

**1997-98 CATALOG**  
**MOUNTAIN WEST**  
**COLLEGE**

MountainWest0697

3098 Highland Drive  
Salt Lake City, Utah 84106  
(801) 485-0221

Accredited by the Accrediting Council for Independent  
Colleges and Schools to award diplomas and associate's  
degrees and Registered with the Utah State Board of Regents.



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# 1997-98 MOUNTAIN WEST COLLEGE CATALOG

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Effective June 30, 1997 through December 31, 1998

I certify this catalog to be true and correct in content and policy.



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Wayne P. Wilson, President

**IMPORTANT** - The statements set forth in this Catalog are for informational purposes only and should not be construed as the basis of a contract between the student and this institution.

While the provisions of this Catalog will ordinarily be applied as stated, Mountain West College reserves the right to change any provision listed in this Catalog, including but not limited to academic requirements for graduation, without actual notice to individual students. At the discretion of the Academic Dean, classes may not be offered due to insufficient enrollment. Every effort will be made to keep students advised of any such changes. Information on changes will be available in the Office of the Registrar for changes made by the College and in the Dean's Office when changes are made by an academic department. It is especially important to note that it is the individual student's responsibility to keep apprised of current graduation requirements for student's particular program. Failure to read this Catalog does not excuse students from the requirements and regulations described herein.

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## WELCOME TO MOUNTAIN WEST COLLEGE

### PRESIDENT'S MESSAGE

Mountain West College 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 our modern equipment and progressive curricula in Associate Degree and Diploma level programs, affords our students an effective, higher education experience, as well as meaningful career-long graduate job-placement assistance.

Obtaining a college education gives our students 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 Salt Lake City area as well as other progressive areas throughout the country.

Our goal is to provide our students with a high level of ethical values, a sense of professional responsibility, a desire for life-long learning, and the essential skills and abilities to qualify them for the best position possible in the shortest period of time.

Since its founding, Mountain West College has made every effort to fulfill all obligations to those who have entrusted their educational and career goals to the college. We invite all interested parties, therefore, to visit our campus and review our offerings. Our experienced admissions officers will assist in the important process of identifying the career 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.'

Wayne P. Wilson  
President

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## ABOUT MOUNTAIN WEST COLLEGE

### MISSION AND OBJECTIVES

The mission of the College is to prepare students to enter, prosper in, and meet the needs of the employment community served. To accomplish this purpose the College offers a variety of career-oriented instructional programs and academic counseling services. The College believes that preparing students for participation in the working community is an important mission and a service to society. The College is dedicated to the ideal that all students should have the opportunity to reach their full potential. The College is concerned with developing, in all students, the quest for knowledge and skills necessary for life-long learning in their chosen field. The mission is further defined by:

#### Purpose:

- Develop human potential
- Transmit knowledge
- Supply educated talent
- Cultivate responsible citizens
- Encourage life-long learning

#### Strategies:

- Open access through diverse population recruitment
- Curriculum and instructional methods diversity
- Continuing evaluation and updates of educational programs and services
- Provision of modern facilities and training equipment

#### Outcomes:

- For Students:  
Realization of personal potential  
Employment leading to economic stability
- For Staff:  
Rewarding Careers

### MOUNTAIN WEST COLLEGE HISTORY

A year-round co-educational institution, Mountain West College produces successful graduates in several business-related disciplines. Mountain West College was founded in 1982 as Mountainwest Computer School. This College was subsequently purchased in 1983 and was then called Mountainwest College of Business and Technology. In November of 1987, candidacy for accreditation for Junior College Status was granted.

In September of 1989, Phillips Colleges, Inc. acquired Mountainwest Junior College. In March 1990, Mountainwest Junior College changed its name to Phillips Junior College. Since its founding in 1982, the College has grown steadily in students and offerings. The College now offers Diploma and Associate Degree programs in several disciplines in both day and evening classes, with the most recent addition in 1993 of Medical Assisting Training.

In October, 1996, the college was acquired by Rhodes Colleges, Inc., and the name of the college was changed to Mountain West College in recognition of the institution's history of excellence in training and education in the Salt Lake City area. The entire Rhodes College system is dedicated to the ideal that students should have the opportunity to reach their full potential. The College staff is concerned with and committed to developing, in all students, the quest for knowledge and the skills necessary for successful, life-long learning in their fields.

### LOCATION

Located near I-80 East-West Freeway, Westminster College and the University of Utah; Mountain West College serves the growing Salt Lake Valley.

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Located in Highland Park Plaza on Highland Drive, it is close to the Cottonwood Mall and Brickyard Shopping Plaza, two of the Valley's favorite shopping and entertainment centers. Several restaurants are within easy walking distance of the Campus.

## **BUILDING AND FACILITIES**

Mountain West College utilizes approximately 20,000 square feet of modern, well-lighted, air conditioned classrooms and supporting facilities. The space utilized is equipped to facilitate use by handicapped persons. The Computer Programming Laboratory houses modern, state-of-the-art computer systems. The college facilities include classrooms, study areas, word processing labs, medical lab, and administrative offices. The campus provides the student a convenient, quiet setting for reading and studying.

### **Learning Resource Center**

The college maintains a Learning Resource Center containing a modern collection of over 4,000 volumes that completely support the various curricula and provide learning resources for our students and faculty.

The collection includes reference, technical, and general education books, along with over 50 periodical subscriptions. A generous fiction collection is also available for recreational reading, and over 100 video tapes on a wide variety of subjects provide enhanced visual educational opportunities.

The Learning Resource Center uses the Dewey Decimal System to classify materials; a standard check-out and return policy facilitates circulation. Materials are expanded on a continuing basis with faculty members playing a significant role in the selection process. A priority for the Learning Resource Center is meeting the students' educational needs.

A full-time, professional librarian and student aides are available to assist students in their research needs; they are also available to help students use the Computer Assisted Instruction to increase their math and English skills.

Several computers have been installed in the Learning Resource Center. One is connected by modem line to Westlaw, and is available for Westlaw research and certification. Others are used for LegaSearch research. These computers, and their CD-ROMs, are available for student use on an appointment basis.

### **Eating Facilities**

There are student lounge areas in the facilities equipped with food and beverage machines where students may relax and enjoy food they bring in. Many commercial facilities are located in the immediate vicinity

### **Parking and Public Transportation**

Ample parking facilities are provided at the college for students, faculty, and administration at no charge. The facilities are conveniently located close to freeways and are easily accessible by public transportation.

### **Housing**

Mountain West College maintains no housing accommodations for students. There are a number of apartment buildings in the general vicinity of the Campus. For further housing information, check with the Admissions Office.

### **Office Hours**

The administrative offices are open Monday through Thursday from 8:00 a.m. to 8:00 p.m., and Friday from 8:00 a.m. to 4:00 p.m. We suggest calling for an appointment before visiting. Appointments after hours may be made by calling in advance.

### **Photo Identification**

A student can receive a photo identification from the Learning Resource Center on Orientation Day at no charge.

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### **Policy on Accommodation for Handicapped**

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

Handicapped students have the responsibility of contacting the Academic Office for an intake interview to assess their needs prior to the first quarter of enrollment at Mountain West College. Students are responsible for identifying themselves and their needs to each instructor no later than the first day of class each quarter and notifying the Academic Office as soon as possible, should any problems arise concerning their academic program.

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

### **Facilities for Handicapped Students**

The building at Mountain West College is fully equipped to accommodate the wheelchair handicapped.

## **ACCREDITATION**

Mountain West College is a junior college accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award diplomas and associate's degrees. The address of ACICS is 750 First Street, N.E. Suite 980, Washington D.C. 20002-4241, telephone number, (202) 336-6780. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education. Its accreditation of degree-granting institutions is recognized by the Council for Higher Education Accreditation. Accreditation assures students that the College is recognized as a qualified institution of higher learning that offers approved programs of study meeting recognized academic standards, that it employs a professional staff and has adequate facilities and equipment, and has stability and permanence in the educational community.

### **Accrediting Agencies**

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.

## **AUTHORIZATIONS, APPROVALS, AND MEMBERSHIPS**

Mountain West College is registered with the Utah State Board of Regents, #2 Triad Center, 355 N. West Temple, 3rd West, Salt Lake City, UT 84180, and is licensed by Salt Lake County. Mountain West College is approved by the United States Department of Immigration, the Bureau of Indian Affairs, and Training Trade Retraining Act and Job Training Partnership Act.

All of the Associate degree educational programs are approved by the Veterans Administration. The student who is interested in inquiring about such educational benefits must first check with the Office of the Registrar.

Mountain West College has memberships in the following organizations:

- American Association for Medical Transcriptionists
- Data Processing Management Association Student Chapter (DPMA)
- Legal Assistants Association of Utah (LAAU)
- Medical Assistant Association of Utah
- National Association of Student Financial Aid Administrators
- National Business Education Association
- Phi Beta Lambda (PBL)
- Sugarhouse Chamber of Commerce
- Utah Association of Financial Aid Administrators
- Utah Business Education Association
- Utah Association of Career Colleges and Schools

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## **ADMISSION TO THE COLLEGE**

Mountain West College provides educational opportunities to people interested in participating in the educational programs offered. The College is interested in providing training in a career matched to its students' interests and abilities.

An applicant should request an appointment for a personal interview with an admissions representative of the College in order to gain a better understanding of the institution and to view its facilities and equipment.

Mountain West College reserves the right to defer admission of potentially eligible candidates to the next quarter if credentials are submitted after established deadlines or enrollment limits have been reached. The College reserves the right to cancel or postpone classes due to low enrollment after notification of those already enrolled.

Following the personal interview, the applicant completes an application for enrollment, and a college entrance examination is given. The evaluation is designed to further ensure that the applicant has the proper educational background to pursue a college-level program.

### **GENERAL ADMISSION POLICY**

High School graduation or its equivalent (such as the GED) is a prerequisite for admission to the College. Effective June 1, 1997, for applicants applying to begin classes after June 1, 1997, successful completion of the assessment examination will be a prerequisite for admission. This standardized, nationally normed test is administered by the college, and is designed to further ensure that the applicant has the skills necessary to pursue a college-level program. Applicants who have completed one academic year of credits at another postsecondary institution (24 semester credits or 36 quarter credits with at least a 2.0 cumulative grade point average) will not be required to take the test. Applicants who have completed the ACT with a score of at least 15 or the SAT with a score of at least 700 will not be required to complete the test.

### **INTERNATIONAL STUDENT ADMISSION POLICY**

International students wanting to apply for admission to Mountain West College must be a graduate of secondary school (high school) and have adequate English proficiency, demonstrated by one of the following criteria:

1. A score of 450 or higher on the Test of English as a Foreign Language (T.O.E.F.L.) examination.
2. Completion of Level 107 from a designated E.L.S. (English Language School) center.
3. Score of 78 or higher on the Michigan Language Test (MELAB).
4. Successful completion of the college assessment examination.

There is a \$100.00 non-refundable application fee. International students will be expected to pay the \$75.00 non-refundable registration fee also.

### **MATRICULATED STATUS**

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

### **NON-MATRICULATED STATUS**

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

### **RE-ENTERING STUDENTS**

Re-entering students are those who previously attended this institution at any time in the past and are petitioning to re-enter Mountain West College.

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Former students who wish to re-enter must meet all current standards for admission as outlined in this section.

Students who were originally admitted under the determination that they had the ability to benefit from the training even though they were not high school graduates and did not hold a high school equivalency may reenter the same program without since earning a high school diploma or the equivalent, provided that the original ability-to-benefit determination was based on the results of an independently administered entrance examination at the time of original application.

Re-entry to Mountain West College following dismissal or withdrawal will be at the discretion of the college administration. Students wishing to re-enter must notify the Registrar's Office at least ten (10) days before the desired start date, arrange an appointment with a Student Finance Officer to determine current financial status, and sign a new enrollment agreement. All students approved for re-entry must be in attendance on the first day of the new quarter. No late re-entries allowed. All re-entering students will be charged the tuition in effect upon re-entry and receive credit upon completion of the program for courses previously completed at Mountain West College. A re-entry fee of \$75 will be assessed.

## **STATEMENT OF NONDISCRIMINATION**

### **CIVIL RIGHTS COMPLIANCE**

Mountain West College is an equal opportunity institution and students are admitted and treated without regard to race, sex, color, age, religion, national origin, or handicap. The College is in compliance with the regulations for Title IX of the Education Amendments of 1972 (which includes sexual harassment), Sections 503/504 of the Rehabilitation Act of 1973, and the Vietnam Era Veterans Readjustment Assistance Act.

If any student wishes to file a complaint covered by the above stated regulation, the student must follow the grievance procedures of the College. The Academic Dean has been designated as the Affirmative Action Officer.

### **EQUAL EMPLOYMENT OPPORTUNITIES**

It is the policy of Mountain West College to provide equal employment opportunities, including provision for training for personnel mobility, for all individuals without regard to such personal characteristics as race, sex, age, religion, color, national origin, or handicap. All personnel actions involving employees, students, and other personnel contacts will be governed by an affirmative action program developed in compliance with the applicable federal laws and regulations.

### **SEXUAL HARASSMENT**

Federal law provides that it shall be an unlawful discriminatory practice for any employer, because of the sex of any person, to discharge without cause, to refuse to hire, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment or academic standing. Harassment of an employee on the basis of sex violates this federal law.

Sexual harassment of employees or students at Mountain West College is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements. Unwelcome sexual advancements, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing, or
2. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or
3. Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic environment.

Any individual who feels he/she has a complaint or matter he/she wishes to discuss may report the problem directly to the Affirmative Action Officer. Please be reminded that this policy applies to students as well as employees.

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## EDUCATIONAL RIGHTS & PRIVACY ACT

Mountain West College complies with the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380) concerning the information which becomes a part of student's permanent record and governing the conditions of its disclosure. Procedural guidelines governing compliance with this statute have been developed and are available through the Academic Dean.

## FINANCIAL ASSISTANCE INFORMATION

It is the goal of Mountain West College to assist every eligible student in procuring financial aid that enables the student to attend college. The college participates in various federal and state student financial assistance programs. The financial aid programs are designed to provide assistance to students who are currently enrolled or accepted for enrollment, but whose financial resources are inadequate to meet the full cost of their education.

The majority of financial aid available to students is provided by the Federal Government and is called Federal Student Financial Aid. This includes the Federal Pell Grant, Federal Supplemental Education Opportunity Grant (FSEOG), Federal Work-Study (FWS), Federal Family Educational Loan (FFEL) Program (subsidized and unsubsidized Stafford), and Federal Parent Loans for Undergraduate Students. The college also utilizes alternate source funding provided by outside agencies. Alternate source loans enable the student to contribute to his/her education while in college.

The primary responsibility for meeting the costs of education rests with the individual students and their families. All financial aid is awarded on the basis of need, regardless of sex, age, race, color, religion, creed or national origin. Need is defined as the difference between the cost of education for one academic year and the amount a student's family can be reasonably expected to contribute to this cost of education for the same period.

## CONSUMER INFORMATION

Most of the information dissemination activities required by the Higher Education Amendments of 1986 have been satisfied within this catalog. However, the Financial Aid Director and student finance personnel are available, in accordance with federal regulations, to discuss consumer information in more detail with current and prospective students.

## DRUG ABUSE AND AWARENESS POLICY

The Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) requires institutions receiving federal financial assistance to implement and enforce drug prevention programs and policies.

As a matter of policy, Mountain West College prohibits the manufacture and unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property and at any school activity. Any violation of this policy will result in appropriate disciplinary actions, up to and including expulsion (in the case of students) and termination (in the case of employees), even for a first offense. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities will be notified.

In certain cases, students and employees may be referred to counseling sources and/or substance abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program. Students and employees who believe they have a substance abuse problem and are seeking treatment may contact the Graduate Placement Director at 485-0221 for referral assistance. All such matters will be handled confidentially.

## FINANCIAL AID ELIGIBILITY

To be eligible for Financial aid, a student must:

- Be enrolled as a regular student in an eligible program of study on at least a half-time basis; with the exception of Pell and FSEOG;
- Have a high school diploma or the equivalent;
- Be a U.S. citizen or national, or an eligible non-citizen. Verification of eligible non-citizen status may be required;

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- Have financial need (except for some loan programs) as determined by a need analysis system approved by the Department of Education;
  - Maintain satisfactory academic progress;
  - Provide required documentation for the verification process and determination of dependency status;
  - Have a valid Social Security number;
  - Not owe a refund on a Pell Grant, FSEOG, or state grant previously received from any college;
  - Not be in default on a Federal Perkins Loan (formerly NDSL), PLUS, SLS, Stafford Loan (formerly GSL), or an Income Contingent Loan previously received from any college;
  - Not have borrowed in excess of the annual aggregate loan limits for the Title IV financial aid programs;
  - Be registered for the Selective Service, if a male born after December 31, 1959;
  - Sign an updated Statement of Education Purpose/Certification Statement on refunds and default.

## APPLICATION PROCEDURES

To apply for financial aid, a student must complete a standard application such as the Free Application for Federal Student Aid (FAFSA). The application must be completed with extreme care and accuracy. Our Student Finance department is available to assist students in the completion of this form and to answer any questions.

The FAFSA is used to determine eligibility for all types of financial aid programs. Once processed, the application will produce an Expected Family Contribution EFC which determines eligibility.

Financial aid from federal programs is not guaranteed from one year to the next. Each student must reapply every year. Also, if the student changes colleges his/her aid does not automatically go with them. Each student should check with his/her new college to find out the appropriate procedures for reapplying for financial aid.

## NEED AND COST OF EDUCATION

Once the application is completed, the information will be used in a formula established by Congress that calculates need and helps determine eligibility. When combined with other financial aid and resources, a student's aid package may not exceed the cost of education.

## TUITION CHARGES

The college quotes standard tuition prices for each regular program offered. Arrangements for payment of tuition and book charges (if applicable) must be made in advance of the first day of class. The college charges the student's tuition account for tuition at the beginning of each academic year (normally three (3) terms or mid term starts 2.5 terms).

### Tuition and Fees

Detailed below are other educational expenses considered in determining the student's cost of attendance and information on how those costs were derived. These include personal expenses, room and board, and transportation. The amount of personal expenses allowed all students is approximately \$165\* per month. This figure was determined by a national average obtained from the Bureau of Labor and Statistics.

Room and board costs are also obtained from the Bureau of Labor and Statistics. The allowable costs for students without dependents who live with their parents is approximately \$278\* per month. The allowable costs for students without dependents who do not live with their parents and students with dependents is approximately \$552\* per month.

Transportation costs are calculated applying the formula stated below or by use of an average cost.

The calculation for determining transportation costs is the number of one-way trips per week x the number of miles traveled one way x 4.33 weeks per month x .30 cents per mile.

Information on how the average cost was derived is available in the Student Finance Office.

\*NOTE: These figures are for the 1996-97 funding year and are standardized numbers for budgets.

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## SELECTION OF ELIGIBLE APPLICANTS

In accordance with Federal Regulation 668.43(b) (3) the following procedures describe how aid recipients are selected from the pool of eligible applicants.

- Set an appointment with the Student Finance Officer for review of these forms and an estimate of the financial aid for which you qualify. In many cases, a student may be eligible for a 'package' of financial aid which may include a partial grant, a partial loan and/or a part-time job. Every effort is made to put together a balanced aid 'package' taking into consideration the student's financial need and academic progress. Students who request aid are expected to accept a combination of types of aid.
- Financial Aid Transcripts - Federal regulation requires that the Federal Family Education Loans cannot be released nor can a Federal PLUS loan application be certified until financial aid transcripts have been received from all colleges an applicant previously attended. A financial aid transcript is necessary even if the student did not receive any aid.

If you are a transfer student or have attended any post secondary school, you must have a FINANCIAL AID TRANSCRIPT sent to the College from each institution attended. This is a requirement whether or not you received financial aid. The student must provide any documentation, verification, corrections, and/or new information requested by the Student Finance Office or the agency to which the application was submitted.

- Notify the Student Finance Office of any changes that may affect your financial situation.
- While the College does not have a deadline for applying for financial aid, funds are limited in some programs. Students applying early will be given first priority consideration. Later applications will be considered as received until all funds are exhausted. All Title IV Federal Financial Aid Funds are credited to the student's account to cover institutional charges. Financial aid payments will be generally credited at the beginning of each quarter. Financial Aid through the Federal Work Study Program is disbursed by check bi-weekly for students working in off-campus positions. On campus student employees are paid bi-weekly. Each check is based on the number of hours actually worked by the student.
- Students are responsible for payment of their tuition and fees, even if an application for financial aid has been made. Any College refund of tuition and fees due, according to the College refund policy as stated in this catalog, to a student whose account was paid by Federal Financial Aid Sources will be refunded to the financial aid program from which it came.
- Any financial aid commitment involving the use of federal funds is tentative and conditional upon subsequent Congressional appropriation, actual receipt of the funds by the College, and completion of the necessary forms by the student.
- The Student Finance Office reserves the right to review and cancel or revise the award at any time because of changes in the student's financial or academic status.
- The aid from federal aid programs is not automatically continued from one year to the next; therefore, students must reapply for each award year.
- Once your application for financial aid is complete, your award will be made. This award letter will indicate the amount of financial aid you will receive from the various programs. Financial aid received from federal financial aid programs must be used for educational purposes only. Before receiving any funds, each student must sign a Statement of Educational Purpose, certifying that he/she will use the money for educational purposes only and agreeing to repay any money received that was not used for educational purposes.

## VERIFICATION OF APPLICATION INFORMATION

Verification is the process used to check the accuracy of the information that a student gives when applying for federal student aid. Mountain West College verifies all selected applicants (with exception of the PLUS and Unsubsidized Stafford programs). The selected applicant and spouse must submit, at a minimum, U.S. Tax Return(s) if filed, and a verification worksheet. The dependent student must also submit the parent's tax returns(s).

