2000 CATALOG

MOUNTAIN WEST COLLEGE

MountainWest0700

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SALT LAKE CITY, UTAH 84106
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Accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas and associate degrees and Registered with the Utah State Board of Regents.

2000 MOUNTAIN WEST COLLEGE CATALOG

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

Ron Hutkin

RON HUTKIN, 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.

WELCOME TO MOUNTAIN WEST COLLEGE

PRESIDENT'S MESSAGE

Dear Student:

Welcome to Mountain West College. The faculty, staff, and I are pleased that you selected this college to earn your Diploma or Associate Degree. Mountain West College has a unique way of delivering high quality instruction and services. Our approach to education places a high priority on you. Specifically, your total educational experience will involve being a student, a customer, and a guest.

As a student you are expected to meet all the academic requirements in each course as set forth by the instructor. In addition, the better your attendance, the better your grades. You will also discover that education can be fun.

As a customer, we value your opinion not only on what you like about Mountain West College, but also areas in which we can improve. You will have several opportunities to comment about your level of customer satisfaction through survey instruments and informal chats with our professional staff.

As a guest you will be treated with respect and dignity. You will also see a high degree of teamwork and cooperation demonstrated among the staff and faculty.

When you graduate from Mountain West College you will be prepared for a rewarding career and career advancement. Our faculty and staff have a strong commitment to helping you achieve academic success and to making your dreams come true.

You have my best wishes for a great educational experience at Mountain West College.

Sincerely,

RON HUTKIN
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.

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 Internet research. These computers, are available for student use by appointment.

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.

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 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

Mountain West College's diploma and associate degree Medical Assistant programs are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP)

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.

Associate degree educational programs are approved for Veteran's training by the Utah State Approving Agency. 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:

- Better Business Bureau
- Utah State Society of American Medical Technologists
- Data Processing Management Association Student Chapter (DPMA)
- Legal Assistants Association of Utah (LAAU)
- Utah State Society of Medical Assistants (USSMA)
- National Association of Student Financial Aid Administrators
- National Business Education Association
- East Valley Chamber of Commerce
- Utah Association of Financial Aid Administrators
- Utah Business Education Association
- Utah Association of Career Colleges and Schools

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. Applicants will be required to sign an "Attestation Regarding High School Graduation or Equivalency" indicating that they meet the College's requirements for admission. Successful completion of an assessment examination is also 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.

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.

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

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.

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.

EDUCATIONAL RIGHTS & PRIVACY ACT

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

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

official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

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

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. - One exception which permits disclosure without consent is disclosure to institution officials with legitimate educational interests. An institution official is a person employed by the Institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institution has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his or her tasks. An institution official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Institution discloses education records without consent to officials of another institution in which a student seeks or intends to enroll.

Directory information is information that may be unconditionally released to third parties by the school without the consent of the student unless the student specifically requests that the information not be released. The school requires students to present such requests in writing within 10 days of the date of enrollment. Directory information includes the student's name, address(es), telephone number(s), birth date and place, program undertaken, dates of attendance and certificate or diploma awarded.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

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

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;
- 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

Arrangements for payment of tuition and book charges (if applicable) must be made in advance of the first day of class for each term for which the student is enrolled. The college charges the student's tuition account for tuition at the beginning of each term for which the student is enrolled.

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 668.43(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 is 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.

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.)

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 if $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 students 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.

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.

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.

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 - Associate Degree programs are 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

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.

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; 3) If applicable, the refund requirements specified by the federal government.

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. The college will exclude from the institutional charges used to calculate the pro rata refund a reasonable administrative fee not to exceed $100 or 5% of the total institutional charges, whichever is less. This administrative fee may be retained by the school. 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 exclude from the institutional charges used to calculate the refund a reasonable administrative fee not to exceed $100 or 5% of the total institutional charges, whichever is less. The administrative fee may be retained by the school. 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
On the first day of class	100% Tuition	0
First 10% of Charging Period	90% Tuition	10% Tuition
Between 10% and 25% of Charging Period	50% Tuition	50% Tuition
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 fund and withdraw with a refund due:

1. Unsubsidized Federal Stafford Loan Program;
2. Subsidized Federal Stafford Loan Program;
3. Federal PLUS Loan Program;
4. Unsubsidized Federal Direct Stafford Loan Program;
5. Subsidized Federal Direct Stafford Loan Program;
6. Federal Direct PLUS Loan Program;
7. Federal Perkins Loan Program;
8. Federal Pell Grant Program;
9. Federal Supplemental Educational Opportunity Grant (FSEOG) Program;
10. Other SFA programs;
11. Other federal, state, private, or institutional sources of aid; and
12. The student.

If the student has more than one loan and the refund would greatly reduce or pay completely one of the loans, the refund is paid to that loan. 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 programs will be paid within 30 days from the date of determination.

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.

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. Five $500 scholarships 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: June 1 each calendar year.

Qualifications: To Qualify for $500 Award Application must:

1. Have high school diploma or GED equivalent status required.
2. Provide written church leader's recommendation.
3. 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.

High School Senior Scholarship Program

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

1. Forty $1,000 scholarships 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 prior to June 1 of each school year.
5. Obtain appropriate high school official's signature.

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

1. Complete high school in the year applying.
2. Provide written high school counselor's recommendation.
3. Achieve acceptable score on the Mountain West College entrance examination.

Recipient to be determined by a panel of public school officials and representatives of local employers.

Imagine America Scholarships

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

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

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

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

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 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 six percent (66%) of the total program credits must be earned in residence.

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 thousand two hundred ninety-nine (2299).
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.
MINI-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 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. Some classes may be offered on Saturday from 9:00 a.m. to 12:30 p.m..

Day classes are offered between 8:30 a.m. and 4:00 p.m.; evening classes are scheduled from 5:00 p.m. to 9:50 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

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

The following grading system is used:

GRADE	EVALUATION	QUALITY POINTS PER QTR HOUR
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	1
F	Failed to Meet Course Objectives	0
I	Incomplete (the student has 14 calendar days following the end of the academic term to complete the course work, at which point the final grade will be determined and will replace the incomplete grade)	0
W	Withdrawal used through week nine and not calculated in the CGPA	Not Calculated
WD	Withdrawal during drop/add period. This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP).	Not Calculated
WF	Withdrawal and failing the class. To be used after week nine. This grade **is** calculated in the CGPA.	0
WM	Withdrawal after week nine with documented mitigating circumstances placed in the students file and not counted in the CGPA.	Not Calculated
T	Transfer Credit	Not Calculated
PE	Passed by Proficiency Challenge Exam	Not Calculated
PF	Preparatory Class Failed (Preparatory courses only) This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP).	Not Calculated
PP	Preparatory Class Passed (Preparatory courses only) This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP).	Not Calculated

Course Repeat Codes

1	Student must Repeat This Class
R	Student in the Process of Repeating This Class
2	Course Repeated - Original Grade No Longer Calculated in CGPA

All grades except "WD" count as credits attempted toward the rate of progress. If a student drops from the College during add/drop week, all of the student's scheduled courses will receive a grade of "W."

GPA and CGPA Calculations

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

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

Grade Appeals

A student who wishes to appeal a grade should immediately consult with the instructor involved in the course. If dissatisfaction remains, the student should meet with the Academic Dean. Further appeals must be through the Grievance Policy.

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 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. 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.

Dean's and President's Lists

To be eligible for Dean's Lists and President's List honors, students must complete at least 12 credit hours during the quarter or at least eight credit hours on a Mini-term enrollment. Students who achieve a quarter GPA of 3.5 to 3.9 will receive Dean's List honors for that quarter. Students who achieve a quarter GPA of 4.0 will receive President's List honors for that quarter.

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 for computer courses that are more than five years old are generally not accepted. Transfer credits for all other courses 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. The residence credit requirements, described under Degree Program Requirements and Diploma Program Requirements in the Programs of Study section of this catalog, limit the number of transfer credits that may be accepted. Transfer credit hours may be applied only to matriculated student records. For more credit transfer information and official credit transfer application, contact the 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 Career Skills and Strategies for Success.

DISTANCE EDUCATION

The College may choose to offer certain courses through Distance Education. Distance Education courses are offered through the Internet, and interaction between the students and faculty occur using a "virtual classroom." Courses will generally be identical in content to the in-class mode, although more individual effort and initiative will be required to successfully master the material. Distance Education courses will be designated on the class schedule so students may register during the normal registration period.

