



Mountain West

COLLEGE

2003-2004 CATALOG

MWC 0503

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WEST VALLEY CITY, UTAH 84119
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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.

2003-2004 CATALOG

Mountain West COLLEGE_{MWC 0503}

2003-2004 MOUNTAIN WEST COLLEGE CATALOG

Publishing Date May 2003

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Effective May 1, 2003 through December 31, 2004

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

STEPHEN M. BACKMAN, PRESIDENT

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

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 our 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.

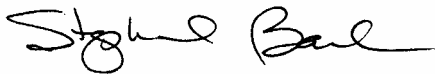
As a customer, we value your opinion not only on what you like about Mountain West College, but also on or regarding areas in which we can improve. You will have several opportunities to comment about your level of customer satisfaction through survey instruments and informal discussions with our professional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



STEPHEN M. BACKMAN
PRESIDENT

TABLE OF CONTENTS

ABOUT MOUNTAIN WEST COLLEGE	1
MISSION AND OBJECTIVES	1
HISTORY	1
LOCATION.....	1
BUILDING AND FACILITIES.....	1
STATEMENT OF NON-DISCRIMINATION	2
ACCREDITATION.....	2
AUTHORIZATIONS, APPROVALS, AND MEMBERSHIPS	2
ADMISSIONS	4
GENERAL ADMISSION POLICY.....	4
INTERNATIONAL STUDENT ADMISSION POLICY	4
MATRICULATED STATUS.....	4
NON-MATRICULATED STATUS.....	4
RE-ENTRY POLICY	4
ADMINISTRATIVE POLICIES	5
STUDENT CODE OF CONDUCT.....	5
ALCOHOL AND SUBSTANCE ABUSE STATEMENT	5
FOOD AND BEVERAGES	5
SMOKING	5
TELEPHONE CALLS	6
DRESS CODE.....	6
PARKING	6
GUESTS AND CHILDREN ON CAMPUS	6
ACCOMMODATION FOR HANDICAPPED	6
SEXUAL HARASSMENT	6
FINANCIAL INFORMATION.....	7
TUITION AND FEES	7
FINANCIAL ASSISTANCE INFORMATION	8
FINANCIAL AID PROGRAMS	11
SCHOLARSHIP PROGRAMS.....	14
CANCELLATION AND REFUND POLICY	14
ACADEMIC INFORMATION	17
MOUNTAIN WEST COLLEGE TERMINOLOGY	17
SCHEDULE	18
REGISTRATION	18
GRADING SYSTEM.....	19
CHANGE OF MAJOR PROGRAM	20
TRANSFERRING FROM DAY TO NIGHT PROGRAMS	20
ELECTIVES.....	20
DEAN’S AND PRESIDENT’S LISTS	20
GRADUATION PROCEDURE.....	20
ACADEMIC TRANSCRIPTS, DEGREES, AND DIPLOMAS	20
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA).....	21
TRANSFER CREDITS	21
COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) POLICY	22
PROFICIENCY EXAMINATION.....	22
ONLINE LEARNING.....	22
DIRECTED STUDIES.....	22
COLLEGE PREP COURSE.....	23
WITHDRAWING FROM AND RETAKING CLASSES	23
STANDARDS OF SATISFACTORY ACADEMIC PROGRESS	23
SATISFACTORY PROGRESS REQUIREMENTS	25

SATISFACTORY ACADEMIC PROGRESS FOR MODULAR PROGRAMS	28
ATTENDANCE POLICY	30
ACADEMIC HONESTY	31
GRIEVANCES.....	31
INFORMATION TECHNOLOGY PROGRAM STUDENT DISCLOSURE	31
KNOWLEDGE OF RULES AND REGULATIONS	31
POLICY AND PROGRAM CHANGES	32
STUDENT SERVICES AND ACTIVITIES	33
FACULTY.....	33
ACADEMIC ADVISING	33
LEARNING RESOURCE CENTER	33
HOUSING	33
STUDENT NEWSLETTER.....	33
STUDENT ORIENTATION.....	33
STUDENT ACTIVITIES COMMITTEE	34
TUTORING.....	34
JOB PLACEMENT ASSISTANCE AND CAREER PLANNING	34
PROGRAMS OF STUDY	35
DEGREE PROGRAM REQUIREMENTS.....	35
DIPLOMA PROGRAM REQUIREMENTS	35
DIPLOMA PROGRAMS.....	36
BUSINESS ACCOUNTING PROGRAM	36
MEDICAL ASSISTING	38
MEDICAL INSURANCE BILLING/CODING PROGRAM I.....	39
TRAVEL AND TOURISM.....	42
DEGREE PROGRAMS	43
ACCOUNTING.....	43
BUSINESS ADMINISTRATION.....	44
COMPUTER INFORMATION SYSTEMS.....	45
MEDICAL ASSISTING	46
NETWORK ADMINISTRATION (NA)	47
PARALEGAL/LEGAL ASSISTANT.....	48
PROFESSIONAL OFFICE ADMINISTRATION	49
SURGICAL TECHNOLOGIST PROGRAM	51
TRAVEL AND TOURISM.....	52
COURSE OFFERINGS	53
COURSE NUMBERING SYSTEM	53
COURSE DESCRIPTIONS	53
STAFF LISTING	65
ADMINISTRATIVE STAFF	65
CURRICULUM ADVISORY BOARDS.....	67
ACADEMIC CALENDARS	68
RHODES COLLEGES.....	77
STATEMENT OF OWNERSHIP	77
INDEX	78

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

Outcome

For Students:

- Realization of personal potential
- Employment leading to economic stability

For Staff

- Rewarding Careers

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 Mountain West Computer School. This College was subsequently purchased in 1983 and was then called Mountain West 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 Mountain West Junior College. In March 1990, Mountain West 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-215 Beltway Freeway and Valley Fair Mall, Mountain West College serves the growing Salt Lake Valley.

BUILDING AND FACILITIES

Mountain West College utilizes approximately 26,200 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 computer systems. The College facilities include classrooms, study areas, computer labs, medical lab, and administrative offices. The campus provides the student a convenient, quiet setting for reading and studying. The College also maintains a Learning Resource Center containing a modern collection of over 7,500 volumes that completely support the various curricula and provide learning resources for our students and faculty. Additionally, virtual library resources are available on the Internet, as is access to Westlaw.

EATING FACILITIES

The student lounge area in the facility is 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 is provided at the College for students, faculty, and administration at no charge. The facility is conveniently located close to freeways and is easily accessible by public transportation.

OFFICE HOURS

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

FACILITIES FOR HANDICAPPED STUDENTS

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

STUDENT DISABILITY SERVICES/ACCOMMODATIONS

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

STATEMENT OF NON-DISCRIMINATION

Rhodes College does not discriminate on the basis of sex, age, physical handicap, race, creed or religion in its admission to or treatment in its programs and activities, including advertising, training, placement and employment. The school president is the coordinator of Title IX - the Educational Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. All inquiries or complaints under the sex discrimination provisions of Title IX should be directed to the school president. The school president must act equitably and promptly to resolve complaints and should provide a response within seven working days. Students who feel that the complaint has not been adequately addressed should contact the Student Help Line, (800) 874-0255.

ACCREDITATION

Accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas and associate's degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education. Its accreditation of degree-granting institutions also is recognized by the Council for Higher Education Accreditation. The Accrediting Council for Independent Colleges and Schools (ACICS) is located at 750 First Street, NE, Washington, D.C. 20002; (202) 336-6780.

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, #3 Triad Center, 355 N. West Temple, 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 Workforce Investment 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:

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- 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
 - Salt Lake City Chamber of Commerce
 - West Valley City Chamber of Commerce
 - Utah Association of Financial Aid Administrators
 - Utah Business Education Association
 - Utah Association of Career Colleges and Schools
 - Utah Hotel and Motel Association
 - Utah Information Technology Association (UITA)
 - Utah Advisory Council on Military Education
 - Rocky Mountain Association for College Admission Counseling
 - Rocky Mountain Association for Financial Aid Administrators
 - Society for Human Resource Management

ADMISSIONS

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 admission, 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-ENTRY POLICY

Any student who withdraws from school may apply for re-entry. A student that has been withdrawn may only re-enter with the approval of the Academic Dean who will evaluate attendance, academic and financial history. The re-entry request may only be submitted after the student has been out of school for a full quarter if the student was withdrawn for failure to meet Satisfactory Academic Progress. More than two re-entries into the college will be considered on a case by case basis at the discretion of the Academic Dean. Students who re-enter the college will sign a new enrollment agreement and will be subject to the tuition rates and program requirements in effect at the time of re-entry.

ADMINISTRATIVE POLICIES

STUDENT CODE OF CONDUCT

BACKGROUND

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

- Students are subject to the Student Conduct Code while participating in any program externship, clinical rotation, or other college-related activity.

STUDENT CONDUCT CODE

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

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

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

STUDENT CONDUCT CODE VIOLATIONS/FORMAL DISCIPLINARY PROCEDURE

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

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

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

FIRST OFFENSE

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

SECOND OFFENSE

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

ALCOHOL AND SUBSTANCE ABUSE STATEMENT

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

FOOD AND BEVERAGES

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

SMOKING

In accordance with the Utah Indoor Clean Air Act, Mountain West College offers its students a smoke-free environment. Smoking is not permitted within 25 feet of an entrance to a building.

TELEPHONE CALLS

It is not permissible to call a student to the phone/cell phones/pages 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. Clothing with lewd, offensive, objectionable material is not to be worn on campus. Scrubs, lab coats and enclosed shoes are required for medical labs.

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 before, during, or after school.

GUESTS AND CHILDREN ON CAMPUS

Guests must register with the receptionist at the front desk in the College office. Children are not permitted in the classrooms and are not allowed on the campus without constant adult supervision.

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 their 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.

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.

FINANCIAL INFORMATION

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 except Network Administration and Medical Insurance Billing/Coding	All	\$242
Network Administration	per credit	\$285
Medical Insurance Billing/Coding	Course of 6 Modules (35 credits)	\$7,500
Business Accounting	Course of 5 Modules (48 credits)	\$9,000

Tuition will be charged on a quarterly basis.

Additional Fees

Registration Fee	\$25.00 per quarter
Registration Fee (for Modular Programs)	\$0
Proficiency Examination Fee (Non-refundable fee assessed for each proficiency examination, cannot be paid from Title IV financial aid funds.)	\$20.00
Late Registration Fee	\$25.00
Library Fine	Actual cost of book(s)
Online Learning Fee	\$100.00 per course
Late Payment Fee	\$5.00
Transcript Fee*	\$5.00
Non Sufficient Funds Fee	\$15.00
Travel Experience Fee (Travel and Tourism Associate Degree Students Only)	\$1,200.00

*Exception: Students are provided one official transcript free of charge upon completing graduation requirements.

Additional fees, not included in the above costs, may be assessed. Please see textbook cost sheet for estimated quarterly charges.

PAYMENT ARRANGEMENTS

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.

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) and Federal Family Educational Loan (FFEL) Program (subsidized and unsubsidized Stafford). The college also offers an alternative financing program 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, school personnel are available, in accordance with federal regulations, to discuss consumer information in more detail with current and prospective students.

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 ATTENDANCE

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 attendance.

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. Every effort is made to put together a balanced aid ‘package’ taking into consideration the student’s financial need and academic progress.
- 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. 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 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.

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 return(s).

Policies and Procedures for Verification

1. All selected applicants will be verified.
2. Selected applicants must submit required verification documents with thirty (30) 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.

BORROWER RIGHTS AND 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;

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- 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.

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.

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 re-admittance following suspension or in the event the student's appeal results in re-admittance.

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.

FINANCIAL AID PROGRAMS

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.

FEDERAL PELL GRANT PROGRAM

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

For many students, the Federal Pell Grant makes it possible to provide a 'foundation' of financial aid to help defray the cost of college education. Students or prospective students may secure an application to participate in the Federal Pell Grant program from the student finance office at the college or from a high school counselor. The application will be transmitted electronically through a federally approved need analysis system that 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. The student must be in good academic standing while employed under the program.
3. The student may not earn more than the authorized amount indicated on the student award letter.
4. 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 Federal Work Study and the number of students who may receive FWS depends on the availability of funds from the U.S. Department of Education.

FEDERAL FAMILY EDUCATIONAL LOAN PROGRAM (FFELP)

Subsidized Federal Stafford Loans, Unsubsidized Federal Stafford Loans, and Federal Plus Loans comprise the Federal Family Educational Loan Program (FFELP) and are discussed thoroughly below.

Subsidized Federal Stafford Loans

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 by the lender 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 the 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.

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.

ALTERNATIVE FINANCING PROGRAM

The College offers an alternative financing program as a 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 the alternative financing program 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 alternative financing program payments range from \$50 to \$200 per month. Monthly payments normally begin the first night of class and may continue beyond graduation until the loan is fully repaid. Students interested in the alternative financing program should see the Student Finance Office for a complete information package (including current interest rates and loan servicer).

FEDERAL ASSISTANCE PROGRAMS

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

- 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.

VETERANS BENEFITS

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

SCHOLARSHIP PROGRAMS

HIGH SCHOOL SENIOR SCHOLARSHIP PROGRAM

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

1. Thirty \$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.

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.

Recipients to be determined by public school officials.

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 three \$1,000 Imagine America scholarships are available at each participating high school and can be awarded to three 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.

CANCELLATION AND REFUND POLICY

The registration of a student results in the employment of faculty, arrangements for management and physical facilities and other provisions by the administration that must be contracted in advance. The withdrawal of a student does not decrease the expenses of the College to any substantial extent. The refund policy has been established so that the student who withdraws from class will share in the incurred cost. For these reasons there will be no refund of tuition except as outlined in the following policy.

CANCELLATIONS

The applicant's signature on the Enrollment Agreement does not constitute admission into the institution until the student has been accepted for admission by an official of the institution. If the applicant is not accepted by the College, all monies paid will be refunded. The applicant may also request cancellation in writing within three days after signing the agreement and receive a full refund of all monies paid. The refund will be made within 30 days of receipt of such notice. Students who withdraw within seven calendar days after classes have commenced will be considered cancellations and all monies paid will be refunded within 30 days of the date the College becomes aware of the withdrawal.

REFUNDS

This institution is certified by the U.S. Department of Education as an eligible participant in the federal student financial aid (SFA) programs established under the Higher Education Act of 1965 (HEA), as amended.

When a student withdraws, the institution must complete two separate calculations. First, the institution must determine how much federal grant and loan assistance the student has earned under the Return of Title IV Funds Policy, if the student is a Title IV recipient. Then, the institution must determine how much of the tuition and fees it is eligible to retain using either the state or institutional refund policy.

If the student (or parent, in the case of a PLUS Loan) is eligible for additional funds at the time of withdrawal, the student may receive additional SFA funds. If the student received more SFA funds than he or she earned under the Federal Return of Title IV Funds policy, the institution, and in some cases the student, is required to return the unearned funds to the Federal program(s) or lender, as applicable.

