missed	Attendance warning letter sent
20% of the total hours for all courses in the term missed	Attendance probation in the following term
20% of the total hours for all courses in the term missed during the probationary term	Dismissed from program
20% of the total hours for all courses in the program	Dismissed from program

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

Additional Requirements for Veteran Students

The Veterans Administration (VA) requires that students receiving funds based on their enrollment in school complete their course of studies in the standard length of the program. In order to meet this requirement, students must attend class on a regular basis. The VA requires that it be notified when a veteran student receives any type of probation or warning related to failure to attend. Such notification may result in the termination of veteran benefits. All attendance warnings or dismissals of students funded through the VA shall be reported to the VA by the certifying official for the school.

Date of Withdrawal

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

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

Date of Determination (DOD)

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

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

For students who fail to return after an official Leave of Absence (LOA), the DOD shall be the date the student was scheduled to return to class (for campuses that offer leaves of absence).

Leave of Absence Policy (Modular Programs Only)

The institution permits students to request a leave of absence (LOA) as long as the leaves do not exceed a total of 60 days during any 12-month period, as long as there are no more than two leaves of absence in a calendar year, and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education. Extenuating circumstances include, but are not limited to, jury duty, military obligations, birth or adoption of a child, or serious health condition of the student or a spouse, child or parent. In order for a student to be granted an LOA, the student must submit a completed, signed and dated Leave of Absence Request Form to the Academic Dean/Director of Education. The school director shall approve and sign and date all approved leave of absence requests.

Re-admission Following a Leave of Absence

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

Failure to Return from a Leave of Absence

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

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

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

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

Effects of Leave of Absence on Satisfactory Academic Progress

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

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

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

Veterans: Leave of Absence

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

Attendance Records

Schools shall maintain attendance records in computer form for all programs required to take attendance. The computer attendance database is the official record of attendance. The official record may be challenged by filing an attendance appeal within five (5) calendar days following the end of a session. See Student Academic Appeal Policy. Without an appeal, after the fourteenth calendar day following the end of the session, the computer attendance database shall be considered final. Notwithstanding this requirement, any attendance roster that has been used to verify the accuracy of attendance as part of any audit procedure shall be maintained for eighteen (18) months.

Note: A student whose enrollment is terminated for violating the attendance policy may not reenroll before the start of the next evaluation period following a successful academic appeal. When a student reenters a program after a withdrawal/dismissal, the student shall be dismissed if their absences exceed 20% of the _remaining hours_ in the program.

ADMINISTRATIVE POLICIES

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.

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.

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.

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. College Work Study students who violate the student code of conduct in the performance of their college work study duties are subject to disciplinary action/procedures.

The Campus President or designee (typically the Director of Education/Academic Dean or, in the case of online students, the Online Coordinator) has the authority to make decisions about student disciplinary action.

Students are subject to the student conduct code while participating in any program externship, clinical rotation, or other College-related activity.

All student conduct code violations shall be documented in the student's academic record.

Students dismissed for violations of the student conduct code shall remain responsible for any financial obligations to the College.

Students dismissed from one Corinthian Colleges, Inc. college for violation of the student conduct code shall not be eligible for admittance to another CCi college.

Applicability

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

Generally

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

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

Conduct Affecting the Safety of the Campus Community

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

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

Other Prohibited Conduct

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

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

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

Violations of Local, State, Provincial, or Federal Law

CCi students are expected to comply with all local, state, provincial, and federal laws and violations of those laws may also constitute a violation of this Code. While a criminal charge does not mean that the student is guilty of an offense, such a charge does mean that civil authorities have determined that there is at least probable cause to believe that an offense was committed, and that the student committed it. In such instances, the School President (or designee) may conduct an inquiry and/or proceed with disciplinary action under this Code independent of any criminal proceeding.

Limitations on Students with Pending Disciplinary Matters

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

- Enroll or attend classes at another CCi location (including Online)
- Graduate or participate in graduation ceremonies
- Engage in any other activities proscribed by the School President

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

Inquiry by the School President

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

Conduct Which Does Not Warrant a Suspension or Dismissal

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

Conduct Which Warrants a Suspension or Dismissal

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

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

Sanctions

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

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

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

Dismissal – A sanction by which the student is withdrawn from school. Such students may only reapply for admission with the approval of the School President.

Note: Students dismissed for violations of this Code remain responsible for any outstanding balance owed to the school.

Examples of conditions the school may require a student to complete prior to returning from a suspension or dismissal are:

- Community Service and/or participation in educational programs
- Research assignments or special projects
- Behavioral contracts
- The loss of specific privileges (e.g., loss of automobile privileges on school premises, restricted access to computer lab or automotive machinery)
- Reimbursement or restitution for property damage
- Referral to receive outside counseling services
- Removal from school sponsored housing

Academic Dishonesty

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 on 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 school

One or more of the sanctions listed below may be imposed for academic dishonesty:

- A reduction in grade on the assignment on which the violation occurred
- No credit on the assignment, paper, test, or exam on which the violation occurred
- A failing grade for the course/module
- Suspension or Dismissal from the school

Appeal Process

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

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

- Appear in person, but is not required to appear
- Submit a written statement
- Respond to evidence and question the statements of others
- Invite relevant witnesses to testify on his/her behalf
- Submit written statements signed by relevant witnesses

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

The Student Conduct Committee shall:

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

The Student Conduct Committee shall issue a written decision to the student within five (5) calendar days of the date of the hearing which may:
- Affirm the finding and sanction imposed by the School President (or designee)
- Affirm the finding and modify the sanction
    - Sanctions may only be reduced if found to be grossly disproportionate to the offense
- Disagree with the previous finding and sanction and dismiss the matter
    - A matter may be dismissed only if the original finding is found to be arbitrary and capricious

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

Record of Disciplinary Matter

All disciplinary files shall be kept separate from the student academic files until resolved.

Disciplinary files for students who have violated the Code of Student Conduct shall be retained as part of the student's academic file and considered "education records" as appropriate, pursuant to the Family Educational Rights and Privacy Act (FERPA) and PIPEDA. Disciplinary records shall be retained in the student's academic file permanently and a note shall be included in the official student information system indicating the date of the disciplinary decision and the sanction imposed.

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

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.

STUDENT USE OF INFORMATION TECHNOLOGY RESOURCES POLICY

Computing resources are an integral part of the educational experience at CCi. Responsible use of those resources is essential to student success. IT resources are provided to support the educational goals of CCi, and shall be used appropriately, and in accordance with local, state/provincial, and federal laws.

IT resources may only be used for legitimate purposes, and may not be used for any of the following purposes, or any other purpose which is illegal, unethical, dishonest, damaging to the reputation of the school, or likely to subject the school to liability. Impermissible uses include, but are not limited to:
- Harassment;
- Libel or slander;
- Fraud or misrepresentation;
- Any use that violates local, state/provincial, or federal law and regulation;
- Disruption or unauthorized monitoring of electronic communications;
- Disruption or unauthorized changes to the configuration of antivirus software or any other security monitoring software;
- Unauthorized copying, downloading, file sharing, or transmission of copyright-protected material, including music;
- Violations of licensing agreements;
- Accessing another person's account without permission;
- Introducing computer viruses, worms, Trojan Horses, or other programs that are harmful to computer systems, computers, or software;
- The use of restricted access computer resources or electronic information without or beyond a user's level of authorization;
- Providing information about or lists of CCi users or students to parties outside CCi without expressed written permission;
- Downloading or storing company or student private information on portable computers or mobile storage devices;
- Making computing resources available to any person or entity not affiliated with the school;
- Posting, downloading, viewing, or sending obscene, pornographic, sexually explicit, hate related, or other offensive material;
- Academic dishonesty as defined in the Student Code of Conduct;
- Use of CCi logos, trademarks, or copyrights without prior approval;

Use for private business or commercial purposes.

WEATHER EMERGENCIES

The college reserves the right to close during weather emergencies or other "acts of nature." Under these conditions the college will make reasonable attempts to notify the students via television or by placing a message on the school answering service notifying students of the closure. The day of the closure will be considered a non-class day and the students will be required to make up the missed class time at the schools discretion.

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.

ACADEMIC ADVISEMENT AND TUTORING

Students' educational objectives, grades, attendance and conduct are reviewed on a regular basis. Students will be notified if their academic standing or conduct is unacceptable. Failure to improve academic standing or behavior may result in further action. Tutorial programs and academic advisement are provided for students who are experiencing difficulties with their class work. Students are encouraged to seek academic assistance through the Education Department.

TRANSFERABILITY OF CREDITS

The School President's office provides information on schools that may accept this school's course credits toward their programs. However, this school 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. Normal processing time for additional copies of the transcript is approximately three to five days.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) grants 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.

Directory Information

The institution has designated certain information contained in the education records of its students as Directory Information for purposes of FERPA. Directory Information at this institution includes:

- Name
- Address
- Telephone numbers
- Major and/or minor fields of study
- Diploma/Degree sought
- Expected date of program completion
- Expected date of graduation
- Diplomas/Degrees conferred
- Awards and Honors
- Dates of attendance
- Previous institutions attended
- Participation in officially recognized activities
- Photograph

Directory information may be disclosed by this institution for any purpose, without the prior consent of a student, unless the student has forbidden disclosure of such information in writing. Students wishing to prevent disclosure of the designated directory information must file written notification to this effect with the Registrar's Office. In the event that such written notification is not filed, the institution assumes that the student does not object to the release of the directory information.

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

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 / Director of Education. The College President or Dean will conduct an investigation of all allegations. Information surrounding all complaints will be documented and kept strictly confidential.

CAMPUS SECURITY AND CRIME AWARENESS POLICIES

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

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

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

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

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

Statistical Information

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

CAMPUS COMPLETION RATE REPORTS

Under the Student Right to Know Act (20 U.S.C. § 1092(a)), an institution is required to annually prepare completion or graduation rate data respecting the institution's first-time, full-time undergraduate students. (34 CFR 668.45(a)(1)). Institutions are required to make this completion or graduation rate data readily available to students approximately 12 months after the 150 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 Academic Dean / 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 / Director of Education. Students who feel that the complaint has not been adequately addressed should contact the College President. Written responses will be given to the student within seven working days. If the problem remains unresolved, students may contact the Student Help Line at (800) 874-0255 or by email at studentservices@cci.edu.

If you have followed the above guidelines and still feel that your concern has been improperly addressed, contact:

Texas Workforce Commission
Career Schools and Colleges
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 non-refundable fee of $20 (per credit hour) is assessed for each special proficiency examination. 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.

ARRANGEMENTS 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.

BUYER'S RIGHT TO CANCEL – CANCELLATION

The applicant's signature on the Enrollment Agreement does not constitute admission into The School until the student has been accepted for admission by an official of The School. If the applicant is not accepted by The School, all monies paid will be refunded. The applicant may also request cancellation in writing after signing the agreement and receive a full refund of all monies paid, if the written request is made by midnight of the fifth day following the signing of the enrollment agreement or within the cancellation period specified in the state refund policy (if applicable), whichever is longer. Applicants who have not visited The School prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of The School facilities and inspection of equipment where training and services are provided. The refund will be made within 60 days of receipt of such notice.

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

CANCELLATION AFTER TOUR

Any potential student who has not been provided the opportunity to tour The School facilities and inspect the equipment before signing an enrollment contract has an additional three days, excluding Saturdays, Sundays, and legal holidays, following a tour and inspection to cancel enrollment and request a full refund of any money paid to The School and release from all obligations. The student shall sign and date an acknowledgement form certifying the completion of the tour.

OFFICIAL WITHDRAWALS

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

Education will complete the necessary form(s).

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

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

REFUND POLICIES

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

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

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

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

In all cases, the refund will meet or exceed the requirements of TX Educ. Code, §132.061. A refund worksheet using both policies will be included in each student's file to demonstrate that the pro-rata refund policy is more advantageous to the student.

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

The refund calculation will be based on the last date of attendance. Any monies due the applicant or student will be refunded within 60 days of the date of cancellation, termination, or determination of withdrawal. If a student received a loan for tuition, a refund will be made to the lender to reduce the student's loan debt. If the amount of refund exceeds the unpaid balance of the loan, the balance of funds will then be applied in the following order:

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

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

Date of Withdrawal versus Date of Determination (DOD)

The date of withdrawal for purposes of calculating a refund is the student's last date of attendance. The date of determination, from which The School has 60 days to issue a refund, is the earlier of the date the student officially withdraws or the date The School determines the student has violated an academic standard. For example, when a student is withdrawn for violating an academic rule, the date of the student's withdrawal shall be the student's last date of attendance. The date of determination shall be the date The School determines the student has violated the academic rule, if the student has not filed an appeal. If the student files an appeal and the appeal is denied, the date of determination is the date the appeal is denied. If the student ceases attendance without providing official notification, the DOD shall be no more than 14 days from the student's last date of attendance.

Effect of Leaves of Absence on Refunds

If a student does not return from an approved leave of absence (where applicable) on the date indicated on the written request, the refund will be made within 60 days from the date the student was scheduled to return (DOD), but the refund calculation will be based on the student's last date of attendance.

Federal Return of Title IV Funds Policy

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

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

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

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

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

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

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

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

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

Refunds are allocated in the following order:
1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Unsubsidized Direct Stafford Loans (other than PLUS loans)
4. Subsidized Direct Stafford Loans
5. Federal Perkins Loans
6. Federal Parent (PLUS) Loans
7. Direct PLUS Loans
8. Federal Pell Grants for which a Return of Funds is required
9. Academic Competitiveness Grants for which a Return of Funds is required
10. National Smart Grants for which a return of funds is required
11. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required

Return of Unearned SFA Program Funds

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

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

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

Textbook and Equipment Return/Refund Policy

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

Pro Rata Refund Calculation

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

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

TEXAS REFUND POLICY SEC. 132.061.

(a) Except as provided by Subsection (g) [courses of less than 40 hours], as a condition for granting certification each career school or college must maintain a cancellation and settlement policy that must provide a full refund of all monies paid by a student if:
   (1) the student cancels the enrollment agreement or contract within 120 hours (until midnight of the fifth day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed by the prospective student; or
   (2) the enrollment of the student was procured as the result of any misrepresentation in advertising, promotional materials of the school or college, or representations by the owner or representatives of the school or college.