### Policies and Procedures for Verification

1. All selected applicants will be verified.
2. Selected applicants must submit required verification documents with twenty-eight (28) days of notification.
3. If the student fails to provide the required documentation within the established time frame, then the student will be treated as a cash paying student until the documents are provided.



4. If the student does not meet the deadline and is not capable of making a cash payment at the end of the deadline he/she will be dismissed from the college. The student may re-enter the college only when he/she can provide the documentation.
5. The Student Finance Office reserves the right to make exceptions to the above stated policies due to extenuating circumstances, on a case-by-case basis.
6. Students will be given a clear explanation of the documentation needed to satisfy the verification requirements and the process for document submission.
7. The college will inform students in a timely manner of the consequences of failing to complete the verification requirements and the actions the college will take if the student does not submit the requested documentation within the time period specified by the college.
8. Students will be informed of their responsibilities regarding the verification of application information, including the college's deadline for completion of any actions required.
9. Students will be notified by mail or in person if the results of verification change the student's scheduled award.
10. The college will assist the student in correcting erroneous information.
11. Any suspected case of fraud will be reported to the Regional Office of the Inspector General, or, if more appropriate, to a State or local law enforcement agency having jurisdiction to investigate the matter. Referrals to local or state agencies will be reported on an annual basis to the Inspector General.
12. No interim disbursements of Title IV aid will be made prior to the completion of verification.

## **FINANCIAL AID PROGRAMS**

### **General**

All Title IV financial aid funds received by the institution will be credited to the student's account (excluding Federal College Work-Study) with the exception of requirements set forth in Section 682.604 of current federal regulations. The different types of financial aid programs available to those who qualify are discussed in detail below.

### **Selection of Eligible Applicants**

In accordance with Federal Regulation 688.43(b)(3) the following procedures describe how aid recipients are selected from the pool of eligible applicants.

### **Federal Pell Grant Program**

This grant is designed to assist needy students who desire to continue their education beyond high school. Federal Pell Grants are only awarded to undergraduate students who have not earned a bachelor's or professional degree. Each student is entitled to apply for a Federal Pell Grant. Eligibility is determined by the student's needs, the cost of attendance, and the amount of money appropriated by Congress to fund the program. The amount of the grant is determined by a standard formula used by the Department of Education. The amount of the grant available to the student will depend on the Expected Family Contribution (EFC) and the cost of attendance.

For many students, the Federal Pell Grant makes it possible to provide a 'foundation' of financial aid to help defray the cost of college education. Students or prospective students may secure an application to participate in the Federal Pell Grant program from the student finance office of the college or from a high school counselor. The application will be transmitted electronically through a federally approved need analysis system which will determine the applicants expected family contribution (EFC).

### **Federal Supplemental Education Opportunity Grant Program (FSEOG)**

This grant is available to students with exceptional need and gives priority to Federal Pell grant recipients.

In determining student eligibility, the college will base the selection on procedures designed to make FSEOG awards to those students with the lowest expected family contribution (EFC) who will also receive Federal Pell Grant in that award year.

The amount of the grant, and the number of students who may receive this grant, depend on the availability of funds from the U.S. Department of Education.

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## **Federal Work Study (FWS)**

The Federal College work-study program provides part-time employment to students who need the earnings to defray the cost of their education. Students may work on or off campus for a qualified public, private or community services organization.

Application for the FWS program may be made through the student finance office and eligibility is based on financial need and the availability of funds. The college will attempt to place students in jobs related to their program of study, and work schedules will be arranged according to class schedules.

1. Attendance at school is a prerequisite for keeping a work-study job.
2. Student is normally permitted to work up to 20 hours a week when classes are in session and up to 40 hours during vacation and between quarters.
3. The student must be in good academic standing while employed under the program.
4. The student may not earn more than the authorized amount indicated on the student award letter.
5. The student is expected to dress and conduct him/herself as a mature adult and to deliver a full measure of work for the time he/she is employed.

The amount of the grant and the number of students who may receive this grant depends on the availability of funds from the U.S. Department of Education.

## **Veterans Benefits**

Most programs at Mountain West College are approved for Veterans training. For information concerning Veterans benefits and applications, please contact the Registrar's Office in Room 100. For verification of personal veteran benefits, please contact the Regional Office of Veterans Affairs.

## **Federal Family Educational Loan Program (FFELP):**

### **Subsidized Federal Stafford Loans (Formerly GSL)**

Federal Stafford loans are low interest loans that are insured by a guarantee agency and made to the student by a lender such as a bank, credit union, or savings and loan association. The subsidized Stafford loan is awarded based on financial need.

For loans first disbursed on or after July 1, 1994, a Stafford Loan made to any Stafford borrower, regardless of whether that borrower has outstanding FFEL loans will have a variable interest rate not to exceed 8.25% determined on June 1 of each year. The interest rate on these loans may not exceed 8.25%. There is a 3% origination fee deducted from each disbursement. This must be repaid.

If the student is a dependent undergraduate student he/she may borrow up to:

- \$2,625 if he/she is a first-year student enrolled in a program of study that is at least a full academic year;
- \$3,500 if he/she has completed the first year of study, and the remainder of their program is at least a full academic year;
- \$5,500 a year if he/she has completed two years of study, and the remainder of their program is at least a full academic year.

For periods of undergraduate study that are less than an academic year, the amounts you can borrow will be less than those previously listed. Ask your Student Finance office for specific details. Total indebtedness for a dependent undergraduate student is \$23,000.

If a student is an independent undergraduate student or a dependent student whose parents are unable to get a PLUS Loan he/she may borrow up to:

- \$6,625 if he/she is a first year student enrolled in a program of study that is at least a full academic year. (At least \$4,000 of this amount must be in unsubsidized loans.)
- \$7,500 if he/she completed the first year of study and the remainder of their program is at least a full academic year. (At least \$4,000 of this amount must be in unsubsidized loans.)
- \$10,500 a year if he/she completed two years of study and the remainder of their program is at least a full academic year. (At least \$5,000 of this amount must be in unsubsidized loans.)

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For periods of undergraduate study that are less than an academic year, the amounts you can borrow will be less than those previously listed. Talk to your Student Finance office for specific details. Total indebtedness for an independent undergraduate student is \$46,000. (No more than \$23,000 of this amount may be subsidized loans.)

There is a 3 percent origination fee deducted from each disbursement. This must be repaid.

Graduate students may borrow up to \$18,500 per academic year (\$10,000 of this amount must be unsubsidized loans). Total indebtedness for a graduate/professional student is \$138,000 (no more than \$65,500 of this amount may be subsidized loans).

The Federal Stafford Loan is deferred while the student is enrolled in college and for a period of six months beyond the student's last date of attendance. During this period the interest is paid by the federal government as long as the student remains in college on at least a half-time status. Deferments after the student drops below half-time status are not automatic and the student must contact the lender concerning their loan. Applications can be obtained from lender concerning their loan. Applications can also be obtained from the college's student finance office.

For additional deferment information contact the Student Finance Office.

### **Unsubsidized Federal Stafford Loans**

The Unsubsidized Federal Stafford Loan Program is a new program available to eligible students, regardless of family income, for periods of enrollment beginning on or after October 1, 1992, who do not qualify in whole or in part, for Subsidized Federal Stafford Loans. The term 'unsubsidized' means that interest is not paid for the student during the enrollment period.

The terms of an Unsubsidized Stafford Loan are the same as those for a Subsidized Stafford Loan with the exceptions of the descriptions below:

- The Government does not pay interest on the student's behalf on an Unsubsidized Federal Stafford Loan. All interest that accrues on the loan during enrollment and the grace period is required to be paid by the student. The student has two options of repayment of the accrued interest: make monthly or quarterly payments to the lender or; the student and the lender may agree to capitalization of the accrued interest.
- The student will be charged an origination fee/insurance premium on the amount of the Unsubsidized Stafford Loan not to exceed 4.0%. The fee will be deducted proportionately from each disbursement and paid to the federal government.

### **Federal PLUS Loans**

The Federal PLUS loan is available to parents of dependent students to help pay for the educational expenses of the student. PLUS loans are not based on need, but when combined with other resources, cannot exceed the student's cost of education.

Parents may borrow up to the cost of attendance minus other aid per eligible dependent student. There is a 3% origination fee on a PLUS loan made on or after July 1, 1994 and up to 1 percent insurance premium may be deducted proportionately from the loan principal after each payment. The interest rate is variable and is set on July 1st of each year but has a maximum of 9%.

Repayment begins with 60 days of the final disbursement unless the parent qualified for and is granted a deferment by the lender. There is no grace period for these loans. Interest begins to accumulate at the time of the first disbursement is made, and parents will begin repaying both the principal and interest while the student is in school. Although the minimum payment amount is \$50 per month with at least five years but no more than 10 years of repayment, the actual payment and schedule is determined by the total amount borrowed. Applications can be obtained from the college's student finance office or from the lender.

For deferment information contact the Student Finance Office.

### **Federal PLUS Loans Co-Payable**

Federal PLUS Loans disbursed on or after October 1, 1992, will be disbursed in a check made co-payable to the parent borrower and the school.

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### **Federal PLUS Loan Credit Checks**

Federal PLUS Loans disbursed on or after July 1, 1993, will be made only to parents with no adverse credit history.

### **Coordination of Federal Stafford and Federal SLS Loan Repayment**

Borrowers with loans under both the Federal Stafford and Federal SLS Programs may be allowed to postpone repayment of the principal portion of the Federal SLS Loan to coincide with repayment of the Federal Stafford Loan.

### **Institutional Loan Program**

This college offers an institutional loan as an alternative or supplement to Title IV Federal Family Education Loans. These loans are funded by the college and are administered (collection of monthly payments, servicing of the loan, etc.) by an independent servicing company. Students qualify for institutional loans on the basis of need for financial aid, the expected family contribution toward the educational costs, and the other types of financial aid for which the student has qualified or may qualify. The institutional loans range from \$500 to \$6,000 per academic year with payments ranging from \$45 to \$100 per month. Monthly payments normally begin 60 days after application, and may continue beyond graduation until the loan is fully repaid. Students may consolidate multiple institutional loans taken out for different academic years. Students interested in the institutional loan program should see the Student Finance Department for a complete information package (including current interest rates and loan servicer).

## **ENTRANCE AND EXIT INTERVIEW/LOAN COUNSELING**

The Department of Education requires that all students receiving a Federal Family Educational Loan be notified concerning their loans. The college counsels each student regarding loan indebtedness and gives each student an entrance and exit interview test regarding the loan to make sure the student understands the amount borrowed and the student's rights and responsibilities regarding repayment.

The student must report to the student finance office prior to withdrawal or graduation for loan counseling. The purpose of this session is to inform the student of the tentative total loans received while in attendance at the college, refunds that may have been made, and to provide the student with an estimated payment schedule. The corporate office will mail out all official notifications related to exit interview packets to students with detailed information of any refunds that have been made, and provide the student with an estimated payment schedule for all withdrawn and graduated students. If the student is unable to meet with the Student Finance Office, an exit interview will be mailed. Federal Perkins exit interviews will be sent certified mail.

## **BORROWER CONSOLIDATION ELIGIBILITY**

The Amendments have made some changes to Federal Consolidation loan eligibility to provide that a borrower, at the time of application, must:

- be in a grace period or repayment status on all loans being consolidated;
- or if in a delinquent or default status, will reenter repayment through loan consolidation.
- must not have another consolidation loan application pending
- must not have an unpaid balance on other student loans used to determine the borrower's repayment period that exceeds the amount of the consolidation loan.

A borrower may consolidate loans made under the FISL, Federal Stafford, Federal Perkins, Federal PLUS (student), Federal PLUS (parent loans made after October 17, 1986), Federal SLS, and Health Professions Student Loan (HPSL) programs. A loan on which a borrower defaulted is eligible for consolidation only if the borrower has, prior to the time of application, made satisfactory repayment arrangements with the holder of the loan and provides evidence of the arrangements to the consolidating lender.

These changes apply to Federal Consolidation loans for which the application is received by the lender on or after January 1, 1994.

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### **Consolidation of Loans of Married Couples**

A married couple may consolidate their individual loans if they agree to be held jointly and separately liable for repayment without regard to the amount of their individual indebtedness and any future change in their marital status.

For a married couple to be eligible for consolidation, only one spouse needs to meet the eligibility requirements for a Federal Consolidation loan. However, each spouse must certify that he or she does not have another application for a Federal Consolidation loan pending and each must agree to notify the holder of the loan of any change of address.

### **CANCELLATION**

If a borrower dies or becomes totally and permanently disabled, the guarantee agency will pay the borrower's obligations for principle and interest, and the holder of the loan may not collect the loan from an endorser or from the borrower's estate. Certification of permanent disability from a physician is required for loan cancellation. The Department of Education will then reimburse the guarantee agency for the amount of the loan.

The guarantee agency or the Department of Education also will pay for a loan discharged in bankruptcy. A loan discharged in bankruptcy is not considered a defaulted loan.

### **ADDITIONAL INFORMATION**

For more detailed information, please refer to 'The Student Guide Five Federal Financial Aid Programs' Booklet. This Booklet contains the most current information on loan limits - annual and maximum, repayment, deferment, rights and responsibilities, consolidation of loans, and state aid in your home state. It is available through the Student Finance Office of the College.

### **BORROWER RIGHTS AND BORROWER RESPONSIBILITIES**

When a student takes on a student loan he/she has certain rights and responsibilities.

The borrower has the right to receive the following information before the first loan disbursement:

- the full amount of the loan;
- the interest rate;
- when the student must start repaying the loan;
- the effect borrowing will have on the student's eligibility for other types of financial aid;
- a complete list of any charges the student must pay (loan fees) and information on how those charges are collected;
- the yearly and total amounts the student can borrow;
- the maximum repayment periods and the minimum repayment amount;
- an explanation of default and its consequences;
- an explanation of available options for consolidating or refinancing the student loan;
- a statement that the student can prepay the loan at any time without penalty.

The borrower has the right to receive the following information before leaving school:

- the amount of the student's total debt (principal and estimated interest), what the student's interest rate is, and the total interest charges on the loan(s),
- a loan repayment schedule that lets the student know when his/her first payment is due, the number and frequency of payments, and the amount of each payment;
- if the student has FFEL Program Loans, the name of the lender or agency that holds the student's loan(s), where to send the student's payments, and where to write or call if the student has questions;
- the fees the student should expect during the repayment period, such as late charges and collection or litigation costs if delinquent or in default;
- an explanation of available options for consolidating or refinancing the student's loan,;
- a statement that the student can repay his/her loan without penalty at any time.

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The borrower has a responsibility to:

- understand that by signing the promissory note, the student is agreeing to repay the loan according to the terms of the note;
- make payments on the student loan even if the student does not receive a bill or repayment notice;
- if the student applies for a deferment or forbearance, he/she must still continue to make payments until notification that the request has been granted;
- notify the appropriate representative (institution, agency, or lender) that manages the student's loan when the student graduates, withdraws from school, or drops below half-time status; changes his/her name, address, or Social Security Number, or transfers to another institution.
- receive entrance counseling before being given the first loan disbursement, and the receive exit counseling before leaving school.

## **FEDERAL ASSISTANCE PROGRAMS**

Mountain West College is eligible to train students under the following programs.

**Veterans Benefits** - The college is approved for Veterans training. Applications for Veterans benefits may be picked up at the college or by contacting the Veterans Administration. Approval of training benefits to be awarded is the responsibility of the Veterans Administration.

**War Orphans Educational Assistance** - This program provides financial aid for the education of sons and daughters of veterans who died during or as a result of active service. Benefits are similar to those of the G.I. Bill. Widows and wives of disabled veterans may also be eligible for these programs.

**Vocational Rehabilitation for Veterans** - Veterans disabled during war-time and under certain peace-time service may be eligible for educational benefits and training.

**Other State and Federal programs** - Financial assistance may be available through such governmental programs as Social Security (for children of deceased parent), Bureau of Indian Affairs (for American Indian Youth), State Vocational Rehabilitation (for handicapped), Service to the Blind (for visually handicapped), Work Incentive (WIN) program operated through the State Employment Development Department, and the Air Force Society or Army Educational Assistance Program (for children of military personnel).

**NOTE:** Additional consumer information is available in the Student Finance Office upon request by contacting the Student Finance Director during regular business hours.

## **INSTITUTIONAL REFUND POLICY**

(Effective April 14, 1997)

### **Cancellations**

The Enrollment Agreement does not constitute a contract until it has been approved by an official of the college. If the agreement is not accepted by the college, all moneys paid will be refunded. The applicant may also request cancellation in writing within three days after signing this agreement and receive a full refund of all moneys paid (except the non-refundable application fee). The refund will be made within 30 days of receipt of such notice. Students who withdraw within seven calendar days after classes or education have commenced will be considered cancellations and all moneys paid (except the non-refundable application fee) will be refunded within 30 days of the date the college becomes aware of the withdrawal.

### **Refund Policies**

Any moneys due the applicant or student shall be refunded within 30 days of the date of determination or termination. If a student received a loan to cover the cost of tuition, a refund will be made to the lender to reduce the student's loan debt. If the amount of refund exceeds the unpaid balance of the loan, the remainder of the moneys will be applied to any student financial aid programs from which the student received funding, any remaining balance of funds will then be returned to the student. The refund computation will be based on the last date of student attendance.

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## Refunds

This College participates In the U. S. Department of Education's student aid programs and is required to comply with the Higher Education Act of 1965, as amended. This legislation requires the college to offer a refund policy that will provide the most beneficial refund to the student. A refund is the difference of the amount the student paid to the college (including financial aid) and the amount the college can retain as prescribed by the appropriate refund policy. Refund calculations are based on one of the following policies: 1) The federal pro rata calculation defined by the Higher Education Amendments of 1992 (the student must be attending the college for the first time and may not have completed more than 60 percent of the first enrollment period for which they have been charged); 2) If applicable, the refund requirements of the State or institution.

### Federal Pro Rata Calculation

(For All First Time Students)

The college will perform a pro rata refund calculation for students who are attending the College for the first time and terminate their education before completing more than 60 percent of the first enrollment period for which they have been charged. Under a pro rata refund calculation, the college is entitled to retain only that portion of college charges (tuition, fees, room, board, etc.) equal to the portion of the enrollment period for which the student has been charged which has been completed by the student. The period of enrollment completed by the student is calculated by dividing the total number of weeks in the enrollment period for which the student has been charged into the number of weeks completed in that period (as of the last recorded day of attendance by the student). The percentage of weeks attended is rounded up to the nearest 10 percent and multiplied by the college charges for the period of enrollment. This amount, plus an administrative fee (which cannot exceed the lesser of \$100 or 5 percent of the tuition, fees, room and board, and other charges assessed the student), may be retained by the college. The college may retain the entire contract price of the period of enrollment - including tuition, fees and other charges - if the student terminates the education after completing more than 60 percent of the enrollment period.

### Federal Refund Policy

(For Students Receiving Title IV Federal Student Financial Assistance)

If the Statutory Pro-Rata refund calculation does not apply to the student, or if any student withdraws subsequent to the first charging period, the College will refund all tuition and fees paid for the charging period in accordance with the following schedule:

| FOR WITHDRAWAL DURING                  | REFUNDED    | AMOUNT RETAINED |
|--|-------------|-----------------|
| First 10% of Charging Period           | 90% Tuition | 10% Tutiton     |
| Between 10% and 25% of Charging Period | 50% Tuition | 50% Tutiton     |
| Between 25% and 50% of Charging Period | 25% Tuition | 75% Tuition     |
| Beyond 50% of Charging Period          | 0           | 100% Tuition    |

### Institutional Refund Policy (For All Students)

Mountain West College has adopted the refund formula shown above under "Federal Refund Policy" as its Institutional Refund Policy.

## REFUND/REPAYMENT DISTRIBUTION POLICY

Refunds are distributed according to the following refund distribution policy which will be applied to all students who received Title IV funds and withdraw with a refund due, unless the institution has a Refund Distribution Policy which is required by state regulations:

1. Unsubsidized Stafford Loan Program;
2. Subsidized Stafford Loan Program;
3. PLUS Loan Program;
4. Direct Unsubsidized/Subsidized Loan Program;

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5. Direct PLUS Loan Program;
  6. Federal Perkins Loan Program;
  7. Federal Pell Grant Program;
  8. Federal Supplemental Educational Opportunity Grant (FSEOG) Program;
  9. Any other Title IV program; and
  10. The student.

The amount refunded to any program may not be greater than the amount the student received from that fund.

Students will be notified of any refunds due to a lender on their behalf through the Exit Interview counseling. Refunds to any of the Title IV or State programs will be paid within 30 days.

### **SATISFACTORY PROGRESS POLICY FOR FINANCIAL AID**

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

The Student Finance Office will provide details to all eligible recipients. Students should read these standards carefully and refer any questions to academic or student finance personnel.

Satisfactory academic progress for purposes of determining continuing federal financial assistance is determined by applying the CGPA requirements, progression toward completion requirements, maximum completion time restrictions, probation provisions, suspension and dismissal procedures, and appeals procedures as outlined in the section on Satisfactory Academic Progress.

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

### **PROGRESS TOWARD COMPLETION OF DEGREE OR CERTIFICATE**

For purposes of calculation of standard program length, all college preparation courses required of the student will be in addition to the credit courses that apply toward a degree, diploma, or certificate.

A student who repeats courses or withdraws frequently, and is not making satisfactory progress toward graduation, is subject to loss of eligibility for financial aid. Additional charges will be added for those courses that are repeated by the student. (See Financial Information for current schedule of repeat fees).

Students on ACADEMIC PROBATION are eligible to continue receiving federal financial assistance. Students who have been ACADEMICALLY SUSPENDED or DISMISSED are no longer active students of the college and are ineligible for any aid - reinstatement of financial aid eligibility will occur only after readmittance following suspension or in the event the student's appeal results in readmittance.

