Everest

COLLEGE

2009-2010 CATALOG

Salt Lake City 031609

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Salt Lake City, Utah 84119
(801) 840-4800
(801) 969-0828 (fax)

www.everest-college.com

Accredited by the Accrediting Council for Independent
Colleges and Schools (ACICS) (www.acics.org)

MESSAGE FROM THE PRESIDENT

Dear Student:

Welcome to Everest College, Salt Lake City, Utah. On behalf of the faculty and staff, I am pleased that you selected our college at which to earn your degree. At Everest College we provide a friendly, small-campus atmosphere where our educational approach is to place a high personal priority on your success. We want you to enjoy your educational experience as a student by receiving a progressive curriculum from a caring and dedicated staff.

Obtaining a college education will give you a competitive edge in your career field, and it will make a difference in your professional development. Our goal is to provide you with quality instruction, a sense of professional responsibility, a desire for life-long learning, and the essential skills and abilities to be successful in your chosen career field.

As a student you are expected to meet all of the academic requirements, including attendance, in each course as set forth by the College and the instructor. In the process you will discover that education can be fun.

As a customer, we value your opinion. We want to know how you feel about Everest College and how we can better serve you. During your education here, you will have several opportunities to comment about your level of customer satisfaction through survey instruments, faculty evaluations, and informal discussions with our professional staff.

As a student, you deserve to be treated with respect and dignity.

When you graduate from Everest College, you will be prepared for a rewarding career and career advancement. Our programs are designed for employment in the state of Utah, as well as other regions throughout the country. Our faculty and staff have a strong commitment to help you achieve academic success and to help you make your dreams come true.

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

Sincerely,

Stephanie Byrd
College President

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ABOUT EVEREST COLLEGE

MISSION

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.

OBJECTIVES

- To assess industry trends continually and develop compatible classroom academic practices and experiential learning opportunities;
- To develop curriculum programs that allow students the opportunity to master entry-level career skills;
- To provide faculty who are professionally prepared to teach in a career-oriented environment;
- To create an atmosphere of learning, partnership, trust, and support among students, administrators, and staff;
- To provide students with opportunities for membership in supportive peer activities to encourage the development of self-sufficiency and leadership qualities;
- To provide career-long placement assistance.

HISTORY

A year-round co-educational institution, Everest College produces successful graduates in several business-related disciplines. Everest College, formerly 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.

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. In February of 2006, the name of the College was changed to Everest College.

Since its founding in 1982, the College has grown steadily in students and offerings. The College now offers diploma, Associate's and Bachelor's degree programs in several disciplines in both day and evening classes.

The entire Everest 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

Everest College is located near I-215 Beltway Freeway and Valley Fair Mall. Everest College serves the growing populations of the Salt Lake Valley.

BUILDING AND FACILITIES

The main building at the Everest College Salt Lake City campus utilizes approximately 26,200 square feet of modern, well-lighted, air-conditioned classrooms and supporting facilities. The space 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. A satellite building at the same location offers 12,000 square feet, including a student lounge, computer facilities, and medical classroom facilities.

EATING FACILITIES

The student lounge areas in the facility are equipped with food and beverage machines where students may relax. 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 5:00 p.m. and Saturday 9 a.m. to 2 p.m. We suggest calling for an appointment before visiting. Appointments after hours may be made by calling in advance.

FACILITIES FOR HANDICAPPED STUDENTS

The buildings at Everest College are fully equipped to accommodate persons with disabilities.

STUDENT DISABILITY SERVICES/ACCOMMODATIONS

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

STATEMENT OF NON-DISCRIMINATION

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

ACCREDITATION

Everest College is accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas and academic 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 and is recognized by the Council for Higher Education Accreditation.

Accrediting Council for Independent Colleges and Schools (ACICS)

750 First Street, NE

Washington, D.C. 20002-4241

(202) 336-6780

Web: www.acics.org

The Pharmacy Technician program of the Salt Lake City campus is accredited by the American Society of Health-System Pharmacists (www.ashp.org).

American Society of Health-System Pharmacists

7272 Wisconsin Avenue

Bethesda, MD 20814

Main Phone: 301-657-3000

The Surgical Technology program of the Salt Lake City campus is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Accreditation Review Committee on Education in Surgical Technology (ARC-ST).

Commission on Accreditation of Allied Health Education Programs

1361 Park Street

Clearwater, FL 33756

Phone: 727-210-2350

Fax: 727-210-2354

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

Everest 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. Everest College is approved by the United States Department of Homeland Security, the Bureau of Indian Affairs, and Workforce Investment Act.

Associate's and Bachelor's 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.

Everest College has memberships in the following organizations:

- Better Business Bureau
- Salt Lake City Chamber of Commerce
- West Valley City Chamber of Commerce
- Hispanic Chamber of Commerce
- ChamberWest (West Valley City, Kearns Area, Taylorsville)

ADMISSIONS

Everest 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.

Everest 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

The institution admits students with high school diplomas or a recognized equivalent (such as the GED) or students beyond the age of compulsory school attendance. Applicants who do not have a copy of their diploma or GED 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. The test used is the Career Programs Assessment Test (CPAt) with a required minimum passing score of 120, except as otherwise stated below. 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 combined score of at least 700 on the critical reading and math portions of the exam will not be required to complete the test.

Students beyond the age of compulsory school attendance who have not earned a high school diploma or recognized equivalent are required to apply for admission to the College under the Ability to Benefit Provision (see below).

ABILITY TO BENEFIT POLICY

Students who do not have a high school diploma or its recognized equivalent may still be admitted into certain programs at the school. However, before the school can accept a prospective student who is seeking federal financial aid and who does not have a high school diploma or its recognized equivalent, who is beyond the age of compulsory school attendance, federal law requires the school to determine whether the student has the ability to benefit (ATB) from training at the institution. Although students may be admitted under the ATB provision, the school recognizes the additional benefits of a high school diploma or its recognized equivalent to the student. For this reason the school shall make available to all ATB students the opportunity to complete their GED and encourages their utilization of a GED completion program. **NOTE:** Students enrolled in Bachelor's degree programs must have a high school diploma, GED or recognized equivalent. ATB students may not enroll in Bachelor's degree programs.

GED Preparatory Program

The institution provides to all students admitted under the ATB provision information on preparatory programs convenient to the students for completion of their GED, local testing sites and schedules, and tutorial opportunities. The institution takes reasonable steps, such as scheduling, to make the program available to its ATB students.

ATB Testing

Forms B and C of the Careers Program Assessment Test (CPAt) has been approved by the U. S. Department of Education for the assessment of ATB students. Passing scores on the CPAt are Language Usage 42, Reading 43, and Numerical 41.