Distance Education courses are subject to the following requirements:
- Students must have earned a minimum of 24 credits in residence, or must have been in residence for at least the prior two quarters, to be eligible to register for a Distance Education course.
- Students must have a minimum cumulative grade point average (CGPA) of 2.5 to be eligible to register.
- Distance Education courses are limited to thirty-six (36) credit hours toward an Associate degree

- Students registering for Distance Education courses must supply their own computer equipment and Internet access (specifications are available in the Registrar's office) or may use equipment available on campus on a space-available basis.

At the present time BUL 2100 Applied Business Law, MAN 2101 Introduction to Human Resources, and PSY 2014 General Psychology are offered through the distance education mode as well as on ground. Since the distance education courses mirror the on ground versions of the courses, the course descriptions that begin on page 46 are the same for each modality. Please see the quarter schedule for other classes that may be offered in the distance education format.

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.

COLLEGE PREP COURSE

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

- Basic Studies in Mathematics
- Basic English Studies

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.

After 'Drop-Add' Period, Through Week Nine - When a student withdraws from a class after the 'drop-add' period, but prior to week ten of the quarter, a mark of 'W' will be placed in the student's permanent record.

After Week Nine - When a student withdraws from a class after week nine of the quarter (nine weeks for regular quarter, four weeks for mid-quarter 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.

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. Any credits for developmental courses will be in addition to the maximum (1.5 times or 150%) allowable attempted credits. 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.

READMITTANCE FOLLOWING SUSPENSION

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

ACADEMIC DISMISSAL

Students who have been readmitted following ACADEMIC SUSPENSION who fail to improve their CGPA into the probation range by the end of the first academic term after readmittance 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 REQUIREMENTS

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

evaluated at 50% of the maximum program length and must have a minimum CGPA of 1.5 and rate of progress of 60% or they will face academic suspension and must be withdrawn from the college.

SATISFACTORY PROGRESS TABLE

98 Quarter Credit Hours
The total credits that may be attempted (maximum program length) is 147 (150% of 98).

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%

97 Quarter Credit Hours
The total credits that may be attempted (maximum program length) is 145 (150% of 97).

TOTAL CREDITS ATTEMPTED:	PROBATION IF CGPA IS BELOW:	SUSPENSION IF CGPA IS BELOW:	PROBATION IF RATE OF PROGRESS IS BELOW:	SUSPENSION IF RATE OF PROGRESS IS BELOW:
1 - 16	2.0	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 - 95	2.0	1.75	N/A	66%
96 - 145	N/A	2.0	N/A	66%

96 Quarter Credit Hours
The total credits that may be attempted (maximum program length) is 144 (150% of 96).

TOTAL CREDITS ATTEMPTED:	PROBATION IF CGPA IS BELOW:	SUSPENSION IF CGPA IS BELOW:	PROBATION IF RATE OF PROGRESS IS BELOW:	SUSPENSION IF RATE OF PROGRESS IS BELOW:
1 -- 16	2.00	N/A	66%	N/A
17 -- 32	2.00	1.00	66%	N/A
33 -- 48	2.00	1.20	66%	50%
49 -- 60	2.00	1.30	66%	60%
61 -- 72	2.00	1.50	66%	65%
73 -- 95	2.00	1.75	N/A	66%
96--144	N/A	2.00	N/A	66%

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%

75 Quarter Credit Program
The total credits that may be attempted (maximum program length) is 112.5 (150% of 75).

TOTAL CREDITS ATTEMPTED:	PROBATION IF CGPA IS BELOW:	SUSPENSION IF CGPA IS BELOW:	PROBATION IF RATE OF PROGRESS IS BELOW:	SUSPENSION IF RATE OF PROGRESS IS BELOW:
1 - 16	2.0	NA	66%	NA
17 - 28	2.0	1.00	66%	NA
29-40	2.0	1.25	66%	50%
41-52	2.0	1.50	66%	60%
53 - 64	2.0	1.75	66%	65%
65-112	N/A	2.00	N/A	66%

62 Quarter Credit Program
The total credits that may be attempted (maximum program length) is 93 (150% of 62).

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 - 93	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

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

Students who will be absent from classes are expected to contact the College to report their absence. If the student expects to be absent for more than two days, (s)he must call the Department Chair to discuss the reason for the absence.

Should a student's absences reach 25% of the total scheduled hours in a term for any course, the student will be placed on attendance probation. Students placed on attendance probation will be encouraged to meet with the Academic Dean, or designee, to develop a plan to improve the student's attendance. Students placed on attendance probation will be returned to non-probation status at the start of the next term assuming they have satisfactorily completed the course requirements.

Should a student's absences for any single course reach 40% of the total scheduled hours in a term, the student may be withdrawn from the course. Should a student's absences reach 40% of the total scheduled hours for all courses, the student may be withdrawn from the institution.

ACADEMIC HONESTY

The College adheres to the tenet that professional attitude begins in the classroom. For that reason, students and faculty of the College are expected to maintain the highest standards of academic honesty. Acts of academic dishonesty will not be tolerated.

Acts of academic dishonesty include falsification of materials submitted for a grade, representation of another's work as one's own, test compromise, or violation of test conditions as designated by the instructor.

When academic dishonesty is suspected, the student will receive a failing grade for that particular assignment. The Academic Dean will notify the student immediately of the infraction and of the resulting punitive action.

If the student appeals the action, s/he must do so through the grievance committee. Statements will be taken from the student, the instructor, and from any witness to the suspected act. After review of all statements and evidence, the Grievance Committee will notify the student in writing of its decision to support or rescind the punitive action, or to impose additional academic punitive action. Any student who commits two infractions involving dishonesty may be subject to suspension or dismissal.

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.

Weapons - Possession of a weapon, except by designated law enforcement officer, on school property is strictly prohibited.

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:

Students

1. The student must first try to resolve the issue with the college staff member of 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 simply 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 of 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 assistant/paralegal, and medical assisting, 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.

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.

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.

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 Skills courses 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

Students 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.

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 Administration
- Paralegal/Legal Assistant
- Travel and Tourism

The Associate Degree programs require completion with a cumulative grade point average of 2.0 for all residence credits. Sixty six percent (66%) of the total required program credits 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. 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.

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:

- PSY2014   General Psychology   4 Credit Hours
- MAC2104   College Algebra   4 Credit Hours
- ENC1106   Composition I   4 Credit Hours
- ENC1107   Composition II   4 Credit Hours
- SPC2602   Oral Communications   4 Credit Hours
- HIS270   American History   4 Credit Hours

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:

- Medical Assisting
- 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

MEDICAL ASSISTING

Diploma

Credit Hours Required: 75   **Length of Program: 18 to 21 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.

COURSE NO.   COURSE TITLE   **CREDIT HOURS**

GENERAL EDUCATION: 12 Credit Hours

Course No.	Course Title	Credit Hours
ENC1106	Composition I	4
MAC2104	College Algebra	4
PSY2014	General Psychology	4

COLLEGE CORE COURSES: 12 Credit Hours

Course No.	Course Title	Credit Hours
CGS2110	Computer Applications	4
OFT1141	Keyboarding	2
SLS1120	Strategies for Success	4
SLS1320	Career Skills	2

MAJOR CORE COURSES: 51 Credit Hours

Course No.	Course Title	Credit Hours
APB1100	Anatomy & Physiology I	4
APB1110	Anatomy & Physiology II	4
HSC1531	Medical Terminology	4
HSC1561	Medical Law & Ethics	2
MEA2455	Clinical Lecture A	4
MEA2456	Clinical Lecture B	4
MEA2457	Clinical Lecture C	4
MEA2714	Medical Insurance Billing	4
MLS2325	Clinical Lab A	2
MLS2326	Clinical Lab B	2
MLS2327	Clinical Lab C	2
OST2301	Medical Office Practice	4
OST2614	Medical Transcription	2
PHA2245	Pharmacology & Medical Math	4
HC2941	Medical Externship	5

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**

REQUIRED COURSES: 40 Credit Hours

Course No.	Course Title	Credit Hours
CGS2110	Computer Applications	4
ENC1106	Composition I	4
MAC2104	College Algebra	4
OFT1141	Keyboarding	2
SLS1120	Strategies for Success	4
SLS1320	Career Skills	2
TAT296	Hotel Front Desk Procedures	4
TAT297	Domestic Travel	4
TAT298	International Travel	4
TAT299	Automated Reservations	4
WPR105	Beginning Word Processing	4

ELECTIVES: *10 Credit Hours

Select from the following, according to availability:

Course No.	Course Title	Credit Hours
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
WPR180	Beginning Desktop Publishing	4