#### **Appeals Procedures**

Students who have been determined not to be making satisfactory academic progress may appeal by requesting in writing a review of their situation. Such review shall be conducted by the Academic Dean and/or the College Director or President. Any decision resulting from that review is final and is not appealable (See Academic Standards of Satisfactory Progress).

#### **Financial Aid Probation**

Upon review, a student not maintaining the minimum cumulative GPA or not successfully completing the minimum percentage of credit hours will be placed on financial aid probation for the next increment or assessment period. A student on probation may continue to receive Title IV funding. If the minimum GPA or percentage of cumulative credit hours are not successfully completed at the end of the probationary increment, the student is not eligible to receive Title IV funding or state funding for a minimum of one grading period.



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**Extended Probation** - Occasionally, unusual circumstances will arise that will warrant the extension of a student's probation. The Academic Dean and Director have the authority, under these circumstances, to extend the student's probation period, provided it is not extended beyond the additional grading period and provided it is fully documented in the student's academic file.

- Students' progress will be evaluated at the end of each grading period.
- Students on probation may receive Title IV Financial Aid.

**Appeal Process** - A student may appeal to the Student Finance Committee for an extension of the probationary period due to mitigating circumstances such as transferring from one program to another. Any extension granted must be fully documented in the student's financial aid file.

An ineligible student may petition the Student Finance Committee for reinstatement of Title IV and state funding at the end of one grading period.

## **REFUND POLICY FOR NON-REGULAR STUDENTS (NON-MATRICULATED)**

Students attending the college as 'non-regular' students will receive refunds of tuition based upon the following policy:

**Failure to enter** - If you do not enter classes, the full amount of any prepaid tuition is refundable. You understand that your application fee is not refundable.

**Withdrawal** - The last date of attendance is considered the date of withdrawal. If you do not complete your course or courses, a tuition charge will be made according to the following applicable schedule:

- Students who withdraw within the first five days from the start date of the term as published in the college catalog will be charged 25 percent of the tuition for the term or courses contracted;
- Students who withdraw from the sixth through the thirtieth calendar day of the term will be charged 75 percent of the tuition for the term or courses contracted; and
- Students who withdraw after the thirtieth day of the term will be charged 100 percent of the tuition for the term or courses contracted.

**Refunds** - Refunds will be made within 30 calendar days of the last date of attendance.

## **SCHOLARSHIP PROGRAMS**

### **Church and Synagogue Scholarship Program**

Mountain West College offers college scholarships to qualified applicants as follows:

1. One \$500 scholarship per congregation, per year.
2. Must be a first quarter applicant.
3. Must use scholarship to study one of the Mountain West College career courses.
4. Applications available in Mountain West College Admissions office.
5. Application deadline: at least two weeks prior to quarter start date.

Qualifications: To Qualify for \$500 Award Application must:

1. Have high school diploma or GED equivalent status required.
2. Have 2.8 or above cumulative GPA
3. Provide written church leader's recommendation.
4. Achieve minimum score of 16 on ACT or 800 on SAT or passing score on the Mountain West College entrance examination.

The recipient will be determined by church scholarship committee. The scholarship will be presented to recipient by a Mountain West College representative.

### **High School Senior Scholarship Program**

Mountain West College offers college scholarships to qualified seniors as follows:

1. One \$1,000 scholarship per school per year.
2. Must use scholarship to study one of the Mountain West College career courses.

3. Applications available in high school counseling office or Mountain West College Admissions office.
4. Submit application at least two weeks prior to quarter start date.
5. Must be a first quarter applicant

Qualifications: To qualify for the \$1,000 award applicant must:

1. Complete high school in the year applying.
2. Have 2.8 or above cumulative GPA.
3. Provide written high school counselor's recommendation.
4. Achieve minimum score of 16 on ACT or 800 on SAT or passing score on the Mountain West College entrance examination.

Recipient to be determined by each high school scholarship committee. Scholarship to be presented to recipient by a Mountain West College representative.

### **Restaurant Workers Scholarship**

Mountain West College offers college scholarships to qualified restaurant workers as follows:

1. One \$500 scholarship awarded per store, per year. Store encouraged to provide \$500, matching award.
2. The scholarship must be used to study one of the Mountain West College career courses.
3. Applications available in manager's office or Mountain West College Admissions Office.
4. Submit application at least two weeks prior to quarter start date.
5. Must be a first quarter applicant.

Qualifications: To qualify for the \$500 award, the applicant must (\$1,000 combined):

1. Be a high school graduate or have equivalency (GED).
2. Have a written manager's recommendation.
3. Have a passing score on the Mountain West College entrance examination.
4. Submit application at least two weeks prior to quarter start date.
5. Decision of the Mountain West College Scholarship Committee is final.

### **New Beginnings Scholarship**

1. Mountain West College offers scholarships to those who qualify as displaced workers, displaced homemakers or physically challenged as follows:
2. \$1,000 per awardee.
3. Must be used to study one of the Mountain West College career courses.
4. Applications available in the College Admissions office.
5. Must be a first quarter applicant.

Qualifications: To qualify for the \$1,000 award, the applicant must:

1. Be a high school graduate or have equivalency (GED).
2. Have a passing score on the Mountain West College entrance examination.
3. Submit application at least two weeks prior to quarter start date.
4. Decision of the Mountain West College Scholarship Committee is final.
5. Have a case worker's recommendation.

## **ACADEMIC INFORMATION**

### **Mountain West College Terminology:**

|                             |   |
|-----------------------------|---|
| NEW STUDENT                 | A student who has not previously attended courses at Mountain West College. |
| CONTINUING STUDENT          | A student who has attended courses during the preceding quarter.            |
| LESS THAN HALF TIME STUDENT | A student who is registered for less than six (6) credit hours per quarter. |
| HALF-TIME STUDENT           | A student who is registered for a minimum of six (6) credit hours and less  |

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|                              | than nine (9) credit hours per quarter.  |
| THREE-QUARTER STUDENT        | A student who is registered for a minimum of nine (9) credit hours and less than twelve (12) credit hours per quarter.   |
| FULL-TIME STUDENT            | A student registered for at least twelve (12) credit hours per quarter.  |
| ACADEMIC YEAR                | An academic year is a minimum of 36 credit hours and 30 weeks.   |
| COURSE                       | A course is a unit of academic study. A prescribed set of courses constitutes a program of study. Courses are listed by number and title under the 'Description of Courses' section of this Catalog.   |
| CREDIT HOUR (Quarter Credit) | Mountain West College operates on the quarter system and uses the quarter credit hour as its unit of credit. One quarter credit is assigned for each hour the class meets per week for lecture courses. A four credit class usually meets at least four hours per week. A quarter credit equals a minimum of 10 hours of classroom instruction, or 20 hours of laboratory work, or 30 hours of externship. |
| RESIDENCE CREDIT             | Awarded for courses whose requirements are met while enrolled at, or through special examinations administered by, Mountain West College. Sixty (60) credits must be earned in residence for the Associates degree, forty (40) credits for 60-credit Diploma, and thirty-two (32) credits for the 50 credit Diploma programs.  |
| TRANSFER CREDIT              | Credit hours earned through another institution and transferred to Mountain West College, or credit earned through College Level Examination Program (CLEP) examinations.  |
| DIRECTED STUDIES             | See Catalog Description.   |
| EXTERNSHIP                   | Final phase of curriculum served outside college setting.  |
| FIELD EXPERIENCE COURSES     | Courses listed as 'Internship' are considered field experience by the Veterans Administration under VA regulation-14265.   |
| INTERNSHIP                   | Final phase of curriculum served within college setting.   |
| INTERNATIONAL STUDENT        | A student who is a non-immigrant alien.  |
| INTENSIVE ENGLISH            | The aim of the EP courses offered at Mountain West College is to advance the language competency to the level necessary for completion of college work leading to an associate degree. These courses are restricted to students whose native language is not English.  |
| LAB POLICY                   | Additional laboratory time is required for certain courses as identified in the course descriptions. The requirement is one hour of lab time per week for every two credit hours. This lab time is documented on a sign in/out sheet in the lab.   |
| LOWER-DIVISION COURSES       | Lower-division courses are those numbered one hundred (100) through two hundred ninety-nine (299).   |
| MAJOR                        | A major refers to the field of emphasis a student pursues in an Associate Degree program. For example, 'Accounting major,' 'Computer Information Systems major,' etc.  |
| MID-TERM                     | A five (5) to six (6) week academic quarter during which students take a reduced load on an intensive basis.   |
| NON-DEGREE CREDIT COURSES    | Courses numbered below one hundred (100) carry credit which does not apply toward degree requirements of Mountain West College.  |
| PREREQUISITES                | Preparatory course which must be successfully completed before a student   |

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|                     |   |
|---------------------|---|
|                     | is eligible to enroll in a subsequent course.   |
| PROBATIONARY STATUS | Conditional status which refers to students who are being monitored for failure to meet academic standards, conduct regulations, attendance, or financial aid requirements. |
| PROGRAM OF STUDY    | A total set of course requirements which must be met to earn a degree.  |
| REGISTERED STUDENT  | A student who has been issued a schedule of classes in which space has been reserved for that student.  |
| REGULAR TERM        | An academic quarter is ten (10) to twelve (12) weeks in length.   |
| RETURNING STUDENT   | A student who has not attended courses at the College during the preceding quarter, but who has attended the College in the past.   |

## SCHEDULE

Mountain West College provides a unique, year-round approach to scheduling. Students attend classes Monday through Thursday. Friday is a day in which faculty members are available for student conferences and for giving individual assistance as requested by faculty or student. Some classes meet on Friday if required by the instructor. Labs and other College facilities as well as administrative offices are open on Fridays for the convenience of the students.

Day classes are offered between 8:30 a.m. and 4:00 p.m.; evening classes are scheduled from 6:00 p.m. to 9:30 p.m. The College reserves the right to delete or schedule additional courses whenever necessary. To accommodate the changing business environment, the College will alter courses whenever necessary.

At the discretion of the Academic Dean, classes may not be offered due to insufficient enrollment.

### Holidays

Some holidays occur between quarters; therefore, they do not require the interruption of the teaching schedule. Student holidays observed by the College within quarters are shown on the Academic Calendar.

## GRADING SYSTEM

Grades are earned in each course and are recorded on the student's permanent record. Evaluation of student achievement will be made in relation to the attainment of the specific objectives of the course. At the beginning of a course, the instructor will provide students with a syllabus detailing these objectives and the basis upon which grades are determined. A 2.0 grade point average is required for graduation.

A student who fails a subject is permitted to continue as long as the student makes satisfactory progress towards graduation. Any subject failed must be repeated and passed, unless it is an optional subject for the degree or diploma. Grade definitions are as follows:

| Letter Grade | Definition                       | Quality Points |
|--------------|----------------------------------|----------------|
| A            | Excellent                        | 4              |
| B            | Good                             | 3              |
| C            | Average                          | 2              |
| D            | Below Average                    | 1              |
| F            | Failed to Meet Course Objectives | 0              |
| I            | Incomplete*                      |                |
| P            | Pass*                            |                |

|   |  |   |
|---|--|---|
| R   | Repeated*  |   |
| TC  | Transfer Credit*                                   |   |
| W   | Withdrawal by mid-term or with special permission* |   |
| WF  | Withdrawal-Fail: Withdrawal after mid-term         | 0 |
| PE  | Passed by proficiency challenge exam*              |   |
| * Not computed into cumulative grade point average. |  |   |

**Other Marks of Student Progress**

|    |                 |  |
|----|-----------------|--|
| I  | INCOMPLETE      | Given at the instructor’s discretion to a student who does not complete course requirements, but has been in attendance and performed work satisfactorily. A contract stating what work has to be completed by the student in order to receive a grade is filled out by the instructor. Both the instructor and the student sign the contract and a copy is given to the student. An incomplete grade must be removed within two (2) weeks by completion of contract under the supervision of the contracting instructor or department chairperson. An incomplete not converted to a passing grade will automatically convert to a numeric grade of 0.0. |
| A  | AUDITING        | Students will not be allowed to audit classes. They must enroll and participate in class and do the assigned requirements.   |
| W  | WITHDRAWAL      | Assigned to the student who withdraws before the mid-point of the quarter or mid-quarter. Does count as credit hours attempted.  |
| WF | WITHDRAWAL-FAIL | Assigned to the student who withdrew after the mid-point of the quarter or mid-quarter. Does count as credit hours attempted.  |
| P  | PASS            | Granted for credits taken on a pass/fail basis. Counts toward graduation but does not contribute to GPA.   |
| TC | TRANSFER CREDIT | Indicates credit hours earned at another institution and transferred to Mountain West College.   |
| R  | REPEATED        | Designates course that was later repeated.   |
| PE |                 | Passed by proficiency challenge examination.   |

**Grade Changes**

The instructor may initiate a change of grade by filing the appropriate grade change form with the Registrar. The Academic Dean or Department Chairperson must approve all grade changes.

**Change in Program and Add/Drop Period**

After entrance into the college, students may change their program of study if they obtain the approval of the Academic Dean and Department Chair. To assure academic integrity and financial aid compliance, program majors can be changed only at the end of a term through the end of the add/drop week of the next term in which the student is enrolled. Courses can be dropped in anticipation of a program change that will occur at the end of the term, but courses cannot be added during the term (after the add/drop week) in anticipation of a program change.

All schedule changes must be completed by the end of the add/drop period (first week) of an academic term.

**Add/Drop Week**

The first week of each academic term is designated as the add/drop period and is designed to allow for adjustments to student schedules that may be necessary. This is the period when students may add or delete courses in order to finalize their schedules. This add/drop period is particularly important for those students

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who are enrolling at the college for the first time, as there are enrollment procedures and formalities in addition to the scheduling procedures. The college recognizes that the enrollment process, the scheduling process, and the necessary restructuring of the student's personal, family, and work responsibilities may not all be completed prior to the add/drop period. Consequently, the college does adjust its attendance expectations for new students during the add/drop period, as long as attendance begins before the end of the add/drop period. Accordingly, cumulative attendance requirements are not applicable to new students during the initial add/drop period of their first academic term. However, after that time, the attendance policy will be in effect fully, and all students must maintain attendance in accordance with the college's attendance policy.

### **Transferring from Day to Night Programs**

Students cannot transfer from day to night programs or night to day except between a quarter. A student seeking an exception during the quarter must be passing the course and have written permission to do so from the Academic Dean, Department Chairs, and both instructors.

### **Transferring to Different Program**

If a student desires to transfer into a different program than the one that he or she was originally accepted into, the student must obtain the permission of the appropriate Department Chair.

### **Electives**

If an elective is available in a program, the choice of a course schedule and the appropriateness of the course for the student's program requirements will be decided by the Academic Dean or Department Chair.

### **Grade Point Average**

A student's quarterly and cumulative grade point average (GPA) is computed on residence courses taken at the College. The GPA is computed by dividing the weighted cumulative total residence grade points accumulated by the total number of credit hours attempted in residence.

### **Dean's and President's Lists**

Students who achieve a quarter GPA of 3.5 to 3.9 will be placed on the Dean's List. Students who achieve a quarterly GPA of 4.0 will be placed on the 'President's List.'

Students who have achieved a cumulative GPA of 3.5 to 3.79 will receive their degree with Honors upon graduation. Students who have achieved a cumulative GPA of 3.8 to 4.0 will receive their degree with High Honors upon graduation.

## **TRANSCRIPTS**

Official transcripts of student academic records at Mountain West College bear the official seal of the College and the signature of the Registrar. Transcripts of students' previous education that have been submitted to Mountain West College become property of the College and cannot be returned to the student. Mountain West College does not issue or certify copies of transcripts from any other institution; however, transfer credit hours will be listed on Mountain West College transcripts. Requests for transcripts should be made in writing to the Registrar.

## **TRANSFER CREDITS**

Normally, it is the College's policy to accept credit hours earned in courses taken at accredited institutions provided that a grade of 2.0 (C) or above was earned. Transfer credits that are more than ten years old are generally not accepted. Final decision on transfer credit acceptance will be at the discretion of the Academic Dean and/or appropriate Department Chairperson. Students are responsible to request official transcripts be sent from any previously attended post-secondary institutions to the Registrar's Office. The College reserves the right to accept or reject any or all credit hours earned at other collegiate institutions. Students may not transfer credit hours for courses taken at another institution and also receive credit for the same course taken at Mountain West College. (Duplicate credit hours cannot be granted in any case.) Official transcripts must be received by the Registrar by the end of the first quarter of enrollment at the College. Transfer credit hours may be applied only to

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matriculated student records. For more credit transfer information and official credit transfer application, contact Academic Dean.

## TRANSFER OF CREDITS

Transfer of credit hours from Mountain West College to other institutions is regulated by the rules of those institutions and is under their control. Mountain West College is an accredited College, and some schools accept all or part of our offerings. However, others do not. Students intending to transfer credit hours should ensure in advance their situation with regard to other institutions since Mountain West College makes no assurances in this regard. The College does not imply, promise or guarantee transferability of credits earned to any other institution. The degree and diploma programs of the College are terminal in nature and are designed for the graduate's employment upon graduation.

## COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) POLICY

CLEP offers two types of examinations: The General Exams and Subject Matter Exams. Mountain West College will accept up to 20 CLEP credits for performances on these examinations that meet or exceed the criteria suggested by the American Council on Education. CLEP tests are offered during the third week of each month across the nation.

## CHALLENGING A COURSE

Special examinations are administered as an opportunity to demonstrate competence in a particular course. An administrative fee of \$25 is charged for challenging a course. All challenges must be completed within the first two (2) weeks of the course. Performance at or above 70% on a special examination will result in a mark of 'PE' being placed in the student's permanent record. Challenge credit hours count toward the fulfillment of residence and graduation requirements, but will not contribute to the calculation of the GPA. Not more than 16 special examination credit hours may be attempted and only one attempt to challenge a particular course is allowed. Not all courses may be challenged. Requests to challenge course should be directed to the Academic Dean's office. A student may not test out of English Comp I, English Comp II, Career Development, Human Relations, and Ethics.

Students may test-out of KYB 106 - Beginning Keyboarding or WPR 105 - Beginning Word Processing and use the credits to satisfy program requirements or take a more advanced typing or word processing course and use the advanced courses to satisfy the program requirements.

Only the following course substitutions are allowed:

- KYB 107 - Keyboarding II, and KYB 108 - Keyboarding III can be substituted for KYB 106 - Beginning Keyboarding.
- WPR 150 - Intermediate Word Processing can be substituted for WPR 105 - Beginning Word Processing.

## DIRECTED STUDIES

Some courses listed in this catalog may be offered as Directed Studies upon the approval of the Academic Dean. A student must show reasonable need for such a course and be in good academic standing.

Each course offered as Directed Studies will be overseen by a qualified instructor who will require direct contact with the student for a minimum of one (1) hour each week. Other requirements for a Directed Studies course are:

1. Knowledge of the course material will be demonstrated by (a) skilled handling of questions answered in essay form, (b) a final examination, (c) readings, written assignments or projects, and a term paper (if applicable) on some researched aspect of the subject and (d) in some cases a test on the student's verbal ability to handle the subject material.
2. Each Directed Studies course will begin at the start of the grading period and will end when that grading period is over.
3. All courses taught as Directed Studies will be graded on a 'Pass/Fail' basis. The credit hours will count as hours completed for graduation requirements, but will not contribute to the calculation of the GPA.

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## COLLEGE PREP COURSES

Developmental Studies courses prepare students with essential skills needed for successful completion of collegiate level courses. Depending on the applicant's placement test scores, the following courses may be required:

- Communication Fundamentals
- Basic Mathematics

Any applicant may be required to participate in a basic skills assessment to identify current skill and knowledge levels for proper placement in courses. The assessment process may also include evaluation of previous work experience and past academic performance. Students requiring developmental courses may be scheduled for other collegiate level courses not requiring proficiency in the developmental areas. Developmental courses are not used toward credit hour requirements in the college programs. However, the courses are included on transcripts. Grades are issued on a pass/fail basis.

## REGISTRATION

Registration for currently enrolled students is held on specified days during the quarter for the following quarter. New students are registered during orientation. No individual may attend a College course in which the student has not been registered.

On-going registration and advising is available Monday through Friday to accommodate current, returning, and new students.

## WITHDRAWING FROM AND RETAKING CLASSES

**During 'Drop-Add' Period** - When a student withdraws from a class during the 'drop-add' period (first week of quarter), there will be no charge for a later retake. Enrollment is not part of the student's permanent record.

**After 'Drop-Add' Period, Prior to Midpoint** - When a student withdraws from a class after the 'drop-add' period, but prior to the midpoint of the quarter. A mark of 'W' will be placed in the student's permanent record.

**After the Midpoint** - When a student withdraws from a class after the midpoint of the quarter (six weeks for regular quarter, three weeks for mid-quarter), the student must pay a fee to retake the class. A mark of 'WF' will be placed on the student's permanent record.

**Changing Programs** - If a student changes programs and no longer needs a course in which enrolled, the student must pay for the class if withdrawn after the 'drop-add' period. Please be aware of the policy for changing programs as outlined elsewhere in this catalog.

**Retake Policy** - Grades for classes retaken will be recorded on the student's transcript and appropriate credit granted. Previous grade(s) from the same courses will not be dropped but will show on the transcript as a part of student's permanent record. However, failing grades will not calculate into the GPA once the class has been successfully completed.

**Retake Charges** - Students will be charged according to the current cost in the tuition section of the catalog. Any additional books required for the retake will be charged to the student.

## CHANGE OF MAJOR PROGRAM

A student may apply to change declared program of study by filling out the proper forms, which are available in the Academic Dean's office. Please be aware of the policy for changing programs.

## STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

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



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Satisfactory academic progress is determined by measuring the student's Cumulative Grade Point Average (CGPA) and the student's Rate of Progress toward completion of the academic program. These are outlined below.