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

Withdrawal Process

Any monies due an applicant or student shall be refunded within 30 days of cancellation, the date of determination, or termination. A withdrawal is considered to have occurred on the earlier of a) the date that the student provides to the school official notification of his or her intent to withdraw or b) the date that the student begins the withdrawal process. Students who must withdraw from the College are requested to notify the Academic Dean's office by telephone, in person, or in writing, to provide official notification of their intent to withdrawal. Students will be asked to provide the official date of withdrawal and the reason for withdrawal. At the time of official notification when the student begins the process of withdrawal, the student or the Academic Dean's office will complete the necessary form(s).

If the student ceases attendance without providing official notification, the withdrawal date is the mid-point of the quarter. If the student officially rescinds his or her official notification of withdrawal and then withdraws, the withdrawal date is the earlier of the date of the original notification of his or her intent to withdraw or the date the student began the withdrawal process. The institution may always use the last date of attendance at an academically related activity as the withdrawal date.

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

Federal Return of Title IV Funds Policy

All institutions participating in the SFA programs are required to use a pro-rata schedule to determine the amount of SFA funds the student has earned up to the date of withdrawal.

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

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

*Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period (denominator) and the number of calendar days completed in that payment period (numerator).

Return of Unearned SFA Program Funds

The school must return the lesser of:

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

The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate:

- Any SFA loan funds in accordance with the terms of the loan; and
- The remaining unearned SFA program grant (not to exceed 50% of a grant) as an overpayment of the grant.

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

Return of SFA Funds

If it is determined that SFA program funds must be returned, based on the student's financial aid award, the return of SFA funds will be made in the following order:

1. Unsubsidized Federal Stafford Loan Program;
2. Subsidized Stafford Loan Program;
3. Unsubsidized Federal Direct Stafford Loan Program;
4. Subsidized Federal Direct Stafford Loan Program;
5. Federal Perkins Loan Programs;
6. Federal PLUS Loan Program;
7. Federal Direct PLUS Loan Program;
8. Federal Pell Grant Program;
9. Federal Supplemental Educational Opportunity Grant (FSEOG) Program and
10. Other grant or loan assistance authorized by Title IV of the HEA.

Institutional Refund Policy (For All Students)

The refund policy is used to determine how much of the tuition and fees the institution has earned after a student withdraws. The institution will make refund determinations for all tuition and fees in accordance with the following schedule:

A Student Who Withdraws or Is Terminated...	Is Entitled to a Refund of...	The Institution Is Eligible to Retain...
First 7 calendar days of the Period	100%	0
First 10% of the Period	90%	10%
Between 10% and 20% of the Period	50%	50%
Between 20% and 50% of the Period	25%	75%
Beyond the Midpoint of the Period	0	100%

Refunds Under Exceptional Circumstances

Tuition and fees will be refunded in full for the payment period under the following circumstances:

1. Courses cancelled by the College;
2. Involuntary call to active military duty;
3. Documented death of student or member of his or her immediate family (parent, spouse, child or sibling);
4. Exceptional circumstances, with approval of the President of the College (or designee).

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. 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, e.g., 'Accounting major,' 'Computer Information Systems major,' etc.
MINI-TERM (MIDTERM)	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 that does not apply toward degree requirements of Mountain West College.
PREREQUISITES	Preparatory course that must be successfully completed before a student is eligible to enroll in a subsequent course.
PROBATIONARY STATUS	Conditional status that 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 that 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 Saturday.

Day classes are offered between 7:30 a.m. and 4:00 p.m. Evening classes are scheduled from 4:00 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, and therefore, do not require the interruption of the teaching schedule. Student holidays observed by the College within quarters are shown on the Academic Calendar.

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.

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.

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 fully in effect, and all students must maintain attendance in accordance with the college's attendance policy.

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	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
WZ	Withdrawal for those students called to immediate active military duty. This grade indicates that the course will not be calculated for purposes of determining rate of progress.	Not Calculated
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."

The following Grading Scale will apply to the Medical Insurance Billing/Coding Program only:

The progress and quality of students' work is measured by a system of letter grades and grade percentages. The meaning of each grade and its equivalent percentage is as follows:

GRADE	MEANING	PERCENTAGE
A	Excellent	100-90
B	Very Good	89-80
C	Good	79-70
F	Failing	69-0
W	Withdrawal	
CR	Credit for Advanced Placement	
TR	Credit for Previous Education	

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 follow criteria found in the Grievance Policy.

CHANGE OF MAJOR PROGRAM

After entrance into the College, students may change their program of study if they obtain the approval of the Academic Dean and Department Chair. 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.

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.

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.

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 twelve 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 be placed on the "Dean's List." Students who achieve a quarter GPA of 4.0 will be placed on the "President's List." In order to be eligible for the Dean's or President's Lists, students must complete at least 12 credits during the quarter, or complete at least eight credits on a mid-term start.

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. Students may not attend graduation until all academic requirements are successfully completed and financial obligations are current.

ACADEMIC TRANSCRIPTS, DEGREES, AND DIPLOMAS

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

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

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

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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 that 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.

TRANSFER CREDITS

ACCEPTANCE OF TRANSFER CREDIT

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 in consultation with Registrar and Department Chair. 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 TO OTHER INSTITUTIONS

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. Contact your appropriate Department Chair or Dean if you have questions.

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.

PROFICIENCY EXAMINATION

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

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

ONLINE LEARNING

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

To maximize success within the online courses students must:

- Have a computer with a system profile that meets or exceeds requirements listed on the Online Learning Application at the time of enrollment.
- Have Internet access and an established email account.
- Have a 2.0 GPA to enroll in future online courses.
- Commence online contact with the course site within the first three days of the term.
- Understand that student participation and class activities occur weekly throughout the course.
- Understand that if a student fails to participate in class activities during two consecutive weekly periods of a six-week course or three consecutive periods of a twelve-week course, the student may be withdrawn from the course and may not be allowed to reenter the course during that term.

Certain fees may be charged to students registered in online courses. Please refer to the Schedule of Fees for specific charges.

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, be in good academic standing, and, be in last or second to last quarter.

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.

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 or affect on GPA or Rate of Completion.

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. There will be no affect on CGPA but does affect rate of completion.

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. This affects both CGPA and rate of completion.

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.

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 re-admittance to the College after one academic term according to the readmission policy. Students readmitted at this point are considered to be on probation, but must bring their CGPA or rate of progress into the probation range by the end of the first academic term after being readmitted. If it is mathematically impossible for the student to improve into the probation range by the end of the first academic term after re-admittance or if, in the judgment of the re-admittance 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 re-admittance will receive an academic dismissal and the student must be withdrawn from the College. Students who have been dismissed are not eligible for re-admittance to the College into the same program they were dismissed from. Students may be readmitted to the College in another program, when mathematically possible.

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 or an appeal committee appointed by the campus President. Should the appeal be denied and the student suspended, the student is eligible for re-admittance, 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 re-admittance 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 re-admittance 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 re-admittance following suspension or in the event the student's appeal results in re-admittance.

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 TABLES

107 Quarter Credit Hours

The total credits that may be attempted (maximum program length) is 150 (150% of 100).

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 - 150	N/A	2.00	N/A	66%
151 - 161				

100 Quarter Credit Hours

The total credits that may be attempted (maximum program length) is 150 (150% of 100).

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 - 150	N/A	2.00	N/A	66%

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	2.00	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 - 147	N/A	2.00	N/A	66%

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	2.00	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 - 145	N/A	2.00	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	2.00	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 - 89	2.00	1.75	N/A	66%
90 - 135	N/A	2.00	N/A	66%

75 Quarter Credit Program

The total credits that may be attempted (maximum program length) is 112 (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	2.00	N/A	66%	N/A
17 - 28	2.00	1.00	66%	N/A
29 - 40	2.00	1.25	66%	50%
41 - 52	2.00	1.50	66%	60%
53 - 64	2.00	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	2.00	N/A	66%	N/A
17 - 28	2.00	1.00	66%	N/A
29 - 40	2.00	1.25	66%	50%
41 - 52	2.00	1.50	66%	60%
53 - 64	2.00	1.75	66%	65%
65 - 93	N/A	2.00	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	2.00	N/A	66%	N/A
17 - 28	2.00	1.00	66%	N/A
29 - 40	2.00	1.25	66%	50%
41 - 52	2.00	1.50	66%	60%
53 - 64	2.00	1.75	66%	65%
65 - 90	N/A	2.00	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	2.00	N/A	66%	N/A
17 - 28	2.00	1.00	66%	N/A
29 - 40	2.00	1.50	66%	60%
41 - 56	2.00	1.75	66%	65%
57 - 75	N/A	2.00	N/A	66%

The following Satisfactory Academic Progress policy will apply to the Medical Insurance Billing/Coding Program:
SATISFACTORY ACADEMIC PROGRESS FOR MODULAR PROGRAMS

REQUIREMENTS

Students must show satisfactory academic progress. In order to maintain satisfactory academic progress, students in modular programs must:

- Achieve a cumulative grade percent average (GPA) of at least 70 percent (on a scale of 0-100 percent) or be on academic probation;
- Progress at a satisfactory rate toward completion of their programs; and
- Complete the training programs within 1 1/2 times the planned program length.

Students whose cumulative GPA falls below 70 percent are notified that they are being placed on academic probation, which will begin at the start of the next term. Students on academic probation are considered to be making satisfactory academic progress.

Students who have reached the twenty-five percent (25 percent) point of their maximum program completion time and have not achieved a cumulative GPA of at least 62.5 percent and a rate of progress of at least 55 percent will be placed on probation.

Students who have reached the halfway point of their maximum program completion time and have not achieved a cumulative GPA of at least 65 percent or 1.5 and a rate of progress of at least 60 percent will be withdrawn from training by the school.

ACADEMIC PROBATION

The initial probationary period covers the module that starts immediately after students have been placed on academic probation. Students remain eligible for financial aid during this period. They are required to repeat the failed module during the probationary period unless the module is not offered at that time. In that case, the failed module must be repeated at the earliest possible date.

If, by the end of the probationary period, students achieve a cumulative GPA of at least 70 percent and a rate of progress of at least 60 percent, they are notified that the probationary status is removed. If they have not achieved a cumulative GPA of at least 70 percent and a rate of progress of at least 60 percent, but have achieved a GPA of at least 70 percent and a rate of progress of at least 60 percent for the term, students may continue their training programs for a second probationary period. Students who do not achieve a GPA of 70 percent and a rate of progress of at least 60 percent for the term will be withdrawn from training by the school.

Students who continue their training for a second probationary period will remain eligible for financial aid. If they achieve a cumulative GPA of at least 70 percent and a rate of progress of at least 60 percent by the end of the second probationary period, they are informed that they have been removed from probation. Students who do not achieve a cumulative GPA of 70 percent and a rate of progress of at least 60 percent will be withdrawn from training by the school.

REINSTATEMENT POLICY

Students who have been terminated for failing to maintain satisfactory academic progress may be reinstated after one grading period by making a request for reinstatement in writing to the College President. However, if the reinstatement is granted, the student will not be eligible for financial aid during the reinstatement term. If the student achieves a cumulative GPA of at least 2.0 during the reinstatement term, the student will be considered to be making satisfactory academic progress and be eligible for financial aid consideration in subsequent terms.

INCOMPLETES

An "Incomplete" cannot be given as a final grade. However, at the end of the term students may, with the instructor's approval, be granted a maximum extension of 14 calendar days to complete the required class work, assignments and tests. The extension cannot be used to make up accrued absences from class. If students do not complete the required class work, assignments and tests within the extension period, they will receive a failing grade of "F" or "zero" for the module. The "F" or "zero" will be averaged in with the students' other grades to determine the cumulative GPA.

WITHDRAWALS

To withdraw from a module, students must request approval from the instructor. Requests for withdrawal must then be approved by the department head and Academic Dean. Extreme academic or personal hardship is considered the only justification for withdrawal.

If a request for withdrawal is approved, the status of "Withdrawal" (W) is recorded but will not have an impact on the module grade or cumulative GPA. Withdrawal status remains on record until students complete the module from which they withdrew. It will have no effect on the module grade or cumulative GPA.

Students who are contemplating withdrawing from a module should be cautioned that:

- The entire scheduled length of the module of study they are currently enrolled in is counted in their maximum program completion time;
- They may have to wait for the appropriate module to be offered;
- They must repeat the entire module from which they elected to withdraw prior to receiving a final grade; and
- Financial aid and/or tuition costs may be affected.

EXIT INTERVIEWS

Students who want to discontinue their training for any reason are required to schedule an exit interview with a school official. This meeting can help the school correct any problems and may assist students with their plans. In many cases, the problem hindering successful completion of the educational objective can be resolved during an exit interview.

REPEAT POLICY

Students who fail a module must retake that module. The failing grade will be averaged into their GPA at the end of the module and remain in effect until the module is repeated and a new grade is earned. Students may repeat a failed module only once. If repeating the training is required, the length of the program must not exceed 1 1/2 times the planned program length.

When students repeat a module, the last grade received for that module replaces the original grade on the transcript (even if the original grade was higher), and this new grade is used to calculate the cumulative GPA. The attendance for the repeated module will replace the attendance for the original module.

Students who receive a passing grade for a module but wish to repeat the module may do so (subject to seat availability), but they may repeat a completed module only once.

NOTE: This campus does not permit students to make up absences that accrue on their attendance record during the classroom training modules. However, students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation.

MAXIMUM PROGRAM COMPLETION TIME

Classroom Training

Students are expected to complete their program within the defined maximum program completion time, which should not exceed 1 1/2 times the normal time frame. This campus defines the normal time frame as the length of time it would take a student to complete the total program credit units/units according to the Enrollment Agreement.

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

Students who have reached the twenty-five percent (25 percent) point of their maximum program completion time must have successfully completed 55 percent of the clock or credit units/units attempted. Students whose rate of progress are less than 55 percent at the twenty-five percent (25 percent) point of the maximum program completion time will be placed on probation.

Students who have reached the halfway point of their maximum program completion time must have successfully completed 60 percent of the clock or credit units/units attempted or they will be withdrawn from training by the school.

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

If students exceed the maximum allowable program length or do not progress at a sufficient rate, their training program will be interrupted.

Externship Training

Upon successful completion of all classroom requirements, students are expected to begin the externship portion of their program. The required number of externship clock and credit units/units must be successfully completed within three months from the date students begin their externship. Students must complete at least 15 clock hours, but no more than 40 clock hours per week at an approved externship site. This campus recommends that students complete at least 20 clock hours per week. Students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation.

Students who interrupt their externship training for more than 10 days will be dropped from the program by the school. If a student has been officially dropped by the school, and permitted to re-enter the program, the time elapsed is not included in the calculation of the student's maximum program completion time.

Students who will not complete their externship training within the required three-month completion time will also be dropped from the program by the school. Students who have been dropped may appeal their termination if extenuating circumstances have occurred near the end of the externship that make it impractical to complete the training within the required completion time. Extenuating circumstances include prolonged illness or accident, death in the family, or other events that make it impractical to complete the externship within the required completion time. Student appeals must include written documentation of the extenuating circumstances, submitted to the education director and approved by the school president. Students may only be reinstated once due to extenuating circumstances.

ADDITIONAL INFORMATION ON SATISFACTORY ACADEMIC PROGRESS

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

STUDENT APPEAL PROCESS

Students whose training programs are terminated by the school will be informed of the right to appeal that decision. Students must initiate the process by submitting a written request for re-admittance to the school president.