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

DEGREE PROGRAMS

ACCOUNTING

Associate of Science

Total Credit Hours: 96   **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

GENERAL EDUCATION REQUIREMENTS: 24 Credit Hours

ENC1106	Composition I	4
ENC1107	Composition II	4
HIS270	American History	4
MAC2104	College Algebra	4
PSY2014	General Psychology	4
SPC2602	Oral Communications	4

COLLEGE CORE REQUIREMENTS: 32 Credit Hours

BUL2100	Applied Business Law	4
CGS2110	Computer Applications	4
CIS103	Spreadsheet	4
FIN1100	Introduction to Finance	4
MAN1011	Introduction to Business Enterprise	4
OFT1141	Keyboarding	2
SLS1120	Strategies for Success	4
SLS1320	Career Skills	2
WPR105	Beginning Word Processing	4

MAJOR CORE REQUIREMENTS: 40 Credit Hours

ACG2001	Principles of Accounting I	4
ACG2011	Principles of Accounting II	4
ACG2020	Introductory Cost/Managerial Accounting	4
ACG2045	Corporate Accounting	4
ACG2451	Computerized Accounting	4
ACG2542	Financial Statement Analysis	4
ACO1807	Payroll Accounting	4
ACG2246	Externship in Accounting **OR**	
MAN2720	Strategic Planning for Business	4
MAN2987	Business Ethics	4
TAX2215	Tax Accounting	4

BUSINESS ADMINISTRATION

Associate of Arts

Total Credit Hours: 96   **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

ENC1106	Composition I	4
ENC1107	Composition II	4
HIS270	American History	4
MAC2104	College Algebra	4
PSY2014	General Psychology	4
SPC2602	Oral Communications	4

COLLEGE CORE REQUIREMENTS: 32 Credit Hours

ACG2001	Principles of Accounting I	4
ACG2011	Principles of Accounting II	4
ACG2020	Introduction to Cost/Managerial Accounting OR	
ACG2045	Corporate Accounting	4
BUL2100	Applied Business Law	4
CGS2110	Computer Applications	4
OFT1141	Keyboarding	2
SLS1120	Strategies for Success	4
SLS1320	Career Skills	2
WPR105	Beginning Word Processing	4

MAJOR CORE REQUIREMENTS: 40 Credit Hours

CIS103	Spreadsheet	4
COM180	Business Communications	4
FIN1100	Introduction to Finance	4
MAN1011	Introduction to Business Enterprise	4
MAN2021	Principles of Management	4
MAN2101	Introduction to Human Resources	4
MAN2987	Business Ethics	4
MAR1011	Introduction to Marketing	4
MAR2500	Customer Relations and Servicing	
MGT110	Professional Selling OR	
MGT290D	Business Administration Externship	4

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

ENC1106	Composition I	4
ENC1107	Composition II	4
HIS270	American History	4
MAC2104	College Algebra	4
PSY2014	General Psychology	4
SPC2602	Oral Communications	4

REQUIRED COURSES: 52 Credit Hours

ACG2001	Principles of Accounting I	4
CGS2110	Computer Applications	4
CIS210	Visual Basic Programming	4
CIS220	Operating Systems	4
CIS221	Systems Analysis and Design	4
CIS222	Database Programming	4
CIS225	Problem Solving	4
CIS232	Introduction to Networking	4
CIS240	C++ Programming	4
CIS270	JAVA Programming	4
COM180	Business Communications	4
OFT1141	Keyboarding	2
SLS1120	Strategies for Success	4
SLS1320	Career Skills	2

ELECTIVES: *14 Credit Hours
Select from the following, according to availability:

ACG2011	Principles of Accounting II	4
ATG110	Ten Key Mastery	2
BUL2100	Applied Business Law	4
CIS103	Spreadsheet	4
CIS260	Advanced C++ Programming	4
CIS281	HTML Coding	4
CIS290A-D	Computer Information Systems Externship	1-4
FIN1100	Introduction to Finance	4
MAN1011	Introduction to Business Enterprise	4
OA2650	Computerized Business Presentations	4
WPR105	Beginning Word Processing	4

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

MEDICAL ASSISTING

Associate of Science

Total Credit Units: 97   **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: 24 Credit Hours

ENC1106	Composition I	4
ENC1107	Composition II	4
HIS270	American History	4
MAC2104	College Algebra	4
PSY2014	General Psychology	4
SPC2602	Oral Communications	4

COLLEGE CORE COURSES: 16 Credit Hours

ACO1910	Office Accounting	4
CGS2110	Computer Applications	4
OFT1141	Keyboarding	2
SLS1120	Strategies for Success	4
SLS1320	Career Skills	2

MAJOR CORE COURSES: 57 Credit Hours

APB1100	Anatomy & Physiology I	4
APB1110	Anatomy & Physiology II	4
HSC1444	Diseases of the Human Body	4
HSC1531	Medical Terminology	4
HSC1561	Medical Law & Ethics	2
MEA1690	Domestic Violence	2
MEA2455	Clinical Lecture A	4
MEA2456	Clinical Lecture B	4
MEA2457	Clinical Lecture C	4
MEA2714	Medical Insurance Billing	4
MLS2325	Clinical Lab A	2
MLS2326	Clinical Lab B	2
MLS2327	Clinical Lab C	2
OST2301	Medical Office Practice	4
OST2614	Medical Transcription	2
PHA2245	Pharmacology & Medical Math	4
HC2941	Medical Externship	5

NETWORK ADMINISTRATION

This program provides comprehensive training in multi-platform local area networks and wide area networks. Complete coverage of hardware and computer operating systems will be covered for all computer platforms. Extensive training in both Microsoft® and Novell® networking software will enable students to qualify for job opportunities on a system engineer level.

Students are required to complete the following courses:

Course Number	Course Title	Lecture Hours	Lab Hours	Credit Hours
College Core Requirements:				
ACG 2001	Principles of Accounting I	40		4
CGS 1326	Project Development	10	20	2
CGS 1520	Introduction to Database	10	20	2
CGS 1522	Introduction to Spreadsheets	10	20	2
CGS 1550	Introduction to Presentations	10	20	2
MAN 1011	Introduction to Business Enterprise	40		4
OST 2705	Introduction to Word Processing	10	20	2
SLS 1120	Strategies for Success	40		4
SLS 1320	Career Skills	20		2
SLS 1500	Workplace Relationships	10	20	2
Major Core Requirements:				
CGS 1501	Computer Fundamentals	30	20	4
CIS 1561	Hardware Concepts	10	20	2
CIS 1575	Networking Fundamentals	30	20	4
CIS 1800	Core Technologies	30	20	4
CIS 1850	Windows® Technical Support	30	20	4
CIS 1875	Novell Administration	30	20	4
CIS 2222	TCP/IP	30	20	4
CIS 2320	Windows NT® Enterprise	30	20	4
CIS 2422	Internet Information Server	10	20	2
CIS 2875	Novell Advanced Administration	30	20	4
CIS 2890	Installation and Configuration for Networks	30	20	4
CIS 2911	Multiplatform Networking	30	20	4
CIS 2950	Externship I		60	2
CIS 2952	Externship II		60	2
General Education Requirements:				
ENC 1106	Composition I	40		4
ENC 1107	Composition II	40		4
ENG 201	English Literature	40		4
MAC 2104	College Algebra	40		4
PSY 2014	General Psychology	40		4
SPC 2602	Oral Communications	40		4
	Total Program			**98**

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OFFICE ADMINISTRATION

(With Administrative 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 or Medical to enrich the student's preparedness for the business office.