### **CUMULATIVE GRADE POINT AVERAGE (CGPA) REQUIREMENTS**

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

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

(Percentage Successfully Completed)

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

### **MAXIMUM TIME IN WHICH TO COMPLETE**

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

### **GRADUATION**

In order to graduate, a student must have earned a minimum of a 2.0 CGPA and must have successfully completed all required credits within the maximum credits that may be attempted. However, students meeting the CGPA or Rate of Progress requirements applicable to the total credits attempted are deemed to have academic standing consistent with the College graduation requirements. These graduation requirements, along with any other specific requirements, are also outlined under the graduation requirements section in the College catalog.

### **ACADEMIC PROBATION**

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

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

### **ACADEMIC SUSPENSION**

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

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## READMITTANCE FOLLOWING SUSPENSION

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

## ACADEMIC DISMISSAL

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

## APPEALS PROCEDURES

Students who have been determined not to be making satisfactory academic progress and who feel that there are mitigating or extenuating circumstances that led to the failure to maintain satisfactory progress, and believe they have resolved those circumstances, may appeal by requesting in writing a review of their satisfactory academic progress. Examples of such mitigating circumstances include injury or illness to the student or death of an immediate family member. Such review shall be conducted by the Academic Dean and/or the Campus President/ Director or an appeal committee appointed by the campus President/Director. Should the appeal be denied and the student suspended, the student is eligible for readmittance, as outlined above. Should the appeal be granted, the student will not be required to sit out at least one academic term and will be continued on probation and will receive one additional academic term in which to regain satisfactory progress. Should the student still fail to meet the satisfactory academic progress requirements, the student will receive an ACADEMIC DISMISSAL, as outlined above.

## APPLICATION OF GRADES AND CREDITS

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

Developmental, remedial courses, and other courses that are graded on a pass/fail basis are not included in calculating CGPA. Courses taken on a pass/fail basis are, however, considered as hours attempted in the calculation of rate of progress. Any developmental credits will be in addition to the maximum (1.5 times or 150%) allowable attempted credits. For example, the maximum allowable attempted credits for a 90 credit program is 135, but a student enrolled in a 90 credit program who takes 8 credits of developmental courses is allowed to attempt a maximum of 143 credits (135 + 8).

A grade for a repeated course replaces the original grade in the calculation of CGPA; however, the original course credits remain included in the "Total Number of Credits Attempted" (in the charts below) in order to determine the required progress level. The original credits are considered as not successfully completed.

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

## CONTINUATION AS A NON-REGULAR STUDENT

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

- The student is allowed to continue in a Non-Regular Student status for a period of time not greater than 25% of the normal program length (2 academic quarters for associate degree programs).
- The student is not eligible for student financial aid.

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

### REINSTATEMENT AS A REGULAR-STUDENT FROM NON-REGULAR STATUS:

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

### SATISFACTORY PROGRESS AND FINANCIAL AID

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

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

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

### SATISFACTORY PROGRESS TABLE

#### 90 Quarter Credit Hours

The total credits that may be attempted (maximum program length) is 135 (150% of 90).

| TOTAL CREDITS ATTEMPTED: | PROBATION IF CGPA IS BELOW: | SUSPENSION IF CGPA IS BELOW: | PROBATION IF RATE OF PROGRESS IS BELOW: | SUSPENSION IF RATE OF PROGRESS IS BELOW: |
|--------------------------|-----------------------------|------------------------------|---|--|
| 1 - 16                   | 2.0                         | NA                           | 66%                                     | N/A                                      |
| 17 - 32                  | 2.0                         | 1.0                          | 66%                                     | N/A                                      |
| 33 - 48                  | 2.0                         | 1.2                          | 66%                                     | 50%                                      |
| 49 - 60                  | 2.0                         | 1.3                          | 66%                                     | 60%                                      |
| 61 - 72                  | 2.0                         | 1.5                          | 66%                                     | 65%                                      |
| 73 - 89                  | 2.0                         | 1.75                         | N/A                                     | 66%                                      |
| 90 - 135                 | N/A                         | 2.0                          | N/A                                     | 66%                                      |

### 60 Quarter Credit Program

The total credits that may be attempted (maximum program length) is 90 (150% of 60).

| 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                         | NA                           | 66%                                     | N/A                                      |
| 17 - 28                  | 2.0                         | 1.0                          | 66%                                     | N/A                                      |
| 29 - 40                  | 2.0                         | 1.25                         | 66%                                     | 50% ✓                                    |
| 41 - 52                  | 2.0                         | 1.5                          | 66%                                     | 60%                                      |
| 53 - 64                  | 2.0                         | 1.75                         | 66%                                     | 65%                                      |
| 65 - 90                  | N/A                         | 2.0                          | N/A                                     | 66%                                      |

### 50 Quarter Credit Program

The total credits that may be attempted (maximum program length) is 75 (150% of 50).

| 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                         | NA                           | 66%                                     | NA                                       |
| 17 - 28                  | 2.0                         | 1.0                          | 66%                                     | NA                                       |
| 29 - 40                  | 2.0                         | 1.5                          | 66%                                     | 60%                                      |
| 41 - 56                  | 2.0                         | 1.75                         | 66%                                     | 65%                                      |
| 57 - 75                  | N/A                         | 2.0                          | N/A                                     | 66%                                      |

## ATTENDANCE POLICY

Good attendance is required of each student and is necessary for the successful completion of each program of study. Attendance records are reported daily for each class. Absences are reported regardless of reason. Lack of regular attendance may result in probation or suspension.

Student attendance is recorded separately for each class in which a student is enrolled. Absences may be classified as excused or unexcused for purposes of allowing make-up work; however, all absences are considered in applying the attendance policy below. Students will be withdrawn from individual classes for excessive absences and will be withdrawn from the College if absences become excessive in all classes in which the student is enrolled.

### TOTAL HOURS ABSENT

Students will be withdrawn from any class in which their total hours of absence exceed 25 percent of the total hours scheduled for that class during the term. The total hours for this policy is determined as the total of all classroom and laboratory hours required for the class excluding the hours during a term's Add/Drop Week, first week of the term, for first time students only. For a four-credit class with no laboratory, a student will be withdrawn when he/she has exceeded twelve (12) total hours of absence in that class.

### CONSECUTIVE HOURS ABSENT

Students will be withdrawn from any class in which their consecutive hours of absence exceed 2/3 of the total hours of absence limit defined above. For a four-credit class with no laboratory, a student will be withdrawn when he/she has exceeded seven (7) consecutive hours of absence in that class.

### APPEALS BY STUDENTS

When a student has been (or is to be) dropped for excessive absences, the student may appeal his/her withdrawal based upon mitigating circumstances. Appeals for reinstatement may only be granted when mitigating

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circumstances are present and the student's academic performance is satisfactory in the class under consideration. Appeals by a student must be in the form of a letter of appeal written and signed by the student. The letter must be accompanied by appropriate documentation (e.g., a doctor's verification of a medical problem, obituary notices in the case of a death in the family, orders for jury duty or a court appearance, and the like). The letter of appeal and the supporting documentation must become a part of the student's permanent academic file.

### LEAVES OF ABSENCE

Effective April 24, 1995, Mountain West College will no longer grant Leaves of Absence to students who must be absent from college for personal or medical reasons. This change in policy is being made due to recent changes in federal regulations, which seriously restrict the conditions under which such leaves can be given.

A student who needs to be absent from his/her studies for compelling personal or medical reasons should see the Academic Dean or Department Chairperson as soon as possible. Absences which cause a violation of the college's attendance policy will result in the student's withdrawal from the college.

### MAKE-UP WORK

Students may be allowed to make up work. Details are to be determined by the instructor and will be clearly stated in the course syllabus. Test and homework scores may be substantially discounted if turned in late.

### PROBATION

A student will be placed on attendance probation if absent for four (4) consecutive or six (6) cumulative hours.

### SUSPENSION

A student will be suspended when eight (8) consecutive or twelve (12) cumulative hours of absence is reached.

### STUDENT CONDUCT

A mutual respect of individual rights must exist between students, faculty, and fellow students to insure a positive learning atmosphere at Mountain West College. Areas of individual student responsibility are as follows:

- Courtesy in the classroom and on all school premises.
- Attentive attitude in the classroom.
- Respect of private property and property of fellow students, as well as the facilities and equipment of Mountain West College.

Violation or failure to adhere to these standards may result in disciplinary action by the institution up to and including student's termination.

**Food and Beverages** - All food and beverages should be consumed in authorized areas only and not taken into any classroom or laboratory.

**Smoking** - Smoking is not permitted in the building or within 25 feet of any door.

**Telephone** - It is not permissible to call a student to the phone except in the case of absolute emergency.

**Dress Code** - Students are expected to dress neatly and be properly groomed. Mountain West College prepares graduates for employment in the community. While on campus, dress appropriate for employment is expected.

**Parking** - Students should obey all parking ordinances. Mountain West College is not responsible for any damage to any vehicle on the premises or in the area either before, during, or after school.

**Guests** - Guests must register in the college office. Children are not permitted in the classrooms and are not allowed on the campus without constant adult supervision.

### GRIEVANCES

In the event a student or other individual associated with the college has a grievance against the college, the following procedures should be followed:

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## Students

1. The student must first try to resolve the issue with the college staff member or faculty member involved.
2. If the matter is not resolved, the student should schedule a meeting with the department head of the involved academic or administrative department.
3. If the matter is not resolved, the student should schedule a meeting with the Academic Dean and or the College President to discuss and attempt to resolve the matter.
4. If the matter is still not resolved, the student should request, in writing and through the President's office, a formal hearing. The Hearing committee is selected by the College President, and is comprised of five uninvolved persons from the faculty and the administrative staff, plus the College President, as a non-voting member. The Committee shall make a decision by simple majority vote. The decision shall be communicated to the College President in writing, and the President will notify the student of the decision.

## Other Individuals

1. The individual must first try to resolve the issue with the college staff member or faculty member involved.
2. If the matter is not resolved, the individual should schedule a meeting with the department head of the involved academic or administrative department.
3. If the matter is not resolved, the individual should schedule a meeting with the Academic Dean and/or the College President to discuss and attempt to resolve the matter.

It is the philosophy of the College that all complaints be handled by individual campus management. If the problem remains unresolved, students may contact the Rhodes Colleges Student Help Line at (800) 874-0255.

In addition to the above procedures, the Accrediting Council for Independent Colleges and Schools (ACICS), provides complaint procedures for the filing of complaints against accredited institutions. ACICS requires that the complainant have exhausted all complaint and grievance procedures provided under the institutional policy. Should such a complaint be filed, ACICS will review the matter to determine whether there may have been any violation of its criteria and standards, and can take action only if it determines there to have been any violation of its criteria and standards, and can take action only if it determines there to have been such a violation. ACICS can be contacted at 750 First Street, NE, Washington DC 20002, (202) 336-6780.

## STUDENT SERVICES AND ACTIVITIES

The following programs and services are included in the Academic Services Office: Student records storage and control, college information, educational planning, veterans, Immigration and Naturalization Service, and community involvement.

### THE FACULTY

Mountain West College is committed to providing high quality instruction through full-time and part-time faculty with areas of expertise in general education, accounting, computer programming, office administration, travel and tourism industry, business management, legal secretary, legal assistant/paralegal, medical assisting, and word processing, supplemented by qualified and experienced adjunct faculty members from the working community. The core faculty at Mountain West College is first and foremost a teaching faculty, selected not only for excellence in their subject matter but also for their desire and ability to transmit that knowledge to students. In addition, our students benefit greatly from the fact that some classes are taught by professionals still actively employed in the business and technical work-force of the community.

### STUDENT RECORDS

In compliance with Public law 93-380, 'The Family Educational Rights and Privacy Act' of 1974, the College has adopted policies and procedures which permit the student the opportunity to view student educational records upon request. Educational records mean those records, files, documents, and other material that contain information directly related to the student. Educational records do not include working papers concerning students, such as informal notes and other temporary notes of a similar nature that are in the sole possession of the faculty or staff and are not accessible or revealed to any other person. The College will not permit access to or release of educational records without the written consent of the student.

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## ACADEMIC ADVISING

When a student matriculates, assignment is made to a faculty academic advisor. This faculty member assists the student through the entire educational process at Mountain West College.

Mountain West College no longer accepts students under the ability-to-benefit determination. Ability-to-Benefit (ATB) students who are currently enrolled, or re-entering receive regular counseling from faculty and the academic staff on a quarterly basis to monitor academic progress and plan for program completion.

Students are invited and encouraged to consult with the Academic Dean, Academic Services, and the School President to discuss issues affecting student academic welfare and to seek advice and information on any matter of policy.

Mountain West College advising is limited to academic matters. Personal or therapeutic counseling is not provided, and such situations will be referred to appropriate agencies.

Confidentiality of records is maintained under current legal standards.

## STUDENT ORIENTATION

All new and re-entering students will be notified by mail of the time and date of the next orientation session. Attendance is required.

During orientation, students will become acquainted with the pertinent rules and regulations of Mountain West College familiarized with facilities, introduced to various faculty and staff members, and issued class schedules. College orientation will also enable students to seek any additional counseling from the Admissions, Financial Aid, or Academic Offices before classes start.

## STUDENT NEWSLETTER

THE COMMUNICATOR is the college newsletter. Contributions are encouraged from the entire student body and faculty. Mountain West College students may obtain the newsletter at no charge. Items featured include student success stories.

## STUDENT ACTIVITIES COMMITTEE

The Student Activities Committee serves the students, the college, and the community by sponsoring extra-curricular activities throughout the academic year. It is primarily organized for the purpose of allowing student input with regard to the school programs and activities.

## REGISTRATION FOR CONTINUING STUDENTS

Continuing students will be notified of registration dates and are expected to register at that time, unless previous arrangements have been made. Financial obligations must be met before students are eligible to register. Students expecting a course grade of I or F should contact the Registrar as soon as possible for re-scheduling. Students registering after the announced registration period will be charged a \$25 late registration fee.

## TUTORING

Students may request tutoring through their respective instructors or the Academic Dean. There is no additional charge for tutoring services.

## LOCKERS

Some lockers are available for students. To obtain a locker, a student must register the locker in the academic office. Ownership of the lockers remains with the College and the College reserves the right to inspect the contents without prior notice.

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## **JOB PLACEMENT ASSISTANCE AND CAREER PLANNING**

For many years Mountain West College graduates have been viewed as individuals whose skills can be counted on in the market place. Indeed, successful Mountain West College graduates may be found throughout the mainstream of the business community. The College's primary focus is to produce graduates who fulfill the evolving needs of the business sector.

Career Development workshops are offered on a regular basis to instruct students on current techniques for resume and cover letter writing, interviewing, and contacting employers. The Career Planning and Placement Director also meets on an individual basis with students and graduates for career counseling, providing information about the job market and specific companies. Critiques, resumes, cover letters, and mock interviews are also emphasized. The Career Planning and Placement Director is in contact with local employers and assists in arranging interviews for graduates.

Graduates qualify for career planning assistance when they complete their academic program in good standing, meet current financial obligations, and file an 'Application for Placement Services' form with the Placement Office. Graduates of Mountain West College are eligible for career-long placement assistance at any of our campuses located nationwide.

Mountain West College does not guarantee employment.

## **GRADUATION PROCEDURE**

Student should contact the Registrar ninety (90) days prior to program completion. The Registrar will review the student's records and notify the student of any uncompleted requirements.

## **KNOWLEDGE OF RULES AND REGULATIONS**

Students are responsible for knowing all the rules and regulations published in this catalog, posted on bulletin boards, announced by the instructors, or otherwise made known. Failure to know these rules and regulations does not excuse students from requirements and regulations.

Telephones - No student will be called out of class for a telephone call except for an emergency. We suggest that students inform family and friends of this rule

Eating - Students are welcome to pause, relax, and eat in the designated areas before or after classes. Absolutely no eating or drinking is permitted in any classrooms or lab.

## **STATEMENT ABOUT SMOKING**

In accordance with the Utah Indoor Clean Air Act, Mountain West College offers its students a smoke-free environment.

## **PROGRAMS OF STUDY**

In its programs of study, the College attempts to foster an attitude of professionalism, encouraging graduates to continue their pursuit of knowledge through self-study of manuals and publications, memberships in professional organizations, and advanced courses of training as they become available. The College also attempts to provide the student with knowledge and skills of general educational value to more broadly prepare students for understanding and participating in our technical society, vocations, and further academic study.

Not all courses will be taught each quarter, nor will they always be in the order listed in the Catalog.

## **DEGREE PROGRAM REQUIREMENTS**

The degree programs at Mountain West College are designed to prepare students for successful careers in the mainstream of the modern employment community. The College seeks to provide its graduates with a skilled business foundation upon which they may continue to grow, learn, and respond to a changing world.



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The College offers the following Degrees:

Associate of Science Degree with majors in:

- Accounting
- Computer Information Systems
- Medical Assisting
- Office Administration

Associate of Arts Degree with majors in:

- Business Management
- Legal Assistant/Paralegal
- Travel and Tourism

The Associate Degree programs require completion of a minimum of 90 credit hours with a cumulative grade point average of 2.0 for all residence credits. Sixty credit hours must be earned in residence at Mountain West College.

### **General Education Requirements**

Basic to a college education is a foundation of studies in general education, which traditionally comprises subject matter within the three broad areas of communications and the humanities, quantitative and natural sciences, and the social sciences. These foundational requirements introduce the student to ways of understanding the world that are different from the applications emphasized in the College's professional curricula. General education requirements are intended to stimulate curiosity, foster awareness of self and others, and enhance an appreciation of the common human quest for knowledge. General education enriches our understanding of the world in which we live, enlarges the imagination, and sharpens the critical faculties of the mind.

The requirements are sequentially planned, designed to take the student from self to society, while developing a basic understanding of natural and quantitative science. First, one must encounter oneself as an individual in the process of growth. To fulfill one's personhood, effective interaction with others is essential, requiring well-developed communication skills. For these reasons, Mountain West College requires that all degree candidates acquire a basic college-level familiarity with general education as follows:

A minimum of 24 credit hours must be earned, distributed as follows:

1. **COMMUNICATION/HUMANITIES:** The number of credit hours is determined by individual programs. Courses are selected from the following:
  - COM220 Speech
  - ENGL201 English Composition I
  - ENGL202 English Composition II
  - HUM201 Humanities
2. **QUANTITATIVE/NATURAL SCIENCE:** The number of credit hours is determined by individual programs. Courses are selected from the following:
  - MTH205 Algebra
  - PS201 Environmental Science
  - PS205 Geography of Western Hemisphere
  - PS210 Geography of Eastern Hemisphere
3. **SOCIAL SCIENCE:** The number of credit hours is determined by individual programs. Courses are selected from the following:
  - ECN200 Economics
  - HIS270 American History
  - PHL205 Ethics
  - PSYY205 Psychology

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General Education requirements may be fulfilled by any or all of the following means:

1. Mountain West College courses,
2. Courses transferred from other colleges and universities, or
3. Standardized examinations in appropriate subjects.

### **DIPLOMA PROGRAM REQUIREMENTS**

The diploma programs require completion of course requirements as listed in the Programs of Study. A final grade point average (GPA) of at least 2.0 for all course work completed in residence must be attained. Forty (40) credit hours must have been earned in residence at Mountain West College for a 60 credit program. Thirty-two (32) credit hours must have been earned in residence at Mountain West College for a 50 credit program. The College offers the following Diplomas:

- Accounting
- Business Management
- Computer Information Systems
- Medical Assisting
- Office Administration
- Travel and Tourism

#### **IMPORTANT**

1. **Course and Program Alterations:** The College reserves the right to change course curricula, schedule, prerequisites, and requirements, or cancel a course or program for which there is insufficient enrollment.
2. **Success of Student:** The student's individual success or satisfaction is not guaranteed and is dependent upon the student's individual efforts, abilities and application of himself/herself to the requirements of the College.

# DIPLOMA PROGRAMS

## ACCOUNTING

### Diploma

**Total Credit Hours: 60**

**Length of Program: 12-18 months**

This program prepares students for entry-level positions in bookkeeping, accounting, and office careers. Students learn to apply the basic principles of accounting to computer operations and spreadsheets.

| COURSE NO. | COURSE TITLE | CREDIT HOURS |
|------------|--------------|--------------|
|------------|--------------|--------------|

**REQUIRED COURSES: 44 Credit Hours**

|           |                                   |   |
|-----------|-----------------------------------|---|
| ATG100    | Financial Accounting I .....      | 4 |
| ATG101    | Financial Accounting II.....      | 4 |
| CD100     | Career Development .....          | 2 |
| CIS103    | Spreadsheet .....                 | 4 |
| CIS201    | Computer Literacy .....           | 4 |
| COM180    | Business Communications.....      | 4 |
| ENGL100** | English or                        |   |
| ENGL201** | English Composition I.....        | 4 |
| KYB106    | Beginning Keyboarding .....       | 2 |
| MGT102    | Introduction to Business .....    | 4 |
| MTH105**  | Prealgebra or                     |   |
| MTH205**  | Algebra.....                      | 4 |
| PSYY101   | Human Relations and Success ..... | 4 |
| WPR105    | Beginning Word Processing.....    | 4 |

**ELECTIVES: \*16 Credit Hours**

Select from the following, according to availability:

|           |   |     |
|-----------|---|-----|
| ATG110    | Ten-Key Mastery .....                           | 2   |
| ATG201    | Federal Income Tax .....                        | 4   |
| ATG202    | Payroll Accounting.....                         | 4   |
| ATG203    | Computerized Accounting .....                   | 4   |
| ATG205    | Managerial Accounting I .....                   | 4   |
| ATG206    | Managerial Accounting II .....                  | 2   |
| ATG210    | Financial Management.....                       | 4   |
| ATG290A-D | Accounting Externship .....                     | 1-4 |
| CIS104    | Advanced Spreadsheet.....                       | 4   |
| CIS122    | Database for Microcomputers .....               | 4   |
| COM220    | Speech .....                                    | 4   |
| KYB107    | Keyboarding II .....                            | 1   |
| KYB108    | Keyboarding III.....                            | 1   |
| KYB109    | Keyboarding IV.....                             | 1   |
| MGT100P   | Small Business Management .....                 | 4   |
| MGT101    | Supervision.....                                | 4   |
| MGT103    | Marketing .....                                 | 4   |
| MGT120    | Personal Finance .....                          | 4   |
| MTH100    | College Mathematics.....                        | 4   |
| PAR122    | Introduction to Business and Contract Law ..... | 4   |
| PHL205    | Ethics .....                                    | 4   |
| WPR150    | Intermediate Word Processing .....              | 4   |
| WPR180    | Beginning Desktop Publishing .....              | 4   |
| WPR200    | Advanced Word Processing .....                  | 4   |

\* Other courses may be selected with the approval of the Department Chair

\*\* ENGL100 English and MTH105 may be required as prerequisites depending on English or Math diagnostic score.