Retesting Requirements

An applicant who has failed the CPAt may be offered a chance to retest when one of the following conditions is met:
1. The applicant's performance was influenced by factors other than ability, such as illness, cheating, interruption or improper administration of the exam, failure to time the exam correctly, or other factors that may have affected the applicant's performance; or
2. A significant change in the applicant's ability has occurred, such as the student has taken instruction to improve skills, or has participated in tutorial sessions on test taking and basic mathematical and language skills.

A student may not retest, unless the factor that affected performance has been resolved, or the action taken to improve the applicant's ability has been completed.

Retaking the CPAt

Students who fail the first administration of this exam and qualify for a retest as outlined above may retake the exam using the alternative form of the exam with no waiting period, except for applicants for diploma programs in California schools, who must wait seven calendar days. If the retest occurs before a full thirty (30) days have passed since the previous testing, an alternate form (i.e., a form on the approved ATB test list other than the one most recently administered) must be used for the retest. If a minimum of thirty (30) days have passed since the administration of a particular form, the examinee may be retested using the same form. However, no form may be administered to a student more than twice in a ninety (90) day period. A student may retake the exam up to three (3) times (4 times total) before being denied admission.

ATB Advising

By choosing to admit ATB students, the school has an obligation to provide the academic support services necessary for the success of each student in the program and to ensure that following completion of the program the student is ready for placement. Such support can best be provided through structured academic and career advising.

Pre-Enrollment

Prior to enrollment, all ATB students shall:
- Be provided with information on GED preparatory and completion programs
- Be advised regarding what steps the school is taking to make preparatory programs available
- Be encourage to obtain a GED prior to completion of their program
- Receive career advising to be documented using the **ATB Disclosure Form**

Denial of Admission

A student who has been denied admission after four attempts at taking the ATB test must wait six months from the date the student first took the exam, or 90 days from the date the student was denied admission, whichever is later, before the student is eligible to reapply for admission.

Delayed Admission

Students who do not enter school following passing the exam, will not be required to retake and pass the exam prior to a delayed entry, so long as the passing test result is on file at the institution. Similarly, students who have enrolled and then withdrawn and wish to re-enter will not be required to retake and pass the exam prior to re-entry, if the original passing test result is in the student's academic file or if the student has earned a high school diploma or the equivalent.

ADMISSION TO THE PHARMACY TECHNICIAN AND SURGICAL TECHNOLOGIST PROGRAMS

Students applying for admission to the Pharmacy Technician program must reach 18 years of age on or prior to their expected date of graduation and have a high school diploma or GED for admission.

The admissions criteria for enrollment into the Surgical Technologist program include the following:
- Applicants must be a high school graduate or have a GED.
- Passage of the CPAt entrance examination with a score of 120.
- Enrollment Recommendation by the Surgical Technologist Program Admissions Interview Committee.
- Proof of passage of a physical examination prior to the program start date.
- Completion of three Hepatitis B injections prior to the start of the clinical rotation. This is a Clinical Rotation Requirement -- NOT admissions requirement.

ALLIED HEALTH STUDENT DISCLOSURE - CRIMINAL BACKGROUND CHECK

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

Students enrolling in the Surgical Technologist and Pharmacy Technician programs will be subjected to a criminal background check, which will include:
- 3 countywide criminal court searches (counties of residence or contiguous counties)
- 2 name searches (up to two married names)
- 1 social security trace – address trace report
- 1 statewide sex offender search
- 1 OIG search (Medicare/Medicaid related fraud)

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

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

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

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

INTERNATIONAL STUDENT ADMISSION POLICY

International students wanting to apply for admission to Everest 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 Everest 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.

REENTRY POLICY

Any student who withdraws from the College may apply for reentry. A student who has been withdrawn may reenter only with the approval of the Academic Dean, who will evaluate attendance and academic and financial history. The reentry request may be submitted only after the student has been out of school for a full quarter if the student was withdrawn for failure to meet Satisfactory Academic Progress. Reentry into the College more than once will be considered on a case-by-case basis at the discretion of the President. Students who reenter 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 reentry.

ACADEMIC INFORMATION

EVEREST COLLEGE TERMINOLOGY

NEW STUDENT	A student who has not previously attended courses at Everest 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)	Everest 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, Everest 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 Everest 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 Everest College is to advance the language competency to the level necessary for completion of college work leading to an Associate's 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's 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 Everest 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

Everest College provides a unique, year-round approach to scheduling. Students attend classes Monday through Saturday. Day classes are offered between 8:00 a.m. and 4:00 p.m. Evening classes are offered between from 4:00 p.m. and 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.

Ongoing 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.

ADD/DROP PERIOD

The first 14 calendar days of each academic quarter (full quarter) and the first seven (7) calendar days of each mid-quarter are designated as the Add/Drop periods for students. Holidays that fall during this timeframe are not counted as part of the Add/Drop period. This period allows for adjustments to student schedules that may be necessary. This is the period during which students may add or delete courses in order to finalize their schedules. Students who wish to make course changes must request approval from the Academic Dean and the Student Finance Office.

The student charges for the term will be determined by the classes the student has attended by the end of the third week of the term. There are no charges for classes dropped during the Add/Drop period. A student who attends a class beyond the Add/Drop period or who attends a class and does not drop it within the Add/Drop period will be charged for the class. For this reason it is important that students drop classes in a timely manner.

Modular Programs: Although there is no Add/Drop period in modular programs, students who officially withdraw within the first five class days will be dropped, and all monies paid will be refunded.

Micro Terms have no add/drop period. Students withdrawing before the first week or failing to attend the first week receive a 100% refund.

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:

Quarter-based programs

Grade	Meaning	Quality Points per Quarter Hour
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	1
F	Failed to Meet Course Objectives	0
I	Incomplete	0
IP	In Progress	Not Calculated
W	Withdrawal	Not Calculated
WD	Withdrawal during Add/Drop period. This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP).	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

Modular Programs Only:

Grade	Meaning	Percentage
A	Excellent	100-90
B	Very Good	89-80
C	Good	79-70
F	Failing	69-0
I	Incomplete	
IP	In Progress	
L	Leave of Absence	
W	Withdrawal	
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	
P	Passing	
CR	Credit for Advanced Placement	
TR	Credit for Previous Education	

Applies to All Courses:

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

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.

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 Program Director. A student may apply to change a 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 14 days) of an academic term.

TRANSFERRING FROM DAY TO NIGHT PROGRAMS

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

DEAN'S AND PRESIDENT'S LISTS

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

PERFECT ATTENDANCE AWARD

The College recognizes the achievement of perfect attendance. Students whose attendance record reflects no incidence of absence, tardiness, or early departure from class during the quarter will be recognized each quarter. No exceptions will be made regardless of reason.