COURSE NO.   COURSE TITLE   **CREDIT HOURS**

GENERAL EDUCATION REQUIREMENTS: 24 Credit Hours

Course No.	Course Title	Credit Hours
ENC1106	Composition I	4
ENC1107	Composition II	4
HIS270	American History	4
MAC2104	College Algebra	4
PSY2014	General Psychology	4
SPC2602	Oral Communications	4

REQUIRED COURSES: 36 Credit Hours

Course No.	Course Title	Credit Hours
ATG110	Ten Key Mastery	2
CGS2110	Computer Applications	4
CIS103	Spreadsheet	4
COM180	Business Communications	4
KYB107	Keyboarding II	1
KYB108	Keyboarding III	1
MAN1011	Introduction to Business Enterprise	4
OFT1141	Keyboarding	2
SLS1120	Strategies for Success	4
SLS1320	Career Skills	2
WPR105	Beginning Word Processing	4
WPR200	Advanced Word Processing	4

SPECIALTIES: *30 Credit Hours
Select from Specialty, according to availability:

Administrative Specialty

Course No.	Course Title	Credit Hours
ACG2001	Principles of Accounting I	4
ACG2011	Principles of Accounting II	4
ACG2451	Computerized Accounting	4
ACO1807	Payroll Accounting	4
CIS281	HTML Coding	4
FIN1100	Introduction to Finance	4
KYB109	Keyboarding IV	1
MAN2021	Principles of Management	4
MAN2101	Introduction to Human Resources	4
MAN2987	Business Ethics	4
OA100**	Office Procedures	4
OA2614**	Machine Transcription	2
OA2650	Computerized Business Presentations	4
OA280A-D	Office Administration Externship	1-4
TAT250	Corporate Travel Management and Meeting Planning	4

Medical Specialty

Course	Title	Credits
APB1100**	Anatomy and Physiology I or	4
APB1110	Anatomy and Physiology II	4
HSC1531**	Medical Terminology	4
HSC1561**	Medical Law & Ethics	2
KYB109	Keyboarding IV	1
MEA2714**	Medical Insurance Billing	4
OA280A-D	Office Administration Externship	1-4
OST2301**	Medical Office Practice	4
OST2614**	Medical Transcription	2

*	Other electives may be selected with the approval of the Department Chair.
**	Required course for this specialty.

PARALEGAL/LEGAL ASSISTANT

Associate of Arts

Total Credit Hours: 96 **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 paralegal/legal assistant program to provide students with a practical as well as theoretical education.

COURSE NO.   COURSE TITLE **CREDIT HOURS**

GENERAL EDUCATION REQUIREMENTS: 28 Credit Hours
ENC1106	Composition I	4
ENC1107	Composition II	4
HIS270	American History	4
HUM201	Humanities	4
MAC2104	College Algebra	4
PSY2014	General Psychology	4
SPC2602	Oral Communications	4

COLLEGE CORE REQUIREMENTS: 28 Credit Hours
ACO1910	Office Accounting	4
CGS2110	Computer Applications	4
OFT1141	Keyboarding	2
PLA1003	Introduction to Legal Assisting	4
PLA1023	Legal Ethics and Social Responsibility	4
SLS1120	Strategies for Success	
SLS1320	Career Skills	
WPR105	Beginning Word Processing	4

MAJOR CORE REQUIREMENTS: 40 Credit Hours
PLA1106	Legal Research and Writing I	4
PLA2116	Legal Research and Writing II	4
PLA2121	Bankruptcy	4
PLA2250	Civil Procedure	4
PLA2273	Torts	4
PLA2303	Criminal Procedure	4
PLA2423	Contract Law	4
PLA2426	Business Organizations or	
PLA2940	Paralegal Externship	4
PLA2607	Wills, Trusts and Probate	4
PLA2803	Family Law	4

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**

GENERAL EDUCATION REQUIREMENTS: 24 Credit Hours

Course	Title	Credit
ENC1106	Composition I	4
ENC1107	Composition II	4
HIS270	American History	4
MAC2104	College Algebra	4
PSY2014	General Psychology	4
SPC2602	Oral Communications	4

REQUIRED COURSES: 55 Credit Hours

Course	Title	Credit
CGS2110	Computer Applications	4
KYB107	Keyboarding II	1
MAN1011	Introduction to Business Enterprise	4
OFT1141	Keyboarding	2
PS205	Geography of Western Hemisphere	4
PS210	Geography of Eastern Hemisphere	4
SLS1120	Strategies for Success	4
SLS1320	Career Skills	2
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

ELECTIVES:*11 Credit Hours
Select from the following, according to availability:

Course	Title	Credit
ACG2001	Principles of Accounting I	4
CIS103	Spreadsheet	4
COM180	Business Communications	4
KYB108	Keyboarding III	1
KYB109	Keyboarding IV	1
MAR1011	Introduction to Marketing	4
TAT198	Travel and Tourism	4
TAT290A-D	Travel Externship	1-4
WPR200	Advanced Word Processing	4

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

COURSE OFFERINGS

COURSE NUMBERING SYSTEM

This institution uses the following course numbering system:

- 0000-0099   Preparatory courses
- 100-2999   Lower division (first and second year) courses

Students enrolled in Diploma and Associate Degree programs take courses in the lower division. Preparatory classes do not apply toward credits needed to graduate in any program. The letters that accompany the numbering system normally refer to the course subject matter, such as MAN = management, and CIS = computer information systems. The numbers that follow the course prefix increase in sequence to indicate a more in-depth and complex level of the particular subject area.

COURSE DESCRIPTIONS

ACG2001 Principles of Accounting I   **4 Credits**
Accrual accounting based upon generally accepted accounting principles is stressed in this course. Analysis of income statement procedures, computerized accounting applications, and the accounting cycle are highlighted.   Lec. Hrs.   040 Lab Hrs. 000 Other Hrs. 000

ACG2011 Principles of Accounting II   **4 Credits**
This course emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bank statement reconciliation, bad debt, accounts receivable, notes receivable, accounts payable, notes payable, various methods of inventory pricing, fixed asset allocations, intangible assets, and natural resources. PREREQUISITE: ACG 2001   Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ACG2020 Introductory Cost/Managerial Accounting   **4 Credits**
This course examines the development and operation of cost accounting systems. Topics include basic cost concepts and product costing techniques including job-order, process costing, and standard costing with emphasis on managerial application. PREREQUISITE: ACG 2011 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ACG2045 Corporate Accounting   **4 Credits**
This course emphasizes a practical understanding of corporate accounting principles, stocks, bonds, consolidations, investments, and analysis of financial statements. In addition, the cash flow statement is introduced. PREREQUISITE: ACG 2011 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ACG2246 Externship in Accounting   **4 Credits**
This course provides the student with the opportunity to directly apply the knowledge and skills learned in the program by working in a pre-arranged and pre-approved accounting office or other suitable location for 120 hours. PREREQUISITE: The student must be in good standing and in the final quarter. Lec Hrs. 000 Lab Hrs. 000 Other Hrs. 120

ACG2451 Computerized Accounting   **4 Credits**
This course emphasizes the practical application of fundamental accounting principles through the use of automated accounting software. Students will gain experience in integrated software designed to handle general ledger, accounts payable, accounts receivable, financial statement analysis, fixed assets, sales order processing, inventory, and payroll. PREREQUISITE: ACG 2011 Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

ACG2542 Financial Statement Analysis   **4 Credits**
The basics of financial statement analysis in directing a firm's operations are covered in this course. The student will gain an understanding of how funds are acquired in financial markets and the criteria used by investors in deciding where to place their funds. PREREQUISITE: 2045 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ACO1807 Payroll Accounting   **4 Credits**
This course provides the student with a working knowledge of payroll laws, principles, practices, methods and systems. The student gains hands-on experience performing the payroll function. PREREQUISITE: ACG 2001 Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

ACO1910 Office Accounting   **4 Credits**
This course is designed to introduce the student to basic accounting procedures. A strong emphasis is placed on the payroll phase of accounting. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

APB1100 Anatomy & Physiology I   **4 Credits**

This course is a scientific study of the structure of the human body and its parts including relationships and functions and disease processes of the integumentary, skeletal, muscular, nervous, sensory and endocrine systems. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

APB1110 Anatomy & Physiology II   **4 Credits**
This course is a scientific study of the structure of the human body and its parts including relationships, functions, and disease processes of the cardiovascular, respiratory, digestive, urinary and reproductive systems. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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

BUL2100 Applied Business Law   **4 Credits**
This course is designed to provide the student with information on the essentials of the nature of law and the functions of the judicial system in the business environment. An overview of legal characteristics of a sole proprietorship, partnerships and corporations are discussed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CGS1326 Project Development   2.0 Quarter Credit Hours
This course prepares students to administer and participate in effective project development.   Emphasis will be on people, planning, processes, and communication. Students will work in teams to define project objectives, schedule, budget, and accomplish project objectives on time and within budget. Prerequisite: None.   Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

CGS1501 Computer Fundamentals   4.0 Quarter Credit Hours
This course provides an introduction to and an overview of the fields of computing. There is an emphasis on terminology, hardware, and software features associated with various components of computing. Specific topics to be covered include such subjects as computer system architecture, basics of telecommunications and networks, end-user Internet skills, common application software, operating systems, virus scan software, certification, multimedia, distance education, and computer programming. Prerequisite: None. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGS1520 Introduction to Database   **2.0 Quarter Credit Hours**
This course provides an introduction to database operations.   Emphasis will be placed on terminology, and the creation and editing of simple database forms and reports. Students will create, edit, and print basic database documents. In addition, students will learn to view and locate information from simple queries. Prerequisite CGS1501 Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