Students will not be entitled to appeal if they are terminated for the following reasons:

- Exceeding the maximum program completion time.
- Violating the attendance policy without successfully completing at least 66 percent of the program of study.

ATTENDANCE POLICY

Your education here is designed to prepare you for successful employment in the workplace. Therefore, it is critical that professional behavior be practiced at all times. This includes timely and consistent attendance in all classes, meeting assignment deadlines, and meaningful participation in class-related activities.

Each course within the programs offered will have regularly scheduled academic activities that occur throughout the term. These academic activities are integral to ensure that course outcomes are met and that specific learning objectives are achieved within individual courses. Academic activities provide the faculty with specifics that aid in the assessment of student performance and the eventual awarding of a final course grade. The importance of student participation in these activities is key to the mastery of material within the course of study.

Academic activities are defined as, but not specifically limited to:

- An examination/quiz
- Computer assisted instruction
- Completing a course assignment, including research, projects and journalizing
- Participating in a field trip
- Simulations
- Viewing instructional media
- A survey evaluating the course material, text and instructor performance
- Presenting material (oral or written)
- A tutorial session
- Academic advising
- Attending a study group
- Instructor lecture or demonstration
- Attending a guest lecture
- Participating in role play activities
- Library research
- Mid-term assessment performed by faculty to evaluate student progress

Your success relies heavily on consistent and meaningful participation in the above defined class related/academic activities. Collaborative learning within the curriculum prepares you to be comfortable with the learning team concept that is prevalent in today's workplace.

The following Attendance Policy will apply to the Medical Insurance Billing/Coding Program:

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

Students who miss more than 20 percent of the total classroom hours scheduled for the program will be dropped. Absences may include tardiness or early departures. (See Tardiness/Early Departure policy.) Students who are not in attendance for at least 51 percent of the scheduled class time will be considered absent for the day. Students who have been absent from all of their scheduled classes for 10 consecutive school days will be dropped from the training program.

Students who miss 15 percent of the total classroom hours will be advised that they are at risk of being dropped from the program. Students who miss 20 percent of the total classroom hours will be advised that they are terminated from the program. If terminated, students must successfully appeal their termination within three school days in order to continue their training without interruption. (See Student Appeal Policy.) If their termination is not successfully appealed, they will remain dropped from the program.

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

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

TARDINESS/EARLY DEPARTURE

Students who are 15 minutes late to class or who leave class 15 minutes early on four occasions will accrue one hour of absence on their attendance record. Students who are not in attendance for at least 51 percent of the scheduled class time will be considered absent for the day.

REENTRY POLICY

Students must strive for perfect attendance. We understand that there are extenuating circumstances that may cause a student to violate the attendance policy. Upon a showing of good cause through the appeals process, a student may apply for reentry to the school.

Students who have been terminated for violating the attendance policy may apply for reentry to the school through the appeals process. (See Student Appeals Process policy.) Students reentered after violating the attendance policy may not be absent more than 20 percent of the total of the remaining classroom hours. Normally approval for reentry will be granted only once. However, in those instances where extenuating circumstances exist, a student may be allowed to reenter more than once with appropriate documentation and the approval of the School President.

MAKE-UP WORK

Students are required to make up all assignments and work missed as a result of absence. The instructor may assign additional outside make-up work to be completed for each absence. Arrangements to take any tests missed because of an absence must be made with the instructor and approved by the school administration.

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 proven, 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, she/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.

GRIEVANCES

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

Schools accredited by the Accrediting Council for Independent Colleges and Schools must have a procedure and operational plan for handling student complaints. If a student feels that the school has not adequately addressed a complaint or concern, the student may consider contacting the Accrediting Council. Please direct all inquiries to:

Accrediting Council for Independent Colleges and Schools
750 First Street, N.E., Suite 980
Washington, DC 20002-4241
(202) 336-6780

INFORMATION TECHNOLOGY PROGRAM STUDENT DISCLOSURE

Due to the rapidly changing nature of the Information Technology industry, curriculum and program changes may occur from time to time during the course of a student's enrollment in the program. These changes reflect industry trends and curriculum revisions will be made as expeditiously as possible.

Enrollment in an Information Technology program offers the knowledge and skills to enter the workforce in technology or a related field. The program is an educational program, and upon successful completion, students will earn a diploma.

Program completion does not necessarily lead to or guarantee any form of vendor certification.

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.

POLICY AND PROGRAM CHANGES

The College reserves the right to change any provision or requirements in this catalog at any time without notice. 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 Academic 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. The College further reserves the right to require a student to withdraw from the College for just cause, defined as any cause deemed detrimental to the College, as determined by the College President.

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.

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, network 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 convey 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 Department Chair. 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 and the College 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.

LEARNING RESOURCE CENTER

The Learning Resource Center collection includes reference, technical and general education books, along with periodicals. A generous fiction collection is also available for recreational reading. In addition, videotapes 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 professional librarian, library assistants 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 providing students with access to Westlaw research and certification and Internet research.

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.

STUDENT NEWSLETTER

The "Mountaineer" is the college newsletter, which is available in the student lounge. 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 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 Staff before classes start.

PHOTO IDENTIFICATION

Each student receives a photo identification card from the Learning Resource Center on Orientation Day at no charge.

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.

TUTORING

Students may request tutoring through their respective instructors or the Academic Dean. There is no additional charge for tutoring services. Limited tutoring services are available through the library. As there is limited tutoring available, the school cannot guarantee that a tutor will always be available.

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.

A Career Skills course is offered each quarter 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, résumés, 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.

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
- Network Administration
- Professional Office Administration
- Surgical Technologist

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. Fifty percent (50%) 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:

- | | | |
|------------|---|----------------|
| • PSY 2015 | General Psychology | 4 Credit Hours |
| • MAC 2104 | College Algebra | 4 Credit Hours |
| • ENC 1108 | Composition I | 4 Credit Hours |
| • ENC 1109 | Composition II | 4 Credit Hours |
| • SPC 2602 | Oral Communications | 4 Credit Hours |
| • HUM 201 | Humanities | 4 Credit Hours |
| • AMH 2270 | 20 th Century 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 Sixty (60) credit program. Thirty-two (32) credit hours must have been earned in residence at Mountain West College for a Fifty (50) credit program. All credit hours for Medical Insurance Billing/Coding must be earned at Mountain West College.

The College offers the following Diplomas:

- Business Accounting Program
- Medical Assisting
- Medical Insurance Billing/Coding
- Professional Office Administration
- Travel and Tourism

DIPLOMA PROGRAMS

BUSINESS ACCOUNTING PROGRAM

Diploma Program – 9 Months
Total Credit Units Required: 48
Total Hours: 600 Clock Hours

The accounting field offers a variety of interesting and challenging career opportunities to graduates of the Business Accounting Program. In this program, students will receive training in the basic skills required of entry-level accountants and bookkeepers using today's modern computerized accounting systems. In addition to covering basic accounting principles, the program includes coursework in a variety of computer and accounting related areas, including Payroll Accounting, Computer Applications, and Corporate Accounting.

This program prepares the student for an entry-level position in an accounting department of a large company or a training position as a full-charge bookkeeper in a small office.

This training program is divided into 5 learning units called modules. Each module stands alone as a unit of study. If students do not complete any portion of one of these modules, the entire module must be completed. Upon successful completion of the 5-module program, students are awarded a diploma.

PROGRAM OUTLINE

MODULE	MODULE TITLE	CLOCK HOURS	CREDIT UNITS
Module A	Principles of Accounting and Keyboarding	120	9.0
Module B	Computerized Office Applications	120	9.0
Module C	Computerized Accounting and Business English	120	10
Module D	Payroll Accounting, 10-Key, and Business Math	120	10
Module E	Corporate Accounting, the Business Enterprise, and Career Skills	120	10
	Program Total	600	48

Major Equipment

Calculators
Personal Computers

MODULE DESCRIPTIONS

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

Module A – Principles of Accounting and Keyboarding

60/60/9.0

Prerequisites: none

Module A introduces students to the principles of accounting as well as provides training and practice with computer keyboarding. Students will learn about the accrual method of accounting based upon generally accepted accounting principles and will cover such topics as bank statement reconciliation, accounts payable and receivable, bad debt, various methods of inventory pricing, and the accounting cycle. In addition, students will become familiar with basic keyboarding and will develop minimum typing skills.

Module B - Computerized Office Applications

60/60/9.0

Prerequisites: none

Module B introduces students to the essential concepts necessary to make effective use of the computer. Students will learn about a variety of computer concepts including basic hardware architecture, software types, and operating system features. Students will practice creating and managing documents using word processing and spreadsheet applications. Particular attention and practice is given to exploring the use of spreadsheets in business applications.

Module C - Computerized Accounting and Business English**80/40/10.0**

Prerequisite: Module A

Module C 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, and more. In addition, this module will provide a thorough review of Business English as it relates to grammar, sentence structure, and editing practices.

Module D - Payroll Accounting, 10-Key, and Business Math**80/40/10.0**

Prerequisite: Module A

Module D emphasizes the practical understanding of payroll accounting principles, and also provides a comprehensive review of mathematical skills as they apply in the business world. Topics include various payroll methods and systems, personnel/payroll records, and time-keeping methods. Students acquire hands-on experience performing the payroll function, including the practical skill of 10-key by touch. The Business Math portion of this module includes such topics as decimals, percents, discounting, markups, and simple and compound interest.

Module E - Corporate Accounting, the Business Enterprise, and Career Skills**80/40/10.0**

Prerequisite: Module A

Module E provides a comprehensive introduction to the business and corporate enterprise, with a focus on the accounting function. Topics to be covered include corporate accounting principles, financial statements, cash flow statements, stocks, bonds, and other investments, as well as the terminology, functions, and procedures related to the organization and management of businesses. In addition, the personal and professional skills necessary for launching into a career in business are discussed. Students will study the concepts and techniques necessary for successful career-oriented employment.

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
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GENERAL EDUCATION: 4 Credit Hours

PSY 2015	General Psychology	4
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COLLEGE CORE COURSES: 12 Credit Hours

CGS 2110	Computer Applications	4
OFT 1141	Keyboarding	2
SLS 1130	Strategies for Success.....	4
SLS 1320	Career Skills	2

MAJOR CORE COURSES: 57 Credit Hours

APB 1120	Anatomy and Pathophysiology of the Integumentary, Urinary and Digestive Systems and Nutrition	4
APB 1130	Anatomy and Pathophysiology of the Cardiovascular, Lymphatic, Respiratory and Reproductive Systems	4
APB 1150	Anatomy and Pathophysiology of the Nervous, Endocrine, Skeletal and Muscular Systems.....	4
MEA 1239	Medical Terminology.....	4
MEA 1385	Medical Law and Ethics.....	2
MEA 1210	Basic Clinical Procedures	4
MLS 2328	Basic Clinical Procedures Lab	2
MEA 1500	Exams and Specialty Procedures	4
MLS 2329	Exams and Specialty Procedures Lab	2
MEA 2712	Diagnostic Procedures	4
MLS 2750	Diagnostic Procedures Lab	2
MEA 2244	Pharmacology	4
MLS 2700	Pharmacology Lab	2
MEA 2350	Medical Office Procedures	4
MEA 2602	Medical Finance and Insurance	4
MEA 2801	Professional Procedures	2
MEA 2802	Medical Assistant Externship	5

ELECTIVES: 2 Credit Hours

Select from the following, according to availability:

MEA 1695	Therapeutic Communication.....	2
MEA 2285	EKG Interpretation	2
MEA 2325	Medical Computer Applications	2
MEA 2245	Phlebotomy	2
MEA 1105	Domestic Violence.....	2

MEDICAL INSURANCE BILLING/CODING PROGRAM I

Diploma Program - 6 Months (Day)

Total Credit Units Required: 35

Total Hours: 560

DOT: Health Claims Examiner/Medical Billing 214.362-022

The Medical Insurance Billing/Coding Program I is designed to prepare students for entry level positions as medical insurance billers/coders in today's health care offices, clinics and facilities. Students study diagnostic and procedural terminology as it relates to the accurate completion of medical insurance claims. Utilizing a format of medical specialties, relevant terms will be introduced and studied.

The combination of these skills will prepare students for the ever-changing field of insurance billing/coding. Students study coding procedures as well as the proper management and execution of various medical insurance plans and programs. In simulated practice, students prepare insurance claim forms both manually and by computer. Students learn about hospital billing and how to complete various claim forms. They also practice interviewing and documentation skills demonstrating the proper methods of obtaining and using patient information necessary for successful claims management.

The legal and ethical responsibilities of the health care worker are introduced as they relate to the medical office and common office billing practices. Professionalism and general communications skills, which are considered essential to any health care professional, are taught throughout this program.

This training program is divided into five learning units called modules. Students must complete modules A through E starting with any module and continuing in any sequence until all five modules are completed. Modules A through E stand alone as units of study and are not dependent upon previous training. If students do not complete any portion of one of these modules, the entire module must be repeated. Upon successful completion of modules A through E, students participate in a 160-clock-hour externship.

Completion of the Medical Insurance Billing/Coding Program I is acknowledged by the awarding of a diploma.

PROGRAM OUTLINE

MODULE	MODULE TITLE	CLOCK HOURS	CREDIT UNITS
Module A	Introduction to Medical Insurance and Managed Care	80	6.0
Module B	Government Programs	80	6.0
Module C	Electronic Data Interchange and Modifiers	80	6.0
Module D	Medical Documentation, Evaluation, and Management	80	6.0
Module E	Health Insurance Claim Forms	80	6.0
Module F	Practicum OR	*160	*5.0
Module X	Externship	*160	*5.0
	Program Total	560	35

***Students must complete either a Practicum or an Externship, but not both**

Major Equipment

Calculators, Personal Computers

MODULE DESCRIPTIONS

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

Module A – Introduction to Medical Insurance and Managed Care

40/40/6.0

Module A introduces students' to various types of health care plans, including Managed Care and Health Maintenance Organizations (HMO). Module A develops proficiency in preparing and processing insurance claims, while developing strategies for insurance problem solving. Students are introduced to basic skills required to obtain correct ICD-9 and CPT codes. Students will have the opportunity to practice obtaining information from patient charts, including interpretation of physician notations regarding procedures and diagnoses relevant to claims completion. Also covered in this module, is basic anatomy and physiology of the human body, including the muscular and skeletal systems, and medical terminology associated with these systems. Students will develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by preparing a resume and completing a job application.

Module B – Government Programs**40/40/6.0**

Module B develops students' proficiency in preparing and processing insurance claims, as it relates to government programs. As part of this module, students will process medical claims for Medicare, Medicaid, and TRICARE. Students will gain an understanding of the responsibilities of a medical insurance specialist and other employment opportunities. Also covered in this module, is basic anatomy and physiology of the nervous system and special senses, and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by learning how to conduct a successful job search and prepare a career portfolio.

Module C – Electronic Data Interchange and Modifiers**40/40/6.0**

Module C introduces students to the process of electronic data exchange and interchange (ED), and will provide an opportunity to work with different types of computer claims systems, such as carrier-direct and clearinghouse. As part of their study, students will have the opportunity to perform electronic data interchange working with an outside claims clearinghouse. Also covered in this module is basic anatomy and physiology of the integumentary, endocrine system, lymphatic and immune systems, and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by developing proper interviewing techniques and demonstrate how to accurately answer common interview questions.