ALPHA BETA KAPPA

The College recognizes the achievement of student excellence through service and academic performance. Each year several students, faculty, and employers will be inducted into the honor society in recognition of outstanding achievement. Individual awards will

be presented to all performing students during the year through the student ambassador program to assist in the Alpha Beta Kappa nominating process.

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 they receive approval from the Academic Dean and all 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, including grades, attendance, prior education and training, and awards received.

Student academic transcripts, which include grades, are available upon written request by the student. Student records may be released only 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. Normal processing time for additional copies of the transcript 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 educational records. They are:

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

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

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Generally, schools must have written permission for the parents of minor students or eligible students in order to release any information from a student's educational record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
   - School officials with legitimate educational interest;
   - Other schools to which a student is transferring;
   - Specified officials for audit or evaluation purposes;
   - Appropriate parties in connection with financial aid to a student;
   - Organizations conducting certain studies for or on behalf of the school;
   - Accrediting organizations;
   - To comply with a judicial order or lawfully issued subpoena;
   - Appropriate officials in cases of health and safety emergencies; and
   - State and local authorities, within a juvenile justice system, pursuant to specific State Law.

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

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

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

TRANSFER STUDENTS

Students with earned college credits from another accredited institution may apply for credit transfer to the institution. Credit will be accepted only for courses that are compatible with the student's program of study at the institution and for courses in which a grade of C or higher was earned. Students wishing to change campus locations must have official transcripts mailed directly to the Office of the

Registrar. Grades earned more than 10 years ago are not accepted except to fulfill general education and college core requirements. Courses in the medical sciences have a five-year time limit for transfer.

Students must complete at least 50% of all program hours in residence for all modular programs and allied health degree programs. Students must complete at least 25% of all program hours in residence for non-allied-health degree programs. Students wishing to transfer credits must have official transcripts mailed directly to the Office of the Registrar. Transcripts must be received prior to the end of the first term of enrollment. Transcripts received after the end of the first term may be considered at the discretion of the Academic Dean.

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

General Education

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

Military Training

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

Learning Assessment

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

Advanced Placement

The institution grants credit for successful completion of examination of the Advanced Placement Program of the College Entrance Examination Board with scores of three (3) or better for mathematics, history and biology.

TRANSFER OF CREDITS TO OTHER INSTITUTIONS

Transfer of credit hours from Everest College to other institutions is regulated by the rules of those institutions and is under their control. Everest 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 Everest 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 the Academic Dean or your appropriate Program Director if you have questions.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) POLICY

CLEP offers two types of examinations: The General Exams and Subject Matter Exams. Everest 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. If the challenge (test out) is a pre-requisite to a particular course, the challenge must occur before the student will be allowed to register for the selected course. Please be advised, challenge (test out) must be completed prior to the beginning of your final quarter. Students are strongly encouraged to challenge courses within the first two quarters of starting school. 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 Academic Dean. 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.

ONLINE LEARNING

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

To maximize success within the online courses, students must:
- Have a computer with a system profile that meets or exceeds the following:
  Windows Systems

Windows 2000, XP, or Vista
64 MB Ram
28.8 kbps modem (56K recommended)
Sound Card & Speakers
Recommended Browser: Microsoft Internet Explorer 7.0
Recommended Browser: Mozilla Firefox 2.0
Supported Browser: Microsoft Internet Explorer 6.0
Supported Browser: Mozilla Firefox 3.0
or
<u>Mac Systems</u>
Mac OS X or higher (in classic mode)
32 MB RAM (64 recommended)
28.8 kbps modem (56K recommended)
Sound Card & Speakers
Recommended Browser: Safari 3.0
Recommended Browser: Mozilla Firefox 2.0
Supported Browser: Safari 2.0
Supported Browser: Mozilla Firefox 3.0

Complete the application only once but check quarterly to make sure they are maintaining the correct systems profile;
- Have Internet access and an established email account;
- Verify their email account/address with their Online Coordinator at the time of registration each quarter;
- Commence online course work as soon as you have access to your courses;

Understand that student participation and class activities occur weekly throughout the course;

Understand that if a student fails to participate in class activities during two consecutive weekly periods of a six-week course or three consecutive periods of a twelve-week course, the student may be withdrawn from the course and may not be allowed to reenter the course during that term.

ADMINISTRATIVE STANDARDS

The Academic Dean and/or College President, after a review of the academic record and test scores of an incoming student, has the prerogative to refuse entry into a program that the Academic Dean and/or College President deems to be too rigorous for the student.

The College reserves the right to make changes at any time as necessary in the regulations and fees, and to cancel any course if registration does not justify continuance. Normally, a minimum of 15 students will be required for a class to be scheduled. All courses needed by students for their graduation will be offered during their normal attendance period.

DIRECTED STUDIES

Some courses listed in this catalog may be offered as Directed Studies upon the approval of the Academic Dean. A student must show reasonable need for such a course and be in good academic standing. Each course offered as Directed Studies will be overseen by a qualified instructor who will require sufficient coursework to meet course objectives. The assignment of all directed studies will conform to the standard Add/Drop periods and term end dates.

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 Add/Drop Period - When a student withdraws from a class during the Add/Drop period (first 14 days of quarter), there will be no charge for a later retake and no effect on GPA or rate of progress.

After Add/Drop Period - When a student withdraws from a class after the Add/Drop period, a mark of W will be placed in the student's permanent record. There will be no effect on CGPA, but rate of progress will be affected.

Changing Programs - If a student changes programs and no longer needs a course in which he or she is enrolled, the student must pay for the class if withdrawn after the Add/Drop period. Please be aware of the policy for changing programs as outlined above.

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 School. Additionally, satisfactory academic progress must be maintained in order to remain eligible to continue receiving federal financial assistance.

Accreditor and federal regulations require that all students progress at a reasonable rate (i.e. make satisfactory academic progress) toward the completion of their academic program. Satisfactory academic progress is measured by:

1. The student's cumulative grade point average (CGPA)
2. The student's rate of progress toward completion (ROP)
3. The maximum time frame allowed to complete the academic program (150% for all programs)

Evaluation Periods for Satisfactory Academic Progress

Satisfactory academic progress is measured at the end of each academic term, which includes the 25% point, the midpoint, the end of each academic year, and the end of the program. Should the 25% point or the midpoint occur within a term, the evaluation will occur at the end of the preceding academic term.

GPA and CGPA Calculations

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

Students must attain a minimum CGPA of 1.0 at the end of the first 25% of the program and a 1.5 CGPA at the midpoint of the program.