CGS1522 Introduction to Spreadsheets   **2.0 Quarter Credit Hours**
This course provides an introduction to spreadsheets. There is an emphasis on terminology and the creation and editing of simple spreadsheets such as marketing and sales reports, expense reports, invoices and purchase orders, and basic financial statements. Students will create and modify spreadsheets. In addition they will print worksheets, apply basic formatting, and perform file management skills such as saving spreadsheets under the same and different names, locating and opening existing spreadsheets, and creating subdirectories. Prerequisite: CGS1501. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

CGS1550 Introduction to Presentations   **2.0 Quarter Credit Hours**
This course provides an introduction to presentations. There is an emphasis on terminology, and the creation and editing of simple presentations. Students will create, edit, spell check, save, and print a presentation. In addition, they will apply character formatting to a presentation. Students will use templates to create presentations. Students will perform file management skills such as saving a presentation under the same and a different name, locating, opening, and closing existing presentations. Corequisite: CGS1501. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

CGS2110 Computer Applications   **4 Credits**
This course introduces the essential concepts necessary to make effective use of the computer.   Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for business and personal use. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

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: CGS2110 Lec. Hrs. 020 Lab Hrs. 040 Other Hrs. 000

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: CGS2110, CIS225 Lec. Hrs. 020 Lab Hrs. 040   Other Hrs. 000

CIS220 Operating Systems   **4 Credits**
This course explores the physical and functional characteristics of computer hardware and software. Lec. Hrs. 030   Lab Hrs. 020 Other Hrs. 000

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

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. PREREQUISITES: CGS2110 and CIS225 Lec. Hrs. 020 Lab Hrs. 040   Other Hrs. 000

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

CIS232 Introduction to Networking **4 Credits**

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 CONCURRENT ENROLLMENT: CGS2110 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CIS240 C++ Programming **4 Credits**

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: CGS2110 and CIS225, Lec. Hrs. 020 Lab Hrs. 040 Other Hrs. 000

CIS260 Advanced C++ Programming **4 Credits**

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. PREREQUISITE: CIS240. Lec. Hrs. 020 Lab Hrs. 040 Other Hrs. 000

CIS270 Java Programming **4 Credits**

This course introduces the student to the Java programming language while building a strong foundation of computer science fundamentals. The student gains experience in integrating applets into web pages, data types and strings, I/O and exception handling, multithreading and events, animation, and graphical user interfaces. Two hours additional lab hours required per week. PREREQUISITES: CGS2110 and CIS225. Lec. Hrs. 020 Lab Hrs. 040 Other Hrs. 000

CIS281 HTML Coding **4 Credits**

This course introduces the essential concepts necessary to create web pages for personal and business use. Students achieve an understanding of what HTML coding is so that they can apply the concepts to create personal and business web sites. Students will learn how to select, manipulate, and apply graphics on web pages. PREREQUISITE: CGS2110. Lec. Hrs. 020 Lab Hrs. 040 Other Hrs. 000

CIS290 A-D Computer Information Systems Externship **1-4 Credits**

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** Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 30 to 120 (depending on number of credits taken)

CIS1561 Hardware Concepts **2.0 Quarter Credit Hours**

This course prepares the student to install, configure, and troubleshoot PC hardware including system boards, bus structures, PC memory, and power supplies. Topics such as system optimization and performance using MS-DOS, Windows 3.1, Windows 95, Windows NT, and Windows 98 will be discussed. Peripherals such as printers, their diagnostics, and troubleshooting will be covered. Networking basics will also be discussed. Prerequisite: CGS1501. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

CIS1575 Networking Fundamentals **4.0 Quarter Credit Hours**

This course provides an introduction to and an overview of the fields of local area networking and internetworking. There is an emphasis on terminology, hardware, and software features associated with various components of a network. Students perform basic end-user functions and introductory administration operations of a network. Prerequisite: CGS1501. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CIS1800 Core Technologies **4.0 Quarter Credit Hours**

This course covers both Microsoft Windows NT network administration and technical support. There is an emphasis on terminology, the procedures for installing, configuring, and troubleshooting Microsoft Windows NT Server and Workstation. Students will complete administrative tasks using Microsoft Windows NT. In addition, students will use directory services, implement security procedures such as rights and permissions and audit policies. Prerequisite: CIS1575. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CIS1850 Windows Technical Support **4.0 Quarter Credit Hours**

This course provides students with the knowledge and skills of Microsoft Windows Technical Support. Students will learn to install and configure Microsoft Windows and work with the user interface. Emphasis will be placed on operating system architecture, memory optimization, file input and output, networking considerations, protocols, communications, and printing. Prerequisite: CIS1575. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CIS1875 Novell Administration **4.0 Quarter Credit Hours**

This course provides the information for students to develop the necessary knowledge and skills to perform competently as a network administrator on a Novell network. The emphasis is on fundamental network management tasks as well as the related terminology, hardware, and software features associated with various components of a network. Prerequisite: CGS1501. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CIS2222 Transmission Control Protocol/Internet Protocol (TCP/IP)   **4.0 Quarter Credit Hours**
This course provides an introduction to protocols and, specifically, Transmission Control Protocol/Internet Protocol (TCP/IP). There is an emphasis on terminology, the procedures for installing and manually configuring TCP/IP features such as IP addresses, subnet masking, and gateways. Students will implement IP routing and work with the Dynamic Host Configuration Protocol (DHCP), NetBIOS, LMHOSTS, WINS, domain name servers, and SNMP. In addition, students will trouble shoot common TCP/IP-related problems, symptoms, and possible causes. Prerequisites: CIS1875. Corequisite: CIS1800. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CIS2320 Windows NT Enterprise   **4.0 Quarter Credit Hours**
This course provides advanced study of local and wide area networks using Microsoft NT networking software. It focuses on installing the Windows NT network server, troubleshooting the network, installation applications, and attaching peripherals. Students learn to optimize local and wide area networks to increase the performance. In addition, the course focuses on features such as trust relationships, authentication, domains, system commands, and performance, handling printing problems, program fixes, backup and recovery, objects, and queues. Students will work with problem determination procedures system bottlenecks and database measurement. Prerequisite CIS1800 Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CIS2422 Internet Information Server   **2.0 Quarter Credit Hours**
This course prepares the student to implement, administer, and manage Microsoft's Internet Information Server to provide secure, managed access for organizations to the Internet to conduct business. An emphasis of the course will be on internal communications and data access using the Internet. Important topics will be Internet and network security. Prerequisite: CIS1800. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

CIS2875 Novell Advanced Administration   **4.0 Quarter Credit Hours**
This course provides advanced study of local and wide area Novell networks. It focuses on installing the Novell network server and clients, troubleshooting the network, installation applications, and attaching peripherals. Students learn to optimize local and wide area networks to increase the performance. In addition, the course focuses on features such as authentication, domains, system commands, and performance, handling printing problems, program fixes, backup and recovery, objects, and queues. Students will work with problem determination procedures system bottlenecks and database measurement. Prerequisite: CIS1875. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CIS2890 Installation and Configuration for Networks   **4.0 Quarter Credit Hours**
This course presents a practical, in-depth study of the techniques for installing, configuring, and troubleshooting hardware and software issues for networks. Students will prepare computers for networks with such activities as: 1) partitioning hard disks, 2) installing hardware such as network interface cards and cables, 3) installing software such as network operating system and drivers, and 4) adding peripherals such as printers to the network. Students will observe symptoms and then isolate problems to discern and correct network failure. Extensive practice in configuring and troubleshooting networks and installing application software. Prerequisite CIS1875 Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CIS2911 Multiplatform Networking   **4.0 Quarter Credit Hours**
This course prepares students to install, configure, and troubleshoot multiple networks internetworking in a multiplatform environment. Topics such as internetworking multiple vendor network software with associated hardware requirements will be covered. Peripherals such as printers, their diagnostics, and their troubleshooting in a multiplatform environment will be covered. Prerequisites: CIS2875 and CIS2320. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CIS2950 Externship I   **2.0 Quarter Credit Hours**
This course provides the student with on-the-job experience in a business organization practicing network administration skills learned in the classroom. Students will be placed in a business organization working under the direction of an experienced network administrator. Emphasis will be on network system administration tasks such as creating and deleting users, adding peripherals to the network, and responding to user network needs. The course will focus on working in a project teamwork environment meeting deadlines with appropriate communications. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 060