(b) Except as provided by Subsection (g), as a condition for granting certification each career school or college must maintain a policy for the refund of the unused portion of tuition, fees, and other charges in the event the student, after expiration of the 72-hour cancellation privilege, fails to enter the course, withdraws, or is discontinued there from at any time prior to completion, and such policy must provide:
   (1) refunds for resident courses and synchronous distance education courses will be based on the period of enrollment computed on the basis of course time expressed in clock hours;

(2) the effective date of the termination for refund purposes in residence schools or colleges will be the earliest of the following:
   (A) the last date of attendance, if the student is terminated by the school or college;
   (B) the date of receipt of written notice from the student; or
   (C) 10 school days following the last date of attendance;
(3) 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 or college, not more than $100 shall be retained by the school or college;
(4) for the student who enters a residence or a synchronous distance education course of not more than 12 months in length, terminates, or withdraws, the school or college may retain $100 of tuition and fees and the minimum refund of the remaining tuition and fees will be:
   (A) during the first week or one-tenth of the course, whichever is less, 90 percent of the remaining tuition and fees;
   (B) 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 percent of the remaining tuition and fees;
   (C) after the first three weeks or one-fifth of the course, whichever is less, but within the first quarter of the course, 75 percent of the remaining tuition and fees;
   (D) during the second quarter of the course, 50 percent of the remaining tuition and fees;
   (E) during the third quarter of the course, 10 percent of the remaining tuition and fees; or
   (F) during the last quarter of the course, the student may be considered obligated for the full tuition and fees;
(5) for residence or synchronous distance education courses more than 12 months in length, the refund shall be applied to each 12-month period paid, or part thereof separately, and the student is entitled to a refund as provided by Subdivision (4);
(6) refunds of items of extra expense to the student, such as instructional supplies, books, student activities, laboratory fees, service charges, rentals, deposits, and all other such ancillary miscellaneous charges, where these items are separately stated and shown in the data furnished the student before enrollment, will be made in a reasonable manner acceptable to the commission;
(7) refunds based on enrollment in residence and synchronous distance education schools or colleges will be totally consummated within 60 days after the effective date of termination;
   ....
(d) If a course of instruction is discontinued by the career school or college and this prevents the student from completing the course, all tuition and fees paid are then due and refundable.

TEXAS REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the Unites States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

1. if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
2. a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
3. the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
   a. satisfactorily completed at least 90 percent of the required coursework for the program; and
   b. demonstrated sufficient mastery of the program material to receive credit for completing the program.

INSTITUTIONAL POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY DUTY

Newly Admitted Students

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

Continuing Students

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

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

Continuing Modular Diploma Students

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

Students called to active military service will be given the larger of the Texas and Institutional refund.

STUDENT FINANCING OPTIONS

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

FINANCIAL ASSISTANCE

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

STUDENT ELIGIBILITY

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

FEDERAL FINANCIAL AID PROGRAMS

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

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

Federal Pell Grant

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

Federal Supplemental Educational Opportunity Grant (FSEOG)

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

Federal Work Study (FWS)

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

Federal Stafford Loans (FSL)

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

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

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

Federal Parent Loan for Undergraduate Students (PLUS)

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

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

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

Military Scholarships and Grants, including Active Duty, Veterans and Family

The campuses are recognized by many public and non-profit organizations as an approved institution to serve the military community. As educational benefit programs become available, the campuses seek eligibility with the funding organizations. Therefore, if you are active military, spouse, dependent, veteran, service person, reservist, or otherwise eligible, you may qualify for various educational benefit programs. Eligibility criteria for military educational assistance and benefits available vary by state and school, so check with the funding organization to see whether you qualify.

 Workforce Scholarships and Grants, including Youth, Adult and Displaced Workers

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

William D. Ford Federal Direct Loan Program

Loans made through this program are referred to as **Direct Loans**. Eligible students and parents borrow directly from the U.S. Department of Education at participating schools. Direct Loans include subsidized and unsubsidized Direct Stafford Loans (also known as Direct Subsidized Loans and Direct Unsubsidized Loans), Direct PLUS Loans, and Direct Consolidation Loans. *You repay these loans directly to the U.S. Department of Education.*

ALTERNATIVE LOAN PROGRAMS

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

- There are alternative loans provided by private lenders.
- The interest rate is variable and the loan approved and origination fees are based on credit.
- Repayment begins six months after graduation, leaving school or dropping below half-time status.
- Student may apply on their own or with a co-borrower.

Please refer to Student Financial Planning brochure and for further information or please see one of the Student Finance Planners.

SCHOLARSHIPS

DREAM AWARD PROGRAM AND SCHOLARSHIPS

Graduates of any Corinthian Colleges, Inc. (CCi) school may be nominated for the CCi-sponsored Dream Award program. This award is given to recognize a graduate, for whom the decision to attend a CCi school was a turning point in the graduate's life.

The Dream Award program is divided into two tiers – the **Campus Dream Award** which is managed by each campus and recognizes one graduate from each campus; and the **Corinthian Dream Award**, which is selected by Corinthian's executive team and recognizes one "ultimate" winner from the pool of Campus Dream Award winners. Eligible graduates must have graduated from a Corinthian Colleges, Inc. school within the three years prior to the nomination period and be nominated by their campus. Dream Award program scholarships will be awarded annually. They are not transferable nor can they be exchanged for cash. Nominations and awards are determined by an independent panel. Scholarship awards must be used within two years of the award.

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

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

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

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

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

SCHOLARSHIPS

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.

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.

EVEREST CARE PROGRAM

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

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.

STUDENT SERVICES COORDINATOR

The Student Services Coordinator (SSC) maintains a Student Services Program for the student body. These services range from coordinating academic support services (i.e., tutoring and academic advising) to providing information or referrals to community agencies that deal with student home issues (i.e., transportation, housing, child care, personal counseling, etc.). Additionally, the Student Services Coordinator monitors and maintains an advising program for all Ability to Benefit (ATB) students.

PROGRAMS BY LOCATION

	Arlington	Dallas	Fort Worth
MODULAR PROGRAMS			
Dental Assistant			☑
Electrical Technician	☑		
Heating Ventilation and Air Conditioning Technician	☑		
Medical Administrative Assistant	☑	☑	☑
Medical Assistant	☑	☑	☑
Medical Insurance Billing/Coding	☑	☑	☑
Pharmacy Technician	☑		
QUARTER-BASED PROGRAMS			
Accounting			☑
Applied Management			☑
Business Administration	☑	☑	☑
Criminal Justice	☑	☑	☑
Medical Assistant		☑	
Paralegal		☑	☑

MODULAR PROGRAMS

Dental Assistant
Diploma Program
Fort Worth campus
8 months – 720 hours – 47 credit units

V 1

Dental assistants have become indispensable to the dental care field, and dentists have become more reliant upon the dental assistant to perform a wide range of patient procedures. And, as the need for their services continue to grow, the role and responsibilities of the dental assistant also continue to expand.

The goal of the Dental Assistant program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as dental assistants. Since they are trained in clinical and radiographic procedures, their services are also sought by general dentists and dental offices and facilities specializing in pediatrics, orthodontics, endodontics and other specialties, dental schools, dental supply manufacturers, hospital dental departments, dental laboratories, and insurance companies

The objective of the Dental Assistant 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 dental assistants in today's modern health and dental care offices, dental clinics, and facilities. Students will study diagnostic and procedural terminology as it relates to the accurate completion of dental examinations, procedures, and daily tasks.

The combination of introduced skills taught in this program will prepare students for the ever-changing field of dentistry and orthodontics. Students study dental radiography, dental sciences, operatory dentistry, laboratory procedures, dental anatomy and orthodontics, and dental health. Completion of the Dental Assistant Program, including the classroom training and externship, is acknowledged by the awarding of a diploma.

NOTE: Effective 9/1/06, to apply to become a registered dental assistant, a student must complete a mandatory short course approved by The Texas State Board of Dental Examiners. An approved provider list can be found on the TSBDE website: http://www.tsbde.state.tx.us. By law a dental assistant must register with TSBDE in order to take x-rays at a dentist's office.

Module	Module Title	Contact Hours (Lec/Lab/Ext)	Quarter Credit Units
MODULE A	Dental Office Emergencies and Compliance	40/40/00	6.0
MODULE B	Dental Radiography	40/40/00	6.0
MODULE C	Dental Specialties	40/40/00	6.0
MODULE D	Operatory Dentistry	40/40/00	6.0
MODULE E	Laboratory Procedures	40/40/00	6.0
MODULE F	Dental Anatomy and Orthodontics	40/40/00	6.0
MODULE G	Dental Health	40/40/00	6.0
MODULE X	Dental Assistant Externship	00/00/160	5.0
	Program Totals:	280/280/160 **720**	**47.0**

Major Equipment: Amalgamators, Model Vibrators, Autoclave, Oral Evacuation Equipment, Automatic and Manual Processing Equipment, Oxygen Tank, Dental Unit and Chairs, Personal Computers, DXTTR and Typodont Manikins, Ultrasonic Units, Handpieces, X-Ray Units, Model Trimmers

Module A – Dental Office Emergencies and Compliance   **6.0 Quarter Credit Hours**
In this module, students are introduced to Occupational Safety and Health Administration (OSHA) Standards for infection control and hazard communication. Topics include microbiology, contagious diseases concerning the dental team, universal precautions, barrier techniques and handling hazardous chemicals. Students practice step-by-step instrument decontamination using approved sterilization agents and methods. Students learn operatory disinfection using approved agents and methods. Methods for taking and recording vital signs and blood pressure are introduced. Students also learn about CPR for the Healthcare Provider and how to manage emergencies that may occur in the dental office. Related dental terminology is studied. Basic concepts of psychology and communication are discussed with emphasis on helping dental patients overcome anxieties related to dental treatment. Special considerations for the medically and physically compromised patients are presented. Career development skills are also taught. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module B – Dental Radiography   **6.0 Quarter Credit Hours**
Module B introduces students to the basic anatomy of the head and teeth in order to familiarize students with the anatomical structures involved in dental radiographs. Radiation protection and the hazards of X-ray radiation are studied. Emphasis is placed on maintaining radiation safety while obtaining the best possible diagnostic quality on dental radiographs. Students are also introduced to digital radiography. Theory, laboratory skills and clinical practice meet state guidelines for a Radiation Safety Certificate and comply with federal regulations for certifying radiographic operators. Students practice techniques of film exposure and mounting in equipped dental operatories with industry-approved structural and monitoring devices. Exposure techniques include bitewing, bisecting and parallel techniques and are performed on a patient simulator manikin. Upon successful completion of practice, students produce radiographs on site for clinical patients as prescribed by a licensed dentist. Students process film using a fully equipped darkroom or automatic processor. Students are also required to mount processed radiographs and to evaluate the diagnostic quality according to established criteria. Students retake non-diagnostic films. Professional responsibilities regarding the state radiation safety certificate are introduced as well as quality assurance and infection control. Related dental terminology is also taught. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module C – Dental Specialties	**6.0 Quarter Credit Hours**

In this module, students study cranial anatomy as it relates to anesthesia administration and pain control. Methods for taking and recording vital signs and blood pressure are introduced. Skills performed by the dental assistant in the specialty areas of Oral Surgery and Endodontics (root canals) are presented, including procedures for the administration of topical and local anesthetics. Students practice acquired skills on training manikins (Typodonts), placing instruments and materials. Children's dentistry (Pediatric Dentistry) as a specialty is presented. Related dental terminology is studied. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module D – Operatory Dentistry	**6.0 Quarter Credit Hours**

This module introduces students to chair-side assisting duties and techniques practiced in general dentistry with emphasis on sit-down, four-handed dentistry. Students learn how to handle and transfer dental instruments and place materials on models. Properties and manipulation of common dental materials, including amalgam, composites, glass ionomers and sealants, are presented. Students practice required RDA procedures such as placement, wedging and removal of matrices, placement of cement bases and liners, and placement of temporary sedative dressing on Typodont manikins. Basic concepts of psychology and communication are discussed with emphasis on helping dental patients overcome anxieties related to dental treatment. Students also study related dental terminology. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module E – Laboratory Procedures	**6.0 Quarter Credit Hours**

In this module, students receive hands-on training in taking impressions and constructing study and master casts. Students are exposed to a variety of impression and gypsum materials and procedures for their use. The casts are then used to practice dental procedures such as the fabrication of custom trays and temporary crowns. Prosthodontics as a specialty is presented with instruction in crown and bridge procedures and full and partial dentures. Students are introduced to dental implants and the various types of mouth guards such as night-guards, sports guards and bleaching trays. Laboratory safety and infection control are presented. Related dental terminology is studied. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module F – Dental Anatomy and Orthodontics	**6.0 Quarter Credit Hours**

This module focuses on orthodontics as a specialty. Students receive hands-on training in practicing orthodontic measurements, placement of separators, sizing bands and placement and ligation of arch wires. Theory on orthodontic assistant duties, office routine and malocclusion classifications are presented. In addition, students learn to chart the oral conditions of patients in compliance with state guidelines for mouth mirror inspection. Introduction of tooth morphology, oral structures, and oral pathology are presented. Related spelling and terminology are studied throughout the module. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module G – Dental Health	**6.0 Quarter Credit Hours**

Specialty areas of oral pathology and periodontics are studied. Placement of periodontal surgical dressings is demonstrated and practiced on manikins according to RDA criteria. Preventive dentistry is emphasized. Related areas of nutrition and fluorides are presented. Students also study related dental terminology. Coronal polish theory and procedures are taught and practiced on manikins and then on clinical patients under the direct supervision of a licensed dentist. Completion of coronal polish requirements will permit the assistant to perform the procedure after obtaining the Registered Dental Assistant license (California programs only). Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module X – Dental Assistant Externship	**5.0 Quarter Credit Hours**

This module is 160 hours of unpaid, supervised, practical in-service in a dental office or clinic in which the student practices direct application of all clinical functions of dental assisting. Prerequisite: Completion of Modules A-G. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 160.0.

Electrical Technician
Diploma Program
Arlingnton campus
9 months – 720 hours – 59 credit units

V 1

The commercial and residential electrical industries are constantly evolving as new industry demands require increased skill sets. Graduates need the necessary core and specialty skills to successfully meet electrical standards and be embraced by the marketplace. Through the Electrical Technician diploma program, students will learn skills of electrical safety, tools and theory, the National Electrical Code (NEC), conduit bending, residential and commercial wiring, power distribution, advanced code concepts and motors, industrial controls, Programmable Logic Controllers (PLCs), personal development, jobsite management, fire and security alarms, voice, data, TV, signaling systems and fiber optics. Laboratory experience is an integral part of the program.

Graduates of the Electrical Technician diploma program are qualified for entry-level positions such as commercial and residential electrical technicians, preventive maintenance electrical technicians, industrial maintenance electrical technician, maintenance technician, field service technicians, and installation technicians in any manufacturing industry and market sector that has a need for electrical technicians.

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

Course Number	Course Title	Clock Hours (Lec/Lab/Ext)	Quarter Credit Hours
Module 1:	**Electrical Technology I**		
EEV1030	Electrical Theory and Personal Development	80/00/00	8.0
Module 2:	**Electrical Technology II**		
EEV1176	NEC/Safety/Hand Tools and Conduit Bending	40/40/00	6.0
Module 3:	**Electrical Technology III**		
EEV1174	Residential/Commercial and NEC Requirements	40/40/00	6.0
Module 4:	**Electrical Technology IV**		
EEV1271	Transformer Principles and Test Equipment	40/40/00	6.0
Module 5:	**Electrical Technology V**		
EEL1208	Hazardous Locations and Power Distribution	60/20/00	7.0
Module 6:	**Electrical Technology VI**		
EEV2192	Power Distribution and Emergency Systems	60/20/00	7.0
Module 7:	**Electrical Technology VII**		
EEV2033	Motor Concepts and Jobsite Management	60/20/00	7.0
Module 8:	**Electrical Technology VIII**		
EEV2038	Advanced Industrial Controls	40/40/00	6.0
Module 9:	**Electrical Technology IX**		
EEV2039	Solid State Controls and Industrial Automation	40/40/00	6.0
Diploma Total		460/260/00 **720**	**59.0**

EEV1030 Electrical Theory and Personal Development   **8 Quarter Credit Hours**
This course introduces students to fundamentals of electrical theory, Ohm's Law, magnetism, voltage, resistance, inductance, capacitance, units of electrical measurement and basic electrical math. Students will study concepts of energy, Kirchoff's law, Norton's and Thevenin's theorems, basic trigonometry, inductance, capacitance, series and parallel circuits, power and power factor, electrical efficiency, direct current (DC) and alternating current (AC) circuits, and personal development topics. Students will also learn techniques for studying and test-taking. Prerequisite: None. Lecture hours: 80. Lab hours: 0. Other hours: 0.