Rate of Progress Toward Completion (ROP) Requirements

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

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

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

- Students who have reached the halfway point of their normal program completion time must have successfully completed 25% of the credit hours attempted.
- Students who have reached the halfway point of their maximum program completion time must have successfully completed 60% of the credit hours attempted.
- Students who have reached 75% of their maximum program completion time must have successfully completed 66.7% of the credit hours attempted.

Maximum Time in Which to Complete (MTF)

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

The requirements for rate of progress are to assure that students are progressing at a rate at which they will be able to complete their programs within the maximum time frame. The maximum allowable attempted clock hours are noted in the following tables.

Satisfactory Academic Progress Tables

47 Quarter Credit Hour Modular Program (MA). Total credits that may be attempted: 70 (150% of 47).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	70%	N/A	66%	N/A
17-28	70%	60%	66%	N/A
29-40	70%	65%	66%	60%
41-52	70%	67.5%	66%	65%
53-70	N/A	2/0	N/A	66%

48 Quarter Credit Hour Modular Program (Pharm Tech). Total credits that may be attempted: 72 (150% of 48).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	70%	N/A	66%	N/A
17-28	70%	60%	66%	N/A
29-40	70%	65%	66%	60%
41-52	70%	67.5%	66%	65%
53-72	N/A	2/0	N/A	66%

50 Quarter Credit Hour Quarter-Based Program (Travel and Tourism). Total credits that may be attempted: 75 (150% of 50).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-28	2.0	1.0	66%	N/A
29-40	2.0	1.5	66%	60%
41-56	2.0	1.75	66%	65%
57-75	N/A	2.0	N/A	66%

72 Quarter Credit Hour Modular Program (NISS). Total credits that may be attempted: 108 (150% of 72).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	70%	N/A	66%	N/A
17-28	70%	60%	66%	N/A
29-40	70%	62.5%	66%	50%
41-52	70%	65%	66%	60%
53-64	70%	67.5%	66%	65%
65-108	N/A	70%	N/A	66%

90 Quarter Credit Hour Quarter-Based Program (Travel and Tourism, Computer Information Systems). Total credits that may be attempted: 135 (150% of 90).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-32	2.0	1.0	66%	N/A
33-48	2.0	1.2	66%	50%
49-60	2.0	1.3	66%	60%
61-72	2.0	1.5	66%	65%
73-89	2.0	1.75	N/A	66%
90-135	N/A	2.0	N/A	66%

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

97 Quarter Credit Hour Quarter-Based Program (Medical Assisting AS degree). Total credits that may be attempted: 145 (150% of 97).						98 Quarter Credit Hour Quarter-Based Program (Surgical Technologist AS degree). Total credits that may be attempted: 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		Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A		1-16	2.0	N/A	66%	N/A
17-32	2.0	1.0	66%	N/A		17-32	2.0	1.0	66%	N/A
33-48	2.0	1.2	66%	50%		33-48	2.0	1.2	66%	50%
49-60	2.0	1.3	66%	60%		49-60	2.0	1.3	66%	60%
61-72	2.0	1.5	66%	65%		61-72	2.0	1.5	66%	65%
73-95	2.0	1.75	N/A	66%		73-95	2.0	1.75	N/A	66%
96-145	N/A	2.0	N/A	66%		96-147	N/A	2.0	N/A	66%

192 Quarter Credit Hour Quarter-Based Program (BAM, CIS, CJ). Total credits that may be attempted: 288 (150% of 192).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-32	2.0	1.0	66%	N/A
33-48	2.0	1.2	66%	50%
49-60	2.0	1.3	66%	60%
61-72	2.0	1.5	66%	65%
73-95	2.0	1.75	N/A	66%
96-288	N/A	2.0	N/A	66%

Academic Probation

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

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

Suspension

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

Academic Appeals

Any student may submit an appeal of a decision of suspension or dismissal in accordance with the Satisfactory Academic Progress Appeals Policy.

Satisfactory Academic Progress (SAP) Appeals

SAP appeals must be made within five (5) calendar days of the date the student was notified of the violation. The student is deemed to have notice of the pending suspension/dismissal as of the date of the suspension/dismissal letter. Provided that the student can complete their program within the maximum time frame with the required minimum CGAP, a SAP appeal may be granted if the student

demonstrates that s/he is sincerely committed to taking the steps required to succeed in their program **and** that their failure to maintain the required CGAP or ROP was caused by any of the following mitigating circumstances:

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

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

Reinstatement Following Suspension

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

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

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

Dismissal

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

Graduation

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

Application of Grades and Credits

- Grades A through D are included in the calculation of CGPA and are included in the Total Number of Credit Hours Attempted.
- Transfer credits (T) are not included in the calculation of CGPA but are included in the Total Number of Credit Hours Attempted (see below) in order to determine the required levels for CGPA and rate of progress. Transfer credits are included as credit hours attempted and successfully completed in calculating the rate of progress.
- Developmental courses, non-credit and remedial courses (PF, PP, CR, NC) are graded on a pass/fail basis and are not included in the calculation of progress toward completion or the student's CGAP.
- For calculating rate of progress, F grades and W (withdrawn WI, WD, WZ) grades are counted as hours attempted but are not counted as hours successfully completed. Grades of I (Incomplete, In Progress) will also be counted as hours attempted but not as hours successfully completed; however, when the I is replaced with a grade, the CGPA and satisfactory academic progress determination will be recalculated based on that grade and the credit hours earned.
- When a course is repeated, the higher of the two grades is used in the calculation of CGPA, and the total clock hours for the original course and the repeated course are included in the Total Clock Hours Attempted (in the charts above) in order to determine the required progress level. The clock hours for the original attempt are considered as not successfully completed.

Transfer Credit

Students may receive transfer credit for courses taken at another school. Courses for which a student receives transfer credit are counted as attempted and successfully completed for purposes of satisfactory academic progress. As a result, courses for which a student receives transfer credit provide the student with advanced standing, which is applied to the student's progress in calculation of the percentage of maximum time frame for the program that the student has completed. For instance if a student enrolled in a 1,500 clock hour program (with a maximum time frame of 2,250 clock hours) receives 250 clock hours of transfer credit and completes 250 clock hours in the first term of enrollment, the student will be evaluated as a student who has passed the 25% point of the program (500/1500 = 33.3%) at the end of the first term. However, if a student receives 500 clock hours of transfer credit and will complete 250 clock hours at the end of the first term, the student will be evaluated as a student who is at the midpoint (50% point) of the program (750/1500 = 50%).