CIS2952 Externship II   **2.0 Quarter Credit Hours**
This course provides advanced on-the-job experience in a business organization. Students will be placed in a business organization working under the direction of an experienced network engineer to practice advanced networking tasks such as implementing and monitoring network security, working with multiple networks, and wide area networks. As students configure and troubleshoot networks, they will focus on building appropriate business relationships and communicating with peers and supervisors. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 060

COM180 Business Communications   **4 Credits**

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

ENC1106 Composition I   **4 Credits**

This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity, and coherence of central idea and supporting material. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ENC1107 Composition II   **4 Credits**

This course builds on the foundation of the written communication skills developed in Composition I. It further develops the students' skills in composing essays and other written communication, including the documented research paper. PREREQUISITE: ENC1106 - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ENG0011 Basic English Studies   **0 Credits**

A comprehensive review of grammar, spelling, and vocabulary intended to strengthen the student's English background and to prepare the student for more advanced studies. This course does not apply toward credits needed to graduate in any program. For the purposes of determining student status and tuition charges, this course is considered a 4.0 quarter credit hour class. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

FIN1100 Introduction to Finance   **4 Credits**

This course is a survey of the financial considerations encountered during life, including purchases, credit, banking, taxes, insurance, investments, retirement and estate planning. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HIS270 American History   **4 Credits**

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

HSC1444 Diseases of the Human Body   **4 Credits**

This course provides a study of the human body's diseases and disorders, including signs and symptoms, etiology, diagnoses and treatment. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HSC1531 Medical Terminology   **4 Credits**

This course is designed to provide an understanding of the meanings of a variety of medical word element (roots, prefixes, and suffixes). The student learns to combine elements to create numerous terms common to the medical profession. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HSC1561 Medical Law & Ethics   **2 Credits**

This course is designed to cover medical jurisprudence and medical ethics. Legal aspects of office procedures are covered, including a discussion of various medical/ethical issues in today's medical environment. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

HC2941 Externship   **5 Credits**
This course is 160 hours of unpaid, supervised, practical in-service in a medical office or clinic in which the student practices direct application of all administrative and clinical functions of the medical assistant. All classes required for Medical Core Requirements must be completed prior to enrollment. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 160

HUM201 Humanities   **4 Credits**
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

KYB107 Keyboarding II   **1 Credit**
The objective of this course is to develop speed and accuracy skills using the keyboard. PREREQUISITE: OFT1141 Lec. Hrs. 000 Lab Hrs. 020 Other Hrs. 000

KYB108 Keyboarding III   **1 Credit**
The objective of this course is to develop speed and accuracy skills using the keyboard. PREREQUISITE: KYB107 Lec. Hrs. 000 Lab Hrs. 020 Other Hrs. 000

KYB109 Keyboarding IV   **1 Credit**
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 Lec. Hrs. 000 Lab Hrs. 020 Other Hrs. 000

MAC2104 College Algebra   **4 Credits**
The algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. Emphasis is placed on critical thinking and problem-solving skills. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN1011 Introduction to Business Enterprise   **4 Credits**
This course is an introduction to the terminology, functions, and procedures related to the organization and operation of a business enterprise as an institution in an economic society. Particular emphasis is given to accounting, ownership, human resources, marketing, and managerial functions within the business enterprise. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN2021 Principles of Management   **4 Credits**
This course covers an analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN2101 Introduction to Human Resources   **4 Credits**
This course is an introduction to the workings of the human resources aspect of a business operation. It includes a discussion of wage and salary considerations, performance evaluations, benefits, employee hiring and firing, and policy and procedure implementation. PREREQUISITE: MAN2021. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN2720 Strategic Planning for Business   **4 Credits**
This course is designed to help students understand how to integrate knowledge of the various business disciplines and apply that knowledge to the planning and managing of strategic business activities. Following an examination of policy and strategy concepts, the student will complete studies which integrate and apply what is learned. PREREQUISITE: MAN1011, FIN1100, and ACG2011 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN2987 Business Ethics   **4 Credits**
This course explores business ethics, including ethical issues and dilemmas in daily business activities. Students are also presented with a framework to help them in the ethical decision- making process.   Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAR1011 Introduction to Marketing   **4 Credits**
This course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of markets for consumer goods, marketing functions and the organizations that perform them, marketing methods and techniques, price policies, and the cost of marketing. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAR2500 Customer Relations and Servicing   **4 Credits**
This course explores the basic functions relating to customers on a one-on-one basis. It teaches the people skills needed to work with people to enhance the company, its public image, and satisfy the client or customer. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAT0024 Basic Studies in Mathematics   **0 Credits**
This course is a comprehensive review of the mathematical skills and concepts required to prepare the student for Algebra and other advanced studies. This course does not apply toward credits needed to graduate in any program. For the purposes of determining student status and tuition charges, this course is considered a 4.0 quarter credit hour class. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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: MD275 Lec. Hrs. 010 Lab Hrs. 060 Other Hrs. 000

MEA1690 Domestic Violence   **2 Credits**

This course covers the various aspects of family violence, including its legal, social, economic, medical, and psychological impact on the family, individual, and community. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

MEA2455 Clinical Lecture A   **4 Credits**

This course focuses on universal precautions in the medical environment, including understanding of bloodborne pathogens, HIV/AIDS, infection control, collection and handling of specimens and an introduction to microbiology. In addition, the student will gain proficiency in medical asepsis and infection control in a simulated setting. Common minor surgery techniques and aftercare will be discussed. Also covered will be emergency medical procedures. PREREQUISITE: HSC1531. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MEA2456 Clinical Lecture B   **4 Credits**

This course is designed to present the theories and principles of patient care, including: vital signs, physical and specialty exams, and electrocardiograms. PREREQUISITES: MEA2455 and MLS2325. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MEA2457 Clinical Lecture C   **4 Credits**

This course will introduce the student to the theories and practices related to common procedures and test performed in a physicians office laboratory. These will include: CLIA regulations, normal results, and quality control, injection techniques and blood and urine collection. PREREQUISITE: MEA2455 and MLS2325. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MEA2714 Medical Insurance Billing   **4 Credits**

This course will train the student in the major medical insurance and claims forms processing. It will include information on national and other common insurance plans, as well as, claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. PREREQUISITE: HSC1531 or with the approval of the Program Director or the Academic Dean. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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

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. PREREQUISITE: Limited to students in their last two quarters of the Business Administration Program. MGT290A = 1 Credit; MGT290B = 2 Credits, MGT290C = 3 Credits, MGT290D = 4 Credits. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 30 to 120 (depending on number of credits taken)

MLS2325 Clinical Lab A   **2 Credits**

This course is designed to acquire and practice the skills discussed in Clinical Lecture A. PREREQUISITE: HSC1531. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

MLS2326 Clinical Lab B   **2 Credits**

This course is designed to acquire and practice the skills discussed in Clinical Lecture B. PREREQUISITE: MEA2455 and MLS2325. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

MLS2327 Clinical Lab C   **2 Credits**

This course is designed to acquire and practice the skills discussed in Clinical Lecture C. PREREQUISITE MEA2455 and MLS2325. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

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. PREREQUISITE: WPR105. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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. **CIS290A = 1 Credit, CIS290B = 2 Credits, CIS290C = 3 Credits, CIS290D = 4 Credits.** Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 30 to 120 (depending on number of credits taken)

OA2614 Machine Transcription   **2 Credits**

This course is designed to provide the student with a working knowledge of machine transcription. Emphasis is placed on transcribing administrative documents using prepared tapes. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

OA2650 Computerized Business Presentations
4 Credits

Students plan and create effective business presentations while learning proven presentation design practices. Microcomputer software is used. PREREQUISITE: CGS2110. Lec. Hrs. 020 Lab Hrs. 040 Other Hrs. 000

OFT1141 Keyboarding
2 Credits

This course is designed to familiarize the student with basic keyboarding and develop minimum typing skills. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

OST2705 Introduction to Word Processing
2.0 Quarter Credit Hours

This course provides an introduction to word processing. There is an emphasis on terminology, and the creation and editing of simple documents. Students will create, edit, spell check, save, and print a document. In addition, they will apply character formatting to a document. Students will perform file management skills such as saving a document under the same and a different name, locating, opening, and closing an existing document, and creating a subdirectory. Corequisite: CGS1501. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

OST2301 Medical Office Practice
4 Credits

This course introduces the student to the administrative functions of the medical office or clinic. Emphasis is placed on communications, scheduling, medical records, documentation, and filing. In addition, telephone techniques and etiquette will be covered.. Manual and computerized bookkeeping is also covered. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