EEV1176 NEC/Safety/Hand Tools and Conduit Bending   **6 Quarter Credit Hours**
This course introduces students to definitions, terms and organization of the National Electrical Code (NEC), and conduit bending by calculation. Students will learn NEC requirements for residential, raceway types, boxes and fittings, commercial, industrial installations, materials, motorized tools, digging techniques, Material Safety Data Sheets (MSDS) and first aid. Students will develop math and layout techniques required to accurately and efficiently bend conduit. Students will also be introduced to the importance of safety, and common hand and power tools. Prerequisite: None. Lecture hours: 40. Lab hours: 40. Other hours: 0.

EEV1174 Residential/Commercial and NEC Requirements   **6 Quarter Credit Hours**
Students will learn wiring and protection methods, conductor installation, raceway fill, ambient temperature, voltage drops, blueprint reading, electrical installation, connections, markings, enclosures, boxes and fittings, junction boxes, gutters, flexible cord, underground feeder and branch circuits, cables, supported and open wiring, residential/commercial wiring, signaling circuits, smoke detectors, ground fault circuit interrupters (GFCIs), doorbells, and service changes. Prerequisite: None. Lecture hours: 40. Lab hours:

40. Other hours: 0.

| **EEV1271 Transformer Principles and Test Equipment** | **6 Quarter Credit Hours** |

Students will learn about meters, test equipment, harmonics, grounding, single-phase, three-phase, auto and specialty transformer principles, cable and generator testing, measuring devices, high-voltage cables, insulators and test equipment. Prerequisite: None. Lecture hours: 40. Lab hours: 40. Other hours: 0.

| **EEL 1208 Hazardous Locations and Power Distribution** | **7 Quarter Credit Hours** |

Students will learn about hazardous locations, health care facilities, intermediate and advanced grounding, overcurrent protection, load calculations, balancing phases and neutrals, surge arrestors, transient voltage surge suppression (TVSS), color codes, circuit identification, panel rating, phase converters, capacitors, and single-phase and three-phase power distribution concepts. Prerequisite: EEV1271. Lecture hours: 60. Lab hours: 20. Other hours: 0.

| **EEV2192 Power Distribution and Emergency Systems** | **7 Quarter Credit Hours** |

Students will learn about power conditioning and emergency systems, generators, battery systems, fan controllers, lighting concepts, uninterruptible power supply (UPS), transfer switches, dimmer systems, voice-data-TV, computer cabling, structured wiring, fiber optics, special equipment, fire alarms, security alarms, signaling, and rigging. Prerequisite: None. Lecture hours: 60. Lab hours: 20. Other hours: 0.

| **EEV2033 Motor Concepts and Jobsite Management** | **7 Quarter Credit Hours** |

Students will learn National Electrical Code (NEC) motor concepts, construction, rotor windings, starting configuration, megohmmeter, insulation testing, squirrel cage motor, single-phase and three-phase motors, AC/DC motor concepts, applications, mechanical clutches, magnetic drives, pulleys, direct drives, offset drives, and jobsite management. Prerequisite: None. Lecture hours: 60. Lab hours: 20. Other hours: 0.

| **EEV2038 Advanced Industrial Controls** | **6 Quarter Credit Hours** |

Students will learn solid state relays, timing relays, variable frequency drives, programmable solid state relays, pneumatic timers, solid state motor control, dynamic braking, NFPA 79, control transformers, HVAC controls, and starting methods. Prerequisite: None. Lecture hours: 40. Lab hours: 40. Other hours: 0.

| **EEV2039 Solid State Controls and Industrial Automation** | **6 Quarter Credit Hours** |

Students will learn solid state devices, semiconductors, digital logic, industrial automation, programmable logic controller (PLC), hardware, applications, HMI, binary, octal, hexadecimal, grey code and PLC operation. Prerequisite: None. Lecture hours: 40. Lab hours: 40. Other hours: 0.

Heating Ventilation and Air Conditioning (HVAC)
Diploma Program
Arlington Campus
9 months – 720 hours – 55 credit units

The Heating, Ventilation and Air Conditioning (HVAC) program provides students the skills required to specialize in the field of heating and air conditioning service and repair. Most areas of the world require some residential climate control, therefore basic electricity, electronic control mechanisms, air conditioning, refrigeration fundamentals, and heating systems are taught in the program.

The HVAC program consists of nine modules. Upon successful completion of all modules of the program, students will be awarded a diploma.

Graduates of the program can seek employment as entry-level technicians in the heating, ventilation and air conditioning field, including Sheet Metal Fabrication, Furnace Installation and Repair, Furnace Cleaner, A/C Mechanic, and A/C Installation/Service. Intermediate and advanced positions include Electrical Heat Assembler, Heating & Air Conditioning Installation/Service, Gas Furnace Installation and Repair, Sheet Metal Mechanic, Sheet Metal Lay-Out, Sheet Metal Machine Operator, Sheet Metal Fabricator, Sheet Metal Installer, A/C Unit Tester, A/C Technician, and A/C Mechanic.

Course Number	Course Title	Clock Hours (Lec/Lab/Ext)	Credit Hours
Module 1 CON 1010	Basic Construction	60/20/00	7.0
Module 2 ACR 1010	Basic Electricity	40/40/00	6.0
Module 3 ACR 1060	Air Conditioning	40/40/00	6.0
Module 4 ACR 1110	Fuel Heating Systems	40/40/00	6.0
Module 5 ACR 1160	Air Distribution	40/40/00	6.0
Module 6 ACR 2010	Systems Controls	40/40/00	6.0
Module 7 ACR 2060	Heat Pumps	40/40/00	6.0
Module 8 ACR 2110	System Application and Design	40/40/00	6.0
Module 9 ACR 2160	HVAC Diagnostics	40/40/00	6.0
Total		380/340/00 **720**	**55.0**

CON 1010 Basic.. **7 Credit Hours**
This course introduces students to the construction field. The course of instruction will cover basic job safety concepts and regulatory requirements; basic math used in the construction trades; the use of common hand and power tools; an introduction to blueprint reading; basic rigging; communication and employability skills. Students will also learn techniques for studying and test-taking. Prerequisite: None. Lecture hours: 60. Lab hours: 20.

ACR 1010 Basic Electricity.. **6 Credit Hours**
This course of instruction will cover basic job safety concepts, history of electricity, electrical theory, electrical power, electrical measuring, applications and electrical components. Power sources, component operation and circuit diagrams are studied. Students use this theory, integrated with objective specific hands-on lab exercises to practice typical equipment manufacturer's diagnostic techniques. Testing instruments and wiring diagrams are used for systems problem-solving projects. Prerequisite: None. Lecture hours: 40. Lab hours: 40.

ACR 1060 Air Conditioning .... **6 Credit Hours**
This course of instruction will cover basic laws of physics and cooling theory, terms, definitions, air conditioning cycles, component operations, mechanical and electrical diagrams, standard and high efficiency air conditioning systems. Pressure/temperature charts, refrigerant piping specifications and installation will also be covered. Usages of various tools are covered. Structured lab projects allow students to learn industry-approved diagnostics, service and repair procedures. Prerequisite: None. Lecture hours: 40. Lab hours: 40.

ACR 1110 Fuel Heating Systems.. **6 Credit Hours**
This course of instruction will cover combustion and various hydrocarbon fuels. Appliance heaters and warm air furnaces will be covered. Operation of controls, testing and servicing equipment, installation and operation is also covered. Fuel heating system diagnosis and wiring diagrams are explored. Structured lab projects allow students to learn industry-approved diagnostics, service and repair procedures. Prerequisite: None. Lecture hours: 40. Lab hours: 40.

ACR 1160 Air Distribution .... **6 Credit Hours**
Students in this course of study will learn to read blue prints, use shop math, perform load calculations, indoor air quality, and system air balancing and apply the fundamentals of air distribution to system design. In structured lab projects, students will use the tools and equipment necessary to layout and fabricate HVAC air distribution systems. Prerequisite: CON 1010. Lecture hours: 40. Lab hours: 40.

ACR 2010 Systems Controls .... **6 Credit Hours**
This course presents electrical and electronics theory, terms, definitions, symbols, circuits, laws and formulas. Power sources, component operation and circuit diagrams are studied. Students use this theory, integrated with objective specific hands-on lab exercises to practice typical equipment manufacturer's diagnostic techniques. Testing instruments and wiring diagrams are used for systems problem-solving projects. Prerequisites: CON 1010 and ACR 1010. Lecture hours: 40. Lab hours: 40.

ACR 2060 Heat Pumps .... **6 Credit Hours**
Air properties related to HVAC and heat pump systems design are studied in this course. Component operation, systems diagrams and industry approved troubleshooting are discussed and reinforced with structured lab exercises. Prerequisites: CON 1010, ACR 1010 and ACR 1060. Lecture hours: 40. Lab hours: 40.

ACR 2110 System Application and Design .... **6 Credit Hours**
This course introduces students to various HVAC system applications. Various HVAC designs, joining and sizing of various types of piping and tubing, system charging, load calculations, wiring, safety and proper diagnostics procedures, EPA Section 608, refrigerant handling and containment (recovery, recycling and reclaiming) and certification requirements are discussed in this course. Students will participate in structured lab exercises including inspection, diagnostics, service, troubleshooting and repair of residential gas heating systems. Prerequisites: CON 1010, ACR 1010 and ACR 1060. Lecture hours: 40. Lab hours: 40.

ACR 2160 HVAC Diagnostics .... **6 Credit Hours**
This course introduces students to HVAC diagnostic fundamentals. Emphasis is placed on testing equipment, gas identifiers, wiring diagrams, refrigerant schematics, systems testing, load distribution and controls operation. Mechanical components, gas pipe sizing, wiring, safety and proper diagnostic procedures are taught. Students will participate in structured lab exercises including inspection, diagnostics, service, troubleshooting and repair of HVAC systems. Prerequisite: CON 1010, ACR 1010, ACR 1060, ACR 1110 and ACR 1160. Lecture hours: 40. Lab hours: 40.

Medical Administrative Assistant
Diploma Program
Arlington, Dallas, Fort Worth campuses
8 months – 720 hours – 47 credit units

The Medical Administrative Assistant Program is designed to prepare students for entry-level positions as medical administrative assistants in a variety of health care settings. Students learn various administrative procedures related to the medical office, including patient processing and assessment, processing medical insurance claims, bill collections, and general office procedures utilized in various medical offices. In addition to acquiring manual and hands-on administrative skills, students will acquire computer and keyboarding skills which enables them to become work with the computerized technology that is becoming more visible in the 21st century medical office environment.

The medical professionals have come to rely upon well-trained medical administrative assistants for their ability to handle managed-care insurance claims and the general financial functions of the medical office. This diploma prepares the graduate to fill entry-level positions in various medical facilities i.e) doctors offices and medical clinics and insurance companies.

The program is divided into eight learning units called modules. Student must complete modules A through G before starting Module X which is externship. A student can start with any module and continue in any sequence until all seven modules are successfully completed. Modules A through G stands alone as units of study and is not dependent upon previous training. If students do not complete any portion of one of these modules, the entire module must be repeated. Upon successful completion of modules A through G, students participate in a 160-clock hour externship (Module X). Completion of the Medical Administrative Assistant Program is acknowledged by the awarding of a diploma.

Module	Module Title	Clock Hours (Lec/Lab/Ext)	Total Quarter Credits
Module A	Office Finance	40/40/00	6.0
Module B	Patient Processing and Assisting	40/40/00	6.0
Module C	Medical Insurance	40/40/00	6.0
Module D	Insurance Plans and Collections	40/40/00	6.0
Module E	Office Procedures	40/40/00	6.0
Module F	Patient Care and Computerized Practice Management	40/40/00	6.0
Module G	Dental Administrative Procedures	40/40/00	6.0
Module X	Medical Administrative Assistant Externship	00/00/160	5.0
		280/280/160	
	TOTAL	**720**	**47.0**

Module A: Office Finance　　　　　　　　　　　　　　　　　　　　　　**6.0 Quarter Credit Hours**
Module A introduces accounting functions essential to a medical environment. Students learn basic bookkeeping procedures and apply them to a bookkeeping project and accounting system. Students will also complete assignments writing payroll checks and keeping check registers. Patient billing is an integral portion of the module, including tracing delinquent claims and insurance problem solving. Students learn essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self – directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in your new job so that you can advance in your career. Students will be able to define essential medical terminology. Prerequisite: None. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

Module B: Patient Processing and Assisting　　　　　　　　　　　　　**6.0 Quarter Credit Hours**
In Module B, students learn to set up patient records and maintain and organize them manually and electronically. Students become familiar with records management systems and develop skills in alphabetic filing and indexing, and appointment scheduling. The basics of health insurance are introduced, as well the basic of coding with CPT and ICD-9 codes. Students are trained to take a patient's vital signs, and a cardiopulmonary resuscitation (CPR) course is taught. Students learn essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective. Prerequisite: None. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

Module C: Medical Insurance　　　　　　　　　　　　　　　　　　　　**6.0 Quarter Credit Hours**
Module C develops student proficiency in preparing and processing insurance claims. Students study insurance programs, including HMOs, PPOs, and worker's compensation plans. National coding systems used for claims processing are studied. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. Students are given hypothetical insurance billing situations and select appropriate forms, codes, and procedures to process insurance claims for optimal reimbursement. Office & insurance collection strategies are also included. Students learn essential medical terminology, build on keyboarding and word processing skills, and know about the self-directed job search process by developing career networking techniques that will assist you in being successful in the medical field. Prerequisite: None. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0

Spelling/Skillbuilding Hours: 20.0

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

Module D develops student proficiency in preparing and processing insurance claims. The Medicaid, Medicare, TRICARE, and CHAMPVA programs are discussed. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. They also focus on important aspects of the collection process including collection letters, telephone calls, and collection servicing agencies. They will also learn about Occupational Safety and Health Administration (OSHA) standards and the use of universal precautions in the medical office. Medical ethics and law are also included. Students learn essential medical terminology, build on keyboarding and word processing skills, and know about the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately. Prerequisite: None. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

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

In Module E, students are introduced to dictation and transcription. Emphasis is also placed on correspondence and mail processing, health information management and the medical facility environment. Students will also become familiar with disability income insurance and legal issues affecting insurance claims. In addition, students learn about the Health Insurance Accountability and Portability Act (HIPAA). Students learn essential medical terminology, build on keyboarding and word processing skills, and know about the self-directed job search by learning how to set their own career goals. Prerequisite: None. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

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

Module F emphasizes computerized practice management, including file maintenance, patient records, bookkeeping and insurance. Students will learn the health insurance claim form and managed care systems. Hospital billing is introduced this module. Students will also learn about the history of the healthcare industry and the Medical Assistant Profession. In addition, students learn basic techniques for taking patients vital signs. They learn OSHA standards and the use of universal precautions in the medical office. Students learn essential medical terminology, build on keyboarding and word processing skills, and know about the self-directed job search process by learning all about how to become and learn from mentoring. Prerequisite: None. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

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

Module G focuses on basic administrative procedures performed in the dental office. Students are introduced to the dental health team with emphasis on the tasks performed by the administrative support staff. Specialized procedures including appointment scheduling, bookkeeping, dental charting, processing patients, insurance billing and coding, and law and ethics are presented. Students are also given an introduction to radiography and radiation safety. Students will do vital signs. They discuss interpersonal skills and human relations, telephone techniques, and patient reception techniques. Students build on keyboarding and word processing skills, know about essential dental terminology, and know about the self-directed job search process by learning how to dress for success. Prerequisite: None. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

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

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

Medical Assistant
Diploma Program
Arlington and Fort Worth campuses
8 months – 720 hours – 47 credit units

The Medical Assistant program (diploma) is designed to prepare students for entry-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.