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## BUSINESS MANAGEMENT

### Diploma

Total Credit Hours: 60

Length of Program: 12-18 months

This program is designed to develop an understanding of fundamental business principles and the use of data processing in the business environment. The program prepares students for entry-level positions in business and marketing, retail sales, office supervision, and management.

**COURSE NO. COURSE TITLE** **CREDIT HOURS**

**REQUIRED COURSES: 44 Credit Hours**

|           |                                  |   |
|-----------|----------------------------------|---|
| ATG100    | Financial Accounting I.....      | 4 |
| ATG101    | Financial Accounting II.....     | 4 |
| CD100     | Career Development.....          | 2 |
| CIS103    | Spreadsheet.....                 | 4 |
| CIS201    | Computer Literacy.....           | 4 |
| COM180    | Business Communications.....     | 4 |
| ENGL100** | English or                       |   |
| ENGL201** | English Composition I.....       | 4 |
| KYB106    | Beginning Keyboarding.....       | 2 |
| MGT102    | Introduction to Business.....    | 4 |
| MTH105**  | Prealgebra or                    |   |
| MTH205**  | Algebra.....                     | 4 |
| PSYY101   | Human Relations and Success..... | 4 |
| WPR105    | Beginning Word Processing.....   | 4 |

**ELECTIVES: \*16 Credit Hours**

Select from the following, according to availability:

|           |  |     |
|-----------|--|-----|
| ATG110    | Ten-Key Mastery.....                           | 2   |
| ATG201    | Federal Income Tax.....                        | 4   |
| ATG202    | Payroll Accounting.....                        | 4   |
| ATG210    | Financial Management.....                      | 4   |
| CIS104    | Advanced Spreadsheet.....                      | 4   |
| CIS122    | Database for Microcomputers.....               | 4   |
| COM220    | Speech.....                                    | 4   |
| KYB107    | Keyboarding II.....                            | 1   |
| KYB108    | Keyboarding III.....                           | 1   |
| KYB109    | Keyboarding IV.....                            | 1   |
| MGT100P   | Small Business Management.....                 | 4   |
| MGT101    | Supervision.....                               | 4   |
| MGT103    | Marketing.....                                 | 4   |
| MGT106    | Retail Management.....                         | 4   |
| MGT110    | Professional Selling.....                      | 4   |
| MGT120    | Personal Finance.....                          | 4   |
| MGT290A-D | Business Administration Externship.....        | 1-4 |
| MTH100    | College Mathematics.....                       | 4   |
| PAR122    | Introduction to Business and Contract Law..... | 4   |
| PHL205    | Ethics.....                                    | 4   |
| WPR150    | Intermediate Word Processing.....              | 4   |
| WPR180    | Beginning Desktop Publishing.....              | 4   |
| WPR200    | Advanced Word Processing.....                  | 4   |

\* Other courses may be selected with the approval of the Department Chair.

\*\* ENGL100 English and MTH105 may be required as prerequisites depending on English or Math diagnostic score.

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## COMPUTER INFORMATION SYSTEMS

### Diploma

**Credit Hours Required: 60**

**Length of Program: 12-18 months**

The Computer Information Systems curriculum includes several programming languages and covers an introduction to accounting, systems analysis and design, and operating systems. The program prepares an individual to enter the data processing industry as an entry-level professional programmer.

**COURSE NO. COURSE TITLE CREDIT HOURS**

**REQUIRED COURSES: 44 Credit Hours**

|  |                                  |   |
|--|----------------------------------|---|
| ATG100                                 | Financial Accounting I.....      | 4 |
| CD100                                  | Career Development.....          | 2 |
| CIS201                                 | Computer Literacy.....           | 4 |
| Select one of the following 3 courses: |                                  |   |
| CIS204                                 | C Programming or                 |   |
| CIS205                                 | Cobol Programming or             |   |
| CIS210                                 | Visual Basic Programming.....    | 4 |
| CIS221                                 | Systems Analysis and Design..... | 4 |
| CIS225                                 | Problem Solving.....             | 4 |
| CIS232                                 | Intoduction to Networking.....   | 4 |
| COM180                                 | Business Communications.....     | 4 |
| ENGL100**                              | English or                       |   |
| ENGL201**                              | English Composition I.....       | 4 |
| KYB106                                 | Beginning Keyboarding.....       | 2 |
| MTH105**                               | Prealgebra or                    |   |
| MTH205**                               | Algebra.....                     | 4 |
| PSYY101                                | Human Relations and Success..... | 4 |

**ELECTIVES: \*12 Credit Hours**

Select from the following, according to availability:

|           |  |     |
|-----------|--|-----|
| ATG101    | Financial Accounting II.....                   | 4   |
| CIS103    | Spreadsheet.....                               | 4   |
| CIS104    | Advanced Spreadsheet.....                      | 4   |
| CIS122    | Database for Microcomputers.....               | 4   |
| CIS204    | C Programming.....                             | 4   |
| CIS205    | COBOL Programming.....                         | 4   |
| CIS210    | Visual Basic Programming.....                  | 4   |
| CIS220    | Operating Systems.....                         | 4   |
| CIS222    | Database Programming.....                      | 4   |
| CIS226    | Advanced C Programming.....                    | 4   |
| CIS227    | Advanced COBOL Programming.....                | 4   |
| CIS240    | C++ Programming.....                           | 4   |
| CIS260    | Advanced C++ Programming.....                  | 4   |
| CIS290A-D | Computer Information Systems Externship.....   | 1-4 |
| COM220    | Speech.....                                    | 4   |
| KYB107    | Keyboarding II.....                            | 1   |
| KYB108    | Keyboarding III.....                           | 1   |
| KYB109    | Keyboarding IV.....                            | 1   |
| MGT100P   | Small Business Management.....                 | 4   |
| MGT102    | Introduction to Business.....                  | 4   |
| PAR122    | Introduction to Business and Contract Law..... | 4   |
| WPR105    | Beginning Word Processing.....                 | 4   |
| WPR180    | Beginning Desktop Publishing.....              | 4   |

\* Other courses may be selected with the approval of the Department Chair.

\*\* ENGL100 English and MTH105 may be required as prerequisites depending on English or Math diagnostic score.

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## MEDICAL ASSISTING

### Diploma

**Credit Hours Required: 60**

**Length of Program: 12 to 18 months**

There is an ever increasing demand for Medical Assistants to free doctors and nurses to perform the work only they are qualified to do. A Medical Assistant will be trained to perform both administrative and clinical tasks. They will be responsible for well-run offices and clinical duties such as sterilizing and setting up equipment, preparing the patient for the examination, and performing various tests. These Assistants are literally the "right hand" of doctors during certain procedures, and patient comfort and well-being are part of their responsibility. The program includes applied learning in a medical setting externship, off campus. The college will assist students in finding suitable off campus externship arrangements.

| <b>COURSE NO.</b>                        | <b>COURSE TITLE</b>               | <b>CREDIT HOURS</b> |
|--|-----------------------------------|---------------------|
| <b>REQUIRED COURSES: 56 Credit Hours</b> |                                   |                     |
| CD100                                    | Career Development .....          | 2                   |
| CIS201                                   | Computer Literacy .....           | 4                   |
| KYB106                                   | Beginning Keyboarding .....       | 2                   |
| MD105                                    | Medical Terminology I.....        | 4                   |
| MD115                                    | Anatomy & Physiology.....         | 4                   |
| MD220                                    | Medical Terminology II .....      | 4                   |
| MD230                                    | Health Administration I .....     | 4                   |
| MD240                                    | Health Administration II.....     | 4                   |
| MD232                                    | Health Lab I.....                 | 2                   |
| MD242                                    | Health Lab II .....               | 2                   |
| MD260**                                  | Pharmacology .....                | 4                   |
| MD290                                    | Medical Coding.....               | 4                   |
| MD295                                    | Externship.....                   | 4                   |
| OA100                                    | Office Procedures .....           | 4                   |
| PHL205                                   | Ethics .....                      | 4                   |
| PSYY101                                  | Human Relations and Success ..... | 4                   |

#### **ELECTIVE COURSES: \*4 Credit Hours**

|         |                                |   |
|---------|--------------------------------|---|
| ATG100  | Financial Accounting I.....    | 4 |
| ENGL100 | English.....                   | 4 |
| MD275   | Medical Transcription.....     | 4 |
| MGT102  | Introduction to Business ..... | 4 |
| MTH105  | Prealgebra.....                | 4 |
| PSYY205 | Psychology.....                | 4 |
| WPR105  | Beginning Word Processing..... | 4 |

\* Other electives may be selected with the approval of the Department Chair.

\*\* MTH105 Prealgebra may be required as a prerequisite depending on Math Diagnostic score.

# OFFICE ADMINISTRATION

(With Administrative, Legal, or Medical Specialty)

## Diploma

**Total Credit Hours: 60**

**Length of Program: 12-18 months**

This program prepares students for specialized secretarial positions in the business environment. Emphasis is placed on communication skills, keyboarding, word processing, accounting, data processing, and general office skills. Students choose a specialty in Administrative or Legal to enrich their preparedness for the business office.

| COURSE NO.                               | COURSE TITLE                       | CREDIT HOURS |
|--|------------------------------------|--------------|
| <b>REQUIRED COURSES: 40 Credit Hours</b> |                                    |              |
| ATG110                                   | Ten-Key Mastery .....              | 2            |
| CD100                                    | Career Development .....           | 2            |
| CIS201                                   | Computer Literacy .....            | 4            |
| ENGL100**                                | English or                         |              |
| ENGL201**                                | English Composition I.....         | 4            |
| KYB106                                   | Beginning Keyboarding.....         | 2            |
| KYB107                                   | Keyboarding II.....                | 1            |
| KYB108                                   | Keyboarding III.....               | 1            |
| MTH105**                                 | Prealgebra or                      |              |
| MTH205**                                 | Algebra.....                       | 4            |
| OA100                                    | Office Procedures .....            | 4            |
| OA/MD110                                 | Terminology/Transcription.....     | 4            |
| PSYY101                                  | Human Relations and Success .....  | 4            |
| WPR105                                   | Beginning Word Processing .....    | 4            |
| WPR150                                   | Intermediate Word Processing ..... | 4            |

**SPECIALTIES: \*20 Credit Hours**

Select from specialty, according to availability:

**Administrative Specialty**

|           |   |     |
|-----------|---|-----|
| ATG100    | Financial Accounting I.....                           | 4   |
| ATG101    | Financial Accounting II.....                          | 4   |
| ATG202    | Payroll Accounting .....                              | 4   |
| ATG203    | Computerized Accounting.....                          | 4   |
| CIS103*** | Spreadsheet .....                                     | 4   |
| CIS104    | Advanced Spreadsheet.....                             | 4   |
| CIS122    | Database for Microcomputers.....                      | 4   |
| COM180*** | Business Communications.....                          | 4   |
| COM220    | Speech .....  | 4   |
| KYB109    | Keyboarding IV.....                                   | 1   |
| MGT101    | Supervision.....                                      | 4   |
| MTG102*** | Introduction to Business .....                        | 4   |
| MGT120    | Personal Finance .....                                | 4   |
| MTH100    | College Mathematics.....                              | 4   |
| OA280A-D  | Office Administration Externship .....                | 1-4 |
| TAT250    | Corporate Travel Management and Meeting Planning..... | 4   |
| WPR180    | Beginning Desktop Publishing .....                    | 4   |
| WPR200    | Advanced Word Processing.....                         | 4   |

**Legal Specialty**

|           |                              |   |
|-----------|------------------------------|---|
| ATG100    | Financial Accounting I.....  | 4 |
| ATG202    | Payroll Accounting .....     | 4 |
| CIS103    | Spreadsheet .....            | 4 |
| COM180*** | Business Communications..... | 4 |
| COM220    | Speech .....                 | 4 |
| KYB109    | Keyboarding IV.....          | 1 |

|           |   |     |
|-----------|---|-----|
| OA280A-D  | Office Administration Externship .....          | 1-4 |
| PAR120*** | Introduction to Legal Assistance .....          | 4   |
| PAR121*** | Litigation Document Management .....            | 4   |
| PAR122*** | Introduction to Business and Contract Law ..... | 4   |
| PAR206    | Civil Procedure and Litigation .....            | 4   |
| WPR180    | Beginning Desktop Publishing .....              | 4   |
| WPR200    | Advanced Word Processing.....                   | 4   |

**Medical Specialty**

This specialty course is designed for those having previous office work experience and proficiency in English, grammar, and punctuation usage.

|           |  |     |
|-----------|--|-----|
| KYB109    | Keyboarding IV.....                    | 1   |
| MD105***  | Medical Terminology I.....             | 4   |
| MD115     | Anatomy and Physiology .....           | 4   |
| MD220***  | Medical Terminology II .....           | 4   |
| MD275***  | Medical Transcription .....            | 4   |
| MD285     | Advanced Medical Transcription.....    | 4   |
| MD290     | Medical Coding.....                    | 4   |
| OA280A-D  | Office Administration Externship ..... | 1-4 |
| PHL205*** | Ethics .....                           | 4   |
| PSYY205   | Psychology.....                        | 4   |
| WPR180    | Beginning Desktop Publishing .....     | 4   |
| WPR200    | Advanced Word Processing.....          | 4   |

\* Other electives may be selected with the approval of the Department Chair.

\*\* ENGL100 English and MTH105 may be required as prerequisites depending on English or Math diagnostic score.

\*\*\* Required course for this specialty



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## TRAVEL AND TOURISM

### Diploma

**Total Credit Hours: 50**

**Length of Program: 9-12 months**

A variety of travel and airlines career opportunities are available to graduates in this diploma program. This Diploma gives students a general background in business applications as they relate to the travel industry. Graduates are prepared to enter the exciting and fast-paced world of the travel industry.

| COURSE NO.                               | COURSE TITLE                      | CREDIT HOURS |
|--|-----------------------------------|--------------|
| <b>REQUIRED COURSES: 44 Credit Hours</b> |                                   |              |
| CD100                                    | Career Development .....          | 2            |
| CIS201                                   | Computer Literacy .....           | 4            |
| ENGL100**                                | English or                        |              |
| ENGL201**                                | English Composition I.....        | 4            |
| KYB106                                   | Beginning Keyboarding .....       | 2            |
| MTH105**                                 | Prealgebra or                     |              |
| MTH205**                                 | Algebra.....                      | 4            |
| PHL205                                   | Ethics .....                      | 4            |
| PSYY101                                  | Human Relations and Success ..... | 4            |
| TAT296                                   | Hotel Front Desk Procedures.....  | 4            |
| TAT297                                   | Domestic Travel.....              | 4            |
| TAT298                                   | International Travel.....         | 4            |
| TAT299                                   | Automated Reservations .....      | 4            |
| WPR105                                   | Beginning Word Processing .....   | 4            |

**ELECTIVES: \*6 Credit Hours**

Select from the following, according to availability:

|        |   |   |
|--------|---|---|
| CIS122 | Database for Microcomputers.....                      | 4 |
| KYB107 | Keyboarding II .....                                  | 1 |
| KYB108 | Keyboarding III.....                                  | 1 |
| KYB109 | Keyboarding IV.....                                   | 1 |
| PS205  | Geography of Western Hemisphere .....                 | 4 |
| PS210  | Geography of Eastern Hemisphere.....                  | 4 |
| TAT198 | Travel and Tourism.....                               | 4 |
| TAT200 | The Cruise Industry .....                             | 4 |
| TAT250 | Corporate Travel Management and Meeting Planning..... | 4 |
| WPR150 | Intermediate Word Processing .....                    | 4 |
| WPR180 | Beginning Desktop Publishing .....                    | 4 |

\* Other courses may be selected with the approval of the Department Chair.

\*\* ENGL100 English and MTH105 may be required as prerequisites depending on English or Math diagnostic score.

# DEGREE PROGRAMS

## ACCOUNTING

### Associate of Science

**Total Credit Hours: 90**

**Length of Program: 18-24 months**

This program is designed to provide students with theoretical accounting knowledge necessary to work in a business utilizing personal computers, spreadsheets, and computerized accounting systems. This program prepares students for career opportunities in a variety of positions such as accounting assistants, bookkeepers, junior accountants, and management trainees. Emphasis is placed on computerized accounting application in the business office.

| COURSE NO.   | COURSE TITLE                                   | CREDIT HOURS |
|--|--|--------------|
| <b>GENERAL EDUCATION REQUIREMENTS: 24 Credit Hours</b> |  |              |
| ENGL201**  | English Composition I.....                     | 4            |
| MTH205**   | Algebra.....                                   | 4            |
| PHL205   | Ethics.....                                    | 4            |
|  | Communications and Humanities Elective.....    | 4            |
|  | Social Science Elective.....                   | 4            |
|  | Quantitative and Natural Science Elective..... | 4            |
| <b>REQUIRED COURSES: 54 Credit Hours</b>               |  |              |
| ATG100   | Financial Accounting I.....                    | 4            |
| ATG101   | Financial Accounting II.....                   | 4            |
| ATG203   | Computerized Accounting.....                   | 4            |
| ATG205   | Managerial Accounting I.....                   | 4            |
| ATG206   | Managerial Accounting II.....                  | 2            |
| ATG210   | Financial Management.....                      | 4            |
| CD100  | Career Development.....                        | 2            |
| CIS103   | Spreadsheet.....                               | 4            |
| CIS201   | Computer Literacy.....                         | 4            |
| COM180   | Business Communications.....                   | 4            |
| KYB106   | Beginning Keyboarding.....                     | 2            |
| MGT102   | Introduction to Business.....                  | 4            |
| PAR122   | Introduction to Business and Contract Law..... | 4            |
| PSY101   | Human Relations and Success.....               | 4            |
| WPR105   | Beginning Word Processing.....                 | 4            |
| <b>ELECTIVES: *12 Credit Hours</b>                     |  |              |
| Select from the following, according to availability:  |  |              |
| ATG110   | Ten-Key Mastery.....                           | 2            |
| ATG201   | Federal Income Tax.....                        | 4            |
| ATG202   | Payroll Accounting.....                        | 4            |
| ATG290A-D  | Accounting Externship.....                     | 1-4          |
| CIS104   | Advanced Spreadsheet.....                      | 4            |
| CIS122   | Database for Microcomputers.....               | 4            |
| COM220   | Speech.....                                    | 4            |
| ENGL100  | English.....                                   | 4            |
| KYB107   | Keyboarding II.....                            | 1            |
| KYB108   | Keyboarding III.....                           | 1            |
| KYB109   | Keyboarding IV.....                            | 1            |
| MGT101   | Supervision.....                               | 4            |
| MGT103   | Marketing.....                                 | 4            |
| MGT110   | Professional Selling.....                      | 4            |
| MGT120   | Personal Finance.....                          | 4            |
| MTH100   | College Mathematics.....                       | 4            |
| MTH105   | Prealgebra.....                                | 4            |
| WPR150   | Intermediate Word Processing.....              | 4            |
| WPR180   | Beginning Desktop Publishing.....              | 4            |
| WPR200   | Advanced Word Processing.....                  | 4            |

\* Other electives may be selected with the approval of the Department Chair.

\*\* ENGL100 English and MTH105 Prealgebra may be required as prerequisites depending on English or Math Diagnostic score.

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## BUSINESS MANAGEMENT

### Associate of Arts

Total Credit Hours: 90

Length of Program: 18-24 months

This program prepares students for various entry-level positions in such business areas as sales, office supervision, and small business management. It is designed to impart an understanding of fundamental business management principles and to develop the diversity of knowledge and skill necessary to attain success in the business management field.

| COURSE NO.  | COURSE TITLE                                   | CREDIT HOURS |
|---|--|--------------|
| GENERAL EDUCATION REQUIREMENTS: 24 Credit Hours       |  |              |
| ENGL201**   | English Composition I.....                     | 4            |
| MTH205**  | Algebra.....                                   | 4            |
| PHL205  | Ethics.....                                    | 4            |
|   | Communications and Humanities Elective.....    | 4            |
|   | Social Science Elective.....                   | 4            |
|   | Quantitative and Natural Science Elective..... | 4            |
| REQUIRED COURSES: 52 Credit Hours                     |  |              |
| ATG100  | Financial Accounting I.....                    | 4            |
| ATG101  | Financial Accounting II.....                   | 4            |
| ATG210  | Financial Management.....                      | 4            |
| CD100   | Career Development.....                        | 2            |
| CIS103  | Spreadsheet.....                               | 4            |
| CIS201  | Computer Literacy.....                         | 4            |
| COM180  | Business Communications.....                   | 4            |
| KYB106  | Beginning Keyboarding.....                     | 2            |
| MGT101  | Supervision.....                               | 4            |
| MGT102  | Introduction to Business.....                  | 4            |
| MGT103  | Marketing.....                                 | 4            |
| PAR122  | Introduction to Business and Contract Law..... | 4            |
| PSYY101   | Human Relations and Success.....               | 4            |
| WPR105  | Beginning Word Processing.....                 | 4            |
| ELECTIVES: *14 Credit Hours                           |  |              |
| Select from the following, according to availability: |  |              |
| ATG110  | Ten-Key Mastery.....                           | 2            |
| ATG201  | Federal Income Tax.....                        | 4            |
| ATG202  | Payroll Accounting.....                        | 4            |
| ATG203  | Computerized Accounting.....                   | 4            |
| ATG205  | Managerial Accounting I.....                   | 4            |
| ATG206  | Managerial Accounting II.....                  | 2            |
| CIS104  | Advanced Spreadsheet.....                      | 4            |
| CIS122  | Database for Microcomputers.....               | 4            |
| COM220  | Speech.....                                    | 4            |
| ENGL100   | English.....                                   | 4            |
| KYB107  | Keyboarding II.....                            | 1            |
| KYB108  | Keyboarding III.....                           | 1            |
| KYB109  | Keyboarding IV.....                            | 1            |
| MGT100P   | Small Business Management.....                 | 4            |
| MGT106  | Retail Management.....                         | 4            |
| MGT110  | Professional Selling.....                      | 4            |
| MGT120  | Personal Finance.....                          | 4            |
| MGT290A-D   | Business Administration Externship.....        | 1-4          |
| MTH100  | College Mathematics.....                       | 4            |
| MTH105  | Prealgebra.....                                | 4            |
| WPR150  | Intermediate Word Processing.....              | 4            |
| WPR180  | Beginning Desktop Publishing.....              | 4            |
| WPR200  | Advanced Word Processing.....                  | 4            |

\* Other electives may be selected with the approval of the Department Chair.