OST2614 Medical Transcription
2 Credits

This course is designed to provide the student with a working knowledge of medical transcription. Medical reports will be transcribed from individual case studies, each of which relates to a patient with a specific medical problem.   The medical reports will include patient history, physical examinations, radiology, operative reports, pathology, requests for consultation, and discharge summaries. PREREQUISITE: HSC1531, OFT1141 and CGS2110 or with the approval of the Program Director or Academic Dean. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

PHA2245 Pharmacology & Medical Math
4 Credits

This course will include a study of the various medications prescribed for the treatment of illness and diseases; including uses, side effects, and precautions. The course is designed to include dosage calculations, legal aspects of pharmacology, and an introduction to prescriptions and drug administration. PREREQUISITE: MAC2104 and APB1100 or APB1110. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA1003 Introduction to Legal Assisting
4 Credits

Professional ethics, job qualifications, professional responsibilities, and employment opportunities are discussed in this course. An overview of legal terminology is also presented. Scheduling, timekeeping and client billing procedures are practiced through a hands-on exercise completed during the course.   Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA1023 Legal Ethics and Social Responsibility
4 Credits

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

PLA1106 Legal Research and Writing I
4 Credits

The student is introduced to the law library in this course. Emphasis is on teaching the student basic techniques of research and primary sources of law, including the reporters and state statues. Techniques will be developed for analyzing cases and preparing case briefs. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA2116 Legal Research and Writing II
4 Credits

This course focuses on expanding the students' ability to research statutory and case law through the use of legal citators, digests, and encyclopedias. Emphasis is placed on developing writing skills by preparing a memorandum of law. Students are also introduced to computerized legal researching. PREREQUISITE: PLA 1106. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA2121 Bankruptcy
4 Credits

This course is an introduction to the U.S. Bankruptcy Code, its functions and procedures, from both the creditor's and debtor's point of view. Moreover, this course will present applicable law and procedure as related to liquidations, business and individual reorganizations, family farmer reorganizations, and adversary proceedings arising out of bankruptcy cases. PREREQUISITE: PLA1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA2250 Civil Procedure
4 Credits

This course provides the student with an introduction and overview to the procedures applicable to and governing civil matters, including procedures related to pleading, motions, discovery, trial practice, post-trial motions and other issues. PREREQUISITE: PLA1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA2273 Torts   **4 Credits**
This course provides an introduction to the substantive law of torts, including elements, defenses, and damages applicable to intentional torts, and to unintentional torts based on negligence, product liability, strict liability, and professional malpractice. Moreover, this course introduces the student to practical application of litigation methods and procedures, including interviewing, investigation, and drafting documents essential to the tort litigation process. PREREQUISITE: PLA1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA2303 Criminal Procedure   **4 Credits**
This course is an examination of the concepts of criminal procedure as applied by the courts, particularly the United States Supreme Court. The course examines basic concepts of constitutional criminal procedure including searches and seizures, arrests, interrogations and confessions, exclusion and admissibility of evidence, trial, appeals, and punishment. PREREQUISITE: PLA1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA2423 Contract Law   **4 Credits**
The principles of contract law are addressed and discussed in this course including the major provisions of the Uniform Commercial Code. Basic contract provisions and drafting techniques are explained and practiced through the drafting of various types of contracts. Contract litigation is also covered. PREREQUISITE: PLA1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA2426 Business Organizations   **4 Credits**
This course is designed to introduce the student to the basic rules, processes and practices of the business enterprise. It describes organizational form while emphasizing the business corporation. It includes information on corporate formation, corporate organizations and corporate financing. PREREQUISITE: PLA1003. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA2607 Wills, Trusts and Probate   **4 Credits**
This course examines the field of probate, the drafting of wills, the creation and administration of trust and estates, inheritance of property, and the devices used to direct inheritance. The course will also look at estate planning and estate and gift taxation as these relate to wills, trusts, and probate. PREREQUISITE: PLA1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA2803 Family Law   **4 Credits**
In this course, students are instructed in the theory of law governing marriage, divorce, property settlement agreements, child custody and support obligations, paternity, adoptions, alimony, name changes, and domestic violence. Students will be introduced to state-specific procedures and prepare various pleadings or documents related to these topics. PREREQUISITE: PLA1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA2940 Paralegal Externship   **4 Credits**
This course provides students with the opportunity to directly apply the knowledge and skills learned in the program by working in a pre-arranged and pre-approved law office or other suitable location for 120 hours. PREREQUISITE: Available to Paralegal students in their last or next to last quarter before graduating with an Associate degree. Students must have a good attendance record, have a 3.0 GPA in the major core courses, and obtain the approval of the Department Chairperson. Students below a 3.0 GPA must secure the approval of both the Department Chairperson and the Dean to enroll in the Externship course. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120

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

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

PSY2014 General Psychology   **4 Credits**
This course is designed to provide students with a general understanding of the general principles of psychology and theories underlying modern psychology. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SLS1120 Strategies for Success   **4 Credits**
Through discussion and application, this course is designed to promote proper study habits and skills which will enable the student to compete successfully in the higher education environment. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SLS1320 Career Skills   **2 Credits**
This course is designed to assist the student with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

SLS1500 Workplace Relationships   **2.0 Quarter Credit Hours**
This course provides students the opportunity to study the building of appropriate interpersonal business relationships with coworkers, supervisors, and customers. Specific focus will be on developing and practicing effective customer service principles for building successful business networks. Prerequisite: None.   Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

SPC2602 Oral Communications   **4 Credits**
This course is designed to develop the student's ability to communicate effectively. Emphasis is placed upon the basic elements of communication in order to strengthen the student's interpersonal and professional speaking skills. - Lec Hrs.   040   Lab Hrs. 000 Other Hrs. 000

TAT198 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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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

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

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. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

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. **CIS290A = 1 Credit, CIS290B = 2 Credits, CIS290C = 3 Credits, CIS290D = 4 Credits.** Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 30 to 120 (depending on number of credits taken)

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

TAT297 Domestic Travel   **4 Credits**
This course covers domestic airline schedules, manual ticketing, airline passenger tariffs, rules and procedures, and domestic city codes. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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

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: OFT1141 and TAT297. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

TAX2215 Tax Accounting   **4 Credits**
This is a survey course covering the laws, procedures, returns, and subsidiary schedules involved in the preparation of Federal personal tax returns. Lec. Hrs. 030 Lab hours 020 Other Hrs. 000

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: OFT1141. Lec. Hrs. 020 Lab Hrs. 040 Other Hrs. 000

WPR200 Advanced Word Processing   **4 Credits**

Advanced features of word processing including advanced line formatting, special features, tables, forms, graphics, and column mode 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: WPR105. Lec. Hrs. 020 Lab Hrs. 040 Other Hrs. 000

Staff

President	Ron Hutkin	Ph.D. Southern Illinois University
		MS Bradley University
		BS Southern Illinois University
Academic Dean	Gary Wilson	MA University of Phoenix
		BS, University of Maryland
		AAT Community College of the Air Force
Business Manager/Financial Aid Director	Jeme' Deviny	BA Eastern Washington University
Director, Admissions	John Rios	BS University of Redlands
		AA Riverside Community College
Director, Placement	Nancy Roblez	BS University of Utah
Department Chair, Business	Kimberley Cosby	MA Utah State University
		BA Boise State University
Department Chair, Information Technology		
Department Chair, Medical Assisting	Paula Criman	MS and BS Brigham Young University
		AS Loma Linda University
Department Chair, Paralegal/Legal Assistant		
Department Chair, Travel and Tourism	John Romero	BA University of Utah
Registrar	Sue Taylor	AS Phillips Junior College
Librarian / Bookstore Manager	Elizabeth Call	MLS and BA Brigham Young University

Faculty

FULL-TIME FACULTY

KIMBERLY COSBY	Department Chair 7/95	Business Administration/ General Education	MA, Utah State University BA, Boise State University
PAULA CRIMAN	Department Chair 9/99	Medical Assisting	MA, Brigham Young University BS, Brigham Young University AS, Brigham Young University
DALE DANSIE	Instructor 10/97	Computer Information Systems	CNE
BOB ENGER	Instructor 10/99	Business Administration/ General Education	BA, University of Utah
CHRISTOPHER GOSLIN	Instructor 9/98	General Education	M.Ed. Southern Utah University BA, Southern Utah University
JOHN ROMERO	Department Chair 10/91	Travel & Tourism	
PAUL STOCK	Department Chair 1/98	Office Administration/ General Education	BA, University of Utah