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

In recent years, the medical assisting profession has become indispensable to the health care field. Physicians have become more reliant on medical assistants for their front and back office skills, 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 diploma program prepares graduates to fill entry-level positions such as clinical or administrative assistant, medical receptionist, and medical insurance biller.

This program is divided into eight learning units called modules. The first seven modules, A through G, are classroom modules. Each stands alone as a unit of study and is not dependent upon the completion of any previous or subsequent module. If students do not complete any portion of a module, the entire module must be repeated. Students may enter the program in any of the seven modules and continue through these modules until all have been completed. Following the successful completion of the first seven modules, A through G, students participate in a 160-hour externship.

Completion of the Medical Assistant program is acknowledged by the awarding of a diploma.

Course Number	Course Title	Clock Hours (Lec/Lab/Ext)	Quarter Credit Units
Module A	Patient Care and Communication	40/40/00	6.0
Module B	Clinical Assisting and Pharmacology	40/40/00	6.0
Module C	Medical Insurance, Bookkeeping and Health Sciences	40/40/00	6.0
Module D	Cardiopulmonary and Electrocardiography	40/40/00	6.0
Module E	Laboratory Procedures	40/40/00	6.0
Module F	Endocrinology and Reproduction	40/40/00	6.0
Module G	Medical Law, Ethics, and Psychology	40/40/00	6.0
Module X	Externship	00/00/160	5.0
		280/280/160 **720**	**47.0**

MODULE A - **Patient Care and Communication**   **6.0 Quarter Credit Units**

Module A emphasizes patient care, including examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. Students will have an opportunity to work with and review patient charts and perform front office skills related to records management, appointment scheduling, and bookkeeping. Students gain skills in communication (verbal and nonverbal) when working with patients both on the phone and in person. Students develop working knowledge of basic anatomy and physiology of the special senses (eyes and ears), nervous and integumentary system, common diseases and disorders, and medical terminology related to these systems. Students build on keyboarding and word processing skills, and develop the self-directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe, and identifying the strategies it takes to become the best in their new job so that they can advance in their career. (Lecture 40 Cl Hrs (20 in Theory/10 in Clinical Lab/10 in Computer)/Lab 40 Cl Hrs (30 in Clinical Lab/10 in Computer Lab) Prerequisite: None

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MODULE B - **Clinical Assisting and Pharmacology**   **6.0 Quarter Credit Units**

Module B stresses the importance of asepsis and sterile technique in today's health care environment. Students learn about basic bacteriology and its relationship to infection and disease control. Students identify the purpose and expectations of the Occupational Health and Safety Administration (OSHA) and the Clinical Laboratory Improvement Amendments (CLIA) regarding disease transmission in the medical facility. Students learn the principles and various methods of administering medication. Basic pharmacology, therapeutic drugs, their uses, inventory, and classification and effects on the body are included. Students participate in positioning and draping of patients for various examinations and prepare for and assist with minor office surgical procedures. Students gain working knowledge of basic anatomy and physiology of the muscular system, common diseases and disorders, and medical terminology related to this system. Students build on their keyboarding and word processing skills, and develop the self-directed job search process by identifying their personal career objective, create a neat, accurate, well organized cover letter, resume, and job application. Lecture 40 Cl Hrs (20 in Theory/10 in Clinical Lab/10 in Computer)/Lab 40 Cl Hrs (30 in Clinical Lab/10 in Computer Lab) Prerequisite: None

MODULE C - Medical Insurance, Bookkeeping and Health Sciences   **6.0 Quarter Credit Units**

Module C introduces students to the health care environment and office emergencies and first aid, with an emphasis on bandaging techniques for wounds and injuries. Students learn medical insurance, billing and coding, bookkeeping procedures, accounts payable and receivable, financial management, banking, and check writing procedures that are essential to the successful operation of the medical office. Students develop working knowledge of good health nutrition and weight control and strategies in promoting good health in patients. Students gain working knowledge of basic anatomy and physiology of the digestive system, common diseases and disorders, and medical terminology related to this system. Students build on their keyboarding and word processing skills, and develop the self-directed job search process through career networking techniques that will assist them in being successful in the medical field. Lecture 40 Cl Hrs (20 in Theory/10 in Clinical Lab/10 in Computer)/Lab 40 Cl Hrs (30 in Clinical Lab/10 in Computer Lab) Prerequisite: None

MODULE D - Cardiopulmonary and Electrocardiography   **6.0 Quarter Credit Units**

Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs, and diseases, disorders, and diagnostic tests associated with these systems. Students learn about the electrical pathways of the heart muscle in preparation for applying electrocardiography (ECG or EKG) leads and recording a 12-lead electrocardiogram. A cardiopulmonary resuscitation (CPR) course is taught which enables students to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. They obtain blood samples and prepare syringes and medications for administration. Students learn essential medical terminology, build on their keyboarding and word processing skills, and develop the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately. Lecture 40 Cl Hrs (20 in Theory/10 in Clinical Lab/10 in Computer)/Lab 40 Cl Hrs (30 in Clinical Lab/10 in Computer Lab) Prerequisite: None

MODULE E - Laboratory Procedures   **6.0 Quarter Credit Units**

Module E introduces microbiology and laboratory procedures commonly performed in a physician's office or medical clinic. Students learn specimen identification, collection, handling and transportation procedures, and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. Students gain working knowledge in radiology and nuclear medicine, in addition to various radiological examinations and the patient preparation for these exams. Anatomy and physiology of the urinary system, and the body's immunity, including the structure and functions, as well as common diagnostic exams and disorders related to these systems is presented. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students learn essential medical terminology, build on their keyboarding and word processing skills, and develop the self-directed job search by learning how to set their own career goals. Lecture 40 Cl Hrs (20 in Theory/10 in Clinical Lab/10 in Computer)/Lab 40 Cl Hrs (30 in Clinical Lab/10 in Computer Lab) Prerequisite: None

MODULE F - Endocrinology and Reproduction   **6.0 Quarter Credit Units**

Module F covers general anatomy and physiology, including an overview of the study of biology and the various body structures and systems. This module also identifies and examines the basic structural components and functions of the skeletal, endocrine, and reproductive systems. Students learn about child growth and development, and how hereditary, cultural, and environmental aspects affect behavior. Students gain working knowledge of assisting in a pediatrician's office and learn the important differences that are specific to the pediatric field. Some of the skills students learn in this area are height, weight, measurements and restraining techniques used for infants and children. They check vital signs, assist with diagnostic examinations and laboratory tests, instruct patients regarding health promotion practices, and perform certain invasive procedures. Students learn essential medical terminology, build on their keyboarding and word processing skills, and develop the self-directed job search process by learning all about how to become a mentor and learn from mentoring. Lecture 40 Cl Hrs (20 in Theory/10 in Clinical Lab/10 in Computer)/Lab 40 Cl Hrs (30 in Clinical Lab/10 in Computer Lab) Prerequisite: None

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

Module G covers the history and science of the medical field, as well as the medical assisting profession and how it fits into the big picture. Students gain working knowledge of concepts related to patient reception in the medical office and preparing for the day. Students learn what it takes to become an office manager and the responsibilities an office manager has to the office, the staff, and the physician. Students are introduced to medical office safety, security, and emergency provisions, and how they can best be dealt with. Students learn how to maintain equipment and inventory. Computers in the medical office are discussed and how ergonomics plays an important role in the health of the staff and patients. Students learn how to provide mobility assistance and support to patients with special physical and emotional needs. Basic principles of psychology are discussed, as well as psychological disorders and diseases and treatments available. Medical law and ethics and various physical therapy modalities are discussed. Students check vital signs, obtain blood samples, and prepare and administer intramuscular injections. Students learn essential medical terminology, build on their keyboarding and word processing skills, and develop the self-directed job search process by learning how to dress for success. Lecture 40 Cl Hrs (20 in Theory/10 in Clinical Lab/10 in Computer)/Lab 40 Cl Hrs (30 in Clinical Lab/10 in Computer Lab) Prerequisite: None

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

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

Medical Assistant
Diploma Program
Dallas campus
10 months – 880 hours – 59 credit units

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

In recent years, the medical assisting profession has become indispensable to the health care field. Physicians have become more reliant on medical assistants for their front and back office skills. Medical offices and ambulatory care providers, clinics, hospitals, urgent care centers, nursing homes, medical supply businesses, home health agencies, insurance providers, and pharmaceutical companies are seeking their services. This diploma program prepares graduates to fill entry-level positions such as clinical or administrative assistant, medical receptionist, and medical insurance biller.

The goal of the Medical Assistant Diploma Program is to prepare competent entry-level medical assistants in the cognitive (Working knowledge), psychomotor (skills), and affective (behavior) learning domains required and necessary to prepare them for entry level positions such as clinical or administrative assistant, medical receptionist, and medical insurance biller. Students will learn the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices, and the processing of medical insurance forms and claims.

This program is divided into ten learning units called modules. The first nine modules, MAINTRO through H, are classroom modules. Students are required to complete all modules, starting with a prerequisite introductory module, MAINTRO, and continuing in any sequence until all modules have been completed. If students do not complete any portion of a module, the entire module must be repeated.

Completion of the Medical Assistant Diploma program is acknowledged by the awarding of a diploma.

Module	Module Title	Clock Hours (Lec/Lab/Ext)	Total Quarter Credits
MA Intro	Introduction to Medical Assisting	40/40/00	6.0
Module A	Integumentary, Sensory, and Nervous Systems, Patient Care and Communication	40/40/00	6.0
Module B	Muscular System, Infection Control, Minor Office Surgery, and Pharmacology	40/40/00	6.0
Module C	Digestive System, Nutrition, Financial Management, and First Aid	40/40/00	6.0
Module D	Cardiopulmonary Systems, Vital Signs, Electrocardiography, and CPR	40/40/00	6.0
Module E	Urinary, Blood, Lymphatic, and Immune Systems and Laboratory Procedures	40/40/00	6.0
Module F	Endocrine, Skeletal, and Reproductive Systems, Pediatrics, and Geriatrics	40/40/00	6.0
Module G	Medical Law and Ethics, Psychology, and Therapeutic Procedures	40/40/00	6.0
Module H	Health Insurance Basics, Claims Processing, and Computerized Billing	40/40/00	6.0
Module X	Externship	00/00/160	5.0
	TOTAL	360/360/160 **880**	**59.0**

MODULE MAINTRO - Introduction to Medical Assisting   **6.0-Quarter Credit Units**
Module MAINTRO introduces students to the medical assisting profession, medical terminology, interpersonal skills, study techniques, and basic clinical skills. Students are introduced to the rules needed to build, spell, and pronounce health care terms, basic prefixes, suffixes, word roots, combining forms, and terms associated with body structure and directional terminology. Students study the professional qualities and professional personal appearance of a medical assistant. They learn about the administrative and clinical duties performed by a medical assistant. Additionally, students study the purpose of accreditation and the significance of becoming credentialed professional. Students also study the importance of interpersonal skills and the application of these skills with patients and fellow employees. Students will gain knowledge of basic medical insurance billing, coding concepts, and the use of coding reference books. Students are introduced to the basic clinical skills of obtaining vital signs, drawing and processing blood samples, and preparing and administering injections—procedures that they will continue to practice throughout the remaining modules. Students learn how to use knowledge of multiple intelligences to enhance studying and learning and how to make their personality type work for them. Successful note-taking and listening skills are reviewed, as well as techniques for remembering. Students also gain knowledge of test-taking strategies, including methods that can be used for reducing test anxiety. Lecture: 40 Hrs, Lab: 40 Hrs [Prerequisite: None]

MODULE A - Integumentary, Sensory, and Nervous Systems, Patient Care and Communication
6.0-Quarter Credit Units
Module A emphasizes patient care, including physical examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. Students will have an opportunity to work with and review patient charts and perform front office skills related to records management, appointment scheduling, and bookkeeping. Students gain skills in communication (verbal and nonverbal) when working with patients both on the phone and in person. Students develop working knowledge of basic anatomy and physiology of the special senses (eyes and ears), nervous and integumentary system, common diseases and disorders, and medical terminology related to these systems. Students check vital signs, obtain blood samples, and prepare and administer injections. Also introduced are strategies for dealing with change, setting goals, and getting motivated. Students learn how to prepare an attractive

business letter, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Lecture: 40 Hrs (20 in Theory/10 in Clinical Lab/10 in Computer), Lab: 40 Hrs (30 in Clinical Lab/10 in Computer Lab) [Prerequisite: MAINTRO]

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

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

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

MODULE D - Cardiopulmonary Systems, Vital Signs, Electrocardiography, and CPR   6.0-Quarter Credit Units
Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs, along with diseases, disorders, diagnostic tests, anatomy and physiology, and medical terminology associated with these systems. Students apply knowledge of the electrical pathways of the heart muscle in preparation for applying electrocardiography leads and recording a 12-lead electrocardiogram (ECG). Students receive instruction in cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED), which enables them to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. Students obtain blood samples and prepare and administer injections. Students will discuss how to apply critical and creative thinking skills to analyzing and problem solving in the workplace and everyday life. Students study the preparation of a History and Physical examination report, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Lecture: 40 Hrs (20 in Theory/10 in Clinical Lab/10 in Computer), Lab: 40 Hrs (30 in Clinical Lab/10 in Computer Lab) [Prerequisite: MAINTRO]

MODULE E - Urinary, Blood, Lymphatic, and Immune Systems and Laboratory Procedures
6.0-Quarter Credit Units
Module E introduces microbiology and laboratory procedures commonly performed in a physician's office or medical clinic. Students learn specimen identification, collection, handling and transportation procedures and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. Students gain working knowledge of radiology and nuclear medicine, in addition to various radiological examinations and patient preparation for these exams. Anatomy and

physiology of the urinary system and the body's immunity, including the structure and functions, as well as common diagnostic exams and disorders related to these systems, is presented. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students learn essential medical terminology related to the body systems and topics introduced in the module. Students learn the skills involved in organizing and writing a paper. Students transcribe miscellaneous medical reports, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Lecture: 40 Hrs (20 in Theory/10 in Clinical Lab/10 in Computer), Lab: 40 Hrs (30 in Clinical Lab/10 in Computer Lab) [Prerequisite: MAINTRO]