\*\* ENGL100 English and MTH105 Prealgebra may be required as prerequisites depending on English or Math Diagnostic score.

# COMPUTER INFORMATION SYSTEMS

Associate of Science

**Total Credit Hours: 90**

**Length of Program: 18-24 months**

The Computer Information Systems curriculum includes several programming languages and covers an introduction to accounting, systems analysis and design, and operating systems. This program prepares an individual to enter the data processing industry as an entry-level professional programmer.

**COURSE NO. COURSE TITLE CREDIT HOURS**

**GENERAL EDUCATION REQUIREMENTS: 24 Credit Hours**

|           |  |   |
|-----------|--|---|
| ENGL201** | English Composition I.....                   | 4 |
| MTH205**  | Algebra.....                                 | 4 |
| PHL205    | Ethics.....                                  | 4 |
|           | Communications and Humanities Elective.....  | 4 |
|           | Social Science Elective.....                 | 4 |
|           | Quantative and Natural Science Elective..... | 4 |

**REQUIRED COURSES: 52 Credit Hours**

|                                     |                                  |   |
|-------------------------------------|----------------------------------|---|
| ATG100                              | Financial Accounting I.....      | 4 |
| CD100                               | Career Development.....          | 2 |
| CIS201                              | Computer Literacy.....           | 4 |
| Choose 2 classes to total 8 credits |                                  |   |
| CIS204                              | C Programming.....               | 4 |
| CIS205                              | COBOL Programming.....           | 4 |
| CIS210                              | Visual Basic Programming.....    | 8 |
| CIS220                              | Operating Systems.....           | 4 |
| CIS221                              | Systems Analysis and Design..... | 4 |
| CIS225                              | Problem Solving.....             | 4 |
| CIS226                              | Advanced C Programming.....      | 4 |
| CIS232                              | Introduction to Networking.....  | 4 |
| CIS240                              | C++ Programming.....             | 4 |
| COM180                              | Business Communications.....     | 4 |
| KYB106                              | Beginning Keyboarding.....       | 2 |
| PSY1101                             | Human Relations and Success..... | 4 |

**ELECTIVES: \*14 Credit Hours**

Select from the following, according to availability:

|           |  |     |
|-----------|--|-----|
| ATG101    | Financial Accounting II.....                   | 4   |
| CIS103    | Spreadsheet.....                               | 4   |
| CIS104    | Advanced Spreadsheet.....                      | 4   |
| CIS122    | Database for Microcomputers.....               | 4   |
| CIS222    | Database Programming.....                      | 4   |
| CIS227    | Advanced COBOL Programming.....                | 4   |
| CIS260    | Advanced C++ Programming.....                  | 4   |
| CIS290A-D | Computer Information Systems Externship.....   | 1-4 |
| COM220    | Speech.....                                    | 4   |
| ENGL100   | English.....                                   | 4   |
| KYB107    | Keyboarding II.....                            | 1   |
| KYB108    | Keyboarding III.....                           | 1   |
| KYB109    | Keyboarding IV.....                            | 1   |
| MGT100P   | Small Business Management.....                 | 4   |
| MGT102    | Introduction to Business.....                  | 4   |
| MTH105    | Prealgebra.....                                | 4   |
| PAR122    | Introduction to Business and Contract Law..... | 4   |
| WPR105    | Beginning Word Processing.....                 | 4   |
| WPR180    | Beginning Desktop Publishing.....              | 4   |

\* Other electives may be selected with the approval of the Department Chair.

\*\* ENGL100 English and MTH105 Prealgebra may be required as prerequisites depending on English or Math Diagnostic score.

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# MEDICAL ASSISTING

## Associate of Science

**Total Credit Units: 90**

**Length of Program: 18 to 24 months**

Because of a continued increase in health issues, there is a demand for qualified graduates with technical medical skills. Those who choose a career as a medical assistant will play an important role as a member of the health care team. The Medical Assisting program prepares graduates for positions in physicians' offices, medical clinics, HMO's, and military clinics where they may apply their clinical and administrative skills. The program includes applied learning in a medical setting externship, off campus. The college will assist students in finding suitable off campus externship arrangements.

| COURSE NO. | COURSE TITLE | CREDIT HOURS |
|------------|--------------|--------------|
|------------|--------------|--------------|

**GENERAL EDUCATION REQUIREMENTS: 24 Credit Hours**

|           |  |   |
|-----------|--|---|
| ENGL201** | English Composition I.....                     | 4 |
| MTH105    | Prealgebra.....                                | 4 |
| PHL205    | Ethics.....                                    | 4 |
| PSYY205   | Psychology.....                                | 4 |
|           | Communications & Humanities Elective.....      | 4 |
|           | Quantitative and Natural Science Elective..... | 4 |

**REQUIRED COURSES: 60 Credit Hours**

|             |                                    |   |
|-------------|------------------------------------|---|
| CIS201      | Computer Literacy.....             | 4 |
| CD100       | Career Development.....            | 2 |
| KYB106      | Beginning Keyboarding.....         | 2 |
| MD105       | Medical Terminology I.....         | 4 |
| MD115       | Anatomy & Physiology.....          | 4 |
| MD220       | Medical Terminology II.....        | 4 |
| MD230       | Health Administration I.....       | 4 |
| MD240       | Health Administration II.....      | 4 |
| MD232       | Health Lab I.....                  | 2 |
| MD242       | Health Lab II.....                 | 2 |
| MD260***    | Pharmacology.....                  | 4 |
| MD290       | Medical Coding.....                | 4 |
| MD295       | Externship.....                    | 4 |
| OA100       | Office Procedures.....             | 4 |
| OA110/MD110 | Terminology and Transcription..... | 4 |
| PSYY101     | Human Relations and Success.....   | 4 |
| WPR105      | Beginning Word Processing.....     | 4 |

**ELECTIVE COURSES:\* 6 Credit Hours**

Select from the following, according to availability:

|         |  |   |
|---------|--|---|
| ATG100  | Financial Accounting I.....            | 4 |
| COM220  | Speech.....                            | 4 |
| ENGL100 | English.....                           | 4 |
| KYB107  | Keyboarding II.....                    | 1 |
| KYB108  | Keyboarding III.....                   | 1 |
| KYB109  | Keyboarding IV.....                    | 1 |
| MD275   | Medical Transcription.....             | 4 |
| MD285   | Advanced Medical Transcription.....    | 4 |
| PAR122  | Intro. to Business & Contract Law..... | 4 |
| WPR150  | Intermediate Word Processing.....      | 4 |
| WPR200  | Advanced Word Processing.....          | 4 |

\* Other electives may be selected with the approval of the Department Chair.

\*\* ENGL100 English may be required as a prerequisite depending on English diagnostic score.

\*\*\* MTH105 Prealgebra may be required as a prerequisite depending on entrance score.

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## OFFICE ADMINISTRATION

(With Administrative, Legal, or Medical Specialty)

Associate of Science

**Total Credit Hours: 90**

**Length of Program: 18-24 months**

This program prepares students for specialized positions in the business environment. Emphasis is placed on communications skills, word processing, keyboarding, business machines, and computer concepts used in the modern business office. During the second half of the program, the student chooses a specialty in Administrative, Legal, or Medical to enrich the student's preparedness for the business office.

| COURSE NO. | COURSE TITLE | CREDIT HOURS |
|------------|--------------|--------------|
|------------|--------------|--------------|

**GENERAL EDUCATION REQUIREMENTS: 24 Credit Hours**

|            |   |   |
|------------|---|---|
| ENGL201**  | English Composition I.....  | 4 |
| MTH105     | Prealgebra.....   | 4 |
| PHL205     | Ethics.....   | 4 |
| PSYY205*** | Social Science or Psychology (Required for Medical Specialty only)..... | 8 |
|            | Communication and Humanities Elective.....                              | 4 |

**REQUIRED COURSES: 46 Credit Hours**

|          |                                   |   |
|----------|-----------------------------------|---|
| CD100    | Career Development.....           | 2 |
| CIS103   | Spreadsheet.....                  | 4 |
| CIS201   | Computer Literacy.....            | 4 |
| COM180   | Business Communications.....      | 4 |
| KYB106   | Beginning Keyboarding.....        | 2 |
| KYB107   | Keyboarding II.....               | 1 |
| KYB108   | Keyboarding III.....              | 1 |
| MGT102   | Introduction to Business.....     | 4 |
| OA100    | Office Procedures.....            | 4 |
| OA/MD110 | Terminology/Transcription.....    | 4 |
| PSYY101  | Human Relations and Success.....  | 4 |
| WPR105   | Beginning Word Processing.....    | 4 |
| WPR150   | Intermediate Word Processing..... | 4 |
| WPR200   | Advanced Word Processing.....     | 4 |

**SPECIALTIES: \*20 Credit Hours**

Select from Specialty, according to availability:

**Administrative Specialty**

|           |   |     |
|-----------|---|-----|
| ATG100    | Financial Accounting I.....                           | 4   |
| ATG101    | Financial Accounting II.....                          | 4   |
| ATG110*** | Ten-Key Mastery.....                                  | 2   |
| ATG202    | Payroll Accounting.....                               | 4   |
| ATG203    | Computerized Accounting.....                          | 4   |
| CIS104    | Advanced Spreadsheet.....                             | 4   |
| CIS122    | Database for Microcomputers.....                      | 4   |
| COM220    | Speech.....   | 4   |
| ENGL100   | English.....  | 4   |
| KYB109    | Keyboarding IV.....                                   | 1   |
| MGT101    | Supervision.....                                      | 4   |
| MGT120    | Personal Finance.....                                 | 4   |
| MTH100    | College Mathematics.....                              | 4   |
| OA280A-D  | Office Administration Externship.....                 | 1-4 |
| PAR122    | Introduction to Business and Contract Law.....        | 4   |
| TAT250    | Corporate Travel Management and Meeting Planning..... | 4   |
| WPR180    | Beginning Desktop Publishing.....                     | 4   |

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**Legal Specialty**

|           |   |     |
|-----------|---|-----|
| ATG110    | Ten-Key Mastery .....                           | 2   |
| ENGL100   | English.....                                    | 4   |
| KYB109    | Keyboarding IV.....                             | 1   |
| OA280A-D  | Office Administration Externship .....          | 1-4 |
| PAR120*** | Introduction to Legal Assistance .....          | 4   |
| PAR121*** | Litigation Document Management .....            | 4   |
| PAR122*** | Introduction to Business and Contract Law ..... | 4   |
| PAR206    | Civil Procedure and Litigation .....            | 4   |
| WPR180    | Beginning Desktop Publishing .....              | 4   |

**Medical Specialty**

|          |  |     |
|----------|--|-----|
| KYB109   | Keyboarding IV.....                    | 1   |
| MD105*** | Medical Terminology I .....            | 4   |
| MD115    | Anatomy and Physiology .....           | 4   |
| MD220*** | Medical Terminology II .....           | 4   |
| MD275*** | Medical Transcription .....            | 4   |
| MD285    | Advanced Medical Transcription .....   | 4   |
| MD290*** | Medical Coding .....                   | 4   |
| OA280A-D | Office Administration Externship ..... | 1-4 |
| WPR180   | Beginning Desktop Publishing .....     | 4   |

\* Other electives may be selected with the approval of the Department Chair.

\*\* ENGL100 English may be required as a prerequisite depending on English diagnostic score.

\*\*\* Required course for this specialty.

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## LEGAL ASSISTANT/PARALEGAL

### Associate of Arts

Total Credit Hours: 90

Length of Program: 18-24 months

This program is designed to prepare students to enter the legal field as legal assistant or paralegal. The program emphasizes practical civil litigation skills and tasks. We prepare future legal assistants and paralegals to perform tasks such as researching legal issues, drafting legal documents, preparing pleadings, summarizing documents, organizing trial notebooks, and interviewing clients. It is the express goal of this legal assistant program provide students with a practical as well as theoretical education.

| COURSE NO. | COURSE TITLE | CREDIT HOURS |
|------------|--------------|--------------|
|------------|--------------|--------------|

GENERAL EDUCATION REQUIREMENTS: 24 Credit Hours

|           |  |   |
|-----------|--|---|
| ENGL201** | English Composition I .....                    | 4 |
| ENGL202** | English Composition II .....                   | 4 |
| MTH105    | Prealgebra .....                               | 4 |
| PHL205    | Ethics .....                                   | 4 |
|           | Quantitative and Natural Science Elective..... | 4 |
|           | Social Science Elective.....                   | 4 |

REQUIRED COURSES: \*\*\*\*48 Credit Hours

|         |   |   |
|---------|---|---|
| CD100   | Career Development .....                        | 2 |
| CIS201  | Computer Literacy .....                         | 4 |
| KYB106  | Beginning Keyboarding.....                      | 2 |
| PAR120  | Introduction to Legal Assistance .....          | 4 |
| PAR121  | Litigation Document Management .....            | 4 |
| PAR122  | Introduction to Business and Contract Law ..... | 4 |
| PAR204  | Legal Research and Writing I .....              | 4 |
| PARA205 | Legal Research and Writing II .....             | 4 |
| PAR206  | Civil Procedure and Litigation .....            | 4 |
| PARA207 | Criminal Law .....                              | 4 |
| PAR208  | Tort Law.....                                   | 4 |
| PSYY101 | Human Relations and Success.....                | 4 |
| WPR105  | Beginning Word Processing .....                 | 4 |

ELECTIVES: \*16 Credit Hours

Select from the following, according to availability:

|           |   |     |
|-----------|---|-----|
| ATG100    | Financial Accounting I.....                       | 4   |
| ATG110    | Ten-Key Mastery .....                             | 2   |
| ATG202    | Payroll Accounting.....                           | 4   |
| CIS103    | Spreadsheet .....                                 | 4   |
| CIS104    | Advanced Spreadsheet .....                        | 4   |
| COM180    | Business Communications.....                      | 4   |
| COM220    | Speech .....                                      | 4   |
| ENGL100   | English.....                                      | 4   |
| KYB107    | Keyboarding II .....                              | 1   |
| KYB108    | Keyboarding III.....                              | 1   |
| KYB109    | Keyboarding IV.....                               | 1   |
| MGT102    | Introduction to Business .....                    | 4   |
| OA100     | Office Procedures .....                           | 4   |
| OA/MD110  | Terminology/Transcription .....                   | 4   |
| PARA201   | Law of Business Organizations.....                | 4   |
| PAR202    | Family Law .....                                  | 4   |
| PARA203   | Real Property Law .....                           | 4   |
| PARA209   | Estate Planning: Wills, Trusts, and Probate ..... | 4   |
| PAR250A-H | Paralegal Externship .....                        | 1-8 |
| PAR251    | Consumer and Bankruptcy Law.....                  | 4   |
| WPR150    | Intermediate Word Processing .....                | 4   |
| WPR180    | Beginning Desktop Publishing .....                | 4   |
| WPR200    | Advanced Word Processing .....                    | 4   |

\* Other electives may be selected with the approval of the Department Chair.

\*\* ENGL100 English may be required as a prerequisite depending on English diagnostic score.



# TRAVEL AND TOURISM

## Associate of Arts

**Total Credit Hours: 90**

**Length of Program: 18-24 months**

This program prepares students for various entry-level positions in the travel and tourism industry, including positions with airlines, travel agencies, or other aspects of the tourism industry. Students learn communication skills, geography, the foundation of the travel industry, and microcomputer applications. During the latter part of the program, students research, organize, prepare, and experience a cruise or tour to an exciting destination.

| COURSE NO.   | COURSE TITLE  | CREDIT HOURS |
|--|---|--------------|
| <b>GENERAL EDUCATION REQUIREMENTS: 24 Credit Hours</b> |   |              |
| ENGL201**  | English Composition I .....                           | 4            |
| MTH105   | Prealgebra.....                                       | 4            |
| PHL205   | Ethics.....   | 4            |
|  | Communication and Humanities Elective .....           | 4            |
|  | Social Science Elective.....                          | 8            |
| <b>REQUIRED COURSES: 55 Credit Hours</b>               |   |              |
| CD100  | Career Development .....                              | 2            |
| CIS201   | Computer Literacy .....                               | 4            |
| KYB106   | Beginning Keyboarding.....                            | 2            |
| KYB107   | Keyboarding II.....                                   | 1            |
| MGT102   | Introduction to Business.....                         | 4            |
| PS205  | Geography of Western Hemisphere .....                 | 4            |
| PS210  | Geography of Eastern Hemisphere.....                  | 4            |
| PSYY101  | Human Relations and Success .....                     | 4            |
| TAT200   | The Cruise Industry .....                             | 4            |
| TAT250   | Corporate Travel Management and Meeting Planning..... | 4            |
| TAT280   | Travel Experience.....                                | 2            |
| TAT296   | Hotel Front Desk Procedures .....                     | 4            |
| TAT297   | Domestic Travel.....                                  | 4            |
| TAT298   | International Travel.....                             | 4            |
| TAT299   | Automated Reservations .....                          | 4            |
| WPR105   | Beginning Word Processing.....                        | 4            |
| <b>ELECTIVES:*11 Credit Hours</b>                      |   |              |
| Select from the following, according to availability:  |   |              |
| ATG100   | Financial Accounting I.....                           | 4            |
| CIS103   | Spreadsheet .....                                     | 4            |
| CIS104   | Advanced Spreadsheet.....                             | 4            |
| CIS122   | Database for Microcomputers.....                      | 4            |
| COM180   | Business Communications.....                          | 4            |
| COM220   | Speech .....  | 4            |
| ENGL100  | English.....  | 4            |
| KYB108   | Keyboarding III.....                                  | 1            |
| KYB109   | Keyboarding IV.....                                   | 1            |
| MGT100P  | Small Business Management.....                        | 4            |
| MGT103   | Marketing .....                                       | 4            |
| MTH100   | College Mathematics.....                              | 4            |
| TAT198   | Travel and Tourism.....                               | 4            |
| TAT290A-D  | Travel Externship .....                               | 1-4          |
| WPR150   | Intermediate Word Processing .....                    | 4            |
| WPR180   | Beginning Desktop Publishing .....                    | 4            |
| WPR200   | Advanced Word Processing .....                        | 4            |

\* Other electives may be selected with the approval of the Department Chair.

\*\* ENGL100 English may be required as a prerequisite depending on English exam score.

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## COURSE DESCRIPTIONS

### **ATG100 Financial Accounting I**

**4 Credits**

Theory and practice of recording transactions in journals, ledgers, and financial statements are taught. Other topics include terminology, revenue, and expense determination.

### **ATG101 Financial Accounting II**

**4 Credits**

Financial Accounting II is a continuation of Financial Accounting I with emphasis on merchandising transactions, the accounting cycle and financial statements, payroll accounting and related taxes, receivables and payables, inventory methods, and depreciation methods. PREREQUISITE: ATG100

### **ATG110 Ten-Key Mastery**

**2 Credits**

This course is designed to teach numeric keypad with speed and accuracy using industry standards for data entry. Proficiency on three employment tests used by three large interstate corporations help the student meet employment standards. One hour additional lab time required per week. The objective of this course is to develop 10-Key entry skill to 12,000+ strokes per hour with 98%+ accuracy to meet industry standards for data entry.

### **ATG201 Federal Income Tax**

**4 Credits**

This course is an introduction to the principles and procedures of federal taxation of non-business income at the individual level. The taxability or non-taxability of various types of personal income, together with the deductibility or non-deductibility of various types of personal expenditures is explored.

### **ATG202 Payroll Accounting**

**4 Credits**

A study of practices of payroll administrations, hiring procedures, required records, federal and withholding taxes, state and local taxes, quarterly reports, and business tax system. The student is given knowledge of year-end record preparation and distribution.

### **ATG203 Computerized Accounting**

**4 Credits**

This course introduces a realistic approach to integrated automated accounting programs in such a way that prior knowledge of computerized accounting is not required. The student gains hands-on experience with microcomputers by entering and retrieving data through the system. Students will complete a computerized practice set during this course. Two hours additional lab time required per week. PREREQUISITE: ATG101

### **ATG205 Managerial Accounting I**

**4 Credits**

This course includes accounting concepts for corporations, cash flow preparation financial statement analysis, and the use of cost data in decision making. PREREQUISITE: ATG101

### **ATG206 Managerial Accounting II**

**2 Credits**

This course is a continuation of Managerial Accounting I. Planning and control will be covered, along with cost accounting and the use of cost data in decision making. PREREQUISITE: ATG101

### **ATG210 Financial Management**

**4 Credits**

Review of financial statements, ratio analysis, financial forecasting, working capital management, and the time value of money are among the topics covered in this financial management course. PREREQUISITE: ATG101.