ADJUNCT FACULTY

DAN COSBY	Instructor 7/98	Office Administration	BS, Park College
GORDON EVERITT	Instructor 9/96	Paralegal	BS, Ohio Christian College
NEDRA FARRINGTON	Instructor 4/97	Career Skills	BA, Westminster College
JILL JACKSON	Instructor 4/99	Medical Assisting	CAN and EMT Certifications
MURRY JENSEN	Instructor 10/99	Computer Information Systems	MBA, University of Phoenix BM, Brigham Young University
ERIC JOHNSON	Instructor 10/99	Paralegal	JD, Brigham Young University BA, Brigham Young University
SHERRIE LINDBERG	Instructor 4/97	Travel & Tourism	BA, Idaho State University AA, Ricks College
REED MERRILL	Instructor 1/98	General Education	BS, Weber State University
MARCIA MILLER	Instructor 8/98	Paralegal/Legal Assisting	BS, Columbia College AA, Phillips Junior College
KEITH RADLEY	Instructor 9/96	General Education	MS, University of Utah BS, University of Utah
LORI RAGER	Instructor 8/99	Medical Assisting	MA Certification
DAVE REES	Instructor 9/96	Accounting	BS, Boise State University

CHAREE SABALONES	Instructor 3/98	General Education	BS, Brigham Young University
ERIN SHELLEY	Instructor 10/99	Accounting	BS, University of Utah
TOM SIMMONS	Instructor 9/96	Accounting	CPA License
			MPA, Brigham Young University
			BS, Brigham Young University
CHANIN STANFORD	Instructor 10/99	Accounting	JD, University of DC
			BA, University of Utah
HEATHER THUET	Instructor 1/99	Medical Assisting	UEMA Certification
MIKE THURMAN	Instructor 4/87	Accounting/Business Administration	BS/BM, University of Phoenix
TERRA VANGERVEN	Instructor 1/99	Medical Assisting	RMA
GARY WILSON	Instructor 1/98	General Education	MA, University of Phoenix
			BA, University of Maryland

Curriculum Advisory Board Members

ACCOUNTING/BUSINESS

Verdeen Adams	Group Manager	Internal Revenue Service
Jim King	Area Manager	J.C. Penny Company
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Leigh Toole	Operations Manager	Wyle Laboratories

COMPUTER INFORMATION SYSTEMS

Roger Anderson	Advisory Consultant	I.B.M. Corporation
Dale Dansie	LAN Administrator	Human Affairs International
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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
Steve Taylor	Computer Programmer	Taylored Systems

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Becky Hicks	Sales Administrator	Envirotech Molded Products
Kathy Miller	Owner	Precision Typing
Kim Napper	Administration/Personnel	McDonnell Douglas Aircraft Co.

PARALEGAL

Diana Beecher	Independent Legal Assistant	
R. Steven Chambers	Attorney at Law	
Adell Butler Mitchell	Paralegal	State Industrial Commission
Leisha Lee-Dixon	Asst. Attorney General	Utah State Attorney General
Stacy Lybbert	Independent Legal Assistant	
Waine C. Riches	Managing Attorney	Utah Legal Services
Linda D. Smith	Attorney at Law	Johnson & Associates
Lee Warthen	Asst. Director/Head of Public Services	University of Utah Law Library

TRAVEL

Elizabeth Brown	Managing Director	EB Ski Tours & Travel
James Budge	General Manager	The Raddison Suite Hotel-Ogden
Sandi Jo Carpenter	Group Department Manager	Travel Systems
Dean Cook	General Manager	Zion Park Inn
Dennis Copyak	General Manager	LeBus
Frank Jones	Manager	Avis Rent-A-Car
Joseph R. Kadleck	President	Genesis Progressive Enterprises

Dick Maben	President	Casino Caravans
David Nelson	Area General Manager	University Park Hotel & Suites
Lawrence R. Scott	Director of Reservations	Holiday Inn Reservations Office
Thomas D. Scoville	President	Inns West Management for Choice Hotels
Brad Smith	Director	Foremost West
Elizabeth White	Director of Marketing	Salt Palace Convention Center

MEDICAL

Doris Christensen	R.N.	
Judy Edwards	C.M.A.	Heart Center
Gene R. Fuller	M.D.	Private Practice
Lisa McGraw	Graduate	Mountain West College
Marcia Miller	R.T.	
Marsha Morton	R.N.	Westminster College
John C. Nelson	M.D.	Private Practice
Steve Wadley	Graduate	Mountain West College
Betty Williams	R.M.A.	President, Utah Association of Medical Technologists

Academic Calendars

	2000
Christmas Holidays	Dec 19, '99 – Jan 1, '00
Winter Term Classes Resume	Jan 3, '00
Fall Term Ends	Jan 15,'00
Winter Term Starts	**Jan 18, '00**
M.L. King Jr. Birthday Holiday	Jan 17, '00
Presidents' Day	Feb 21, '00
Winter Mini-Term Starts	**Feb 22, '00**
Spring Term Registration Day	Mar 9, '00
Winter Term Ends	Apr 8, '00

SPRING TERM

	2000
Spring Vacation*	Apr 10-14, '00
Spring Term Starts	**Apr 17, '00**
Commencement	May 5, '00
Spring Mini-Term Starts	**May 24, '00**
Memorial Day Holiday	May 29, '00
Summer Term Registration Day	Jun 6, '00
Spring Term Ends	Jul 8, '00

SUMMER TERM

	2000
Independence Day Holiday	Jul 4, '00
Summer Vacation	Jul 10-15, '00
Summer Term Starts	**Jul 17, '00**
Pioneer Day Holiday	Jul 24, '00
Summer Mini-Term Starts	**Aug 28, '00**
Labor Day Holiday	Sep 4, '00
Fall Term Registration Day	Sep 7, '00
Summer Term Ends	Oct 7, '00

FALL TERM

	2000
Fall Term Starts	**Oct 9, '00**
Commencement	Nov 3, '00
Fall Mini-Term Starts	**Nov 20, '00**
Thanksgiving Day Holiday	Nov 23-25, '00
Winter Term Registration Day	Nov 29, '00
Christmas Holiday	Dec 18, '00 – Jan 1, '01
Fall Term Classes Resume	Jan 2, '01
Fall Term Ends	Jan 13, '01

TUITION AND FEES

The tuition and fees listed below will be charged for the student's first quarter (or Mini-term quarter start) in attendance. Tuition and fees for subsequent quarters will be charged at the published rate in effect at the beginning of that quarter.

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

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

Tuition per credit hour per term

PROGRAM	CREDITS REGISTERED FOR	TUITION PER CREDIT HOUR
All Programs	1 through 11	$217
	12 through 15	$203
	16 or more	$193
Network Administration		$250

Mini-term start tuition per credit hour (Mini-term start quarter only)

All Programs	per credit	$193

Tuition will be charged on a quarterly basis. A $25 registration fee will be charged to all students each quarter. Additional fees, not included in the above costs, may be assessed. Information concerning additional fees may be found below.

- Travel and Tourism Associate Degree students $700.00 Travel Experience fee.
- Mountain West College transcript fee $3.00
- Challenge course fee $25.00
- Late Registration fee $25.00
- Library Fine - cost of books

Please see textbook cost sheet for estimated quarterly charges.

RHODES COLLEGES

Rhodes Colleges, Inc. includes the following institutions:

COLLEGE	LOCATION
Blair College	Colorado Springs, CO
Parks College	Thornton, CO
Parks College	Aurora, CO
Las Vegas College	Las Vegas, NV
Western Business College	Portland, OR
Western Business College	Vancouver, WA
Mountain West College	Salt Lake City, UT
Rochester Business Institute	Rochester, NY
Springfield College	Springfield, MO
Duff's Business Institute	Pittsburgh, PA
Florida Metropolitan University, Fort Lauderdale	Fort Lauderdale, FL
Florida Metropolitan University, North Orlando	Orlando, FL
Florida Metropolitan University, South Orlando	Orlando, FL
Florida Metropolitan University, Melbourne	Melbourne, FL
Florida Metropolitan University, Tampa	Tampa, FL
Florida Metropolitan University, Brandon	Tampa, FL
Florida Metropolitan University, Pinellas	Clearwater, FL
Florida Metropolitan University, Lakeland	Lakeland, FL
Florida Metropolitan University, Jacksonville	Jacksonville, FL

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.)

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Paul St. Pierre	Executive Vice President, Marketing and Admissions
Dennis Devereux	Executive Vice President, Human Resources
Dennis Beal	Chief Financial Officer
Mary Hale Barry	Vice President, Education
Beth Wilson	Vice President, Operations
Nolan Miura	Vice President, Strategic Planning / Treasurer
Stan Mortensen	Vice President, General Counsel, Corporate Secretary

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