When a student transfers from or completes one program at the school and enrolls in another program, and all courses completed in the original program are acceptable for credit in the new program, all courses attempted and grades received in the original program are counted in the new program for calculation of the student's satisfactory academic progress in the new program. When a student transfers from or completes one program at the school and enrolls in another program at the school and all courses completed in the original program are NOT accepted for credit in the new program, all attempts of courses taken in the original program that are part of the new program will be counted in the calculation of the student's satisfactory academic progress upon entry into the new program, and the grades for the courses that are a part of the new program that were taken at the same institution will be used in the student's CGPA calculation.

Satisfactory Academic Progress and Financial Aid

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

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 Office personnel. Satisfactory academic progress for purposes of determining continuing federal financial assistance is determined by applying the CGPA requirements, rate of progress requirements, maximum completion time

restrictions, probation provisions, suspension and dismissal procedures, and appeals procedures as outlined in the satisfactory academic progress section of the 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 University and are ineligible for financial aid. Reinstatement of financial aid eligibility will occur only after re-admittance following suspension or in the event the student's appeal results in re-admittance.

SATISFACTORY ACADEMIC PROGRESS FOR STUDENTS RECEIVING VETERANS ADMINISTRATION BENEFITS

Previous Credit for Veterans Affairs Beneficiaries

All Veterans Affairs beneficiaries are required to disclose prior postsecondary school attendance and provide copies of transcripts for all postsecondary education and training. Upon enrollment, the University will request and obtain official written records of all previous education and experience, grant credit where appropriate, and advise the Veterans Affairs claimant and the Department of Veterans Affairs in accordance with VA regulations.

Make-Up Assignments

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

Maximum Time Frame for Veteran Students

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

Veterans Academic Probation

A veteran student who fails to meet the minimum standards of satisfactory academic progress as stated in the institutional policy is automatically placed on academic probation for one grading period. Any change in enrollment status, including when a veteran is placed on academic probation, changes schedules, or terminates or is dismissed from training, will be reported to the Veterans Administration. The University retains documentation of probation in a student's file. Students on academic probation may be required to participate in tutoring sessions outside class hours as a condition to continued enrollment. At the end of a probationary period, a student's progress is re-evaluated. If the student has met minimum standards for satisfactory academic progress and any written conditions of probation that may have been required, the student is removed from probation and returned to regular student status. A veteran who fails to regain satisfactory academic progress status after one grading period will be treated as all other students under the institutional policy described above, with one exception. A veteran who fails to meet satisfactory academic progress status following one grading period on probation will be reported to the Veterans Administration, and their benefits may be terminated.

Veterans Reinstatement after Successful Appeal of Termination

A student who successfully appeals termination from the University due to failure to maintain satisfactory academic progress may be reinstated. A reinstated student enters under an extended probationary period. This probationary period will extend for one grading period, after which a student must meet minimum standards of satisfactory progress to remain in school. The Department of Veterans Administration will determine whether or not to resume payments of Veterans Administration education benefits to a reinstated student.

FULL-TIME STATUS

Full-time status is defined as at least 12 credit hours per academic quarter. Programs require 16 credit hours per academic quarter to complete in a timely fashion. All students seeking part time status require written approval from the College President.

QUARTER CREDITS

The academic unit of credit awarded at Everest College is the quarter credit. One quarter credit is awarded for 10 contact hours of classroom lecture instruction, or for 20 contact hours of laboratory instruction, or for 30 hours of externship or practicum experience. Some courses are comprised of both lecture and laboratory instruction and are awarded credits accordingly.

ADD/DROP PERIOD – QUARTER-BASED PROGRAMS

The first 14 calendar days of each academic quarter is designated as the Add/Drop period for quarter-based programs and is designed to allow for adjustments to student schedules that may be necessary. (There is no Add/Drop period for modular programs.) This is the period when students may add or delete courses in order to finalize their schedules. Holidays that fall during this timeframe are not counted as part of the Add/Drop period. Students who wish to make course changes must request approval from the Academic Dean and the Student Finance Office.

The student charges for the term will be determined by the classes the student attends after the end of the Add/Drop period. There are no charges for classes dropped during the Add/Drop period. A student who attends a class beyond the Add/Drop period or who attends a class and does not drop it within the Add/Drop period will be charged for the class. For this reason it is important that students drop classes in a timely manner.

For students enrolling in school during the mini-term, the first seven days of the mini-term are considered the Add/Drop period. Holidays that fall during this timeframe are not counted as part of the Add/Drop period.

ATTENDANCE

Attendance in class is critical to student academic success. This policy sets standards that provide for the withdrawal from a course or dismissal from a program of students whose absences from class exceed a set rate. Normally, a student is considered present if s/he is in the assigned classroom for the scheduled amount of time, i.e., neither late for class (tardy) nor leaving before the end of class (leave early). However, an instructor may consider a student present who does not attend the entire class session if (a) the criteria used to make the determination are stated in the course syllabus **and** (b) the amount of time missed does not exceed 50% of the class session.

A lack of student attendance is a basis for student academic advising. At the beginning of each course, faculty shall advise students of the following:

- The policy regarding absences
- The importance of regular attendance
- That attendance is required to receive credit for the course

EXTERNSHIP/CLINICAL TRAINING

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

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

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

Students who have been dropped may appeal their termination if extenuating circumstances have occurred near the end of the externship/clinical that 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/clinical within the required completion time. Student appeals must include written documentation of the extenuating circumstances, submitted to the Director of Education and approved by the Appeals Committee. Students may be reinstated only once due to extenuating circumstances.

Establishing Attendance / Verifying Enrollment

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

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

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

Monitoring Student Attendance

Faculty shall monitor student attendance on the basis of both consecutive absences (the "Consecutive Absence Rule") and absences as a percentage of the hours in the class/program (the "Percentage Absence Rule"). A student may appeal an attendance dismissal pursuant to the Student Academic Appeals Policy only if: (a) the student returns to class the next scheduled class session following the attendance violation and (b) the student has no absences while the appeal is pending.

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

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

Consecutive Absence Rule (All Programs)

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

- All students who state they will not return to class are determined to have withdrawn and shall be promptly withdrawn from class(es).
- All students who state they will return to class but have been absent for fourteen (14) consecutive calendar days must attend the next scheduled class session and file an appeal. See "Student Academic Appeals Policy."
- Any student who has promised to return to school but who does not return on the next scheduled class session shall be withdrawn.
- A student must attend school while an appeal is pending, and failure to attend while an appeal is pending may be the basis for denying the appeal.
- An appeal may only be granted based on extenuating or mitigating circumstances. See "Student Academic Appeals Policy."