MODULE F - **Endocrine, Skeletal, and Reproductive Systems, Pediatrics, and Geriatrics**   **6.0-Quarter Credit Units**
Module F covers general anatomy and physiology, including an overview of the study of biology and the various body structures and systems. This module also examines the anatomy, physiology, and functions of the skeletal, endocrine, and reproductive systems, along with medical terminology associated with these systems. Students learn about child growth and development. They develop working knowledge of the skills necessary to assist in a pediatrician's office and learn the important differences that are specific to the pediatric field. Some of the skills students learn in this area are height and weight measurements and restraining techniques used for infants and children. They check vital signs, assist with diagnostic examinations and laboratory tests, and instruct patients regarding health promotion practices. Students gain knowledge of signs and symptoms of possible child abuse or neglect. Students also become familiar with human development across the life span. They will discuss normal and abnormal changes that are part of the aging process and the medical assistant's responsibilities related to the older person. Students check vital signs, obtain blood samples, and prepare and administer injections. Students discuss the importance of the ability to compose business documents and reports and practice composing business documents and e-mails. Students demonstrate increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Lecture: 40 Hrs (20 in Theory/10 in Clinical Lab/10 in Computer) Lab: 40 Hrs (30 in Clinical Lab/10 in Computer Lab) [Prerequisite: MAINTRO]

MODULE G - **Medical Law, and Ethics, Psychology, and Therapeutic Procedures**   **6.0-Quarter Credit Units**
Module G covers the history and science of the medical field, as well as the medical assisting profession. Students gain working knowledge of concepts related to patient reception in the medical office and preparing for the day. They discuss the importance of professional behavior in the workplace. Students learn what it takes to become an office manager and the responsibilities an office manager has to the office, the staff, and the physician. Students are introduced to medical office safety, security, and emergency provisions. They study how to maintain equipment and inventory. The functions of computers in the medical office are discussed. Students also talk about the role ergonomics plays in the health of the staff and patients. Students learn how to provide mobility assistance and support to patients with special physical and emotional needs, and various physical therapy modalities are discussed. Also introduced are the basic principles of psychology, psychological disorders, diseases, available treatments, and medical terminology related to mental and behavioral health. Medical law and ethics in relation to health care are discussed. Skills and attitudes necessary for success in the workforce are introduced, along with how to create a résumé, and follow through with the job search. Students check vital signs, obtain blood samples, and prepare and administer injections. Students demonstrate increasing speed and accuracy on the computer keyboard and build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Lecture: 40 Hrs (20 in Theory/10 in Clinical Lab/10 in Computer) Lab: 40 Hrs (30 in Clinical Lab/10 in Computer Lab) [Prerequisite: MAINTRO]

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

MODULE X - **Externship**   **5.0-Quarter Credit Units**
Upon successful completion of all modules, medical assisting students participate in a 160-hour externship at an approved facility. The externship provides the student an opportunity to apply principles and practices learned in the program and utilize entry-level medical assisting skills in working with patients. Medical Assistant Diploma Program externs work under the direct supervision of qualified personnel at the participating externship sites, and under general supervision of the school staff. Supervisory personnel at the site evaluate externs at 80- and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship experience in order to fulfill requirements for graduation. Lecture: 00 Hrs Lab: 00 Hrs Extern 160[Prerequisite: MAINTRO, Modules A-H]

Medical Insurance Billing and Coding
Diploma Program
Arlington, Dallas, and Fort Worth campuses
8 months – 720 hours – 47 credit units

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

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

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

Course Number	Course Title	Clock Hours (Lec/Lab/Ext)	Credit Units
MEDINTRO	Introduction to Medical Terminology, Keyboarding, Word Processing, Basic Math, Insurance Coding, and Administrative Duties of Medical Personnel	40/40/00	6.0
MIBCL	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Cardiovascular and Lymphatic Systems	40/40/00	6.0
MIBGU	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitorurinary System	40/40/00	6.0
MIBIE	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumentary and Endocrine Systems, and Pathology	40/40/00	6.0
MIBMS	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Musculoskeletal System	40/40/00	6.0
MIBRG	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Respiratory and Gastrointestinal Systems	40/40/00	6.0
MIBSN	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Sensory and Nervous Systems, and Psychology	40/40/00	6.0
MIBP	Practicum * –**OR**–	00/00/160	5.0
MIBE	Externship		
PROGRAM TOTAL		280/280/160 **720**	**47.0**

*The Practicum is not offered as an option at the Ft. Worth Campus. Students there will take MIBE Externship.

Module MEDINTRO - Introduction to Medical Terminology, Keyboarding, Word Processing,   6.0 Quarter Credit Hours
Basic Math, Insurance Coding, and Administrative Duties of Medical Personnel
This module presents basic prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols. Also covered is medical jurisprudence and medical ethics. Students will learn legal aspects of office procedures including a discussion of various medical/ethical issues in today's medical environment. Students will learn basic computer skills and acquire knowledge of basic medical insurance billing and coding. Students are provided exposure to computer software applications used in the health care environment including basic keyboarding, Word and Excel. In addition, basic guidelines and coding conventions in ICD-9 and CPT are covered with focus on the professional (outpatient) guidelines, as well as an introduction to the use of the coding reference books. Basic math is introduced. Career skills and development of proper study and homework habits are introduced as well as professionalism needed in the healthcare environment. Prerequisite: None. Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

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

including medical billing software, Word and Excel. Students will learn the major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Students will perform daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO   Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

Module MIBGU – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural 6.0 Quarter Credit Hours Coding of the Genitorurinary System
This module presents a study of basic medical terminology focused on the genitourinary system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. Students will learn the major medical insurances and claims form processing in an ongoing approach to build this skill set to include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO   Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

Module MIBIE – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural 6.0 Quarter Credit Hours Coding of the Integumentary and Endocrine Systems, and Pathology
This module presents a study of basic medical terminology focused on the integumentary system, the endocrine system, and pathology. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. Students will learn the major medical insurances and claims form processing in an ongoing approach to include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Students will perform daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO   Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

Module MIBMS – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural 6.0 Quarter Credit Hours Coding of the Musculoskeletal System
This module presents a study of basic medical terminology focused on the musculoskeletal system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. Students will learn the major medical insurances and claims form processing is presented in an ongoing approach to include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Students will perform daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study

of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO   Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

Module MIBRG – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural   **6.0 Quarter Credit Hours**
Coding of the Respiratory and Gastrointestinal Systems
This module presents a study of basic medical terminology focused on the respiratory system and the gastrointestinal system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. Students will learn the major medical insurances and claims form processing in an ongoing approach to include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Students will perform daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO   Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

Module MIBSN – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural   **6.0 Quarter Credit Hours**
Coding of the Sensory and Nervous Systems, and Psychology
This module presents a study of basic medical terminology focused on the sensory system, the nervous system, and psychology. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. Students will learn the major medical insurances and claims form processing in an ongoing approach to include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Students will perform daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO   Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

Once a student has completed all modules, he or she will be placed in his or her final module of training, as chosen by the school administration, in an on-campus practicum experience or out in the field in an approved externship facility.

Module MIBP – Practicum   **5.0 Quarter Credit Hours**
Upon successful completion of Modules MIBINTRO. MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, Medical Insurance Billing and Coding students participate in a 160 hour practicum on-campus. The practicum provides the student an opportunity to apply principles and practices learned in the program and utilize entry-level skills in working with insurance companies and processing claims. Medical insurance billing and coding students work under the direct supervision of the school staff. Students are evaluated by an instructor or Department Chair at 80 and 160 hour intervals. Completed evaluation forms are placed in the students permanent records. Students must successfully complete their practicum experience in order to fulfill requirements for graduation. Prerequisite: Successful completion of Modules MIBINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN. Lec Hrs: 0 Lab Hrs: 0 Other Hrs; 160

Module MIBE – Externship   **5.0 Quarter Credit Hours**
Upon successful completion of Modules MIBINTRO. MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, medical insurance billing/coding students participate in a 160-hour externship. Students are expected to work a full-time (40 hours per week) schedule if possible. Serving in an externship at an approved facility gives externs an opportunity to work with the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Supervisory personnel will evaluate externs at 80 and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation. Prerequisite: Successful completion of Modules MIBINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN. Lec Hrs: 0 Lab Hrs: 0 Other Hrs; 160

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.

Module	Title	Clock Hours (Lec/Lab/Ext)	Quarter Credit Units
Module A	Administration of Medications and Pharmacology of the Endocrine/Lymphatic Systems	40/40/00	6.0
Module B	Aspects of Retail Pharmacy and Pharmacology of the Nervous System	40/40/00	6.0
Module C	History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear and Oncology Pharmacy Practice	40/40/00	6.0
Module D	Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses	40/40/00	6.0
Module E	Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System	40/40/00	6.0
Module F	Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System	40/40/00	6.0
Module G	Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System	40/40/00	6.0
Module X	Externship	00/00/160	5.0
Program Total		280/280/160 **720**	**47.0**

Module A   Administration of Medications and Pharmacology of the Endocrine and   6.0 Quarter Credit Units
Lymphatic Systems
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. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

Module B   Aspects of Retail Pharmacy and Pharmacology of the Nervous System   6.0 Quarter Credit Units
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. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

Module C   History and Ethics of Pharmacy and Pharmacology of the Respiratory System&
Nuclear and Oncology Pharmacy Practice   **6.0 Quarter Credit Units**
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. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

Module D   Infection Control, Medication Errors and Alternative Medicine and Pharmacology
of the Integumentary System and Senses   **6.0 Quarter Credit Units**
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. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000.

Module E   Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I.
and Muscular System   **6.0 Quarter Credit Units**
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. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

Module F   Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System   6.0 Quarter
Credit Units
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. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

Module G   Home Health Care, Pharmacy Operations & Pharmacology of the Cardiovascular,
Circulatory & Skeletal System   **6.0 Quarter Credit Units**
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. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

Module X   Clinical Externship   **5.0 Quarter Credit Units**
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. Prerequisite: None. Lec Hrs: 000, Lab Hrs: 000, Other Hrs: 160

QUARTER-BASED PROGRAMS

Accounting
Associate of Science Degree program
Fort Worth campus
24 months – 96 credit units

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

Course Code		Course Title	Associates Degree Quarter Credit Hours	
College CORE REQUIREMENTS				
SLS	1105	Strategies for Success	4.0	
CGS	2167C	Computer Applications	4.0	
SLS	1321	Career Skills & Portfolio Development*	2.0	
Associate's students choose 8 credits from the following:				
LIS	2004	Introduction to Internet Research	2.0	
MAN	2031	Let's Talk Business	2.0	
OST	2335	Business Communications	4.0	
MTB	1103	Business Math	4.0	
OST	1141L	Keyboarding	2.0	
CGS	2510C	Applied Spreadsheets	4.0	
		TOTAL QUARTER CREDIT HOURS		**18.0**
MAJOR CORE REQUIREMENTS				
APA	2111	Principles of Accounting I	4.0	
APA	2121	Principles of Accounting II	4.0	
APA	2161	Introductory Cost/Managerial Accounting	4.0	
ACG	2021	Introduction to Corporate Accounting	4.0	
APA	2141	Computerized Accounting	4.0	
ACO	1806	Payroll Accounting	4.0	
ACG	2551	Non-Profit Accounting	4.0	
TAX	2000	Tax Accounting	4.0	
MAN	1030	Introduction to Business**	4.0	
BUL	2131	Applied Business Law	4.0	
Choose two courses from the following:				
CGS	2510C	Applied Spreadsheets	4.0	
FIN	1103	Introduction to Finance	4.0	
ACG	2178	Financial Statement Analysis	4.0	
MAN	2021	Principles of Management	4.0	
				48.0
GENERAL EDUCATION CORE REQUIREMENTS				
ENC	1101	Composition I	4.0	
ENC	1102	Composition II	4.0	
MAT	1033	College Algebra	4.0	
PSY	2012	General Psychology	4.0	
SPC	2017	Oral Communications***	4.0	
AML	2000	Introduction to American Literature	4.0	
EVS	1001	Environmental Science	4.0	
SLS	1505	Basic Critical Thinking	2.0	
		TOTAL QUARTER CREDIT HOURS		**30.0**
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				**96.0**

* Formally known as SLS 1321, Career Skills
** Formally known as MAN 1030, Introduction to Business Enterprise
**Online students will take SPCP2300 Fundamentals of Interpersonal Communication

Applied Management
Associate of Science Degree program
Fort Worth campus
24 months – 96 credit units

The **Associate of Applied Management** programs are offered for those students who have completed a diploma from an accredited post-secondary institution and whose career goals require a broad knowledge of the functional areas of business. All students will take coursework in the areas of accounting, general business, management, marketing, computer applications, and business law. The program prepares students for a variety of entry-level positions in areas such as sales, office supervision, and small business management.

Course Code		Course Title	Associates Degree Quarter Credit Hours	
College CORE REQUIREMENTS				
SLS	1105	Strategies for Success	4.0	
CGS	2167C	Computer Applications	4.0	
SLS	1321	Career Skills & Portfolio Development*	2.0	
		TOTAL QUARTER CREDIT HOURS		10.0
Major Core Requirements*				
MAN	1030	Introduction to Business**	4.0	
MAN	2021	Principles of Management	4.0	
APA	2111	Principles of Accounting I	4.0	
BUL	2131	Applied Business Law	4.0	
Major Core Electives***			36.0	
Associate's students choose 8 credits from the following:				
MAN	2300	Introduction to Human Resources	4.0	
FIN	1103	Introduction to Finance	4.0	
MAR	2305	Customer Relations and Servicing	4.0	
MAR	1011	Introduction to Marketing	4.0	
SBM	2000	Small Business Management	4.0	
		TOTAL QUARTER CREDIT HOURS		60.0
GENERAL EDUCATION REQUIREMENTS				
ENC	1101	Composition I	4.0	
ENC	1102	Composition II	4.0	
MAT	1033	College Algebra	4.0	
SLS	1505	Basic Critical Thinking	2.0	
PSY	2012	General Psychology	4.0	
ECOP	1021	General Economics	4.0	
EVS	1001	Environmental Science	4.0	
		TOTAL QUARTER CREDIT HOURS		26.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				96.0

* Formally known as SLS 1321, Career Skills
** Formally known as MAN 1030, Introduction to Business Enterprise
Major Core Electives: Credit will be applied from the student's previously completed certificate, diploma, or associates program. Students who have fewer than 36 transferable major core credits will be required to select additional courses from the business and management areas.