Module D – Medical Documentation, Evaluation, and Management**40/40/6.0**

Module D introduces students to the next step in procedural coding by learning the importance of documentation, evaluation, and management services, and the role it plays in the overall process of billing and coding. In addition to learning about general principles of medical documentation, students will also work with unlisted procedures and basic life evaluation services. Students will also learn insurance collection strategies, and how to trace delinquent accounts while utilizing proper communication skills. Students will gain knowledge about workers' compensation laws and the necessary requirements for filing a claim. Also covered in this module is basic anatomy and physiology of the respiratory and cardiovascular systems and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by creating a professional introduction or cover letter and a thank you letter.

Module E - Health Insurance Claim Forms**40/40/6.0**

Module E introduces students to the Health Insurance Claim Form (HCFA-1500), and provides the student with the experience of completing various claim forms as part of their hands-on experiences. Students will learn the process of hospital billing and will complete and process the UB-92 claim form. Students will gain an understanding of the purpose and function of state and federal disability insurance and the steps to filing a claim. Students will also develop an understanding of basic anatomy and physiology of the digestive, reproductive, and urinary systems and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students build upon their professional development skills by learning how to dress for success.

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

Module F – Practicum**0/160/5.0**

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

OR**Module X – Externship****0/160/5.0**

Upon successful completion of classroom training, medical insurance billing/coding students participate in a 160-hour externship. Serving in an externship at an approved facility gives externs an opportunity to work with the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Supervisory personnel will evaluate externs at 80 and 160 hour intervals. Completed evaluation forms are placed in the students permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation.

PROFESSIONAL OFFICE ADMINISTRATION

Diploma Program

Total Credit Hours: 50

Length of Program: 9 to 12 months

This program prepares students for administrative positions in the business environment. Emphasis is placed on communications skills, word processing, keyboarding, and computer concepts used in the modern business office. In addition, the program covers the essential business principles common to most organizations. Graduates of the program are prepared for career opportunities as office administrators, department coordinators, and related administrative positions.

COURSE NO.	COURSE TITLE	CREDIT HOURS
REQUIRED COURSES		
ACO 1806	Payroll Accounting	4
APA 2111	Principles of Accounting I.....	4
ATG 110	Ten Key Mastery.....	2
CGS 1514	Introduction to Spreadsheets	2
CGS 1546	Introduction to Database Management	2
CGS 2076	Intermediate Spreadsheets.....	4
CGS 2110	Computer Applications	4
MAN 1030	Introduction to Business Enterprises.....	4
MAN 2021	Principles of Management.....	4
OA 100	Office Procedures.....	4
OFT 1141	Keyboarding	2
OST 1415	Electronic Communication.....	2
OST 2705	Introduction to Word Processing	2
OS 2717	Intermediate Word Processing	4
SLS 1130	Strategies for Success.....	4
SLS 1320	Career Skills	2

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
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REQUIRED COURSES: 40 CREDIT HOURS

CGS 2110	Computer Applications	4
ENC 1108	Composition I.....	4
MAC 2104	College Algebra	4
OFT 1141	Keyboarding I.....	2
SLS 1130	Strategies for Success.....	4
SLS 1320	Career Skills	2
TAT 296	Hotel Front Desk Procedures	4
TAT 297	Domestic Travel	4
TAT 298	International Travel	4
TAT 299	Automated Reservations	4
WPR 105	Beginning Word Processing.....	4

ELECTIVES: *10 CREDIT HOURS

Select from the following, according to availability:

KYB 107	Keyboarding II	1
PS 205	Geography of Western Hemisphere	4
PS 210	Geography of Eastern Hemisphere	4
TAT 198	Travel and Tourism	4
TAT 200	The Cruise Industry	4
TAT 250	Corporate Travel Management and Meeting Planning	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
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GENERAL EDUCATION REQUIREMENTS: 24 CREDIT HOURS

AMH 2270	American History	4
ENC 1108	Composition I	4
ENC 1109	Composition II	4
MAC 2104	College Algebra	4
PSY 2015	General Psychology	4
SPC 2602	Oral Communications	4

COLLEGE CORE REQUIREMENTS: 32 CREDIT HOURS

BUL 2100	Applied Business Law	4
CGS 2071	Spreadsheet	4
CGS 2110	Computer Applications	4
FIN 1103	Introduction to Finance	4
MAN 1030	Introduction to Business Enterprise	4
OFT 1141	Keyboarding	2
SLS 1130	Strategies for Success	4
SLS 1320	Career Skills	2
WPR 105	Beginning Word Processing	4

MAJOR CORE REQUIREMENTS: 40 CREDIT HOURS

ACG 2020	Introductory Cost/Managerial Accounting	4
ACG 2045	Corporate Accounting	4
ACG 2141	Computerized Accounting	4
ACG 2542	Financial Statement Analysis	4
ACO 1806	Payroll Accounting	4
APA 2111	Principles of Accounting I	4
APA 2121	Principles of Accounting II	4
APA 2959	Externship in Accounting OR	
MAN 2727	Strategic Planning for Business	4
MAN 2987	Business Ethics	4
TAX 2000	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		
AMH 2270	20th Century American History	4
ENC 1108	Composition I.....	4
ENC 1109	Composition II	4
MAC 2104	College Algebra	4
PSY 2015	General Psychology	4
SPC 2602	Oral Communications	4
COLLEGE CORE REQUIREMENTS: 32 Credit Hours		
ACG 2020	Introduction to Cost/Managerial Accounting OR	
ACG 2045	Corporate Accounting	4
APA 2111	Principles of Accounting I	4
APA 2121	Principles of Accounting II	4
BUL 2100	Applied Business Law.....	4
CGS 2110	Computer Applications	4
OFT 1141	Keyboarding	2
SLS 1320	Career Skills	2
SLS 1120	Strategies for Success.....	4
WPR 105	Beginning Word Processing.....	4
MAJOR CORE REQUIREMENTS: 40 Credit Hours		
CGS 2071	Spreadsheet	4
FIN 1103	Introduction to Finance	4
MAN 1030	Introduction to Business Enterprise	4
MAN 2021	Principles of Management.....	4
MAN 2300	Introduction to Human Resources.....	4
MAN 2987	Business Ethics.....	4
MAR 1011	Introduction to Marketing	4
MAR 2305	Customer Relations and Servicing	4
MGT 110	Professional Selling OR	
MGT 290D	Business Administration Externship	4
OST 2335	Business Communications	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
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GENERAL EDUCATION REQUIREMENTS: 24 Credit Hours

AMH 2270	20th Century American History	4
ENC 1108	Composition I.....	4
ENC 1109	Composition II	4
MAC 2104	College Algebra	4
PSY 2015	General Psychology	4
SPC 2602	Oral Communications	4

REQUIRED COURSES: 52 Credit Hours

APA 2111	Principles of Accounting I	4
CGS 2110	Computer Applications	4
CIS 210	Visual Basic Programming.....	4
CIS 220	Operating Systems	4
CIS 221	Systems Analysis and Design.....	4
CIS 222	Database Programming	4
CIS 225	Problem Solving.....	4
CIS 232	Introduction to Networking.....	4
CIS 240	C++ Programming.....	4
CIS 270	JAVA Programming.....	4
OFT 1141	Keyboarding.....	2
OST 2335	Business Communications	4
SLS 1130	Strategies for Success.....	4
SLS 1320	Career Skills	2

ELECTIVES: *14 Credit Hours

APA 2121	Principles of Accounting II	4
ATG 110	Ten Key Mastery.....	2
BUL 2100	Applied Business Law.....	4
CGS 2071	Spreadsheet	4
CIS 260	Advanced C++ Programming.....	4
CIS 281	HTML Coding.....	4
CIS 290A-D	Computer Information Systems Externship	1-4
FIN 1103	Introduction to Finance	4
MAN 1030	Introduction to Business Enterprise	4
Select from the following, according to availability:		
WPR 105	Beginning Word Processing.....	4

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

MEDICAL ASSISTING

Associate of Science

Total Credit Hours: 97

Length of Program: 18-24 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
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GENERAL EDUCATION REQUIREMENTS: 24 Credit Hours

AMH 2270	20th Century American History	4
ENC 1108	Composition I.....	4
ENC 1109	Composition II	4
MAC 2104	College Algebra	4
PSY 2015	General Psychology	4
SPC 2602	Oral Communications	4

COLLEGE CORE REQUIREMENTS: 12 Credit Hours

CGS 2110	Computer Applications	4
OFT 1141	Keyboarding.....	2
SLS 1130	Strategies for Success.....	4
SLS 1320	Career Skills	2

MAJOR CORE REQUIREMENTS: 57 Credit Hours

APB 1120	Anatomy and Pathophysiology of the Integumentary, Urinary and Digestive Systems and Nutrition I *	4
APB 1130	Anatomy and Pathophysiology of the Cardiovascular, Lymphatic, Respiratory and Reproductive Systems ..	4
APB 1150	Anatomy and Pathophysiology of the Nervous, Endocrine, Skeletal and Muscular Systems.....	4
MEA 1210	Basic Clinical Procedures */**	4
MEA 1239	Medical Terminology *	4
MEA 1385	Medical Law and Ethics	2
MEA 1500	Exams and Specialty Procedures **	4
MEA 2244	Pharmacology **	4
MEA 2350	Medical Office Procedures	4
MEA 2602	Medical Finance and Insurance	4
MEA 2712	Diagnostic Procedures **	4
MEA 2801	Professional Procedures ***	2
MEA 2802	Externship	5
MLS 2328	Basic Clinical Procedures (lab) */**	2
MLS 2329	Exams and Specialty Procedures (lab) **	2
MLS 2700	Pharmacology (lab) **	2
MLS 2750	Diagnostic Procedures (lab) **	2

ELECTIVES: 4 Credit Hours

Select from the following, according to availability:

MEA 1105	Domestic Violence	2
MEA 1695	Therapeutic Communication	2
MEA 2245	Phlebotomy	2
MEA 2285	EKG Interpretation.....	2
MEA 2325	Medical Computer Applications	2

* Prerequisites for Lab classes

** Classes are to be taught as one class

*** Must be taken in conjunction with externship

NETWORK ADMINISTRATION (NA)

Associate in Science

Credit Hours Required: 100

Length of Program: 24 months

This program provides comprehensive training in multi-platform local area and wide area networks. Complete coverage of hardware and operating systems will be covered for several different computer networking platforms. Training will be given in a variety of current technologies including Cisco, Microsoft, Novell, Unix, and Linux, which will enable students to qualify for job opportunities such as entry-level Systems Engineer or Network Administrator. Upon successful completion of all areas of the 24-month program, students will be awarded an Associate in Science Degree.

COURSE NO.	COURSE TITLE	CREDIT HOURS
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GENERAL EDUCATION: 24 Credit Hours

ENC 1108	Composition I.....	4
ENC 1109	Composition II	4
MAC 2104	College Algebra	4
PHI 2100	Political Science	4
PSY 2015	General Psychology	4
SPC 2016	Oral Communications	4

MAJOR CORE COURSES: 76 Credit Hours

CEN 1335	UNIX Operating System	4
CEN 1505	Novell Administration I	4
CEN 1800	Diagnostics and Troubleshooting	2
CEN 2100	Linux Operating System.....	4
CEN 2306	Windows 2000 Server	4
CEN 2320	Windows 2000 Network Infrastructure	4
CEN 2505	Novell Administration II	4
CEN 2600	Windows 2000 Directory Services Infrastructure I	2
CEN 2650	Windows 2000 Directory Services Infrastructure II	4
CEN 2700	Windows 2000 Directory Services Design	4
CEN 2711	Implementing and Supporting Microsoft Proxy Server	4
CEN 2720	Implementing and Supporting Microsoft Exchange Server	4
CET 1600	Cisco Routers I	4
CET 2610	Cisco Routers II	4
CGS 1270	Introduction to Desktop Computing	4
CGS 1275	Computer Operating Systems	4
CGS 1280	Computer Hardware Concepts	4
CGS 1300	Computer Networking Fundamentals	2
CGS 2210	Windows 2000 Professional	4
SLS 1320	Career Skills	2
SLS 1130	Strategies for Success	4

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 assistants or paralegals. 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 a theoretical education.

COURSE NO.	COURSE TITLE	CREDIT HOURS
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GENERAL EDUCATION REQUIREMENTS: 28 Credit Hours

AMH 2270	20th Century American History	4
ENC 1108	Composition I.....	4
ENC 1109	Composition II	4
HUM 201	Humanities	4
MAC 2104	College Algebra	4
PSY 2015	General Psychology	4
SPC 2602	Oral Communications	4

COLLEGE CORE REQUIREMENTS: 28 Credit Hours

ACO 1910	Office Accounting	4
CGS 2110	Computer Applications	4
OFT 1141	Keyboarding	2
PLA 1003	Introduction to Legal Assisting.....	4
PLA 1700	Legal Ethics and Social Responsibility.....	4
SLS 1130	Strategies for Success	4
SLS 1320	Career Skills	2
WPR 105	Beginning Word Processing.....	4

MAJOR CORE REQUIREMENTS: 40 Credit Hours

PLA 1105	Legal Research and Writing I	4
PLA 2106	Legal Research and Writing II	4
PLA 2460	Bankruptcy	4
PLA 2203	Civil Procedure.....	4
PLA 2273	Torts	4
PLA 2308	Criminal Procedure	4
PLA 2423	Contract Law	4
PLA 2426	Business Organizations or	
PLA 2600	Wills, Trusts and Probate	4
PLA 2800	Family Law	4
PLA 2940	Paralegal Externship.....	4

**PROFESSIONAL OFFICE ADMINISTRATION
(WITH ADMINISTRATIVE OR MEDICAL SPECIALTY)
ASSOCIATE OF SCIENCE**

Total Credit Hours: 96

Length of Program: 18 to 24 months

This program prepares students for specialized positions in the business environment. Emphasis is placed on communications skills, word processing, keyboarding, 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		
AMH 2270	20th Century American History	4
ENC 1108	Composition I	4
ENC 1109	Composition II	4
MAC 2104	College Algebra	4
PSY 2015	General Psychology	4
SPC 2602	Oral Communications	4

REQUIRED COURSES: 36 Credit Hours

ATG110	Ten-Key Mastery	2
CGS 1514	Introduction to Spreadsheets	2
CGS 1546	Introduction to Database Management	2
CGS 2076	Intermediate Spreadsheets	4
CGS 2110	Computer Applications	4
MAN 1030	Introduction to Business Enterprises	4
OFT 1141	Keyboarding	2
OS 2717	Intermediate Word Processing	4
OST 2335	Business Communications	4
OST 2705	Introduction to Word Processing	2
SLS 1130	Strategies for Success	4
SLS 1320	Career Skills	2

SPECIALTY COURSES: 36 Credit Hours

Select courses within Specialty*, according to availability and requirements:

ADMINISTRATIVE SPECIALTY

ACO 1806	Payroll Accounting	4
APA 2111	Principles of Accounting I**	4
APA 2121	Principles of Accounting II	4
ACG 2141	Computerized Accounting	4
CGS 1524	Introduction to Presentations	2
CGS 2176	Intermediate Database Management	4
CGS 2536	Advanced Spreadsheets	4
CGS 2604	Advanced Presentations	4
FIN 1103	Introduction to Finance	4
MAN 2021	Principles of Management	4
MAN 2300	Introduction to Human Resources	4
MAN 2987	Business Ethics	4
OA 100	Office Procedures**	4
OA 280A-D	Office Administration Externship	1-4
OST 1415	Electronic Communication	2
OST 2739	Advanced Word Processing	4
OST 2822	Introduction to Desktop Publishing	2
TAT 250	Corporate Travel Management and Meeting Planning	4

* Select 28 credits from the above list to compliment the 8 required credit hours. Other electives may be substituted with the approval of the Department Chair.