Percentage Absence Rule (Modular Programs)

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

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

For students who **have** been dismissed for violating the attendance policy, or would have been dismissed but for a successful appeal, the following rule shall apply:

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

Percentage Absence Rule (Quarter-based Programs)
For students in quarter-based programs, the following rule shall apply:

Percentage	Action Taken
25% of the total hours for all courses in the term	Attendance warning letter sent
40% of the total hours for all courses in the term	Withdrawn from the course and dismissed from school

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

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

Date of Determination (DOD)
The Date of Determination (DOD) shall be the date the school determined the student would not return to class. This is the date used to determine the timeliness of the refund and return to Title IV calculations. The DOD is the **earliest** of the following three (3) dates:
- The date the student notifies the school (verbally or in writing) that s/he is not returning to class;
- The date the student violates the published attendance policy;
- No later than the fourteenth calendar day after the LDA; scheduled breaks are excluded when calculating the DOD.

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

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

LEAVE OF ABSENCE POLICY (MODULAR PROGRAMS ONLY)
The institution permits students to request a leave of absence (LOA) as long as the leaves do not exceed a total of 180 days during any 12-month period and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education. Extenuating circumstances include, but are not limited to, jury duty, military obligations, birth or adoption of a child, or serious health condition of the student or a spouse, child or parent. In order for a student to be granted an LOA, the student must submit a completed, signed and dated Leave of Absence Request Form to the Academic Dean/Director of Education.

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

Failure to Return from a Leave of Absence

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

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

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

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

Extension of LOA

A student on an approved LOA may submit a request to extend the LOA without returning to class. Such a request may be approved by the Director of Education provided:

- The student submits a completed **LOA Extension Request Form** before the end date of the current leave
- There is a reasonable expectation the student will return
- The number of days in the leave as extended, when added to all other approved leaves, does not exceed 180 calendar days in any twelve (12) month period calculated from the first day of the student's first leave
- Appropriate modules required for completion of the program will be available to the student on the date of return

If the extension request is approved, the end date of the student's current leave will be changed in the official student information system to reflect the new end date. If the request is denied, the student will be withdrawn and the withdrawal date will be the student's last date of attendance (LDA).

Effects of Leave of Absence on Satisfactory Academic Progress

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

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

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

Veterans: Leave of Absence

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

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.

STUDENT ACADEMIC APPEALS POLICY

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

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

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

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

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

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

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

Assignment/Test Grades

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

Final Course Grades

Appeals of final course grades must be made within five (5) calendar days of the date the grade becomes final. The Academic Dean/Director of Education may direct a grade to be changed only when it is determined through the appeal process that a final grade was influenced by any of the following:
1. A personal bias or arbitrary rationale;
2. Standards unreasonably different from those that were applied to other students;
3. A substantial, unreasonable, or unannounced departure from previously articulated standards;
4. The result of a clear and material mistake in calculating or recording grades or academic progress.

Attendance Violations

Appeals of attendance violations must be made within five (5) calendar days of the violation. In order for an attendance appeal to be considered, the student must:
1. Have perfect attendance while the appeal is pending;
2. Submit a written plan to improve attendance with the Appeal Form.

Provided that no applicable state requirement would be violated by doing so, an attendance appeal may be granted if the student demonstrates that the absence was caused by:
1. The death of a family member;
2. An illness or injury suffered by the student;
3. Special circumstances of an unusual nature which are not likely to recur.

The Appeal Committee may, as a condition of granting the appeal, require the student to make up missed class time or assignments, place the student on probation and require the student to develop an Academic Advising Plan in conjunction with their advisor.

Satisfactory Academic Progress (SAP) Appeals

SAP appeals must be made within five (5) calendar days of the date the student was notified of the violation. The student is deemed to have notice of the pending dismissal as of the date of the dismissal letter. Provided that the student can complete their program within the maximum time frame with the required minimum CGPA, a SAP appeal may be granted if the student demonstrates that s/he is sincerely committed to taking the steps required to succeed in their program and that their failure to maintain the required CGPA or ROP was caused by any of the following mitigating circumstances:
1. The death of a family member;
2. An illness or injury suffered by the student;
3. Special circumstances of an unusual nature that are not likely to recur.

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

ADMINISTRATIVE POLICIES

STUDENT CONDUCT CODE

Background

The College maintains professional-level standards for conduct and behavior for all students. The standards of conduct for students are patterned after those of professional employees in the workplace. Students are expected to observe campus policies and behave in a manner that is a credit to the campus and to themselves. Certain violations of the student conduct code, as outlined in this policy, shall result in immediate dismissal. Other violations are subject to a progressive disciplinary action, where the student is advised and given

every opportunity to change his or her behavior to meet the expectations of the College and to prepare for what the student might later expect to find in a professional-level work environment. The College maintains the right to discipline students found in violation of College policies.

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

Student Conduct Code

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

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

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

Student Conduct Code Violations/Formal Disciplinary Procedure

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

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

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

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

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

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

Appeals

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

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.

CAMPUS SECURITY AND CRIME AWARENESS POLICIES

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

The College strives to provide its students with a secure and safe environment. Classrooms and laboratories comply with the requirements of the various federal, state and local building codes, with the Board of Health and Fire Marshal regulations. Most campuses

are equipped with alarm systems to prevent unauthorized entry. Facilities are opened each morning and closed each evening by administrative personnel.

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

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

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

Statistical Information

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

CAMPUS COMPLETION RATE REPORTS

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

DRUG AWARENESS

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

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

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

WEAPONS POLICY

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

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 Everest 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.

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 or by email at studentservices@cci.edu.

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

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

COMPUTER INFORMATION SYSTEMS PROGRAM STUDENT DISCLOSURE

Due to the rapidly changing nature of the Computer Information Systems 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 a Computer Information Systems program offers students 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.

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, Everest 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. Everest College prepares graduates for employment in the community. While on campus, dress that is 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. Everest 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.

FINANCIAL INFORMATION

TUITION AND FEES

Tuition and fees information can be found in **Appendix B: Tuition and Fees** in this catalog

Quarter-Based Programs

The tuition and fees listed in Appendix B 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 (existing). All part-time students must receive a written approval from the President prior to registration. 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 rate, including any courses being repeated. Arrangements to cover the cost of tuition, books, and part-time approval must be completed by the student 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.

Modular Programs

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

Payment Arrangements

Arrangements for payment of tuition, registration fees 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.

BUYER'S RIGHT TO CANCEL – CANCELLATION

The applicant's signature on the Enrollment Agreement does not constitute admission into The School until the student has been accepted for admission by an official of The School. If the applicant is not accepted by The School, all monies paid will be refunded. The applicant may also request cancellation in writing after signing the agreement and receive a full refund of all monies paid, if the written request is made by midnight of the third day following the signing of the enrollment agreement, or within the cancellation period specified in the state refund policy (if applicable), whichever is longer. Applicants who have not visited The School prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of The School facilities and inspection of equipment where training and services are provided. The refund will be made within 30 days of receipt of such notice.