Business Administration
Associate of Applied Science Program
Arlington, Dallas, and Fort Worth campuses
24 months – 96 credit units

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	Total Contact Hours	Quarter 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*	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
PHI 2100	Critical Thinking	40	4
PSY 2012	General Psychology	40	4
SPC 2017	Oral Communications	40	4
EVS 1001	Environmental Science	40	4
	Total General Education Requirements	**280**	**28**
HOURS REQUIRED FOR GRADUATION		**1000**	**96**

* Formally known as MAN 1030, Introduction to Business Enterprise

Criminal Justice
Associate of Applied Science Program
Forth Worth campus
24 months – 96 credit units

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

Course Number	Course Title	Total Contact Hours	Quarter Credit Hours
COLLEGE CORE REQUIREMENTS			
SLS 1105	Strategies for Success	40	4
SLS 1321	Career Skills & Portfolio Development*	20	2
CGS 2167C	Computer Applications	50	4
	Total College Core Requirements	**110**	**10.0**
MAJOR CORE REQUIREMENTS			
CCJ 2501	Juvenile Justice	40	4
CCJ 1017	Criminology	40	4
CCJ 1020	Introduction to Criminal Justice	40	4
CJL 2130	Criminal Evidence	40	4
CJL 2134	Criminal Procedure and the Constitution	40	4
CJE 1600	Criminal Investigations	40	4
CCJ 2358	Criminal Justice Communications	40	4
CJC 2000	Introduction to Corrections	40	4
CJE 2580	Introduction to Interviews and Interrogations	40	4
DSC 2002	Introduction to Terrorism	40	4
CCJ 2929	Criminal Justice Capstone Project	40	4
Student will select 8.0 credits from the following courses:			
CJE 2100	Policing in America	40	4
CCJ 2288	Spanish for the Criminal Justice Professional	40	4
CCJ 2679	Introduction to Victims Advocacy	40	4
CCJ 2943	Current Issues in Criminal Justice	40	4
CJE 2670	Introduction to Forensics	40	4
CCJ 1910	Career Choices in Criminal Justice	40	4
	Total Major Core Requirements	**520**	**52.0**
GENERAL EDUCATION REQUIREMENTS			
ENC 1101	Composition I	40	4
ENC 1102	Composition II	40	4
SPC 2017	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	Basic Critical Thinking	20	2
AML 2000	Introduction to American Literature	40	4
EVS 1001	Environmental Science	40	4
	Total General Education Requirements	**340**	**34.0**
TOTAL HOURS REQUIRED FOR GRADUATION		**970**	**96.0**

*Formally known as SLS 1321, Career Skills

Criminal Justice

Associate of Applied Science Program

Arlington and Dallas campuses
24 months – 96 credit units

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	Quarter Credit Hours
COLLEGE CORE REQUIREMENTS			
BUL 2131	Applied Business Law	40	4
CGS 2167C	Computer Applications	50	4
MAN 1030	Introduction to Business*	40	4
MAN 2021	Principles of Management	40	4
MAR 2305	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 1020	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 Professional	40	4
CJC 2000	Introduction to Corrections	40	4
CCJ 2358	Criminal Justice Communications	40	4
CCJ 2501	Juvenile Justice	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
PHI 2100	Critical Thinking	40	4
PSY 2012	General Psychology	40	4
SPC 2017	Oral Communications	40	4
	Total General Education Requirements	**240**	**24**
HOURS REQUIRED FOR GRADUATION		**1070**	**96**

* Formally known as MAN 1030, Introduction to Business Enterprise

Medical Assistant
Associate of Applied Science Program
Dallas campus
24 months – 97 credit units

The Associate of Applied Science Degree Medical Assistant 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 Assistant Program is acknowledged by the awarding of an A.A.S. Degree.

Course Number	Course Title	Contact Hours	Quarter 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
HSA 1529	Diseases of the Human Body	40	4.0
MEA 1239	Medical Terminology	40	4.0
HSA 1551	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 T561	Professional Procedures	50	4.0
MEA 2804	Externship	160	5.0
Student will select 4.0 credits from the following courses:			
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:		**850-870**	**63.0**
ENC 1101	Composition I	40	4.0
ENC 1102	Composition II	40	4.0
MAT 1033	College Algebra	40	4.0
PHI 2100	Critical Thinking	40	4.0
EVS 1001	Environmental Science	40	4.0
PSY 2012	General Psychology	40	4.0
SPC 2017	Oral Communications	40	4.0
General Education Total Quarter Hours:		**280**	**28.0**
Grand Total Quarter Hours:		**1240-1260**	**97.0**

- ○ **Paralegal**
  Associate of Applied Science Program
  Dallas and Fort Worth campuses
  24 months – 96 credit units

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	Total Contact Hours	Quarter Credit Hours
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	2017	Oral Communications	40	4
SYG	2000	Principles of Sociology	40	4
MAT	1033	College Algebra	40	4
PSY	2012	General Psychology	40	4
PHI	2100	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 FIN = finance. The numbers that follow the course prefix increase in sequence to indicate a more in-depth and complex level of the particular subject area.

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	
ACG 2178 Financial Statement Analysis	**4.0 Quarter Credit Hours**
The basics of financial statement analysis in directing a firm's operations are covered in this course. Students will gain an understanding of how funds are acquired in financial markets and the criteria used by investors in deciding where to place their funds. Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	
ACG 2551 Non-Profit Accounting	**4.0 Quarter Credit Hours**
In this course the student explores accounting systems unique to non-profit organizations. Accounting principles for hospitals and educational organizations are examined. Prerequisite ACG 2021 Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ACO 1806 Payroll Accounting	**4.0 Quarter Credit Hours**
This course provides students with a working knowledge of payroll laws, principles, practices, methods and systems. Students gain hands-on experience performing the payroll function. Prerequisite: APA 2111. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
AML 2000 Introduction to American Literature	**4.0 Quarter Credit Hours**
This course concentrates on the major writers of Modern American literature. 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 2141 Computerized Accounting	**4.0 Quarter Credit Hours**
This course emphasizes the practical application of fundamental accounting principles through the use of automated accounting software. Students will gain experience in integrated software designed to handle general ledger, accounts payable, accounts receivable, financial statement analysis, fixed assets, sales order processing, inventory, and payroll. Prerequisite: APA 2121. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 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 Prerequisite: May be taken only in the last term of attendance.	
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**
The study of crime and causes of crime, the types of crime, and crime prevention strategies and society's response to crime. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 1020 Introduction to Criminal Justice	**4.0 Quarter Credit Hours**
This course provides an overview and introduction to criminal justice. Focus on the nature of crime, law and criminal justice, the Police and Law Enforcement, the makeup of the courts, the adjudication system, the issues facing police, corrections, and a review of the nature and history of the juvenile justice system. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000	
CCJ 1910 Career Choices in Criminal Justice	**4.0 Quarter Credit Hours**
This course provides an overview of employment in the criminal justice field. Topics include nature of the work, employment opportunities, median income, training, opportunity for advancement, employment outlook for ten different general classifications. Prerequisite: CCJ 1020. 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 1020. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 2288 Spanish for the Criminal Justice Professional	**4.0 Quarter Credit Hours**
This course provides criminal justice professionals with a fundamental communication skill set in the Spanish language. Students will address Spanish phrases and terms that will enhance the ability to respond to emergencies and function in other justice related environments. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 2358 Criminal Justice Communications	**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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 2501 Juvenile Justice	**4.0 Quarter Credit Hours**
Examination of the historical development of concepts of delinquency and modern juvenile justice system. Theories of delinquency, juvenile court processes, intake services, remedial procedures and the effects of the system are included in this course. Prerequisite: CCJ 1020. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 2679 Introduction to Victims Advocacy	**4.0 Quarter Credit Hours**
This course examines criminal victimization in the United States. The topics include the historical treatment of victims of crime, the character and extent of moern criminal victimization, the nature of victimization experience, victim treatment at the hands of the criminal justice system. Prerequisite: CCJ 1020. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 2929 Criminal Justice Capstone Project	**4.0 Quarter Credit Units**
This Criminal Justice Capstone course provides an opportunity for students to merge the knowledge and experiences from their previous classes. The students will demonstrate their knowledge of the theory and practical application of the components of the Criminal Justice system through written assignments, group work, class presentations, and role playing scenarios. Prerequisite: Last (2) quarters of the student's program. 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 including critical concepts of law enforcement, the courts, corrections, and juvenile justice. Prerequisite: CCJ 1020. 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	
CJC 2000 Introduction to Corrections	**4.0 Quarter Credit Hours**
This course will examine an overview of the history of corrections and punishment in America with a review of the correctional process including: probation, intermediate sanctions, restorative justice, imprisonment and the death penalty. The organization, management and operation of correctional facilities, inmate life and environment will be examined, including the legal foundation of prisoners' rights. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJE 1600 Criminal Investigations	**4.0 Quarter Credit Hours**
Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJE 2100 Policing in America	**4.0 Quarter Credit Hours**
This course provides a solid foundation by tracking the historical development of policing in America from its English roots to the first organized municipal police departments in the 1830s. It describes various federal law enforcement organizations and how they relate to state and local police. There is examination of the police subculture, explanation of the manner in which police agencies are organized and managed, community policing and problem solving, patrol and criminal investigations, impact of technology on police and discussion of the future. Prerequisite: CCJ 1020. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJE 2580 Introduction to Interviews and Interrogations	**4.0 Quarter Credit Units**
Interviews and interrogation focuses on techniques and philosophies of conducting human communication in a criminal justice or legal environment in which the goal is to obtain accurate information. Students will learn and apply specialized techniques and approaches to interviews and interrogations as well as legal implications based on a variety of situations. Obtaining eyewitness information in an investigative environment is also discussed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJE 2670 Introduction to Forensics	**4.0 Quarter Credit Units**
This course will explore and explain the application of applied science to those criminal and civil matters that are investigated by various agencies. Prerequisite: CCJ 1020. Lec. Hrs. 040 Lab Hrs. 000 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 1020. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJL 2130 Criminal Evidence	**4.0 Quarter Credit Hours**
This course focuses on the nature of evidence as it relates to the pretrial and trial process, including: witnesses, hearsay, admissions and confessions, and the exclusionary rule. Emphasis is placed on specific types of evidence: circumstantial, documentary, physical, and recorded. Prerequisite: CCJ1020. 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 1020. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

CJL 2134 Criminal Procedure and the Constitution	4.0 Quarter Credit Units

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

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

DSC 2002 Introduction to Terrorism	4.0 Quarter Credit Units

Students in this course gain a valuable overview of terrorism: its history, current activities, and projected future. Topics include: domestic and international terrorism, terrorist training, weapons of mass destruction, defenses against terrorism, legal aspects, and the impact of the media. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ECOP 1021 General Economics	4.0 Quarter Credit Hours

This course serves as an introduction to the principles of macro and microeconomics. Specific topics of study will include scarcity and choice, supply and demand, national income, foreign trade, inflation, unemployment, and the banking system. Prerequisite: None. Lecture Hrs. 040, Lab Hrs. 000, Other Hrs. 000.

ENC 1101 Composition I	4.0 Quarter Credit Hours

This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity, and coherence of central idea and supporting material. 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

ENGP 0011 Basic English Studies	4.0 Quarter Credit Hours

A comprehensive review of grammar, spelling, and vocabulary intended to strengthen students' English background and to prepare students for more advanced studies. This course does not apply toward credits needed to graduate in any program. In determining student status and tuition charges, this course is considered a 4.0 quarter credit hour class. 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

HSA 1529 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

HSA 1551 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

HUN 1001 Basic Nutrition	2.0 Quarter Credit Hours

This course is a study of basic nutrition including a discussion of vitamins and minerals necessary to maintain good health, cultural and religious differences that affect nutrition and an analysis of medical diets utilized in the treatment of disease and the maintenance of good health. Lecture Hours: 20.0 Lab Hours: 0.0 Other Hours: 0.0

LIS 2004 Introduction to Internet Research	2.0 Quarter Credit Hours

This course provides instruction on the basic use of the Internet and the use of search engines. Students will have hands-on access to the Internet. Prerequisite: None. Lecture Hrs: 010 Lab Hrs: 020 Other Hrs: 000

MAN 1030 Introduction to Business	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 2030 Let's Talk Business	2.0 Quarter Credit Hours

This course is designed to provide opportunities through reading, discussions, and exercises for students to improve their proficiency as communicators in business environments. Prerequisite: None. Lecture Hrs: 020 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

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

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

MAT 0024 Basic Math Studies	4.0 Quarter Credit Hours

Comprehensive review of the mathematical skills and concepts required to prepare for Algebra and other advanced studies. This course does not apply toward credits needed to graduate in any program. In determining student status and tuition charges, this course is considered a 4.0 quarter credit hour class. 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, which is designed to be taken concurrently with MEA 1207L, focuses on universal precautions in the medical environment, including understanding bloodborne pathogens, HIV/AIDS and Hepatitis, infection control, and an introduction to assisting with surgeries. In addition, the student will gain proficiency in medical asepsis in a simulated setting. Also covered will be emergency procedures. Prerequisite: MEA 1239; Corequisite: MEA 1207L. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0

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

Course Description: This course must be taken concurrently with MLS 2329, and presents theories and principles of patient care, including taking medical histories and documentation, the physical examination, rehabilitation medicine, and specialty procedures. Prerequisite: MEA 1207, MEA 1207L. Co requisite: MLS 2329. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.

MEA 1226L Exams and Specialty Procedures Lab	2.0 Quarter Credit Hours

Course Description: This course is designed for the student to practice and acquire the skills learned in Exams and Specialty Procedures lecture under direct supervision of the clinical instructor. Students will be checked off on new skills as they mastered. Prerequisite: MEA 1207, MEA 1207L. Co requisite: MEA 1226C. *This course is to be taken concurrently with Exams & Specialty Procedures Lecture (MEA 1226C). Lecture Hours: 0.0 Lab Hours: 40.0 Other Hours: 0.0

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, 1263 Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0

MEA 1239 Medical Terminology	4.0 Quarter Credit Hours

This course presents a study of basic medical terminology. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols are included in the content. A word building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented with each unit. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.

MEA 1243L Pharmacology Lab	2.0 Quarter Credit Hours

In this course, which is designed to be taken concurrently with MEA 2244, various aspects of clinical pharmacology are 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. Prerequisite: MEA 1263, MEA 1233, MEA 1250; Co requisite: MEA 2244. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000.