** **Required Courses for this specialty**

MEDICAL SPECIALTY

APB 1120	Anatomy and Pathophysiology of the Integumentary, Urinary and Digestive Systems and Nutrition	4
APB 1130	Anatomy and Pathophysiology of the Cardiovascular, Lymphatic, Respiratory and Reproductive Systems.	4
APB 1150	Anatomy and Pathophysiology of the Nervous, Endocrine, Skeletal and Muscular Systems.....	4
APA 2111	Principles of Accounting I**	4
MAR 2305	Customer Relations and Servicing	4
MEA 1105	Domestic Violence	2
MEA 1239	Medical Terminology**	4
MEA 1385	Medical Law and Ethics**	2
MEA 1695	Therapeutic Communications.....	2
MEA 2325	Medical Computer Applications**	2
MEA 2350	Medical Office Procedures**	4
MEA 2602	Medical Finance and Insurance**	4
OA280 A-D	Office Administrator Externship	1-4

* Select 12 credits from the above list to compliment the 24 required credit hours. Other electives may be substituted with the approval of the Department Chair.

** **Required Courses for this specialty**

**SURGICAL TECHNOLOGIST PROGRAM
ASSOCIATE OF SCIENCE**

Total Credit Hours: 107

Length of Program: 24 months

The Surgical Technologist program is designed to provide students with a broad academic and clinical background in the field of surgical technology, coupled with a solid understanding of basic general education concepts. The degree prepares the graduate for an entry-level position in any number of health care facilities, including hospitals, medical centers, and teaching facilities, out-patient clinics, and private and public surgical centers.

COURSE NO.	COURSE TITLE	CREDIT HOURS
GENERAL EDUCATION REQUIREMENTS: 24 CREDIT HOURS		
AMH2270	20th Century American History	4
ENC 1108	Composition I.....	4
ENC 1109	Composition II	4
MAC 2104	College Algebra	4
PSY 2015	General Psychology	4
SPC 2602	Oral Communications	4
COLLEGE CORE REQUIREMENTS: 10 CREDIT HOURS		
CGS 2110	Computer Applications	4
SLS 1130	Strategies for Success.....	4
SLS 1320	Career Skills	2
MAJOR CORE REQUIREMENTS: 73 CREDIT HOURS		
APB 1120	Anatomy and Pathophysiology of the Integumentary, Urinary and Digestive Systems and Nutrition	4
APB 1130	Anatomy and Pathophysiology of the Cardiovascular, Lymphatic, Respiratory and Reproductive Systems.....	4
APB 1150	Anatomy and Pathophysiology of the Nervous, Endocrine, Skeletal and Muscular Systems.....	4
MCBP 2010	Microbiology and Infection Control	4
MEA 1239	Medical Terminology for the MA	4
STSP 1000	Health Care Delivery Systems, Issues and Transitions	4
STSP 1003	Principles and Practices of Surgical Technology	4
STSP 2008	Surgical Pharmacology	4
STSP 2120	Surgical Technology I.....	4
STSP 2121	Surgical Technology II.....	4
STSP 2150	Surgical Procedures I	6
STSP 2151	Surgical Procedures II	6
STSP 2810	Clinical Rotation I.....	5
STSP 2811	Clinical Rotation II.....	16

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
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GENERAL EDUCATION REQUIREMENTS: 24 CREDIT HOURS

AMH 2270	20th Century American History	4
ENC 1108	Composition I.....	4
ENC 1109	Composition II	4
MAC 2104	College Algebra	4
PSY 2015	General Psychology	4
SPC 2602	Oral Communications	4

REQUIRED COURSES: 55 CREDIT HOURS

CGS 2110	Computer Applications	4
KYB 107	Keyboarding II	1
MAN 1030	Introduction to Business Enterprise	4
OFT 1141	Keyboarding	2
PS 205	Geography of Western Hemisphere	4
PS 210	Geography of Eastern Hemisphere	4
SLS 1130	Strategies for Success.....	4
SLS 1320	Career Skills	2
TAT 200	The Cruise Industry.....	4
TAT 250	Corporate Travel Management and Meeting Planning	4
TAT 280	Travel Experience	2
TAT 296	Hotel Front Desk Procedures	4
TAT 297	Domestic Travel.....	4
TAT 298	International Travel.....	4
TAT 299	Automated Reservations	4
WPR 105	Beginning Word Processing.....	4

ELECTIVES: *11 CREDIT HOURS

Select from the following, according to availability:

APA 2111	Principles of Accounting I	4
CGS 2071	Spreadsheet	4
MAR 1011	Introduction to Marketing	4
OST 2335	Business Communications	4
TAT 198	Travel and Tourism	4
TAT 290A-D	Travel Externship	1-4

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
- 0100-2999 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

- ACG 2020 Introductory Cost/Managerial Accounting** **4 Quarter Credit Hours**
This course examines the development and operation of cost accounting systems. Topics include basic cost concepts and product costing techniques including job-order, process costing, and standard costing with emphasis on managerial application. Prerequisite: APA 2121. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ACG 2045 Corporate Accounting** **4 Quarter Credit Hours**
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: APA 2121. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ACG 2141 Computerized Accounting** **4 Quarter Credit Hours**
This course emphasizes the practical application of fundamental accounting principles through the use of automated accounting software. Students will gain experience in integrated software designed to handle general ledger, accounts payable, accounts receivable, financial statement analysis, fixed assets, sales order processing, inventory, and payroll. Prerequisite: APA 2121. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- ACG 2542 Financial Statement Analysis** **4 Quarter Credit Hours**
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: APA 2121. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ACO 1806 Payroll Accounting** **4 Quarter Credit Hours**
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: APA 2111. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- ACO 1910 Office Accounting** **4 Quarter Credit Hours**
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
- AMH 2270 20th Century American History** **4 Quarter Credit Hours**
A survey of the events of the modern era of American history. The course begins with the Spanish American War, the watershed of the 20th Century, and covers the political, social and diplomatic developments including the populist movement, World War I, the Treaty of Versailles, the Jazz Age, the Great Depression, the New Deal, World War II, the Atomic Age, the Cold War, the Korean and Vietnam conflicts, the information age, civil rights and feminism. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- APA 2111 Principles of Accounting I** **4 Quarter Credit Hours**
Accrual accounting based upon generally accepted accounting principles is stressed in this course. Analysis of income statement procedures, computerized accounting applications, and the accounting cycle are highlighted. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- APA 2121 Principles of Accounting II** **4 Quarter Credit Hours**
This course emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bank statement reconciliation, bad debt, accounts receivable, notes receivable, accounts payable, notes payable, various methods of inventory pricing, fixed asset allocations, intangible assets, and natural resources. Prerequisite: APA 2111. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- APA 2959 Externship in Accounting** **4 Quarter Credit Hours**
This course provides the student with the opportunity to directly apply the knowledge and skills learned in the program by working in a 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
- APB 1120 Anatomy and Pathophysiology of the Integumentary, Urinary and Digestive Systems and Nutrition** **4 Quarter Credit Hours**
This course is a scientific study of the structure of the human body and its parts, including relationships, and functions, and disease processes of the integumentary, digestive, and urinary systems, and nutrition and metabolism. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

APB 1130 Anatomy and Pathophysiology of the Cardiovascular, Lymphatic, Respiratory and Reproductive Systems 4 Quarter Credit Hours

This course is a scientific study of the structure of the human body and its parts including relationships, functions, and disease processes of the cardiovascular, respiratory, and reproductive systems. Prerequisite: None – Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

APB 1150 Anatomy and Pathophysiology of the Nervous, Endocrine, Skeletal and Muscular Systems 4 Quarter Credit Hours

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

ATG 110 Ten-Key Mastery 2 Quarter Credit Hours

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 helps 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

BUL 2100 Applied Business Law 4 Quarter Credit Hours

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

CEN 1335 UNIX Operating System 4 Quarter Credit Hours

This course is designed to give students a basic introduction to administering UNIX Operating Systems. A major Operating System in today's computer environment, UNIX is highly utilized in Internet and networking applications. Students will learn the basic commands, file system, shell and basic administration. The course software platform will be UnixWare 7.0, from SCO. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CEN 1505 Novell Administration 4 Quarter Credit Hours

This course introduces students to the competencies required to administer a computer network based upon technology from Novell. The emphasis is on fundamental network management tasks as well as the related terminology, hardware, and software features associated with the NetWare 5 Network Operating System. Topics include an overview of NetWare 5, NDS, file management, and connectivity. Prerequisite: CGS 1300. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CEN 1800 Diagnostics and Troubleshooting 2 Quarter Credit Hours

This course builds on the material covered in the two prerequisites to give students experience in diagnosing, troubleshooting, and repairing PC hardware and operating systems. By the end of the course, students should have the ability to build a fully functional personal computer from scratch, as well as diagnose and repair malfunctions in an existing machine. Prerequisites: CGS 1280 and CGS 1275. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

CEN 2100 Lunix Operating System 4 Quarter Credit Hours

This course enables students to gain an understanding of the Red Hat Linux 6.0 operating system. Based upon the UNIX operating system, Linux has found a place among computer professionals as stable and flexible platform for a variety of networking applications, including Internet servers. Students learn about GNOME, the graphical user interface that makes it easy for students to configure Linux features and programs. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CEN 2306 Windows 2000 Server 4 Quarter Credit Hours

This course covers the essential topics necessary to enable students to set up and support the Microsoft Windows 2000 Server network operating system. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering, and troubleshooting a Windows 2000 Server. Prerequisite: CGS 1300. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CEN 2320 Windows 2000 Network Infrastructure 4 Quarter Credit Hours

This course covers the topics necessary for students to be able to deliver secure and reliable networking services to organizations utilizing Microsoft Windows 2000. Working via lessons and hands-on labs, students learn how to install, manage, and troubleshoot the network protocols and services utilized in the Windows 2000 operating system. Prerequisites: CGS 2210 and CEN 2306. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CEN 2505 Novell Administration II 4 Quarter Credit Hours

Combined with Novell Administration I, this course focuses on providing an understanding of the fundamental properties of the NetWare 5 Network Operating System. Topics covered in this course include NetWare 5 security, Z.E.N. works, NDPS, and installing NetWare 5. Prerequisite: CEN 1505. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CEN 2600 Windows 2000 Directory Services Infrastructure I 2 Quarter Credit Hours

Microsoft's next-generation directory service – Active Directory, is introduced in this course. Students will gain a basic understanding of the steps necessary to plan, configure and administer an Active Directory infrastructure. Other topics to be discussed include configuring DNS, Group administration and User accounts. Prerequisite: CEN 2320. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

CEN 2650 Windows 2000 Directory Services Infrastructure II 4 Quarter Credit Hours

This second course in Microsoft Active Directory technology provides an in-depth look into methods to effectively manage a large-scale network directory. Topics in this course include implementing Group policy, Active Directory Replication and Database maintenance, and delegating administrative control. Prerequisite: CEN 2600. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

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- CEN 2700 Windows 2000 Directory Services Design** **4 Quarter Credit Hours**
This course discusses the planning, issues, and options available to the network administrator who is designing a Windows 2000 Directory Services infrastructure. Key topics include the network's physical topology, security, administration, naming standards, and migration issues. Prerequisite: CEN 2650. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CEN 2711 Implementing and Supporting Microsoft Proxy Server** **4 Quarter Credit Hours**
This course provides students with an in-depth look at Microsoft Proxy Server 2.0. Working via lessons and hands-on labs, students gain practical experience installing, administering, and troubleshooting Proxy Server 2.0. Some of the topics discussed include configuring clients, planning security, RAS, and configuring Proxy for intranet access. Prerequisites: CEN 2306 and CEN 2320. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CEN 2720 Implementing and Supporting Microsoft Exchange Server** **4 Quarter Credit Hours**
This course provides students the ability to set up and support Microsoft Exchange Server 5.5. Working via lessons and hands-on labs, students gain practical experience installing, administering, and troubleshooting Exchange Server 5.5. Prerequisites: CEN 2306 and CEN 2320. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CET 1600 Cisco Routers I** **4 Quarter Credit Hours**
This course introduces students to internetworking utilizing software and hardware developed by Cisco Systems Inc. Through a combination of lectures and hands-on labs, students will learn about a variety of topics related to network computing: network architecture, network protocols, IP addressing and sub-netting, and the Cisco Router User Interface are among the areas to be discussed. Additional topics to be covered include current switching technologies and the IP Routing process. Prerequisite: CGS 1300. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CET 2610 Cisco Routes II** **4 Quarter Credit Hours**
This course expands upon the topics covered in Cisco Routers I to enable students to gain knowledge and experience with the design, installation, and configuration of networks in a business environment. Topics to be covered include Virtual LANs, WAN protocols, and managing a Cisco internetwork. Prerequisite: CET 1600. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CGS 1270 Introduction to Desktop Computing** **4 Quarter Credit Hours**
This course introduces students to the personal computer and the Windows desktop environment. The software applications and accessories that are incorporated into the Windows 98 operating system are covered in detail, including using icons, applying shortcuts, and performing system checkups and minor diagnostics. Basic computer system architecture and end-user Internet skills will be introduced. To prepare students for the essential skills necessary for effective computer use, this course also develops keyboarding speed and accuracy through an intense review of letters, numbers, and symbols. Timed drill activities focus on frequently typed letter combinations, difficult reaches, and random letter, symbol, and number drills. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CGS 1275 Computer Operating Systems** **4 Quarter Credit Hours**
This course focuses on the software operating systems that run today's personal computers. Through a combination of lectures and hands-on labs, students will demonstrate basic knowledge and abilities to operate the MS-DOS, Windows 98 and Windows 2000 operating systems. Emphasis will be placed on commands, functions, and terminology through practical instruction in the installation, configuration, and upgrade of MS-DOS and Windows. Students will also be introduced to the basics of troubleshooting and repair. Co-requisite: CGS 1270. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CGS 1280 Computer Hardware Concepts** **4 Quarter Credit Hours**
This course provides an in-depth look at the variety of hardware components and their related functions as found in today's personal computer. Students will learn to install, configure, and troubleshoot PC hardware including system boards, memory, power supplies, hard and floppy drives, sound cards, and more. Other topics to be discussed include related peripherals such as printers, and networking basics. Co-requisite: CGS 1270. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CGS 1300 Computer Networking Fundamentals** **2 Quarter Credit Hours**
This course provides an overview of the field of local area networking and internetworking. Students are introduced to the terminology, operating systems, hardware, and administration of various components of a computer network, including network topology, TCP/IP, the OSI reference model, and network security, among others. Students learn and perform basic end-user functions and introductory administration operations of a network. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000
- CGS 1514 Introduction to Spreadsheets** **2 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. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000
- CGS 1524 Introduction to Presentations** **2 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. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000
- CGS 1546 Introduction to Database** **2 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. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000
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CGS 2071 Spreadsheet	4 Quarter Credit Hours
The basic concepts of the electronic spreadsheet in several business applications are 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: CGS 2110. Lec. Hrs. 020 Lab Hrs. 040 Other Hrs. 000	
CGS 2076 Intermediate Spreadsheets	4.0 Quarter Credit Hours
This intermediate course concentrates on working with and modifying worksheets and workbook structure. Essential skills such as working with formulas and functions that are required to create and modify professional spreadsheets are covered. A large portion of the course is focused on working with files and formatting worksheets. Prerequisite: CGS 1514. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
CGS 2110 Computer Applications	4 Quarter Credit Hours
This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for personal and business use. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
CGS 2176 Intermediate Database Management	4.0 Quarter Credit Hours
This course concentrates on the enhancement of database documents. Instruction is focused on the use of wizards, and the refining and management of tables, forms, and reports. Emphasis is placed on working with and designing queries. Prerequisite: CGS 1546. Lec. Hrs. 30. Lab Hrs. 20 Other Hrs. 000	
CGS 2210 Windows 2000 Professional	4 Quarter Credit Hours
This course covers the essential topics necessary to enable students to set up and support the Microsoft Windows 2000 Professional operating system. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering, and troubleshooting a Windows 2000 Professional desktop environment. Prerequisite: CGS 1300. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
CGS 2536 Advanced Spreadsheets	4.0 Quarter Credit Hours
This spreadsheet course concentrates on the use and modification of charts, worksheets, and objects. The enhancement and formatting of charts and worksheets is emphasized, while advanced file management skills such as linking multiple workbooks through formulas, will be taught. Prerequisite: CGS 2076. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
CGS 2604 Advanced Presentations	4.0 Quarter Credit Hours
This course covers the intermediate and advanced functionality of Microsoft PowerPoint. Emphasis is placed on working with text and visual elements, customizing a presentation, creating output, and delivering a presentation. The course focuses on the addition, modification, and formatting of advanced PowerPoint features. Prerequisite: CGS 1524. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
CIS 210 Visual Basic Programming	4 Quarter Credit Hours
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: CGS 2110 and CIS 225. Lec. Hrs. 020 Lab Hrs. 040 Other Hrs. 000	
CIS 220 Operating Systems	4 Quarter Credit Hours
This course explores the physical and functional characteristics of computer hardware and software. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
CIS 221 Systems Analysis and Design	4 Quarter Credit Hours
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	
CIS 222 Database Programming	4 Quarter Credit Hours
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: CGS 2110 and CIS 225. Lec. Hrs. 020 Lab Hrs. 040 Other Hrs. 000	
CIS 225 Problem Solving	4 Quarter Credit Hours
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	
CIS 232 Introduction to Networking	4 Quarter Credit Hours
This course introduces the student to various network concepts such as the components of a network, topologies, software, cabling and setup, and troubleshooting. Co-requisite: CGS 2110. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CIS 240 C++ Programming	4 Quarter Credit Hours
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: CGS 2110 and CIS 225. Lec. Hrs. 020 Lab Hrs. 040 Other Hrs. 000	
CIS 260 Advanced C++ Programming	4 Quarter Credit Hours
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: CIS 240. Lec. Hrs. 020 Lab Hrs. 040 Other Hrs. 000	