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

OFFICIAL WITHDRAWALS

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

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

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

REFUND POLICIES

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

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

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

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

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

The refund calculation will be based on the date of withdrawal. Any monies due the applicant or student will be refunded within 30 days of the date of cancellation, termination, or determination of withdrawal. If a student received a loan for tuition, a refund will be made to the lender to reduce the student's loan debt. If the amount of refund exceeds the unpaid balance of the loan, the balance of funds will then be applied in the following order:

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

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

Micro-Terms: Refunds for students who withdraw from one of the 3 week micro-terms will receive refunds based on the following calculation.

1. Micro Terms have no add/drop period.
2. Students withdrawing before the first week or failing to attend the first week receive a 100% refund.
3. Students who attend the first week and then drop receive a 50% refund.

Students who attend the second week and then drop receive no refund.

Date of Withdrawal versus Date of Determination (DOD)

The date of withdrawal for purposes of calculating a refund is the student's last date of attendance. The date of determination, from which The School has 30 days to issue a refund, is the earlier of the date the student officially withdraws or the date The School determines the student has violated an academic standard. For example, when a student is withdrawn for violating an academic rule, the date of the student's withdrawal shall be the student's last date of attendance. The date of determination shall be the date The School determines the student has violated the academic rule, if the student has not filed an appeal. If the student files an appeal and the appeal is denied, the date of determination is the date the appeal is denied. If the student ceases attendance without providing official notification, the DOD shall be no more than 14 days from the student's last date of attendance.

Effect of Leaves of Absence on Refunds

If a student does not return from an approved leave of absence (where applicable) on the date indicated on the written request, the refund will be made within 30 days from the date the student was scheduled to return (DOD), but the refund calculation will be based on the student's last date of attendance.

Textbook and Equipment Return/Refund Policy

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

Federal Return of Title IV Funds Policy

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

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

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

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

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

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

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

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

The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal.

Refunds are allocated in the following order:

1. Unsubsidized Federal Stafford loans.
2. Subsidized Federal Stafford loans.
3. Unsubsidized Direct Stafford loans (other than PLUS loans).
4. Subsidized Direct Stafford loans.
5. Federal Perkins loans.

6. Federal PLUS loans.
7. Direct PLUS loans.
8. Federal Pell Grants for which a return of funds is required.
9. Academic Competetiveness Grants for which a return of funds is required.
10. National Smart Grants for which a return of funds is required.
11. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required.

Return of Unearned SFA Program Funds

The School must return the lesser of:

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

The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate 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 individual will be ineligible to receive additional student financial assistance in the future if the financial obligation(s) are not satisfied.)

Institutional Refund Calculation for First-Time Students

The School will perform a pro-rata refund calculation for students who terminate their training before completing more than 60 percent of the period of enrollment. Under a pro-rata refund calculation, The School is entitled to retain only the percentage of charges (tuition, fees, room, board, etc.) proportional to the period of enrollment completed by the student. The period of enrollment completed by the student is calculated by dividing the total number of weeks in the period of enrollment into the number of weeks completed in that period (as of the withdrawal date). The percentage of weeks attended is rounded up to the nearest 10 percent and multiplied by the school charges for the period of enrollment. A reasonable administrative fee not to exceed $100 or 5% of the total institutional charges, whichever is less, will be excluded from total charges used to calculate the pro-rata refund. The School may retain the entire contract price for the period of enrollment--including tuition, fees, and other charges--if the student terminates the training after completing more than 60 percent of the period of enrollment.

Modular Students Please Note: Since students enrolled in modular programs are charged tuition by academic year, the charges earned and amount due under the institutional refund policy is based on the charges for the portion of the academic year completed, rather than on the portion of the quarter completed.

Institutional Refund Calculation for Continuing Students

Continuing students in quarter-based and modular programs will receive a pro-rata refund according to the following schedule, based on the percentage of the period of enrollment completed by the student as calculated above and rounded up to the nearest 10%.

A Student Who Withdraws or Is Terminated...	Is Entitled to a Refund of...	The Institution Is Eligible to Retain...
During the institutional Add/Drop period	100%	0
After the institutional Add/Drop period and through and including 10% of the period	90%	10%
After 10% and through and including 20% of the period	50%	50%
After 20% and through and including 50% of the period	25%	75%
After 50% of the period	0	100%

REQUIREMENTS FOR GRADUATION

A student must:

1. Successfully complete all courses in the program with a 2.0 (70%) grade point average within the maximum time frame for completion as stated in the school catalog.
2. Successfully complete all externship hours (if applicable).
3. Meet any additional program specific requirements as stated in The School catalog.

STUDENT FINANCING OPTIONS

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

FINANCIAL ASSISTANCE

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

STUDENT ELIGIBILITY

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

FEDERAL FINANCIAL AID PROGRAMS

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

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

Federal Pell Grant

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

Federal Supplemental Educational Opportunity Grant (FSEOG)

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

Federal Perkins Loan

This low-interest loan is available to qualified students who need financial assistance to pay educational expenses. Repayment of the loan begins nine months after the student graduates, leaves school or drops below half-time status.

Federal Work Study (FWS)

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

Federal Stafford Loans (FSL)

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

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

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

Federal Parent Loan for Undergraduate Students (PLUS)

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

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

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

ALTERNATIVE FINANCING OPTIONS

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

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

Institutional Payment Plans

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

SCHOLARSHIP PROGRAMS

DREAM AWARD PROGRAM AND SCHOLARSHIPS

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

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

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

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

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

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

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

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.

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

Everest 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 Everest 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 the office of Student Services in coordination with the Department Head. This staff/faculty member assists the student through the entire educational process at Everest 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.

Everest 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

Everest College maintains housing accommodations for a limited number of approved programs. There are a number of apartment buildings in the general vicinity of the campus and clinical site locations. For further housing information, check with the Admissions Office.

STUDENT NEWSLETTER

Everest News is the college newsletter, which is available in the student lounge. Contributions are encouraged from the entire student body and faculty. Everest College students may obtain the newsletter at no charge. Items featured include student success stories.

STUDENT ORIENTATION

All new and reentering students must attend orientation. During orientation, students will become acquainted with the pertinent rules and regulations of Everest 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 AMBASSADOR PROGRAM

The Student Ambassador Program serves the students, the College, and the community by sponsoring student support and extracurricular programs throughout the academic year. It is primarily organized for the purpose of supporting student with regard to the College 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 College cannot guarantee that a tutor will always be available.

JOB PLACEMENT ASSISTANCE AND CAREER PLANNING

For many years, Everest College graduates have been viewed as individuals whose skills can be counted on in the marketplace. Indeed, successful Everest 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 résumé 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 Everest College are eligible for career-long placement assistance at any of our campuses located nationwide.