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. Prerequisite: MEA 1239. Lec. Hrs. 030 Lab Hrs. 020 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. A body systems approach will be used. Prerequisite: MEA 1263, MEA 1233, MEA 1250. Co requisite: MEA 1243L. 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, which is designed to be taken concurrently with MEA 2750, 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. Prerequisite: MEA 1207, MEA 1207L, MEA 1263, MEA 1233, MEA 1250. Co requisite: MLS 2260L. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.	
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 skill learned, the student will be able to identify and respond appropriately to life threatening cardiac arrhythmia's and EKG changes. Prerequisite: None. 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 T561 Professional Procedures	**4.0 Quarter Credit Hours**
Course Description: This course is designed to assist the student 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 methods of obtaining professional credentials. Prerequisite: All medical classes. Lec. Hrs.030 Lab Hrs. 020 Other Hrs. 000.	
MEA 2804 Medical Assistant Externship	**5.0 Quarter Credit Hours**
Course Description: This course is 160 hours of unpaid, supervised, practical in-service in a medical office or clinic in which the student practices direct application of all administrative and clinical functions of the medical assistant. Prerequisite: All classes in the Medical Core must be completed prior to enrollment. Lecture Hours: 000 Lab Hours: 000 Other.Hours: 160.	
MLS 2260L Diagnostic Procedures Lab	**2.0 Quarter Credit Hours**
Course Description: This course is designed for the student to practice and acquire the skills learned in MEA 2260, Diagnostic Procedures Lecture, under direct supervision of the clinical instructor. Students will be checked off on skills as they are mastered. Prerequisite: MEA 1207, MEA 1207L. Co requisite: MEA 2260. This course is to be taken concurrently with Diagnostic Procedures lecture. Lecture Hours: 0.0 Lab Hours: 40.0 Other Hours: 0.0.	
MTB 1103 Business Math	**4.0 Quarter Credits Hours**
This course presents a comprehensive review of computational skills as they apply to the business world. Topics include fractions, decimals, banking and credit card transaction, equations, percents, discounting process (trade and cash), markups and markdowns, simple and compound interest, and payroll functions. Lecture Hrs: 040 Lab Hrs: 000 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 2335 Business Communications	**4.0 Quarter Credit Hours**
Practical written communications skills for business are studied in this advanced course. This course includes the mechanics and principles of effective letter writing and methods of researching and compiling reports. Focus is on a better understanding of writing styles appropriate to the business world. Prerequisite: ENC1102. Lecture Hrs. 040 Lab Hrs. 000 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	
PHI 2100 Critical Thinking	**4.0 Quarter Credit Hours s**
This course introduces the students to the concepts of critical thinking. Topics covered include problem solving, perceptions, truths, language, thoughts, concepts, judging, and arguments. Students will examine effective ways to think more critically, and will apply these tools in course assignments. Prerequisite: None. Lec. Hrs 040 Lab Hrs 000 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 are taught to locate and use both primary, secondary, and CALR legal research sources to solve legal problems. Prerequisite: PLA 1003. 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 analyses of complex issues. Students strengthen their legal research skills using a variety of primary and secondary sources, analyze complex legal problems, and write a persuasive memorandum or brief. 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. Prerequisite: PLA1105 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. Prerequisite: PLA1003 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: None. 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: None. 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: None. 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. 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. Lec\ture 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 1105 Strategies for Success   **4.0 Quarter Credit Hours**

This course is designed to equip students for transitions in their education and life. The course includes introduction to the College and its resources, study skills, and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SLS 1321 Career Skills & Portfolio Development   **2.0 Quarter Credit Hours**

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

SLS 1505 Basic Critical Thinking .... **2.0 Quarter Credit Hours**

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

SPC 2017 Oral Communications   **4.0 Quarter Credit Hours**

This course is designed to develop 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

SPCP 2300 Fundamentals of Interpersonal Communication   **4.0 Quarter Credit Hours**

The dynamics of interaction between people in personal, social and workplace situations are explored to better understand how interpersonal communication shapes relationships. Exploration will occur through readings, discussion, and application exercises. 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

TAX 2000: Tax Accounting   **4.0 Quarter Credit Hours**

This is a survey course covering the laws, procedures, returns, and subsidiary schedules involved in the preparation of Federal personal tax returns. Prerequisite: None. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CORINTHIAN COLLEGES, INC.

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

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

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

The following schools in the Canada are owned by Corinthian Colleges, Inc.:	
Everest College of Business, Technology, and Healthcare	Nepean, Ontario
All Canadian locations listed below are branches of Everest College	New Market, Ontario
Canada, Inc.	North York, Ontario
Barrie, Ontario	Ottawa-East, Ontario
Brampton, Ontario	Scarborough, Ontario
Hamilton City Centre, Ontario	Sudbury, Ontario
Hamilton Mountain, Ontario	Thunder Bay, Ontario
Kitchener, Ontario	Toronto Central, Ontario
London, Ontario	Toronto College Park (South), Ontario
Mississauga, Ontario	Windsor, Ontario

STATEMENT OF OWNERSHIP

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

CORINTHIAN COLLEGES, INC.		
DIRECTORS	**OFFICERS**	**TITLE**
Jack D. Massimino	Jack D. Massimino	Chairman of the Board
Peter Waller	Peter Waller	Chief Executive Officer and Director
Terry Hartshorn	Matthew Ouimet	President and Chief Operating Officer
Paul R. St. Pierre	Kenneth S. Ord	Executive Vice President and Chief Financial Officer
Linda Arey Skladany	Mark L. Pelesh	Executive Vice President, Legislative and Regulatory Affairs
Hank Adler	William Buchanan	Executive Vice President, Marketing
Alice T. Kane	Beth Wilson	Executive Vice President
Robert Lee	David Poldoian	Chief Business Development Officer
Tim Sullivan	Steve Quattrociocchi	Division President, CCi Online
John Dionisio	Janis Schoonmaker	Division President, FMU Division
	Mike Benvenuti	Division President, Everest Central
	Bob Bosic	Division President, Everest West
	Dave Whiteford	Division President, Everest South
	Stan A. Mortensen	Executive Vice President, General Counsel and Corporate Secretary
	Robert C. Owen	Senior Vice President, Chief Accounting Officer
	Anna Marie Dunlap	Senior Vice President, Investor Relations & Corporate Communications
	Rick Simpson	Senior Vice President and Chief Academic Officer
	Carmella Cassetta	Senior Vice President and Chief Information Officer
	Jim Wade	Senior Vice President, Human Resources
RHODES COLLEGES, INC.		
DIRECTORS	**OFFICERS**	**TITLE**
Jack D. Massimino	Jack D. Massimino	Chief Executive Officer
Peter Waller	Peter Waller	President and Chief Operating Officer
Beth A. Wilson	Kenneth S. Ord	Executive Vice President and Chief Financial Officer
	Beth A. Wilson	Executive Vice President
	Stan A. Mortensen	Senior Vice President, General Counsel and Corporate Secretary
	Robert C. Owen	Treasurer and Assistant Secretary
RHODES BUSINESS GROUP		
DIRECTORS	**OFFICERS**	**TITLE**
Jack D. Massimino	Jack D. Massimino	Chief Executive Officer
Peter Waller	Peter Waller	President and Chief Operating Officer
Beth A. Wilson	Kenneth S. Ord	Executive Vice President and Chief Financial Officer
	Beth A. Wilson	Executive Vice President
	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		
Williams, Kendra	President	MBA, University of Phoenix, Dallas, TX. BSBM, University of Phoenix, New Orleans, LA.
Pruitt, David	Academic Dean	M.S. – Human Relations, Amberton University; Southwestern Assemblies of God University – Business; A.A.S. – Management, North Lake College
Smith, Peggy	Associate Academic Dean	M.S. – Human Resources & Training, Amber University; B.A. – Psychology, Stockton State College
Roberto Rios	High School Director of Admissions	BS –Marketing and Advertising, University of Texas , Austin, TX
Matilda Perry	Director of Admissions	BS, University of Texas , Arlington, TX
Jeneya' Darson	Admissions Manager	BA, Wilberforce University, Wilberforce, OH
White-Knighten, Debra	Director of Finance	BBA, Delta State University, Cleveland, Mississippi
Valles, Edgar	Director of Student Accounts	B.S. – Accounting, University of Phoenix
John Todd Blackmon	Career Services Manager	BS-Journalism, Texas A&M, College Station, TX
Peller, Dina	Librarian	MLS- Texas Woman's University BA- Psychology, Texas Woman's University A.A.S – Psychology, Oklahoma City College
DEPARTMENT CHAIRS		
Crabbe, Dr. Victor	Medical Assistant	MD – Medicine, Ross School of Medicine
Fizer, Scottie	Criminal Justice	BS – Law Enforcement, Prairie View A&M University
Porter, Matthew	Business Administration	BA – Government and Politics, University of Texas at Dallas
Ball, Michelle	Medical Insurance Billing & Coding	Medical Assisting – Ultrasound Diagnostic School
Crowley, Lisa	Pharmacy Technician Studies	Licensed Pharmacy Technician
FACULTY		
Jackson, Javaun	Business Administration	MA – Professional Development/Mgt., DBU; BA – General Business, UNT
Johnson, Dr. Carla	Business Administration	BA – Recreation, Southwest Baptist University; MSW – Social Work, MA – Church Social Services, SW Baptist Seminary; UTA; Doctorate – Leadership, Regent University
Leshner, Michael	Business Administration	MBA – Industrial Management, University of Dallas; BBA - Accounting, SMU
Riefenstahl, Valerie	Business Administration	MBA – Business Administration, SMU; BS – Chemistry, UT @Permian Basin
Roberts, Thomas	Business Administration	MBA – Economics, SMU; BBA – Business Administration, SMU
Tony Scallion	Business Administation	BOE Tech Edu- Eastern New Mexico Univ
Knight, Gary	Criminal Justice	MS Criminal Justice- Southwest Texas State Univ., San Marcos, Tx
Lawson, Vicki	Criminal Justice	BS – Criminal Justice, University of Texas @ Arlington; MA – Criminal Justice, University of Texas @ Arlington
Lewis, Charles	Criminal Justice	BA – Psychology, Goshen College
Mattix, Ray	Criminal Justice	MS-Human Services, Concordia Univ
Padgett, Disa	Criminal Justice	MA – Forensic Psychology, John Jay College of Criminal Justice; BS – Psychology, TCU

Allaire, Christopher	Electrician Technician	BS Tech Mgmt- Devry Univ.,Irving, TX
Michael Bookman	Electrician Technician	AIEECA Trades School, Dallas, TX
Roberts, Elizabeth	General Studies	MS – Community Counseling, Radford University; BS – Psychology, University of VA of Wise
Schoenfeldt, Ronny	General Studies	MS Divinity- Wesley Biblical Studies
Benson, Charles	General Studies / Business Administration	MBA – Business Administration, DBU; BA – Mathematics, University of Louisville;
Gerardo Moreno	HVAC Technician	HVAC Diploma- ATI Career Institute, Dallas, TX
Mathews, L Richard	HVAC Technician	Licensed HVAC Technician
Crowe, Marlenna	Medical Assistant	MA Diploma- Ati Career Institute; MIBC Diploma- Concorde Career Institute, Dallas, TX
Edwards, Tanisha	Medical Assistant	MA Diploma- High Tech Institute, Irving, TX
Henderson, Sandra	Medical Assistant	MA Diploma- National Education Center, Fort Worth, TX
Nezarina Fields	Medical Assistant	Certified Medical Insurance Biller & Coder
Ricketson, Robert	Medical Assistant	Ph D Medicine- Univ of Oklahoma, Oklahoma City, TX
Stewart, Retha	Medical Assistant	BS – Healthcare Administration, Columbia Union College
Terrell, Chantel	Medical Assistant	MA Diploma- Ati Career Institute; Dallas, TX
Walker, Dr. Brian	Medical Assistant	DC – Parker College of Chiropractic; BA – Health Science, UT at El Paso
Khalid, Masooma	Medical Assistant	MD – Fatima Jinnah Medical College for Women; BS – Pre-Med, Government College for Women
Philips, Keric	Medical Assistant	MA Diploma - Education America
Tidwell, Sharon	Medical Assistant	MA Certificate – Education America
Wherry, Lisa	Medical Assistant	MS – Healthcare Administration, College of St. Francis; BSN – Nursing, Austin Peay State University
Moss, Dr. Quinton	Medical Assistant	D.C. – Parker College; B.S. – Arkansas State University
Joiner, Yvette	Medical Insurance Billing & Coding	AS – Business Administration, Galvaston College
McNabb, Yvonne	Medical Insurance Billing & Coding	

Rojo, Donna	Medical Insurance Billing & Coding	MA Certificate – National Education Center
Wanda Frazier	Medical Insurance Billing & Coding	MA-Sanford Career Institute; AS Healthcare Admin.- Univ. of Phoenix
Black, Jekeitha	Pharmacy Technician	Licensed Pharmacy Technician
Faucette, Virginia	Pharmacy Technician	
Sapp, Eric	Pharmacy Technician	Licensed Pharmacy Technician
Scheurs, Chris	Pharmacy Technician	BS Applied Arts, Texas A&M, Commerce, TX
Smith, Erika	Pharmacy Technician	Pht- Career Centers of Texas, Fort Worth, TX

DALLAS

ADMINISTRATIVE STAFF		
Christopher B. Peters	President	BS, Southern University, Baton Rouge, LA
Colin Ellis	Campus Vice President	MS, St. Edwards University, Austin, TX; BA, University of Texas-Austin, Austin, TX
Nicole Bradford	Academic Dean	Ed.D., Texas Southern University, Houston, TX; MS, Grambling State University, Grambling, LA; BS, Grambling State University, Grambling, LA
Sabrina Jones	Associate Academic Dean	MA Counseling, Spring Arbor University, Spring Arbor, MI; BA MOD Spring Arbor University, Spring Arbor, MI
Elgrie Hurd, III	Dean of Student Services	BA, California State Polytechnic University, Pomona, CA MA San José State University, San José, CA
Jahmil Jones	Director of Admissions	BS, Mississippi State University, Starkville, MS
Ijeoma Adams	Director of Student Accounts	MBA, Florida Metropolitan University, Pompano Beach, FL; BA, University of Phoenix, Dallas, TX
Sonja Cook	Director of Student Finance	
Open	Director of Career Services	
Linda Austin	Admissions Manager	BA, Arkansas College, Batesville, AR
Nichole Hardaway	Admissions Manager	BA, California State University, Sacramento, CA
Connie Hines	Student Finance Manager	BS, Grambling State University, Grambling, LA
Sam Willson	Student Finance Manager	BA, Texas A&M University, College Station, TX
Bridget Barry Thias	Librarian	MIS, MJ, & BS, University North Texas, Denton, TX
PROGRAM DIRECTORS		
Glenn Thaxton	Business Administration	BS, Computer Science East Texas State University, Commerce, TX
Linda Bauer	Medical Billing and Coding	
Karen Rich	Medical Assistant	AA, Collin County Community College, Frisco TX
FULL TIME FACULTY		
Roddrick West	Business Administration	MA, Louisiana Tech University, Ruston, LA; BA Louisiana Tech University, Ruston, LA
Phil Le	General Education	MS, Drexel University, Philadelphia, PA; BS, Drexel University, Philadelphia, PA
Phillip Pryor	General Education	MS, University of Louisiana-Monroe, Monroe, LA; BGS, University of Louisiana-Monroe, Monroe, LA
James Oldham	Medical Assistant	BS, UT Southwestern-Dallas, Dallas, TX; AS, Eastfield College, Mesquite, TX; AS, San Diego City College, San Diego, CA
Charles Darden	Medical Assistant	Certificate, Medical Assisting, Ultrasound Diagnostic Imaging School, Irving, TX
Lisa Johnson-Hannah	Paralegal	JD, Detroit College of Law at Michigan State University, Lansing, MI; BS, Eastern Michigan University, Ypsilanti, MI
Ann Riggs	Paralegal	JD, Washburn University School of Law, Topeka, KS; BA, Wichita State University, Wichita, KS

Yesenia Basurto	Medical Billing/Coding	BS, University of Phoenix, Dallas, TX; Diploma, PCI Health Training Center, Dallas, TX
Beverly Becker	Medical Billing/Coding	AA, Commonwealth College, Richmond, VA
Fernando Blue	Medical Billing/Coding	BS, Hill University, Humble, TX
Alisa Burton	Medical Billing/Coding	MA Diploma, Tad Technical Institute, Kansas City, MO
Debra Holden	Medical Billing/Coding	BS, Northwestern State University, Shreveport, LA; BA, Northwest LA University, Monroe, LA
Sandra Holt	Medical Billing/Coding	MA Diploma, PCI Health Training Center, Dallas, TX
Vickie McLendon	Medical Billing/Coding	
Janet Spencer	Medical Billing/Coding	
Dwayla Walker	Medical Billing/Coding	AS, Richland College