CIS 270 Java Programming**4 Quarter Credit Hours**

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: CGS 2110 and CIS 225. Lec. Hrs. 020 Lab Hrs. 040 Other Hrs. 000

CIS 281 HTML Coding**4 Quarter Credit Hours**

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: CGS 2110. Lec. Hrs. 020 Lab Hrs. 040 Other Hrs. 000

CIS 290A Computer Information Systems Externship**1 Quarter Credit Hour**

Designed to help the student acquire supervised, practical experience working with computers in a business situation. Prerequisites: 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. Limited to students in their last two quarters of the Computer Information System program. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 030

CIS 290B Computer Information Systems Externship**2 Quarter Credit Hours**

Designed to help the student acquire supervised, practical experience working with computers in a business situation. Prerequisites: 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. Limited to students in their last two quarters of the Computer Information System program. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 060

CIS 290C Computer Information Systems Externship**3 Quarter Credit Hours**

Designed to help the student acquire supervised, practical experience working with computers in a business situation. Prerequisites: 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. Limited to students in their last two quarters of the Computer Information System program. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 090

CIS 290D Computer Information Systems Externship**4 Quarter Credit Hours**

Designed to help the student acquire supervised, practical experience working with computers in a business situation. Prerequisites: 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. Limited to students in their last two quarters of the Computer Information System program. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120

CIS 2950 Externship I**2 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

CIS 2952 Externship II**2 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

ENC 1108 Composition I**4 Quarter Credit Hours**

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

ENC 1109 Composition II**4 Quarter Credit Hours**

This course builds on the foundation of the written communication skills developed in Composition I. It further develops the students' skills in composing essays and other written communication, including the documented research paper. Prerequisite: ENC 1108. Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ENG 0011 Basic English Studies**0 Quarter Credit Hours**

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

FIN 1103 Introduction to Finance**4 Quarter Credit Hours**

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

HUM 201 Humanities**4 Quarter Credit Hours**

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

KYB 107 Keyboarding II**1 Quarter Credit Hour**

The objective of this course is to develop speed and accuracy skills using the keyboard. Prerequisite: OFT 1141. Lec. Hrs. 000 Lab Hrs. 020 Other Hrs. 000

MAC 2104 College Algebra	4 Quarter Credit Hours
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	
MAN 1030 Introduction to Business Enterprise	4 Quarter Credit Hours
This course is an introduction to the terminology, functions, and procedures related to the organization and operation of a business enterprise as an institution in an economic society. Particular emphasis is given to accounting, ownership, human resources, marketing, and managerial functions within the business enterprise. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAN 2021 Principles of Management	4 Quarter Credit Hours
This course covers an analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAN 2300 Introduction to Human Resources	4 Quarter Credit Hours
This course is an introduction to the workings of the human resources aspect of a business operation. It includes a discussion of wage and salary considerations, performance evaluations, benefits, employee hiring and firing, and policy and procedure implementation. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAN 2727 Strategic Planning for Business	4 Quarter Credit Hours
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 that integrate and apply what is learned. Prerequisites: MAN 1030, FIN 1103 and APA 2121. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAN 2987 Business Ethics	4 Quarter Credit Hours
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	
MAR 1011 Introduction to Marketing	4 Quarter Credit Hours
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	
MAR 2305 Customer Relations and Servicing	4 Quarter Credit Hours
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	
MAT 0024 Basic Studies in Mathematics	0 Quarter Credit Hours
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	
MBCP 2010 Microbiology and Infection Control	4.0 Quarter Credit Hours
This course is designed to provide the student with an overall understanding of basic microbiology, infection control, disease processes and the body's defenses against them, and wound healing, as well as the terminology associated with each of these areas of concentration. Prerequisite: None Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MEA 1105 Domestic Violence	2.0 Quarter Credit Hours
This course covers the various aspects of family violence, including its legal, social, economic, medical, and psychological impact on the family, individual, and community. Lec Hrs. 020 Lab Hrs. 000 Other Hrs. 000	
MEA 1210 Basic Clinical Procedures	4 Quarter Credit Hours
This course focuses on universal precautions in the medical environment, including understanding bloodborne pathogens, HIV/AIDS and Hepatitis, infection control, collecting and handling specimens and an introduction to microbiology. In addition, the student will gain proficiency in medical asepsis in a simulated setting. Also covered will be emergency procedures. Prerequisites: APB1120 and MEA1239. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MEA 1239 Medical Terminology	4 Quarter Credit Hours
Basic medical terminology is studied by learning the meanings of a variety of word elements (roots, prefixes, and suffixes), and then combining word elements to create numerous terms common to the study of the medical professions. Medical specialties and short forms are also discussed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MEA 1385 Medical Law and Ethics	2 Quarter Credit Hours
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	
MEA 1500 Exams and Specialty Procedures	4 Quarter Credit Hours
This course will present theories and principles of patient care, including taking medical histories and documentation, the physical examination, rehabilitation medicine, minor surgery, and specialty procedures. Prerequisite: MEA1210. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

MEA 1695 Therapeutic Communications	2 Quarter Credit Hours
This course encompasses the nonverbal and verbal therapeutic communications skills needed to deal effectively with physicians, family members, and other health care professionals. This course will also aid the student in developing appropriate techniques in dealing with change within the medical environment. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000	
MEA 2244 Pharmacology	4 Quarter Credit Hours
Various aspects of clinical pharmacology will be discussed including a study of the various medications currently prescribed for the treatment of illnesses and diseases based on a systems method. Prerequisite: MEA1210. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MEA 2245 Phlebotomy	2 Quarter Credit Hours
This course is a review of laboratory and clinical procedures in a medical office. It includes the discussion of possible complications of phlebotomy. The student will perform venipuncture and capillary sticks while using proper safety procedures. Prerequisite: MEA2712. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000	
MEA 2285 EKG Interpretation	2 Quarter Credit Hours
This course enables the student to recognize and interpret basic cardiac rhythms along with atrial, junctional, and ventricular arrhythmias. Recognition and identification of the location of various myocardial infarctions is included in the course. Utilizing the skill learned, the student will be able to identify and respond appropriately to life threatening cardiac arrhythmia and EKG changes. Prerequisite: MEA2712. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000	
MEA 2325 Medical Computer Applications	2 Quarter Credit Hours
This course is designed to give the student exposure to computer software applications as used in the medical office environment. This will include the use of medical office management software for organizing front office procedures and word processing software for typing medical reports and transcription. Other medical software may also be introduced. Prerequisites: MEA2350 and MEA2602. Lec. Hrs. 010 Lab Hrs. 010 Other Hrs. 000	
MEA 2350 Medical Office Procedures	4 Quarter Credit Hours
This course introduces the student to the administrative functions of the medical office or clinic. Emphasis is placed on written and oral communication, scheduling, medical records, documentation and filing. In addition, telephone techniques, etiquette and management/human resource skills will be covered. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
MEA 2602 Medical Finance and Insurance	4 Quarter Credit Hours
This course will train the student in the major medical insurances and claims forms processing, including information on national and other common insurance plans, as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements, bookkeeping and bank-keeping procedures will also be discussed. Additionally, the process of purchasing equipment and supplies will be covered. Computer use in the ambulatory environment will also be taught. Prerequisite: MEA 1239. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
MEA 2712 Diagnostic Procedures	4 Quarter Credit Hours
This course will present to the student the theories and practices related to the common diagnostic procedures and tests performed in the doctor's office or medical clinic. Venipuncture, hematology, specialty lab tests, electrocardiograms and urinalysis will be covered. Prerequisite: MEA1210. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MEA 2801 Professional Procedures	2 Quarter Credit Hours
This course is designed to assist students as they transition from the classroom into professional medical assisting practice. A comprehensive review of the clinical, administrative and general areas of competence required for entry-level practice will be covered as well as the methods of obtaining professional credentials. Prerequisite: All classes in the Medical Core must be completed prior to enrollment. Concurrent with MEA2802. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000	
MEA 2802 Medical Assistant Externship	5 Quarter Credit Hours
This course is 160 hours of unpaid, supervised, practical in-service in a medical office or clinic in which the student practices direct application of all administrative and clinical functions of the medical assistant. Prerequisite: All classes in the Medical Core must be completed prior to enrollment. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 160	
MEA 1690 Domestic Violence	2 Quarter Credit Hours
This course covers the various aspects of family violence, including its legal, social, economic, medical, and psychological impact on the family, individual, and community. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000	
MGT 110 Professional Selling	4 Quarter Credit Hours
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	
MGT 290A Business Administration Externship	1 Quarter Credit Hour
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. Prerequisites: 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. Limited to students in their last two quarters of the Business Administration Program. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 030	