### **ATG290A-D Accounting Externship**

**1-4 Credits**

This course provides the students with supervised, practical experience in an accounting office so that accounting theory can be applied. It is limited to students who have maintained a 3.0 overall GPA and 3.5 GPA in their major field and have been recommended by the Department Chairperson. Thirty (30) hours of work per unit of credit. PREREQUISITE: Limited to students in their last two quarters of the Accounting program. ATG290A = 1 Credit; ATG290B = 2 Credits; ATG290C = 3 Credits; ATG290D = 4 Credits

### **CD100 Career Development**

**2 Credits**

This course prepares the student for entry into the job market and covers such areas as job objectives, company research, interview techniques, creative resume preparation and individual review of draft resumes. The student will be introduced to portfolio presentation, securing the job, employer-employee relations and employment benefits. PREREQUISITE: Students must take course within the last two terms of enrollment.

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**CIS103 Spreadsheet****4 Credits**

The basic concepts of the electronic spreadsheet in several business applications is explored. Concepts taught include, but are not limited to, the anatomy of a spreadsheet, labels versus values, development of formulas used in practical business settings, database functions, graphing, printing, and principles and practices of spreadsheet design and documentation. Two hours additional lab time required per week. PREREQUISITE: CIS201

**CIS104 Advanced Spreadsheet****4 credits**

This course is a continuation of spreadsheet presenting such topics as database functions, macros, financial functions, data sharing techniques, and other advanced worksheet functions. Two hours additional lab time required per week. PREREQUISITE: CIS103

**CIS122 Database for Microcomputers****4 Credits**

The creation, update, and query of a data base is the basis for this course in microcomputer software. Also included are report generation, command file set up, and data base organization. Two hours additional lab time required per week. PREREQUISITE: CIS201

**CIS201 Computer Literacy****4 Credits**

An introductory course in computer literacy, which includes an overview of computer concepts, terminology, and trends. Provides hands-on experience with DOS, software packages for word processing and spreadsheet, including a minimum of 20 hours in outside class time.

**CIS204 C Programming****4 Credits**

This course introduces the student to the C programming language. Structured programming concepts are emphasized and implemented through a variety of exercises. The student gains experience writing several programs stressing business applications. Two hours additional lab time required per week. PREREQUISITE: CIS201, CIS225

**CIS205 Cobol Programming****4 Credits**

This course is an introductory course to COBOL. It focuses on problem solving techniques in a business environment. This course allows the student to gain valuable experience by writing several business related programs. Structured programming concepts are also taught. Two hours additional lab time required per week. PREREQUISITE: CIS201, CIS225

**CIS210 Visual Basic Programming****4 Credits**

This introductory course is aimed at the beginning programmer who is ready to tackle Windows programming. Concepts such as development process, variables, arithmetic formulas and logic and numbering systems are covered. Basic understanding of Windows is highly recommended. PREREQUISITES: CIS201, CIS225

**CIS220 Operating Systems****4 Credits**

This course explores the physical and functional characteristics of computer hardware and software.

**CIS221 Systems Analysis and Design****4 Credits**

This course exposes the student to the methodologies and techniques utilized by the systems analyst in conducting systems analysis. Requirement definition is also examined.

**CIS222 Database Programming****4 Credits**

This course introduces the student to principles of database design including network and relational databases. Database management systems (DBMS) are discussed. The student receives experience programming in a database language. Two hours additional lab time required per week. PREREQUISITE: CIS201, CIS225

**CIS225 Problem Solving****4 Credits**

This course is a beginning computer problem solving and programming course. A top-down, structured approach is taught. The student is also exposed to flowcharting and various problem-solving techniques.

**CIS226 Advanced C Programming****4 Credits**

This course is a continuation course exploring some of the more advanced concepts of the C programming language. Two hours additional lab time required per week. PREREQUISITE: CIS204

**CIS227 Advanced COBOL Programming****4 Credits**

This course is a continuation course exploring some of the advanced concepts of the COBOL programming language. Two hours additional lab time required per week. PREREQUISITE: CIS205

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|--|--------------------|
| <b>CIS232 Introduction to Networking</b>   | <b>4 Credits</b>   |
| This course introduces the student to various network concepts such as the components of a network, topologies, software, cabling and setup, and troubleshooting. PREREQUISITE OR CONCURRENROLLMENT: CIS 220   |                    |
| <b>CIS240 C++ Programming</b>  | <b>4 Credits</b>   |
| This course is an Object Oriented Program (OOP) that starts with the fundamentals of C++ language and utilizes many Windows programming techniques for the programmer who wants to build highly developed Windows programs. PREREQUISITES: CIS201, CIS225, CIS226  |                    |
| <b>CIS260 Advanced C++ Programming</b>   | <b>4 Credits</b>   |
| This course is a continuation of Visual C++ that explores intermediate programming techniques with further exploration into object-oriented programming, Windows application development, and compiler tools. PREREQUISITES: CIS201, CIS225, CIS240.   |                    |
| <b>CIS290 A-D Computer Information Systems Externship</b>  | <b>1-4 Credits</b> |
| Designed to help the student acquire supervised, practical experience working with computers in a business situation. The student must hold a 3.0 GPA overall and a 3.5 GPA in their major field and have been recommended by the Department Chairperson. Thirty (30) hours of work per unit of credit. PREREQUISITE: Limited to students in their last two quarters of the Computer Information System program. CIS290A = 1 Credit, CIS290B = 2 Credits, CIS290C = 3 Credits, CIS290D = 4 Credits |                    |
| <b>COM090 Communication Fundamentals</b>   | <b>4 Credits</b>   |
| Communication Fundamentals covers the basic elements of Secondary Education English usage, as well as Secondary Education reading and writing skills necessary for success in college classes. Writing correct sentences and paragraphs, along with basic grammar, is emphasized. Students learn to improve comprehension, build vocabulary, and gain confidence as readers. (This course may be required as a result of English diagnostic score.)  |                    |
| <b>COM180 Business Communications</b>  | <b>4 Credits</b>   |
| The objective of this course is to help students develop the ability to communicate effectively through writing business letters, memos, letters of application, agendas, and running meetings. Proper use of basic grammar with correct punctuation and capitalization will be emphasized. In addition, students will learn how to do a 3-5 page research paper using the MLA style.  |                    |
| <b>COM220 Speech</b>   | <b>4 Credits</b>   |
| The essentials of public speaking for the professional will focus on composition and delivery of speech to inform and persuade, discuss formal business and technical presentations, audience interaction, structure of presentation, techniques, platform manners, use of visual aids and diction.  |                    |
| <b>ECN200 Economics</b>  | <b>4 Credits</b>   |
| Economics is the study of how people and society choose to employ scarce resources that could have alternative uses in order to produce various commodities and to distribute them for consumption, now or in the future, among various persons and groups in society. This course will discuss the major concepts in Microeconomic and Macroeconomic theory.  |                    |
| <b>ENGL100 English</b>   | <b>4 Credits</b>   |
| The purpose of this course is to improve basic writing skills including sentence and paragraph structure, clarity, and organization.   |                    |
| <b>ENGL201 English Composition I</b>   | <b>4 Credits</b>   |
| This course is designed to provide students with a basic review of grammar, including study of sentence and paragraph structure. Students will learn patterns of expository writing (comparison/contrast, classification, etc.) by studying examples and through extensive writing. PREREQUISITE: ENGL 100 or a passing score on English Diagnostic test.  |                    |
| <b>ENGL202 English Composition II</b>  | <b>4 Credits</b>   |
| This course is designed to introduce students to creative writing by studying examples in good literature and through extensive writing.   |                    |
| <b>HIS270 American History</b>   | <b>4 Credits</b>   |
| A survey of the history of the United States from the discovery of the New World to the present. The course is designed to make students aware of the need for self-understanding on the part of the American people in an ever changing world.  |                    |

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|---|------------------|
| <b>HUM201 Humanities</b>  | <b>4 Credits</b> |
| This course is intended to help students develop an appreciation and understanding of literature, music, and the visual arts when placed in their historical and philosophical settings.  |                  |
| <b>KYB106 Beginning Keyboarding</b>   | <b>2 Credits</b> |
| This introductory course in typing is for beginners and those who need to bring their basic typing skills up to minimum standards. Production typing skills are introduced through the typing of simple letters, reports, and tables.   |                  |
| <b>KYB107 Keyboarding II</b>  | <b>1 Credit</b>  |
| The objective of this course is to develop speed and accuracy skills using the keyboard. PREREQUISITE: KYB106   |                  |
| <b>KYB108 Keyboarding III</b>   | <b>1 Credit</b>  |
| The objective of this course is to develop speed and accuracy skills using the keyboard. PREREQUISITE: KYB107   |                  |
| <b>KYB109 Keyboarding IV</b>  | <b>1 Credit</b>  |
| The objective of this course is to develop speed and accuracy skills using the keyboard. Drills are used to bring speed and accuracy to optimum standards. PREREQUISITE: KYB108   |                  |
| <b>MD105 Medical Terminology I</b>  | <b>4 Credits</b> |
| This course is designed to prepare the student for today's medical terminology. The student will gain knowledge of abbreviations and diagnostic procedures, surgical procedures, specialized procedures and anatomy.  |                  |
| <b>MD115 Anatomy &amp; Physiology</b>   | <b>4 Credits</b> |
| This course is a study of the basic structure and function of the body as a whole, the body systems and how they interact. Also studied is pathology of the body system and parts.  |                  |
| <b>MD230 Health Administration I</b>  | <b>4 Credits</b> |
| Students will begin this course with a review of the medical assisting program, its inception, current status, and a cultural diversity. A brief history of medicine along with medical practice, law, and ethics will be introduced. This course will also present the specific and different specialties of medicines: allergology, dermatology, endocrinology, surgery, internal medicine, neurology, oncology, ophthalmology, orthopedics, otorhinolaryngology, radiology, spirometry, therapeutic Physical therapy, patient positioning for speciality procedures, and uniralysis is introduced. PREREQUISITE: MD105, MD115, MD220 |                  |
| <b>MD220 Medical Terminology II</b>   | <b>4 credits</b> |
| The student will be able to utilize the terminology learned and add depth to their knowledge of procedures and physiology. PREREQUISITE: MD105  |                  |
| <b>MD232 Health Lab I*</b>  | <b>2 Credits</b> |
| Laboratory assisting skills are first introduced and provide the beginning foundation. This laboratory provides students with hands-on practice designed to establish competency in patient history, taking patient vital signs, assisting with routine physical examinations, and assisting with routine specialty examinations. Students will also be introduced to basic asepsis, infection control, urinalysis, and HIV transmission. PREREQUISITES: MD105, MD115, MD220 *Must be taken in the same quarter as Health Administration I  |                  |
| <b>MD240 Health Administration II</b>   | <b>4 Credits</b> |
| The focus of this course is on a variety of general medical assisting competencies. First aid procedures and medical emergencies are introduced. Special medical examinations in cardiology are presented. Students receive CPR certification during this course. Assisting with minor surgery is introduced. Hematology, microbiology, prenatal gynecology, pediatrics, and colon procedures and urinalysis are studied. Medication administration procedures are studied. Diagnostic tests routinely performed in medicine are introduced and discussed. PREREQUISITES: MD105, MD115, MD220, MD230, MD232, MD260.                     |                  |
| <b>MD242 Health Lab II*</b>   | <b>2 Credits</b> |
| The focus of this course is on a variety of general medical assisting competencies. The laboratory provides students with hands-on practice designed to establish competency in hematology including venipuncture, microbiology, medication administration including injection techniques, and obtaining an electrocardiogram. PREREQUISITES: MD105, MD115, MD220, MD230, MD232, MD 260 *Must be taken in the same quarter as Health Administration II  |                  |
| <b>MD260 Pharmacology*</b>  | <b>4 Credits</b> |

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This course will introduce students to the definition of pharmacology and prescription terminology. Basic divisions of medications, common drug sources: the Physicians Desk Reference; basic drug calculations; various forms of drugs, vitamins, and minerals commonly prescribed; the commonly prescribed drugs for each of the major body systems; and the laws governing the dispensing, storage, and disposal of medications are also introduced. PREREQUISITES: MTH105 OR A PASSING MATH SCORE ON CPAT EXAM. \*Student must pass this class with 74% or better to continue in the Medical Assisting Program.

**MD275 Medical Transcription** 4 credits

This course is designed to help the student's career, including ethical and legal responsibilities. Proper punctuation, capitalization, proofreading, corrections and editing, and spelling are developed. The correct preparation and proper formatting is also taught. Two hours additional lab time required. PREREQUISITE: MD105, MD220 and WPR105

**MD285 Advanced Medical Transcription** 4 credits

This course will improve the student's proficiency in transcription of realistic medical dictation. Foreign voices and background noises are included. Two hours additional lab time required per week. PREREQUISITE: MD105, MD220, MD275

**MD290 Medical Coding** 4 credits

This is designed specifically to help learn the special billing coding and the diagnostic coding used in the medical industry. The student will learn administrative routines of the doctor's office. The terminology is taken from practicing physicians' files, and require the student to schedule appointments, set up files, prepare insurance forms, and maintain financial records.

**MD295 Externship** 4 Credits

This is a supervised, on-the-job clinical and administrative experience at the conclusion of classroom training. Each student is placed in a clinical setting for 120 hours. This is a cooperative effort between the school and a physician's office or approved clinic or hospital. The extern will be evaluated twice by the physician during the externship.

**MGT100P Small Business Management** 4 Credits

Introduction to problems of the small business; planning, entrepreneurial characteristics, marketing, financing, financial management, personnel and the organization of an overall business plan.

**MGT101 Supervision** 4 Credits

The various aspects of a supervisor are covered including: the role of a supervisor, planning, control, leadership styles, motivation, discipline, and handling conflict.

**MGT102 Introduction to Business** 4 Credits

Major objectives of this survey course include an introduction to various aspects of business such as forms of ownership, the economic factors of production, finance, marketing, and the direction of goals and people in the organization.

**MGT103 Marketing** 4 Credits

This course focuses on product, place, price, and promotion decisions. Strategies are presented to illustrate the creativity involved in marketing and the variety of ways managers try to achieve goals.

**MGT106 Retail Management** 4 Credits

This course explores the terms and procedures for management of a retail merchandising movement, inventory policies and techniques for product promotion and display. Consumer understanding and motivation are explored. Students will be required to spend time observing and/or working in a retail operation.

**MGT110 Professional Selling** 4 Credits

Provides the student with the knowledge and skills needed for a career in selling. Emphasis is placed on consumer buying motives, telemarketing, need determination, product knowledge, customer service, and closing the sale.

**MGT120 Personal Finance** 4 Credits

Principles and skills necessary for individual and family financial growth including: financial planning and goal setting, spending and budgeting, adequacy of insurance, investments, borrowing and banking, savings programs, home and automobile purchases, taxes, and estate planning.

**MGT290A-D Business Administration Externship** 1-4 Credits

Providing supervised, practical experience in an office in the student's chosen field, this course is intended for those students preparing for a career in administrative management. It is limited to students who have maintained a 3.0 GPA in their major field and have been recommended by the Director of the Business Program. Thirty (30) hours of work per unit of credit.

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PREREQUISITE: Limited to students in their last two quarters of the Business Management Program. MGT290A = 1 Credit; MGT290B = 2 Credits, MGT290C = 3 Credits, MGT290D = 4 Credits.

**MTH090 Basic Math** **4 Credits**

Basic Math covers the fundamental Secondary Education arithmetic operations with whole numbers, fractions, decimals, percents, ratios and proportions. (This course may be required as a result of entrance exam scores.)

**MTH100 College Mathematics** **4 Credits**

College Mathematics covers some common business math concepts including fractions, decimals, percentages, business discounts, markups and markdowns, compound interest and present value, along with other business-related topics.

**MTH105 Prealgebra** **4 Credits**

This course is an introduction to algebra covering integers, linear equations, polynomials, and graphing. It includes a review of decimals, fractions, unit analysis, ratio-proportion, and other related pre-algebra topics.

**MTH205 Algebra** **4 Credits**

This course covers integers, rational and irrational numbers along with operations relating to polynomials, exponents, radicals, and other algebraic functions. PREREQUISITE: MTH105 OR A PASSING SCORE ON MATH DIAGNOSTIC TEST.

**OA100 Office Procedures** **4 Credits**

Emphasis will be on general office procedures including human relations skills, knowledge of basic filing systems, listening skills, telephone techniques, processing mail, composing business letters, applying for a job and various kinds of office technology. Two additional lab hours required per week. PREREQUISITE: WPR105

**OA/MD110 Terminology/Transcription** **4 Credits**

Transcription skills are developed with emphasis on machine transcription of medical/administrative/legal dictation using prepared tapes. Two hours additional lab time required per week. PREREQUISITE: WPR105 and MD105 (for medical specialty)

**OA280A-D Office Administration Externship** **1-4 Credits**

A course to provide the student with supervised, practical office experience in an office environment. Thirty (30) hours of work per unit of credit. Application must be submitted to the Department Chair prior to externship PREREQUISITE: Limited to students in their last two quarters of study who have been recommended by the Department Chair. Applicants must have achieved a 3.0 overall GPA.

**PAR120 Introduction to Legal Assistance** **4 Credits**

This course is a history and overview of the legal system: the role of the legal assistant, legal ethics, unauthorized practice, the Code of Professional Responsibility, importance of communications, terminology, sources and works of law. Law office operations and theories of management, timekeeping and billing, law office equipment, budgeting, key players, preparation of forms and checklists, docket control, personnel problems, and self-management are addressed.

**PAR121 Litigation Document Management** **4 Credits**

This course outlines the management and control of documents involved in complex legal cases including indexing, filing, document management systems. Written projects include creating a case file and drafting various legal documents. PREREQUISITE: WPR105 or Department Chair approval. COREQUISITE: PAR120 or PAR122

**PAR122 Introduction to Business and Contract Law** **4 Credits**

This course is an examination of legal remedies, the attorney/client relationship, the court systems, civil trial process, criminal trial process, and judicial/administrative decision making. An emphasis is placed on business-oriented review of contracts, risk and insurance, employee rights, purchase and sale of goods, considerations and regulations affecting business of various types.

**PARA201 Law of Business Organizations** **4 Credits**

This course is a study of the formation and operation of proprietorships, partnerships, corporations and other business organizations, including survey of the fundamental principles of law applicable to each. The course also includes a review of Articles of Incorporation, and Corporate By-Laws. PREREQUISITES: PAR122

**PAR202 Family Law** **4 Credits**

This course examines law as it relates to the family, including divorce, separation, custody, adoption, guardianship, and support agreements. Review of proceedings and pleadings is included. PREREQUISITES: PAR120 and PAR206

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**PARA203 Real Property Law****4 Credits**

This course is a survey of real property law including: forms and instruments of ownership; real estate conveyance and financing instruments; foreclosures; easements; basic zoning concepts; and landlord-tenant. The preparation of various real estate documents is included. PREREQUISITES: PAR120

**PAR204 Legal Research and Writing I****4 Credits**

This course is a study of case analysis methodology; research and interpretation of statutory and administrative regulations; research procedures in primary, and secondary sources; interpreting, use and proper preparation of legal citations; methods of tracing legal issues chronologically and practice in preparing memoranda. PREREQUISITES: PAR120 and PAR206

**PARA205 Legal Research and Writing II****4 Credits**

This course is a continuation of the research study began in Legal Research and Writing I. This class is a study of appropriate formats and styles used in legal writing, of the preparation of appellate trial briefs; and an introduction to computer research. PREREQUISITES: PAR120, PAR122, and PAR204

**PAR206 Civil Procedure and Litigation****4 Credits**

This course is a survey of the Rules of Civil Procedure and civil litigation. Written projects include drafting Summons, Complaints and Answers; preparing Motions; drafting Interrogatories and Answers. PREREQUISITES: PAR120

**PARA207 Criminal Law****4 Credits**

This course gives an overview of the Criminal Justice System; the right to counsel; arrest, search and seizure; police interrogation and confessions, initiation of formal proceedings, and the criminal trial. PREREQUISITES: PAR120

**PAR208 Tort Law****4 Credits**

This course is a study of intentional torts, negligence, product liability, defamation, defense and damages, and how to draft various documents involved in tort law. PREREQUISITES: PAR120

**PARA209 Estate Planning: Wills, Trusts, and Probate****4 Credits**

This course is an introduction to estate and probate terminology: wills and trusts, Probate law and procedures, required orders and notices, estate sales, estate taxes, state taxes, joint tenancy, judicial determination of death, disposition of judicial findings, documentation, and forms. PREREQUISITES: PAR120 and PARA203

**PAR250 Legal Assistant/Paralegal Externship****1-8 Credits**

This is a supervised, on-the-job training experience in a law office, governmental agency or legal department of business or industry. Application for an externship is made to the Department Chair. The Chair will recommend the quarter(s) in which the externship will take place. In some circumstances, the externship may be repeatable encompassing several quarters, but the credits may not total over eight (8). One unit of credit will be given for each thirty (30) qualified hours of work. Acceptable types of work are qualified by the Department Chair. Externship units of credit for that quarter will be set in advance.

- PAR250A=1 PAR250C=3
- PAR250B=2 PAR250D=4
- PAR250E=5 PAR250G=7
- PAR250F=6 PAR250H=8

SUGGESTED PREREQUISITES: KYB106; PAR120; PAR121; PAR204; PARA205; WPR105; PAR206. Prior and sustained approval of the Department Chair is required. The student must maintain a 3.0 overall GPA and 3.0 in paralegal major.