FORT WORTH

ADMINISTRATIVE STAFF		
Dr. James Lane	President	BA, MS, PhD, Texas A&M University
Jamie Reed	Director of Admissions	BA, University of Science and Arts of Oklahoma
Tracy Mohon	Director of Finance	BBA, Texas State Univ., San Marcos, TX
Gregory Eccles	Director of Career Services	
Edwin Moss	Director of Student Accounts	BBA, University of Memphis, Memphis, TN MBS, Texas Wesleyan Univ., Fort Worth, TX MBA, Capella Univ., Minneapolis, MN BBA, Northwood Univ. Cedar Hill, TX
Vincent Brooks	Academic Dean	B.S. Liberty University, Lynchburg, VA
Sara Stewart	Senior Registrar	AAS, Everest College, Ft. Worth, TX
FACULTY		
Marilyn Tezeno	Medical Dept. Chair	BA, Dallas Baptist Univ., Dallas, TX
Jose Peralta	Lead Pharmacy Instructor	Registered and Certified Pharmacy Technician, Texas
Nova Sheppard-Wilson	General Education Chair	JD, Texas Weslyn School of Law, Fort Worth, TX
Tina Chasteen	Lead Dental Instructor	RDA Certified
Charles E. Benson	Business and Accounting Instructor	B.A., University of Louisville, Louisville, KY; MBA, Dallas Baptist University, Dallas, TX
Beverly Hill	Lead MIBC Instructor	CPC, PMCC Certified
Melissa Crawford	MIBC Instructor	CMC Certified
Sharletta Johnson	Lead MIBC Instructor	D.C., Parker College of Chiropractic, Dallas, TX
Bethanie Walder	MIBC Instructor	CPC Certified
Kelly Preston	MIBC Instructor	CPC Certified
Christina Brodie	Lead MAA Instructor	B.A. Baypath College, Longmeadow, MA; CMA
Sally Villalpando	MIBC Lab Asst.	CPC Certified
Dr Evuarherhe Agloglo MD	MA Instructor	MBBS. University of Benin, Benin, Nigeria; MD, University of Texas , Southwestern, Dallas, TX
Michelle Furtick	MA Instructor	NRMA, Remington College,
Michelle M. Betz	MA Instructor	CMA, Remington, College,
Yolanda Gomez	Lab Assistant	NRCMA, Everest College
Donna Hines	Computer Instructor	B.A., East Texas Baptist University, Marshall, TX
Mark Kimbrell	Dental Instructor	RDA Certified, U.S. Air Force
Shanay Wise	Dental Instructor	RDA Certified, Texas State Technical College, Waco, TX
Johnathan Mitchell	Dental Instructor	RDA Certified,Delta Career College, Lafayette, LA
Deborah Thomas	Dental Instructor	RDA Certified & ATI, North Richland Hills, TX
Kimberly Molina	Dental Instructor	RDA Certified

*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

QUARTER-BASED PROGRAMS	CREDITS	TUITION PER CREDIT HOUR	PROGRAM TUITION*	ESTIMATED BOOKS AND EQUIPMENT	Total Charges
Business Administration	96	$360.57	$34,615	$4,000	$38,615
Criminal Justice	96	$360.57	$34,615	$3,500	$38,115

MODULE-BASED PROGRAMS	Program Length	CREDITS	PROGRAM TUITION	ESTIMATED BOOKS AND EQUIPMENT	Total Charges
Electrical Technician	9 Months	59	$14,847	$2,284	$17,131
Heating, Ventilation and Air Conditioning	9 Months	55	$14,847	$2054	$16,901
Medical Administrative Assistant	8 Months	47	$12,699	$1339	$14,038
Medical Assistant	8 Months	47	$15,263	$1,232	$16,495
Medical Insurance Billing and Coding	8 Months	47	$14,842	$1,856	$16,698
Pharmacy Technician	8 Months	47	$14,982	$872	$15,854
Effective for students starting July 1, 2010 or later					

FORT WORTH

Modular Programs	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)	Total Charges
Dental Assistant	8 Months	47	$14,711	$882	$15,593
Medical Administrative Assistant	8 Months	47	$14,711	$1,362	$16,073
Medical Assistant	8 Months	47	$15,263	$1,235	$16,498
Medical Insurance Billing and Coding	8 Months	47	$14,842	$1,860	$16,702
Degree Programs	**Credits**	**Program Tuition Per Credit Hour**	**Program Tuition**	**Estimated Books and Equipment**	**Total Charges**
Accounting	96	$360.57	$34,615	$4,200	$38,815
Applied Management	96	$360.57	$34,615	$2,800	$37,415

Business Administration	96	$360.57	$34,615	$4,300	$38,915
Paralegal	96	$360.57	$34,615	$4,008	$38,623
Criminal Justice	96	$360.57	$34,615	$3,000	$37,615
Effective for students starting July 1, 2010 or later					

DALLAS

QUARTER-BASED PROGRAMS	CREDITS	TUITION PER CREDIT HOUR	PROGRAM TUITION*	ESTIMATED BOOKS AND EQUIPMENT	Total Charges
Business Administration	96	$377.75	$36,264	$4,050	$40,314
Criminal Justice	96	$377.75	$36,264	$4,050	$40,314
Medical Assistant – Degree	97	$380.57	$36,915	$4,350	$41,265
Paralegal	96	$377.57	$36,264	$4,050	$40,314

MODULE-BASED PROGRAMS	Program Length	CREDITS	PROGRAM TUITION*	ESTIMATED BOOKS AND EQUIPMENT	Total Charges
Medical Administrative Assistant	8 Months	47	$13,627	$1,415	$15,042
Medical Assistant	10 Months	59	$15,263	$1,235	$16,498
Medical Insurance Billing and Coding	8 Months	47	$15,408	$1,860	$17,268
Effective for students starting July 1, 2010 or later					

APPENDIX C: CALENDARS AND SCHEDULES

HOURS OF OPERATION

OFFICE	
Arlington	Monday-Thursday 8:30 a.m. – 7:00 p.m. Friday 8:30 a.m. – 5:00 p.m. Saturday 9:00 a.m-1:00 p.m
Dallas	Monday-Thursday 8:00 a.m. –8:00 p.m. Friday 8:00 a.m. – 5:00 p.m Saturday 9:00am-1:00pm
Fort Worth	Monday-Thursday 8:00 a.m. –8:00 p.m. Friday 8:00 a.m. – 5:00 p.m.

HOURS OF OPERATION – QUARTER PROGRAMS

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. Arlington classes start at 8:30. Fort Worth classes can start at 6:00 a.m. and run until 11:00 p.m.
**Certain classes meet for five hours per week.

HOURS OF OPERATION – MODULAR PROGRAMS

Class Hours for Modular Programs			
Morning Classes	**Mid-morning Classes**	**Afternoon Classes**	**Evening Classes**
6:00 – 6:50	10:00 – 10:50	2:00 – 2:50	6:00 – 6:50
7:00 – 7:50	11:00 – 11:50	3:00 – 3:50	7:00 – 7:50
8:10– 9:00	12:10 –1:00	4:10 – 5:00	8:10 – 9:00
9:10 –10:00	1:10 –2:00	5:10 – 6:00	9:10 – 10:00
Breaks:	Breaks:	Breaks:	Breaks:
6:50-7:00	10:50 – 11:00	2:50 – 3:00	6:50 –7:00
7:50-8:10	11:50– 12:10	3:50 – 4:10	7:50 – 8:10
9:00-9:10	1:00 – 1:10	5:00 – 5:10	9:00 – 9:10

Class Hours for Modular Programs-Dallas		
Morning Classes	**Afternoon Classes**	**Evening Classes**
8:00 – 8:50	1:00 – 1:50*	5:00 – 5:50
9:00 – 9:50	2:00 – 2:50	6:00 – 6:50
10:10 – 11:00	3:10 – 4:00	7:10 – 8:00
11:10 – 12:00	4:10 – 5:00	8:10 – 9:00
12:00 – 12:50	5:00 – 5:50	9:00 – 9:50
Breaks:	Breaks:	Breaks:
8:50-9:00	1:50 – 2:00	5:50 – 6:00
9:50-10:10	2:50 – 3:10	6:50 – 7:10
11:00-11:10	4:00 – 4:10	8:00 – 8:10

* 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. Students must make up absences that occur during the externship to ensure the required extern hours are complete prior to graduation. Students follow the same schedule as the externship site for holidays.

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 Assistant   7 Quarters
- Business Administration   7 Quarters
- Criminal Justice   7 Quarters
- Paralegal   7 Quarters
- Accounting   7 Quarters
- Applied Management   7 Quarters

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

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

	To:	July	17	2011

Independence Day Holiday		July	4	2012
Spring Term Ends		July	8	2012
Summer Vacation	From:	July	9	2012
	To:	July	15	2012

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CALENDARS - MODULAR PROGRAMS
Arlington

Modular Programs Weekday Schedule 2010 - 2011	
Start Dates	**End Dates**
2/11/10	3/11/10
3/22/10	4/15/10
4/19/10	5/13/10
5/17/10	6/14/10
6/16/10	7/14/10
7/19/10	8/12/10
8/16/10	9/13/10
9/15/10	10/12/10
10/18/10	11/11/10
11/15/10	12/13/10
12/15/10	1/25/10
1/26/11	2/23/11
2/24/11	3/23/11
3/28/11	4/21/11
4/26/11	5/23/11
5/25/11	6/22/11
6/27/11	7/25/11
7/27/11	8/23/11
8/25/11	9/22/11
9/26/11	10/20/11
10/24/11	11/17/11
11/21/11	12/19/11
12/21/11	1/26/12

Modular Programs Weekend Schedule 2010	
Start Dates	**End Dates**
1/23/10	2/14/10
2/20/10	3/14/10
3/20/10	4/18/10
4/24/10	5/16/10
5/22/10	6/20/10
6/26/10	7/24/10
7/31/10	8/22/10
8/28/10	9/19/10
9/25/10	10/17/10
10/23/10	11/14/10
11/20/10	12/19/10
1/15/11	2/6/11
2/12/11	3/6/11
3/12/11	4/3/11
4/9/11	5/15/11
5/21/11	6/12/11
6/18/11	7/17/11
7/23/11	8/14/11
8/20/11	9/11/11
9/17/11	10/9/11
10/15/11	11/6/11
11/12/11	12/11/12
12/17/11	1/22/12

Modular Student Breaks All Campuses 2010 - 2011		
Day	**Weekdays**	**Weekends**
New Years Day	1/1/2010	*1/1-1/22/2010
Martin Luther King's Bday	1/18/2010	NA
President's Day	2/15/2010	NA
Spring Break	3/15-19-2010	4/3-4/4/2010
Memorial Day	5/31/2010	NA
Independence Day	7/5/2010	7/3/-7/5/2010
Labor Day	9/6/2010	NA
Thanksgiving	11/25-11/26/10	11/27-11/28/10
Winter Recess	12/20-12/31/10	12/20/10-1/14/11
New Years Day		1/1-1/14
Martin Luther King's Bday	1/17/2011	NA
President's Day	2/21/2011	NA
Spring Break	3/16-18-2011	4/3-4/4/2010
Memorial Day	5/30/2011	NA
Independence Day	7/4/2011	7/3/-7/5/2010
Labor Day	9/5/2011	NA
Thanksgiving	11/24-11/25/11	11/27-11/28/10
Winter Recess	12/24-12/31/11	12/24/10-1/14/11
*Fort Worth Spring Break	3/17-3/18-2011	3/19-3/20
**Fort Worth Memorial Day	5/30/2011	5/28-5/29/2011

Dallas

Dallas Medical Insurance Billing and Coding, Medical Assistant, Medical Administrative Assistant Weekend Schedule 2010-2011	
Start Dates	**End Dates**
01/23/10	02/14/10
02/20/10	03/14/10
03/20/10	04/18/10
04/24/10	05/16/10
05/22/10	06/20/10
06/26/10	07/25/10
07/31/10	08/22/10
08/28/10	09/19/10
09/25/10	10/17/10
10/23/10	11/14/10
11/20/10	12/19/10
1/8/2011	1/30/2011
2/5/2011	2/27/2011
3/5/2011	3/27/2011
4/2/2011	5/1/2011
5/7/2011	6/5/2011
6/11/2011	7/10/2011
7/16/2011	8/7/2011
8/13/2011	9/13/2011
9/17/2011	10/9/2011
10/15/2011	11/6/2011
11/12/2011	12/11/2011
12/17/2011	1/29/2012

Dallas, Medical Insurance Billing and Coding, Medical Assistant, Medical Administrative Assistant Weekday Schedule 2010	
Start Dates	**End Dates**
1/11/10	2/16/10
2/22/10	3/18/10
3/22/10	4/15/10
4/19/10	5/13/10
5/17/10	6/15/10
6/16/2010	7/14/2010
7/19/2010	8/12/2010
8/16/2010	9/13/2010
9/15/2010	10/12/2010
10/18/2010	11/11/2010
11/15/2010	12/13/2010
12/15/2010	1/25/2011
1/26/2011	2/23/2011
2/24/2011	3/23/2011
3/28/2011	4/21/2011
4/26/2011	5/23/2011
5/25/2011	6/22/2011
6/27/2011	7/25/2011
7/27/2011	8/23/2011
8/25/2011	9/22/2011
9/26/2011	10/20/2011
10/24/2011	11/17/2011
11/21/2011	12/19/2011
12/21/2011	1/26/2012

Fort Worth

Fort Worth Modular Programs 4 Day/Weekday Schedule 2010	
Start Dates	**End Dates**
1/11/10	2/08/10
2/11/10	3/11/10
3/22/10	4/15/10
4/19/10	5/13/10
5/17/10	6/14/10
6/16/10	7/15/10
7/19/10	8/12/10
8/16/10	9/13/10
9/15/10	10/12/10
10/18/10	11/11/10
11/15/10	12/13/10
12/16/10	1/27/11

Fort Worth Modular Programs Weekend Schedule 2010 - 2011	
Start Dates	**End Dates**
1/23/10	2/14/10
2/20/10	3/14/10
3/20/10	4/18/10
4/24/10	5/16/10
5/22/10	6/20/10
6/26/10	7/25/10
7/31/10	8/22/10
8/28/10	9/19/10
9/25/10	10/17/10
10/23/10	11/14/10
11/20/10	12/19/10
1/15/11	2/6/11
2/12/11	3/6/11
3/12/11	4/10/11
4/16/11	5/8/11
5/14/11	6/12/11
6/18/11	7/17/11
7/23/11	8/14/11
8/20/11	9/11/11
9/17/11	10/9/11
10/15/11	11/6/11
11/12/11	12/11/11
12/17/11	1/22/12

Fort Worth Modular Programs 5 Day/Weekday Schedule 2010 - 2011	
Start Dates	**End Dates**
2/11/10	3/11/10
3/22/10	4/16/10
4/19/10	5/14/10
5/17/10	6/14/10
6/16/10	7/14/10
7/19/10	8/13/10
8/16/10	9/13/10
9/15/10	10/12/10
10/18/10	11/12/10
11/15/10	12/14/10
12/15/10	1/26/11
1/27/11	2/24/11
2/25/11	3/28/11
3/29/11	4/25/11
4/26/11	5/23/11
5/25/11	6/22/11
6/27/11	7/25/11
7/27/11	8/23/11
8/25/11	9/22/11
9/26/11	10/21/11
10/24/11	11/18/11
11/21/11	12/20/11
12/21/11	1/25/12