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- MGT 290B Business Administration Externship** **2 Quarter Credit Hours**
 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. Prerequisites: 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. Limited to students in their last two quarters of the Business Administration Program. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 060
- MGT 290C Business Administration Externship** **3 Quarter Credit Hours**
 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. Prerequisites: 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. Limited to students in their last two quarters of the Business Administration Program. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 090
- MGT 290D Business Administration Externship** **4 Quarter Credit Hours**
 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. Prerequisites: 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. Limited to students in their last two quarters of the Business Administration Program. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120
- MLS 2328 Basic Clinical Procedures Lab** **2 Quarter Credit Hours**
 This course is designed for the student to practice and acquire the skills learned in the Basic Clinical Procedures Lecture, under direct supervision of the clinical instructor. Students will be checked off on new skills as they are mastered. To be taken concurrently with MEA1210. Lec. Hrs. 000 Lab Hrs. 020 Other Hrs. 000
- MLS 2329 Exams and Specialty Procedures Lab** **2 Quarter Credit Hours**
 This course is designed for the student to practice and acquire the skills learned in the Exams and Specialty Procedures lecture, under direct supervision of the clinical instructor. Students will be checked off on new skills as they are mastered. . To be taken concurrently with MEA1500. Lec. Hrs. 000 Lab Hrs. 020 Other Hrs. 000
- MLS 2700 Pharmacology Lab** **2 Quarter Credit Hours**
 Various aspects of clinical pharmacology will be discussed and practiced, including common abbreviations used in prescription writing, interpretation of prescriptions, and legal aspects of writing prescriptions. In addition, dosage calculations and administration of medication will be taught and practiced. . To be taken concurrently with MEA2244. Lec. Hrs. 000 Lab Hrs. 020 Other Hrs. 000
- MLS 2750 Diagnostic Procedures Lab** **2 Quarter Credit Hours**
 This course is designed for the student to practice and acquire the skills learned in the Diagnostic Procedures lecture, under direct supervision of the clinical instructor. Students will be checked off on skills as they are mastered. . To be taken concurrently with MEA2712. Lec. Hrs. 000 Lab Hrs. 020 Other Hrs. 000
- OA 100 Office Procedures** **4 Quarter Credit Hours**
 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: WPR 105 or OST 2705. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- OA 280A-D Office Administrator Externship (With Administrative or Medical Specialty)** **1-4 Quarter Credit Hours**
 This course will provide students 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. Prerequisites: Limited to students in their last two quarters of study who have been recommended by their Department Chair. Applicants must have achieved a 3.0 overall GPA. OA 280A = 1 Credit; OA 280B = 2 Quarter Credit Hours; OA 280C = 3 Quarter Credit Hours; OA 280D = 4 Quarter Credit Hours. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 030, 060, 090 or 120 (depending on number of credits taken)
- OFT 1141 Keyboarding** **2 Quarter Credit Hours**
 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
- OST 1415 Electronic Communication** **2 Quarter Credit Hours**
 This course provides a complete overview of electronic communication. There is an emphasis on navigation and integration of e-mail software utilizing Microsoft Outlook. Students will become familiarized with electronic documentation, while learning important skills such as opening and Edit E-mail, sending attachments, Create contacts, managing mail, scheduling appointments, scheduling meetings, scheduling events, Create and updating tasks, integrating calendars with other office components, and printing E-mail sent documents. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000
- OST 2335 Business Communications** **4 Quarter Credit Hours**
 Practical written communication skills for business are studied in this advanced course. This course includes the mechanics and principles of effective letter writing and methods of researching and compiling reports. Focus is on a better understanding of writing styles appropriate to the business world. Prerequisite: ENC 1108. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- OST 2705 Introduction to Word Processing** **2 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. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000
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OS 2717 Intermediate Word Processing	4 Quarter Credit Hours
This intermediate course in word processing focuses on enhancing the student's ability to manipulate paragraphs and documents through the use of tabs, margins, spacing, borders, and shadings. Emphasis is placed on creating more informative and organized documents through the use of charts, graphs, tables, headers and footers. Advanced file management skills are discussed as well. Prerequisite: OST 2705. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
OST 2739 Advanced Word Processing	4 Quarter Credit Hours
This course provides students with the remaining tools required to perform advanced business word processing. Upon successful completion of the course the student should be familiar with all the Microsoft Word commands and functions. There is a focus on mail merge, while more efficient and professional documents are obtained through the use of templates, wizards, and graphics. The creation and modification of such tools is discussed intensively. Prerequisite: OST 2717. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
PLA 1003 Introduction to Legal Assisting	4 Quarter Credit Hours
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	
PLA1105Legal Research and Writing I	4 Quarter Credit Hours
The student is introduced to the law library in this course. Emphasis is on teaching the students basic techniques of research and primary sources of law, including the reporters and state statutes. Techniques will be developed for analyzing cases and preparing case briefs. Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 1700 Legal Ethics and Social Responsibility	4 Quarter Credit Hours
This course concerns the area of ethics as that term is used in the legal office. The course includes a survey of the law relating to the regulation of lawyers and legal assistants, the unauthorized practice of law, confidentiality, conflict of interest, advertising, fees and client funds, competence, special issues in advocacy, and professionalism. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 1105 Legal Research and Writing I	4.0 Quarter Credit Hours
Students are introduced to the law library in this course. Emphasizes basic techniques of research and primary sources of law including the reporters and state statutes. Techniques will be developed for analyzing cases and preparing case briefs. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
PLA 2106 Legal Research and Writing II	4.0 Quarter Credit Hours
Focuses on expanding students' ability to research statutory and case law through the use of legal citations, digests, and encyclopedias. Emphasizes developing writing skills by preparing a memorandum of law. Students are also introduced to computerized legal researching. Prerequisite: PLA 1105. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
PLA 2460 Bankruptcy	4 Quarter Credit Hours
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: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2203 Civil Procedure	4 Quarter Credit Hours
This course provides the student with an introduction and overview to the procedures applicable to and governing civil matters, including procedures related to pleading, motions, discovery, trial practice, post-trial motions and other issues. Prerequisite: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2273 Torts	4 Quarter Credit Hours
This course provides an introduction to the substantive law of torts, including elements, defenses, and damages applicable to intentional torts, and to unintentional torts based on negligence, product liability, strict liability, and professional malpractice. 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: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2308 Criminal Procedure	4 Quarter Credit Hours
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: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2423 Contract Law	4 Quarter Credit Hours
The principles of contract law are addressed and discussed in this course including the major provisions of the Uniform Commercial Code. Basic contract provisions and drafting techniques are explained and practiced through the drafting of various types of contracts. Contract litigation is also covered. Prerequisite: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2426 Business Organizations	4 Quarter Credit Hours
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: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

PLA 2600 Wills, Trusts and Probate**4 Quarter Credit Hours**

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: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 2800 Family Law**4 Quarter Credit Hours**

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: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 2940 Paralegal Externship**4 Quarter Credit Hours**

This course provides students with the opportunity to directly apply the knowledge and skills learned in the program by working in a pre-arranged and pre-approved law office or other suitable location for 120 hours. Prerequisites: 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

PS 205 Geography of Western Hemisphere**4 Quarter Credit Hours**

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

PS 210 Geography of Eastern Hemisphere**4 Quarter Credit Hours**

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

PSY 2015 General Psychology**4 Quarter Credit Hours**

This course is designed to provide students with a general understanding of the general principles of psychology and theories underlying modern psychology. Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SLS 1130 Strategies for Success**4 Quarter Credit Hours**

This course is designed to prepare students for a successful transition to college. Strategies and resources for addressing anticipated personal and practical impediments to completion will be identified. Students will be introduced to skills that will be required for a successful career. Connections between students' goals and campus/program offerings will be reinforced. Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SLS 1320 Career Skills**2 Quarter Credit Hours**

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

SPC 2602 Oral Communications**4 Quarter Credit Hours**

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

STSP 1000 Health Care Delivery Systems, Issues & Transitions**4 Quarter Credit Hours**

This course is designed to provide the student with an overview of current health care professions, including career and labor market information. Additional topics covered include health care delivery systems, health organization structure, patient rights and quality of care, workplace behavior in health care, and decision making in the health care environment. Prerequisite: None. Lec Hrs. 040 Lab Hrs. 000 Other hrs. 000

STSP 1003 Principles And Practices Of Surgical Technology**4 Quarter Credit Hours**

This course is designed to provide the student with an overall understanding and orientation to the field of surgical technology. Included in this course are professional responsibilities and relations, interpersonal relationships and communication skills, legal and ethical responsibilities, the operating room environment, and safety. Prerequisite: None – Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

STSP 2008 Surgical Pharmacology**4 Quarter Credit Hours**

This course is designed to provide the student with an overall understanding of the theory and the hands-on applications involved in surgical pharmacology. Prerequisite: MAC 2104 Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

STSP 2120 Surgical Technology I**4 Quarter Credit Hours**

This course is designed to provide the student with an overall understanding and the hands-on skills involved in following medical and surgical aseptic techniques and in providing basic pre-operative care to the surgical patient. Prerequisite: None. Lec. Hrs. 030 Lab Hrs. 020 Other hrs. 000

STSP 2121 Surgical Technology II**4 Quarter Credit Hours**

This course is designed to provide the student with an overall understanding of the theory and the hands-on applications involved in the use and maintenance of surgical instruments and equipment. Prerequisites: STSP2120, STSP 2150, MCBP 2010 Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

STSP 2150 Surgical Procedures I**6 Quarter Credit Hours**

This course is designed to provide the student with the overall understanding of the theory and hands-on applications, involved in the general surgery, as well as specific surgical procedures involving the gastrointestinal system, the reproductive system and obstetrics, and the genitourinary system. Prerequisites: APB1120, APB1130, APB 1150 and MEA 1239. Lec. Hrs. 040 Lab Hrs. 040 Other Hrs. 000

STSP 2151 Surgical Procedures II**6 Quarter Credit Hours**

This course is designed to provide the student with an overall understanding of the theory and hands-on applications, involved in surgical procedures of the ear, nose, and throat, ophthalmic surgery, plastic surgery, orthopedic surgery, surgery of the nervous system, thoracic surgery, and cardiovascular and peripheral vascular surgery. Prerequisite: STSP2150 Lec. Hrs. 040 Lab Hrs 040 Other Hrs. 000

STSP 2810 Clinical Rotation I**5 Quarter Credit Hours**

This course is designed to provide the student with supervised, practical hands-on and observational experiences in the clinical area. During this rotation, students will rotate throughout the operating room, as well as other surgical and non-surgical departments, including the obstetrics delivery room, emergency room, and out-patient surgery department. Prerequisites: STSP2120, STSP2150 and MCB2010. Lec. Hrs. 000 Lab Hrs.000 Other Hrs.150

STSP 2811 Clinical Rotation II**16 Quarter Credit Hours**

This course is designed to provide the student with supervised, practical hands-on and observational experiences in the clinical area. During this rotation, students will rotate throughout the operating room, as well as other surgical and non-surgical departments, including the obstetrics delivery room, emergency room, and out-patient surgery department. Prerequisites: All Major Core. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 480

TAT 198 Travel & Tourism**4 Quarter Credit Hours**

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

TAT 200 The Cruise Industry**4 Quarter Credit Hours**

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. Corequisite: TAT 280. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

TAT 250 Corporate Travel Management and Meeting Planning**4 Quarter Credit Hours**

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

TAT 280 Travel Experience**2 Quarter Credit Hours**

A course designed to help the student acquire supervised, practical experience in a travel-related business. Prerequisites: TAT 297 and TAT 298. In addition students must maintain a passing GPA overall and must have been recommended by the Department Chair of Travel and Tourism. Corequisite: TAT 200. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

TAT 290A Travel Externship**1 Quarter Credit Hour**

A course to provide the student with supervised, practical travel and tourism experience in a travel environment. Prerequisites: 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. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 030

TAT 290B Travel Externship**2 Quarter Credit Hours**

A course to provide the student with supervised, practical travel and tourism experience in a travel environment. Prerequisites: 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. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 060

TAT 290C Travel Externship**3 Quarter Credit Hours**

A course to provide the student with supervised, practical travel and tourism experience in a travel environment. Prerequisites: 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. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 060

TAT 290D Travel Externship**4 Quarter Credit Hours**

A course to provide the student with supervised, practical travel and tourism experience in a travel environment. Prerequisites: 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. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120

TAT 296 Hotel Front Desk Procedures**4 Quarter Credit Hours**

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

TAT 297 Domestic Travel**4 Quarter Credit Hours**

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

TAT 298 International Travel**4 Quarter Credit Hours**

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

TAT 299 Automated Reservations**4 Quarter Credit Hours**

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: OFT 1141 and TAT 297. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

TAX 2000 Tax Accounting**4 Quarter Credit Hours**

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

WPR 105 Beginning Word Processing**4 Quarter Credit Hours**

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: OFT 1141. Lec. Hrs. 020 Lab Hrs. 040 Other Hrs. 000

STAFF LISTING

ADMINISTRATIVE STAFF

Stephen M. Backman	President	MA, Pepperdine University BS, Long Island University
Darrell Walker	Academic Dean	BA, Utah State University
L. Jeme' Deviny	Finance Director	BA, Eastern Washington University
John Rios	Admissions Director	BS, University of Redlands AA, Riverside Community College
Nancy Roblez	Director, Placement	BS, University of Utah
John P. Zastowney	Business Manager	MBA, University of Utah BA, Brigham Young University
Ted Coleman	Associate Academic Dean	PHD, Purdue University BA/MA, Brigham Young University
Lynda Moore	Training Services Coordinator	BA, Brigham Young University
L-Dene Myers-Samora	Registrar	AA, Mountain West College
Angela Jones	Assistant Registrar	
Gisela Pahl	Bookstore Manager	AA, Phillips Jr. College
Rachelle Rowan	Sr. Financial Aid Officer	AA, Phillips Jr. College
Mark Trawick	Financial Aid Officer	BS, Park College AA, Community College of the Air Force
Rita Speirs	Financial Aid Officer	Certified Universal Accounting Services
Alice Crutchley	Financial Aid Officer	AS, Mountain West College
Lizzetta Nuttall	Administrative Assistant	BA, Columbia College AA/AS, Phillips Junior College AS, LDS Business College
Betty Willis	Student Success Coordinator	AA, Mountain West College
Kellie Brown	Admissions	Office 2000, Career Blazers
Amy Cosby	Admissions	
Marcia Adams	Admissions	
Theresa Naylor	Admissions	BA, North Dakota State University
Stephanie Wells	Admissions	BS, Westminster College
Pam Miller	Admissions	BA, University of Utah
Kala Peterson	Admissions	AS, Salt Lake Community College
Kristen Orwin	High School Admissions Presenter	BS, University of Utah
Bruce G. Kelsey	Student Account Representative	AS, Mountain West College
Suzanne Blackburn	Receptionist	
Crystal Pahl	Night Receptionist	
Stacy Herrera	Library Assistant	
DEPARTMENT CHAIRS		
LeAnn Woldruff	Business/Accounting/POA	MBA, Westminster College BA, Westminster College
Claire Summerhill	Paralegal/Legal Assistant	JD, University of Utah BA, Brigham Young University
Merry J. Hook	Medical Assisting	BS, University of Mary X-Ray Certification, St. Alexis School of Radiologic Technology

John Romero	Travel and Tourism	BA, University of Utah
Barry McCormick	Assistant Academic Dean	MS/BS, University of Alabama
		Certifications: MCSE, University of New Orleans, HTML, PC Training West

FULL-TIME FACULTY

Gordon Everitt	Paralegal/Legal Assisting	BS, Ohio Christian College
Jason Montoya	General Education	BS, University of Utah, AS, Salt Lake Community College
Lori Rager	Medical Assisting	CMA, Diploma, Medical Institute of Technology
Paula Criman	Medical Assisting	MS/BS, Brigham Young University AS, Loma Linda University

PERMANENT PART-TIME FACULTY

Marcia Miller	Medical Assisting / Paralegal	BA, Columbia College AA, Phillips Junior College
Dina Imeava	General Education	BA, University of Utah BA, Russian State University-Russia
Rock Oakeson	General Education	MA, North Texas State University BA, Brigham Young University Certifications: CompTia A+, MOUS in Microsoft Office 97, Novell Basic and Advanced Netware, Data Protection & Management Expert
Lawrence Crandall	General Education	BS, Utah State University
David Rees	Accounting	BS/BA, Boise State University
Terra Vangerven	Medical Assisting	Medical Assisting Diploma, Byman School, UT

ADJUNCT FACULTY

Walter Borschel	Paralegal	BS, Weber State University
Dan Brimley	Networking	Certifications: MCSE(Microsoft Certified Engineer), MCP(Microsoft Certified Professional)
Kristen Hillman	Travel and Tourism	BS, University of Utah Certifications: C.A.C.T.U.S. (Computer Accessed Credentials of Teachers in Utah)
John Ryan Carr	General Education	BA, University of Utah
John O'Donnell	Medical Assisting	BS, Massachusetts College of Pharmacy and Allied Health
Lisa Fridburg	General Education	BS, University of Utah
Tina House	Travel and Tourism	MS, University of Western Sydney BS/BA University of Phoenix
Lutsia Jensen	General Education	BA, Bashkir State University, Russia AS, Mountain West College
Troy Hooton	Business	MBA, Westminster University BS, University of Utah
JoAnna Kelsey	General Education	BS, University of Utah
Peggy Koschin	General Education	BA, Mercer University
John L. Lee	Business	MBA, University of Phoenix BS, Brigham Young University
Christopher Mannoia	General Education	BA, University of South Florida
Ryan Morgenegg	General Education	BA, Brigham Young University
Mark Trawick	General Education	BS, Park College AA, Community College of the Air Force
Kristen Morley	General Education	BS, Weber State University
Lance DuBach	CIS	BA, Auburn University at Montgomery
James Rollins	CIS	BS, Brigham Young University

Brittany Smith	Business	BS, University of Utah
Elaine Sorensen	Medical Assisting	CMA, Bryman School
Kathy Stanley	General Education	BS/BA, Brigham Young University AS, Ricks College
Nathan Toone	CIS	MS/BS, Brigham Young University
Henry White	Medical Assisting	BS, University of Utah
Michael Dobson	General Education	BA, University of Utah