**PAR251 Consumer and Bankruptcy Law****4 Credits**

This course is an introduction to consumer and bankruptcy laws on the Federal and state level. An overview is made of the Consumer Credit Practices Act, Debt Collection Act, etc. An emphasis is placed on the procedural law of bankruptcy, the mechanics of drafting and filing a bankruptcy petition, and bankruptcy forms. PREREQUISITES: PAR122

**PHL205 Ethics****4 Credits**

An organized view of ethical thinking. Systematizes student's thinking on moral problems and presents alternative ethical views.

**PS201 Environmental Science****4 Credits**

Presents the concepts and problems of a modern community in a technological age. The impact of population and technology on the available resources and environment.



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**PS205 Geography of Western Hemisphere** **4 Credits**

Analysis of elements necessary for the development of tourism destinations in the Western Hemisphere. An introduction to major destinations within North and South America, and the interrelationships of their social, economic and physical aspects. Emphasis will be placed on tourist destinations most visited by residents of the United States.

**PS210 Geography of Eastern Hemisphere** **4 Credits**

Analysis of elements necessary for the development of tourism destination in the Eastern Hemisphere. An introduction to major destinations within Europe, Africa, Asia, and the South Pacific areas, and the interrelationships of their social, economic and physical aspects. Emphasis will be placed on tourist destinations most visited by residents of the United States.

**PSYY101 Human Relations and Success** **4 Credits**

This unique course is designed to equip students with specific skills for their role as students and with specific life-long learning skills, for discovering and developing their personal and career potential. Self-awareness and self confidence as well as practical people knowledge" are emphasized in this course. Students may transfer in from another college a similar course which was successfully completed. Students may also have this course waived if they have successfully completed one academic year of credits at another postsecondary institution (24 semester credits or 36 quarter credits with at least a 2.0 cumulative grade point average).

**PSYY205 Psychology** **4 Credits**

This course is a study emphasizing common problems of life. Units include studies of childhood growth and development, personality formation, learning theory, motivation and adjustment, and physiological psychology.

**TAT 198 Travel & Tourism** **4 Credits**

An introduction to worldwide tourism and travel, this course explores the historical development of the tourism industry, segments that make up the travel industry, tourists' motivations to travel, social and economic impacts which the tourism industry has on a host country, the role of government as it relates to regulatory and promotional activities, and forecasts for tourism and job opportunities in the travel, tourism, and hospitality industry.

**TAT200 The Cruise Industry** **4 credits**

This course is designed to instruct the student in routings and destinations for cruise ships. The study of schedules and brochures will be integrated with the study of terminology pertinent in both areas. CO-REQUISITE: TAT280

**TAT250 Corporate Travel Management and Meeting Planning** **4 Credits**

The course will provide an introduction and overview to this industry segment and will introduce the student to some of the allied opportunities within the travel industry. A two-part focus will concentrate first on corporate travel management then finish with meeting planning.

**TAT280 Travel Experience** **2 Credits**

A course designed to help the student acquire supervised, practical experience in a travel-related business. PREREQUISITES: TAT297 and TAT298. In addition students must maintain a passing GPA overall and must have been recommended by the Department Chair of Travel and Tourism. CO-REQUISITE: TAT200

**TAT290 A-D Travel Externship** **1-4 Credits**

A course to provide the student with supervised, practical travel and tourism experience in a travel environment. Thirty (30) hours of work per unit of credit. PREREQUISITE: Limited to students in their last two quarters of study who have been recommended by the Department Chair of Travel and Tourism. Applicants must have achieved a 3.0 overall GPA.

**TAT296 Hotel Front Desk Procedures** **4 Credits**

This course introduces the student to all facets of front desk operations including registration, reservations, check out, and front desk accounting.

**TAT297 Domestic Travel** **4 Credits**

This course covers domestic airline schedules, manual ticketing, airline passenger tariffs, rules and procedures, and domestic city codes.

**TAT298 International Travel** **4 Credits**

This course is designed to be a research oriented class with individual or group projects. Proficiency and skills in the application of manual reservation utilizing the OAG Worldwide Hotel Travel Index, OAG, the International Editions of the Travel Planner, Brochures, Tour Manuals, Car Rental Catalogs, etc., used in preparation of tourism is covered. Also forecast for the future of the travel industry is discussed.

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**TAT299 Automated Reservations****4 Credits**

Hands-on training in the use of SABRE Airline Computer training is presented. Students learn to create, retrieve, and modify Passenger Name Records (PNR's) in addition to displaying schedules, checking availability, and pricing itineraries. PREREQUISITES: KYB105 and TAT297

**WPR105 Beginning Word Processing****4 Credits**

The student will be introduced to beginning word processing. The student will be taught how to format, create, edit, store, and print text. Additional features include tables, blocks, and special print effects and electronic dictionary. Thirty hours of out-of-class projects required. PREREQUISITE: KYB106

**WPR150 Intermediate Word Processing****4 Credits**

Intermediate features of word processing including fonts, advanced line formatting, special features, tables, forms, graphics, and column mode will be taught. Thirty hours of out-of-class projects required. PREREQUISITE: WPR105

**WPR180 Beginning Desktop Publishing****4 Credits**

The student will be introduced to professional page layouts and document composition systems that lets them create typeset documents by automatically combining text from word processors with pictures from popular graphics software programs. Thirty hours of out-of-class projects required. PREREQUISITE: WPR105

**WPR200 Advanced Word Processing****4 Credits**

Advanced features of word processing including macros, indexes, math, graphic lines and boxes, merge, styles, sorting, and document management will be taught. Thirty hours of out-of-class projects required. PREREQUISITE: WPR150

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## RHODES COLLEGES

Rhodes Colleges, Inc. includes the following institutions:

### COLLEGE

Blair College  
Parks College  
Parks College  
Las Vegas College  
Western Business College  
Western Business College  
Mountain West College  
Rochester Business Institute  
Springfield College  
Duff's Business Institute  
Florida Metropolitan University - Fort Lauderdale College  
Florida Metropolitan University - Orlando College, North  
Florida Metropolitan University - Orlando College, South  
Florida Metropolitan University - Orlando College, Melbourne  
Florida Metropolitan University - Tampa College  
Florida Metropolitan University - Tampa College, Brandon  
Florida Metropolitan University - Tampa College, Pinellas  
Florida Metropolitan University - Tampa College, Lakeland

### LOCATION

Colorado Springs, CO  
Denver, CO  
Aurora, CO  
Las Vegas, NV  
Portland, OR  
Vancouver, WA  
Salt Lake City, UT  
Rochester, NY  
Springfield, MO  
Pittsburgh, PA  
Fort Lauderdale, FL  
Orlando, FL  
Orlando, FL  
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Clearwater, FL  
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## 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.

### **Rhodes Colleges, Inc. - Corinthian Colleges, Inc.**

6 Hutton Centre Drive - Suite 400 - Santa Ana, California 92707

### Officers

(Rhodes Colleges, Inc. and Corinthian Colleges, Inc.)

|                 |  |
|-----------------|--|
| David G. Moore  | President                              |
| Frank J. McCord | Vice President and Treasurer           |
| Paul St. Pierre | Vice President and Secretary           |
| Lloyd Holland   | Vice President and Assistant Treasurer |
| Dennis Devereux | Vice President and Assistant Secretary |

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## Staff

|   |                  |
|---|------------------|
| President                                   | Wayne P. Wilson  |
| Academic Dean                               | Larry Litchfield |
| Business Manager/Financial Aid Director     | Robin Clay       |
| Director, Admissions                        | Gail Benjamin    |
| Director, Placement                         | Nancy Roblez     |
| Department Chair, Business                  | Byron Patterson  |
| Department Chair, Legal Assistant/Paralegal | Lisa Stamps      |
| Department Chair, Medical Assisting         | Sherry Kuchinsky |
| Department Chair, Office Administration     | Jan Bentley      |
| Department Chair, Travel and Tourism        | John Romero      |

## Faculty

### FULL TIME FACULTY

|  |   |   |  |
|--|---|---|--|
| LARRY LITCHFIELD,  | Academic Dean 10/87   | General Education   | B.S., Brigham Young University<br>M.B.A., University of Phoenix  |
| JAN BENTLEY,<br>LISA STAMPS,<br>SHERRY KUCHINSKY,<br>ELIZABETH CALL, | Department Chair 5/86<br>Department Chair 10/96<br>Department Chair 7/94<br>Librarian, 1/95 | Office Administration<br>Legal/Paralegal Assistant<br>Medical Assisting<br>General Education/College Prep | B.S., Brigham Young University<br>J.D., Brigham Young University<br>B.S.N., Westminster College<br>B.A., Brigham Young University<br>M.L.I.S., Brigham Young University<br>B.S., University of Phoenix |
| BYRON PATTERSON,   | Department Chair 7/94   | Accounting, Business Management,<br>Computer Information Systems  |  |
| JOHN ROMERO,<br>KIMBERLY COSBY,                                      | Department Chair 10/91<br>Instructor 7/95   | Travel & Tourism<br>Office Administration   | B.A., Boise State University   |

### ADJUNCT FACULTY

|  |   |  |  |
|--|---|--|--|
| CRAIG BLAMIREs,  | Instructor 10/96  | Medical Assisting  | B.S., Brigham Young University<br>D.C., Texas Chiropractic College   |
| GRANT CHRISTENSEN,<br>JAN CHRISTENSEN,<br>MARY CLUFF,    | Instructor 1/96<br>Instructor 7/94<br>Instructor 10/91  | Computer Information Systems<br>Office Administration<br>General Education | B.S., University of Utah<br>B.S. Utah State University<br>B.S., Utah State University<br>M.A. University Of Georgia              |
| GORDON EVERITT,<br>MARLENE GRIFFITHS,<br>GARY GUSTAFSON, | Instructor 11/90<br>Instructor 11/85<br>Instructor 1/96 | Legal Assistant/Paralegal<br>Office Management<br>General Education        | B.S., Ohio Christian College<br>B.S. Utah State University<br>B.S., Brigham Young University<br>M.P.A., Brigham Young University |
| LISA FOWLER,<br>NAJMEH HOURMANESH                        | Instructor 1/97<br>Instructor 10/93                     | Paralegal<br>Office Administration   | J.D., Brigham Young University<br>B.A., Utah State University<br>B.S., University of Utah<br>M.Ed., University of Utah           |
| MARY FRIEDMAN,<br>AMY LUFT,                              | Instructor 1/97<br>Instructor 4/96                      | Paralegal<br>Travel and Tourism  | J.D., Brigham Young University<br>B.A., B.S., University of Idaho  |
| BRUCE MADSEN,  | Instructor 1/96   | General Education  | M.S., Clemson University<br>B.A., Utah State University<br>M.S.S., Utah State University   |
| HOLLY MAHONEY,<br>MAXINE PETERSON,                       | Instructor 1/96<br>Instructor 4/96                      | Paralegal<br>General Education   | J.D., Brigham Young University<br>B.S., University of Utah<br>M.A., University of Phoenix  |
| KEITH RADLEY, JR.,                                       | Instructor 7/95   | General Education  | B.S., University of Utah<br>M.S., University of Utah   |
| DAVID REES,<br>PHILLIP ROWE,                             | Instructor 2/86<br>Instructor 1/97                      | Business Management<br>General Education                                   | B.A., Boise State University<br>B.S., Boston University<br>M.S., Hofstra   |
| DAVID SEAMAN,<br>TOM SIMMONS,                            | Instructor 10/92<br>Instructor 4/89                     | General Education<br>Accounting  | B.S., Brigham Young University<br>B.S., Brigham Young University<br>Masters of Accountancy, Brigham Young University - C.P.A.    |
| DOUG SINCLAIR,<br>MICHAEL THURMAN,<br>LINDA WHITING,     | Instructor 5/96<br>Instructor 5/87<br>Instructor 1/97   | Computer Information Systems<br>Business Management<br>Travel              | B.S., Black Hills Teachers College- C.P.A.<br>B.S., University of Phoenix<br>B.S., University of Utah                            |

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## Curriculum Advisory Board Members

### ACCOUNTING/BUSINESS

|                 |                        |                          |
|-----------------|------------------------|--------------------------|
| Verdeen Adams   | Group Manager          | Internal Revenue Service |
| Emiline Benning | Senior Accountant      | Paragon Design           |
| Jim King        | Area Manager           | J.C. Penny Company       |
| Denise Richins  | Employment Coordinator | Blue Cross/Blue Shield   |
| Leigh Toole     | Operations Manager     | Wyle Laboratories        |

### COMPUTER INFORMATION SYSTEMS

|                   |  |                             |
|-------------------|--|-----------------------------|
| Roger Anderson    | Advisory Consultant                    | I.B.M. Corporation          |
| Susan Baca        | M.I.S. Manager                         | Allen Communication         |
| Dale Dansie       | LAN Administrator                      | Human Affairs International |
| Doug Deming       | Manager/Information Systems Department | LDS Church                  |
| Barbara Draper    | Independent Consultant                 |                             |
| Russell D. Duncan | Data Center Consultant                 | LDS Church                  |
| George Furgis     | Sr. Marketing Rep.                     | I.B.M. Corporation          |
| Paul B. Jackson   | Associate Director Human Resources     | LDS Hospital                |
| Michael Meservy   | Senior Analyst                         | Comprotech                  |
| Steve Taylor      | Computer Programmer                    | Taylorred Systems           |

### OFFICE ADMINISTRATION

|              |                          |                                |
|--------------|--------------------------|--------------------------------|
| Wendy Caputo | Medical Transcriptionist | Transcriptions, LTD.           |
| Jolene Davis | Professional Secretary   | Becton Dickinson               |
| Nancy Herd   | Business Manager         | Tomax                          |
| Becky Hicks  | Sales Administrator      | Envirotech Molded Products     |
| Kathy Miller | Owner                    | Precision Typing               |
| Kim Napper   | Administration/Personnel | McDonnell Douglas Aircraft Co. |

### PARALEGAL

|                       |  |                                       |
|-----------------------|--|---------------------------------------|
| Lee Bartel            | Paralegal                              | Badley and Rasmussen                  |
| Diana Beecher         | Independent Legal Assistant            |                                       |
| Randy Birch           | Attorney at Law                        | Bertch and Birch                      |
| Adell Butler Mitchell | Paralegal                              | State Industrial Commission           |
| Mary Ann Hansen       | Attorney at Law                        | Provo, Utah                           |
| Leisha Lee-Dixon      | Asst. Attorney General                 | Utah State Attorney General           |
| Stacy Lybbert         | Independent Legal Assistant            |                                       |
| A. Sam Primavera      | Attorney at Law                        | Provo, Utah                           |
| Wayne C. Riches       | Managing Attorney                      | Utah Legal Services                   |
| Lee Warthen           | Asst. Director/Head of Public Services | U of U Law Library                    |
| Frederic J. Voros     | Assistant Attorney General             | Utah State Attorney Generals Office   |
| Lane Wilkins          | Attorney at Law                        |                                       |
| Daniel G. Worthington | Dean for Professional Relations        | University of South Dakota Law School |

### TRAVEL

|                 |                                  |                       |
|-----------------|----------------------------------|-----------------------|
| Paula Bullen    | Marketing Support Representative | American Airlines     |
| Susan Dahlstrom | Director of Marketing            | Southwest Airlines    |
| John Goodwin    | Director of Room Operations      | Red Lion Hotel        |
| David Nelson    | General Manager                  | University Park Hotel |
| Bobby Sylvester | President                        | Rocky Mountain ASTA   |
| Cindy White     | Manager City Ticket Office       | Continental Airlines  |

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**MEDICAL**

Doris Christensen  
Judy Edwards  
James Marshall  
Marcia Miller  
Marsha Morton  
John C. Nelson  
Cheryl Schow  
Betty Williams

R.N.  
C.M.A.  
D.C.  
R.T.  
R.N.  
M.D.  
R.N.  
R.M.A.

Heart Center  
Private Practice

Westminster College  
Private Practice  
Veteran Affairs Medical Center  
President, Utah Association of  
Medical Technologists

# Academic Calendars

1996-1997

| 1997                       |                           | 1998                        |                           |
|----------------------------|---------------------------|-----------------------------|---------------------------|
| <b>WINTER TERM</b>         |                           | <b>WINTER TERM</b>          |                           |
| January 13                 | Winter Quarter Starts     | January 12                  | Winter Quarter Starts     |
| February 17                | Presidents' Day Holiday   | February 16                 | Presidents' Day Holiday   |
| February 24                | Winter Mid-Quarter Starts | February 23                 | Winter Mid-Quarter Starts |
| March 6                    | Spring Qtr Registration   | March 5                     | Spring Qtr Registration   |
| April 4                    | Winter Quarter Ends       | April 3                     | Winter Quarter Ends       |
| April 7-11                 | Spring Vacation           | April 6-10                  | Spring Vacation           |
| <b>SPRING TERM</b>         |                           | <b>SPRING TERM</b>          |                           |
| April 14                   | Spring Quarter Starts     | April 13                    | Spring Quarter Starts     |
| May 2                      | Commencement              | May 1                       | Commencement              |
| May 26                     | Memorial Day Holiday      | May 25                      | Memorial Day Holiday      |
| May 27                     | Spring Mid-Quarter Starts | May 26                      | Spring Mid-Quarter Starts |
| June 5                     | Summer Qtr Registration   | June 4                      | Summer Qtr Registration   |
| July 3                     | Spring Quarter Ends       | July 2                      | Spring Quarter Ends       |
| July 4                     | Independence Day          | July 3                      | Independence Day          |
| July 7-11                  | Summer Vacation           | July 6-10                   | Summer Vacation           |
| <b>SUMMER TERM</b>         |                           | <b>SUMMER TERM</b>          |                           |
| July 14                    | Summer Quarter Starts     | July 13                     | Summer Quarter Starts     |
| July 24                    | Pioneer Day Holiday       | July 24                     | Pioneer Day Holiday       |
| August 25                  | Summer Mid-Qtr Starts     | August 24                   | Summer Mid-Qtr Starts     |
| September 1                | Labor Day Holiday         | September 7                 | Labor Day Holiday         |
| September 4                | Fall Quarter Registration | September 3                 | Fall Quarter Registration |
| October 3                  | Summer Quarter Ends       | October 2                   | Summer Quarter Ends       |
| <b>FALL TERM</b>           |                           | <b>FALL TERM</b>            |                           |
| October 6                  | Fall Quarter Starts       | October 5                   | Fall Quarter Starts       |
| November 7                 | Commencement              | November 6                  | Commencement              |
| November 17                | Fall Mid-Quarter Starts   | November 16                 | Fall Mid-Quarter Starts   |
| November 27-28             | Thanksgiving Holiday      | November 26-27              | Thanksgiving Holiday      |
| December 3                 | Winter Qtr Registration   | December 2                  | Winter Qtr Registration   |
| Dec 22, 1997 - Jan 2, 1998 | Winter Vacation           | Dec 21, 1997 - Jan 10, 1998 | Winter Vacation           |
| January 5                  | Classes Resume            | January 11                  | Classes Resume            |
| January 9                  | Fall Quarter Ends         | January 15                  | Fall Quarter Ends         |

## TUITION AND FEES

| CLASS                            | ABBR    | TUITION | REG | CRUISE | TOTAL                  |
|----------------------------------|---------|---------|-----|--------|------------------------|
| Business Management              | BBD     | 8,100   | 75  | --     | \$8,175                |
| Business Management Assoc        | BGA     | 12,100  | 75  | --     | \$12,175               |
| Accounting                       | BAD     | 8,100   | 75  | --     | \$8,175                |
| Accounting Assoc                 | BAA     | 12,100  | 75  | --     | \$12,175               |
| Office Administration            | SAD     | 8,100   | 75  | --     | \$8,175                |
| Office Administration Assoc      | SAA     | 12,100  | 75  | --     | \$12,175               |
| Office Administration/Legal      | SLD     | 8,100   | 75  | --     | \$8,175                |
| Office Admin/Legal Assoc         | SLA     | 12,100  | 75  | --     | \$12,175               |
| Office Administration/Medical    | SMD     | 8,100   | 75  | --     | \$8,175                |
| Office Admin/Medical Trans Assoc | SMA     | 12,100  | 75  | --     | \$12,175               |
| Computer Information Systems     | IPD     | 8,100   | 75  | --     | \$8,175                |
| Computer Information Assoc       | IPA     | 12,100  | 75  | --     | \$12,175               |
| Legal Assistant/Paralegal        | LPA     | 12,100  | 75  | --     | \$12,175               |
| Medical Assisting                | MAD     | 8,100   | 75  | --     | \$8,175                |
| Medical Assisting/Assoc          | MAA     | 12,100  | 75  | --     | \$12,175               |
| Travel and Tourism               | HTD     | 6,725   | 75  | --     | \$6,800                |
| Travel and Tourism Assoc         | HTA     | 12,800  | 75  | 630    | \$12,875               |
| College Preparation              | CP ENG  | --      | --  | --     | --                     |
|                                  | CP MATH | --      | --  | --     | --                     |
| English as a Second Language     | ESL     | 1,300   | --  | --     | \$1,300<br>per quarter |

### FEES:

A NON-REFUNDABLE \$100.00 ADMINISTRATION FEE WILL BE PAID BY ALL WITHDRAWING STUDENTS.

A NON-REFUNDABLE APPLICATION FEE OF \$25.00 WILL BE PAID BY ALL NEW APPLICANTS.

A NON-REFUNDABLE REGISTRATION FEE OF \$75.00 WILL BE PAID BY ALL FIRST TIME STUDENTS.

HIGH SCHOOL OR GED TRANSCRIPT FEE - Determined by institution from which transcript is requested.

MTNW TRANSCRIPT FEE - First one at no charge; thereafter, \$3.00 each.

LIBRARY FINE - Cost of lost books.

RE-ENTRY FEE - \$75.00 each occurrence.

RE-TAKE FEE - (for current MTNW students) \$50.00 for "WF" or "F" grades.

RE-TAKE FEE - (for re-entering students that return in the same program) \$200.00 for "W", "WF" or "F" grades.

CHALLENGE TEST FEE - \$25.00

LATE REGISTRATION FEE - \$25.00



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## NOTES

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