CURRICULUM ADVISORY BOARDS

Accounting/Business/POA

Sommer Bolman	General Accountant	Boart Longyear Co.
Robb Enger	Staff Accountant	Larsen & Company
Troy Hooton	Owner	Hooton Management Corp.
Victoria Richardson	CPA	The CPA Network
Clarke Miller	Human Resources Representative	United Parcel Service
Gayle Da Silva	Sales Recruiter	CompHealth
Amy Mullen	Recruiter	CompHealth
Brittany Smith	Merchant Banker	Wells Fargo Bank

Computer Information Systems

Keith Barlow	Network Services Manager	Salt Lake City Corporation
Dale Dansie	President and CEO	King Secure
Troy Pierce	Chief Operating Officer	King Secure

Medical

John O'Donnell, R.N.	Clinical Director	Granger Medical
Denice DeCamp	Medical Assistant	Utah Diabetes Center
Terra Van Gerven,	R.M.A. Medical Assistant	St. Marks Family Medicine
Casey Matheson	Employment Specialist	IHC
Cati Nielson	Human Resource	Community Health Services
Scott Toth	Human Resource Manager	Community Health Services

Paralegal

Michael Cragun	Commissioner	Davis County
Sherry Palmer	Attorney-at-Law	Sherry Palmer & Associates
Glen Dawson	District Court Judge	Second District Court
Loreli Riley	Managing Paralegal	Laherty & Associates
Jeff Robinson	Attorney-At-Law	
Patrick Tan, Esq.	Director of Pro Bono Services	Utah Legal Services

Travel and Tourism

Noelle Britte	Recruiter	6 Continent Hotels & Resorts
Traci Cayford	Media Relations Director	State of Utah
Scott Hutchinson	Director of Communications	Hilton Salt Lake City Center
Dennis Porter	Director of Sales	West Coast Hotel
Sandi Ovard-Kunkel	Sales Manager	Radisson Hotel Salt Lake City Airport
Traci Wellborn	Manager Reservation Sales and Services	Delta Airlines, Inc.
Malini Wright	Associate Director of Business Travel	Wyndham Hotels & Resorts

ACADEMIC CALENDARS

2003 CALENDAR				
EVENT				
Christmas Holidays	From:	12	23	2002
	To:	1	1	2003
Classes Resume		1	2	2003
Fall Term Ends		1	11	2003
Winter Term Starts		1	13	2003
M.L. King Jr. Birthday Holiday		1	20	2003
Presidents' Day		2	17	2003
Mini-Term Starts		2	24	2003
Winter Term Ends		4	5	2003
Spring Vacation*	From:	4	7	2003
	To:	4	12	2003
Spring Term Starts		4	14	2003
Spring Holiday		4	18	2003
Memorial Day Holiday		5	26	2003
Mini-Term Starts		5	27	2003
Independence Day Holiday		7	4	2003
Spring Term Ends		7	5	2003
Summer Vacation	From:	7	7	2003
	To:	7	12	2003
Summer Term Starts		7	14	2003
Mini-Term Starts		8	25	2003
Labor Day Holiday		9	1	2003
Summer Term Ends		10	4	2003
Fall Break	From:	10	6	2003
	To:	10	11	2003
Fall Term Start		10	13	2003
Mini-Term Starts		11	17	2003
Thanksgiving Day Holiday	From:	11	27	2003
	To:	11	29	2003
Christmas Holiday	From:	12	22	2003
	To:	1	1	2004
Classes Resume		1	2	2004
Fall Term Ends		1	10	2004

2004 CALENDAR

EVENT

Christmas Holidays	From:	12	22	2003
	To:	1	1	2004
Classes Resume		1	2	2004
Fall Term Ends		1	11	2004
Winter Term Starts		1	12	2004
M.L. King Jr. Birthday Holiday		1	19	2004
Presidents' Day		2	16	2004
Mini-Term Starts		2	23	2004
Winter Term Ends		4	3	2004
Spring Vacation	From:	4	5	2004
	To:	4	10	2004
Spring Term Starts		4	12	2004
Memorial Day Holiday		5	31	2004
Mini-Term Starts		6	1	2004
Spring Term Ends		7	3	2004
Independence Day Holiday		7	4	2004
Summer Vacation	From:	7	5	2004
	To:	7	10	2004
Summer Term Starts		7	12	2004
Mini-Term Starts		8	23	2004
Labor Day Holiday		9	6	2004
Summer Term Ends		10	2	2004
Fall Break	From:	10	4	2004
	To:	10	9	2004
Fall Term Start		10	11	2004
Mini-Term Starts		11	15	2004
Thanksgiving Day Holiday	From:	11	25	2004
	To:	11	27	2004
Christmas Holiday	From:	12	20	2004
	To:	1	1	2005
Classes Resume		1	3	2005
Fall Term Ends		1	8	2005

The following Academic Calendar will apply to the Medical Insurance Billing/Coding program only:

2003	
Start Dates	End Dates
Jan 13 Mon	Feb 7 Fri
Feb 10 Mon	Mar 7 Fri
Mar 10 Mon	Apr 4 Fri
Apr 14 Mon	May 9 Fri
May 12 Mon	Jun 6 Fri
Jun 9 Mon	Jul 3 Fri
Jul 14 Mon	Aug 8 Fri
Aug 11 Mon	Sep 5 Fri
Sep 8 Mon	Oct 3 Fri
Oct 6 Mon	Oct 31 Fri
Nov 3 Mon	Nov 26 Wed
Dec 1 Mon	Jan 9 '04 Fri

Student Holidays:

	2003
Martin Luther King, Jr. Day	Jan 20
President's Day	Feb 17
Memorial Day	May 26
Independence Day	Jul 4
Labor Day	Sep 1
Thanksgiving	Nov 27 – 28
Winter Break	Dec 22 – Jan 2 '04

RHODES COLLEGES

Rhodes Colleges, Inc. includes the following institutions:

COLLEGE

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

LOCATION

Colorado Springs, CO
Pittsburgh, PA
Phoenix, AZ
Rancho Cucamonga, CA
Dallas, TX
Arlington, TX
Fort Lauderdale, FL
Orlando, FL
Orlando, FL
Melbourne, FL
Tampa, FL
Tampa, FL
Tampa, FL
Clearwater, FL
Lakeland, FL
Jacksonville, FL
Las Vegas, NV
Salt Lake City, UT
Arlington, VA
Aurora, CO
Thornton, CO
Rochester, NY
Springfield, MO
Portland, OR
Vancouver, WA

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Dennis N. Beal	Executive Vice President, Chief Financial Officer and Treasurer
Dennis L. Devereux	Executive Vice President, Administrative Services and Assistant Secretary
Beth A. Wilson	Executive Vice President, Operations
Nolan A. Miura	Senior Vice President, Strategic Planning & Business Development and Assistant Treasurer
Mary Barry	Senior Vice President, Academic Affairs
Stan A. Mortensen	Senior Vice President, General Counsel and Corporate Secretary

Directors

David Moore
Paul St. Pierre
Dennis L. Devereux

INDEX

<p>ABOUT MOUNTAIN WEST COLLEGE 1</p> <p>ACADEMIC ADVISING 33</p> <p>ACADEMIC CALENDARS 68</p> <p>ACADEMIC DISMISSAL 24</p> <p>ACADEMIC HONESTY 31</p> <p>ACADEMIC INFORMATION 17</p> <p>ACADEMIC PROBATION 24</p> <p>ACADEMIC PROBATION - MODULAR PROGRAMS 28</p> <p>ACADEMIC SUSPENSION 24</p> <p>ACADEMIC TRANSCRIPTS 20</p> <p>ACCOUNTING 43</p> <p>ACCREDITATION 2</p> <p>ADD/DROP WEEK 18</p> <p>ADDITIONAL INFORMATION 11</p> <p>ADMINISTRATIVE POLICIES 5</p> <p>ADMISSIONS 4</p> <p>ALCOHOL AND SUBSTANCE ABUSE STATEMENT .. 5</p> <p>ALTERNATIVE FINANCING PROGRAM 13</p> <p>APPEALS PROCEDURES 24</p> <p>APPLICATION OF GRADES AND CREDITS 24</p> <p>APPLICATION PROCEDURES 8</p> <p>APPROVALS 2</p> <p>ATTENDANCE POLICY 30</p> <p>AUTHORIZATIONS, 2</p> <p>BORROWER CONSOLIDATION ELIGIBILITY 10</p> <p>BORROWER RIGHTS AND RESPONSIBILITIES 9</p> <p>BUILDING 1</p> <p>BUSINESS ADMINISTRATION 44</p> <p>CANCELLATION 11</p> <p>CANCELLATION AND REFUND POLICY 14</p> <p>CANCELLATIONS 14</p> <p>CGPA CALCULATIONS 20</p> <p>CHANGE OF MAJOR PROGRAM 20</p> <p>CHILDREN ON CAMPUS 6</p> <p>CODE OF CONDUCT 5</p> <p>COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) POLICY 22</p> <p>COLLEGE PREP COURSE 23</p> <p>COLLEGE TERMINOLOGY 17</p> <p>COMPUTER INFORMATION SYSTEMS 45</p> <p>CONSOLIDATION OF LOANS OF MARRIED COUPLES 10</p> <p>CONSUMER INFORMATION 8</p> <p>CONTINUATION AS A NON-REGULAR STUDENT 25</p> <p>COURSE DESCRIPTIONS 53</p> <p>COURSE NUMBERING SYSTEM 53</p> <p>CUMULATIVE GRADE POINT AVERAGE (CGPA) REQUIREMENTS 23</p> <p>DEAN'S AND PRESIDENT'S LISTS 20</p> <p>DEGREE PROGRAM REQUIREMENTS 35</p> <p>DEGREE PROGRAMS 43</p> <p>DIPLOMA PROGRAM REQUIREMENTS 35</p> <p>DIPLOMA PROGRAMS 36</p> <p>DIPLOMAS 20</p> <p>DIRECTED STUDIES 22</p> <p>DRESS CODE 6</p> <p>EATING FACILITIES 2</p> <p>ELECTIVES 20</p>	<p>ENTRANCE AND EXIT INTERVIEW 10</p> <p>EXIT INTERVIEWS - MODULAR PROGRAMS 29</p> <p>FACILITIES 1</p> <p>FACULTY 33</p> <p>FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) 21</p> <p>FEDERAL ASSISTANCE PROGRAMS 13</p> <p>FEDERAL FAMILY EDUCATIONAL LOAN PROGRAM (FFELP) 12</p> <p>FEDERAL PELL GRANT PROGRAM 11</p> <p>FEDERAL PLUS LOANS 13</p> <p>FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT PROGRAM (FSEOG) 11</p> <p>FEDERAL WORK STUDY (FWS) 11</p> <p>FEES 7</p> <p>FINANCIAL AID ELIGIBILITY 8</p> <p>FINANCIAL AID PROGRAMS 11</p> <p>FINANCIAL ASSISTANCE INFORMATION 8</p> <p>FINANCIAL INFORMATION 7</p> <p>FOOD AND BEVERAGES 5</p> <p>GENERAL EDUCATION REQUIREMENTS 35</p> <p>GPA CALCULATIONS 20</p> <p>GRADE APPEALS 20</p> <p>GRADING SYSTEM 19</p> <p>GRADUATION 24</p> <p>GRADUATION PROCEDURE 20</p> <p>GRIEVANCES 31</p> <p>GUESTS ON CAMPUS 6</p> <p>HANDICAPPED STUDENTS, FACILITIES FOR 2</p> <p>HANDICAPPED, ACCOMMODATION FOR 6</p> <p>HIGH SCHOOL SENIOR SCHOLARSHIP PROGRAM 14</p> <p>HISTORY 1</p> <p>HOLIDAYS 18</p> <p>HOUSING 33</p> <p>IMAGINE AMERICA SCHOLARSHIPS 14</p> <p>INCOMPLETES - MODULAR PROGRAMS 28</p> <p>INFORMATION TECHNOLOGY PROGRAM STUDENT DISCLOSURE 31</p> <p>INTERNATIONAL STUDENT ADMISSION POLICY . 4</p> <p>JOB PLACEMENT ASSISTANCE AND CAREER PLANNING 34</p> <p>KNOWLEDGE OF RULES AND REGULATIONS 31</p> <p>LEARNING RESOURCE CENTER 33</p> <p>LOAN COUNSELING 10</p> <p>LOCATION 1</p> <p>MARRIED COUPLES, CONSOLIDATION OF LOANS 10</p> <p>MATRICULATED STATUS 4</p> <p>MAXIMUM PROGRAM COMPLETION TIME - MODULAR PROGRAMS 29</p> <p>MAXIMUM TIME IN WHICH TO COMPLETE 23</p> <p>MEDICAL ASSISTING DEGREE 46</p> <p>MEDICAL ASSISTING DIPLOMA 38</p> <p>MEMBERSHIPS 2</p> <p>MISSION 1</p> <p>NEED AND COST OF ATTENDANCE 8</p> <p>NETWORK ADMINISTRATION (NA) 47</p> <p>NON-MATRICULATED STATUS 4</p> <p>OBJECTIVES 1</p>
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OFFICE HOURS	2	SEXUAL HARASSMENT	6
PARALEGAL/LEGAL ASSISTANT	48	SMOKING.....	5
PARKING	6	STATEMENT OF NON-DISCRIMINATION	2
PARKING	2	STATEMENT OF OWNERSHIP	77
PAYMENT ARRANGEMENTS.....	7	STUDENT ACTIVITIES COMMITTEE	34
PHOTO IDENTIFICATION.....	33	STUDENT APPEAL PROCESS - MODULAR	
POLICY AND PROGRAM CHANGES.....	32	PROGRAMS	30
PROGRAMS OF STUDY	35	STUDENT NEWSLETTER	33
PUBLIC TRANSPORTATION.....	2	STUDENT ORIENTATION	33
READMITTANCE FOLLOWING SUSPENSION	24	STUDENT SERVICES AND ACTIVITIES	33
RE-ENTERING STUDENTS	4	SUBSIDIZED FEDERAL STAFFORD LOANS	
REFUNDS	14	(FORMERLY GSL).....	12
REGISTRATION	18	TELEPHONE CALLS.....	6
REGISTRATION FOR CONTINUING STUDENTS	18	TRANSFER CREDITS.....	21
REINSTATEMENT AS A REGULAR-STUDENT		TRANSFERRING FROM DAY TO NIGHT	
FROM NON-REGULAR STATUS.....	25	PROGRAMS.....	20
REINSTATEMENT POLICY - MODULAR		TRAVEL AND TOURISM DEGREE.....	52
PROGRAMS	28	TRAVEL AND TOURISM DIPLOMA.....	42
REPEAT POLICY - MODULAR PROGRAMS	29	TUITION	7
SATISFACTORY ACADEMIC PROGRESS	23	TUTORING.....	34
SATISFACTORY PROGRESS AND FINANCIAL AID11, 25		UNSUBSIDIZED FEDERAL STAFFORD LOANS.....	12
SATISFACTORY PROGRESS REQUIREMENTS	25	VERIFICATION OF APPLICATION INFORMATION .	9
SATISFACTORY PROGRESS TABLES.....	25	VETERANS BENEFITS.....	14
SCHEDULE.....	18	WITHDRAWALS - MODULAR PROGRAMS.....	28
SCHOLARSHIP PROGRAMS.....	14	WITHDRAWING FROM AND RETAKING CLASSES23	
SELECTION OF ELIGIBLE APPLICANTS	9		