Everest College does not guarantee employment.

PROGRAMS OFFERED

Diploma Programs	
Medical Administrative Assistant	Diploma
Medical Assisting	Diploma
Medical Insurance Billing and Coding	Diploma
Network & Internet Security Specialist	Diploma
Pharmacy Technician	Diploma
Associate of Science Degree Programs	
Accounting	Associate of Science
Business	Associate of Science
Computer Information Science	Associate of Science
Computer Information Systems	Associate of Science
Criminal Justice	Associate of Science
Paralegal	Associate of Science
Surgical Technologist	Associate of Science
Bachelor's Degree Programs	
Applied Management	Bachelor of Science
Computer Information Science	Bachelor of Science
Criminal Justice	Bachelor of Science

DIPLOMA PROGRAMS

MEDICAL ADMINISTRATIVE ASSISTANT

Credential	Clock Hours	Credit Units	Length	Version
Diploma	720	47	8 Months/32 Weeks	1-0

The objective of the Medical Administrative Assistant Program is to prepare students for entry-level positions as medical administrative assistants in a variety of health care settings. Students study various administrative procedures related to the medical office. Students will learn accounting functions essential to a medical environment, set up patient records and maintain all filing and record keeping, basics of coding with CPT and ICD-9 codes, preparation and processing insurance claims, dictation and transcription, correspondence and mail processing and computerized practice management.

Module Number	Module Title	Lecture Hours	Lab Hours	Extern Hours	Total Clock Hours	Total Quarter Credits
Module A	Office Finance	40	40	0	80	6.0
Module B	Patient Processing and Assisting	40	40	0	80	6.0
Module C	Medical Insurance	40	40	0	80	6.0
Module D	Insurance Plans and Collections	40	40	0	80	6.0
Module E	Office Procedures	40	40	0	80	6.0
Module F	Patient Care and Computerized Practice Management	40	40	0	80	6.0
Module G	Dental Administrative Procedures	40	40	0	80	6.0
Module X	Medical Administrative Assistant Externship	0	0	160	160	5.0
	TOTAL	**280**	**280**	**160**	**720**	**47.0**

MODULE DESCRIPTIONS

Module A: Office Finance   6.0 Quarter Credit Hours
Module A introduces accounting functions essential to a medical environment. Students learn basic bookkeeping procedures and apply them to a bookkeeping project and accounting system. Students will also complete assignments writing payroll checks and keeping check registers. Patient billing is an integral portion of the module, including tracing delinquent claims and insurance problem solving. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self –directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in their new job so that they can advance in their career. They also become familiar with essential medical terminology.
Prerequisite: None. Lec Hrs: 040   Lab Hrs: 040 (Computer/Keyboarding Hrs: 020, Spelling/Skillbuilding Hrs: 020)

Module B: Patient Processing and Assisting   6.0 Quarter Credit Hours
In Module B, students learn to set up patient records and maintain and organize them manually and electronically. Students become familiar with records management systems and develop skills in alphabetic filing and indexing, and appointment scheduling. The basics of health insurance are introduced, as well the basics of coding with CPT and ICD-9 codes. Students are trained in vital signs, and a cardiopulmonary resuscitation (CPR) course is taught. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective.
Prerequisite: None. Lec Hrs: 040   Lab Hrs: 040 (Computer/Keyboarding Hrs: 020, Spelling/Skillbuilding Hrs: 020)

Module C: Medical Insurance   6.0 Quarter Credit Hours
Module C develops student proficiency in preparing and processing insurance claims. Students study insurance programs, including HMOs, PPOs, and worker's compensation plans. National coding systems used for claims processing are studied. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. Students are given hypothetical insurance billing situations and select appropriate forms, codes, and procedures to process insurance claims for optimal reimbursement. Office & insurance collection strategies are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist their being successful in the medical field.
Prerequisite: None. Lec Hrs: 040   Lab Hrs: 040 (Computer/Keyboarding Hrs: 020, Spelling/Skillbuilding Hrs: 020)

Module D: Insurance Plans and Collections	6.0 Quarter Credit Hours

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

Module D develops student proficiency in preparing and processing insurance claims. The Medicaid, Medicare, TRICARE, and CHAMPVA programs are discussed. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. They also focus on important aspects of the collection process including collection letters, telephone calls, and collection servicing agencies. They will also learn about Occupational Safety and Health Administration (OSHA) standards and the use of universal precautions in the medical office. Medical ethics and law are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately.
Prerequisite: None. Lec Hrs: 040   Lab Hrs: 040 (Computer/Keyboarding Hrs: 020, Spelling/Skillbuilding Hrs: 020)

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

In Module E, students are introduced to dictation and transcription. Emphasis is also placed on correspondence and mail processing, health information management and the medical facility environment. Students will also become familiar with disability income insurance and legal issues affecting insurance claims. In addition, students learn about the Health Insurance Accountability and Portability Act (HIPAA). Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals.
Prerequisite: None. Lec Hrs: 040   Lab Hrs: 040 (Computer/Keyboarding Hrs: 020, Spelling/Skillbuilding Hrs: 020)

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

Module F emphasizes computerized practice management, including file maintenance, patient records, bookkeeping and insurance. Students will learn the health insurance claim form and managed care systems. Hospital billing is introduced in this module. Students will also learn about the history of the healthcare industry and the Medical Assisting Profession. In addition, students learn basic techniques for taking patients vital signs. They learn OSHA standards and the use of universal precautions in the medical office. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to learn from and how to become a mentor.
Prerequisite: None. Lec Hrs: 040   Lab Hrs: 040 (Computer/Keyboarding Hours: 020, Spelling/Skillbuilding Hours: 020)

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

Module G focuses on basic administrative procedures performed in the dental office. Students are introduced to the dental health team with emphasis on the tasks performed by the administrative support staff. Specialized procedures including appointment scheduling, bookkeeping, dental charting, processing patients, insurance billing and coding, and law and ethics are presented. Students are also given an introduction to radiography and radiation safety. Students will do vital signs. They will discuss interpersonal skills and human relations, telephone techniques, and patient reception techniques. Students build on keyboarding and word processing skills, become familiar with essential dental terminology, and become familiar with the self-directed job search process by learning how to dress for success.
Prerequisite: None. Lec Hrs: 040   Lab Hrs: 040 (Computer/Keyboarding Hrs: 020, Spelling/Skillbuilding Hrs: 020)

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

Upon successful completion of modules A through G, students participate in a 160-hour externship at an approved facility. This course is 160 hours of supervised, practical, in-service experience in a medical office or clinic in which the student practices direct application of all administrative functions of the medical administrative assistant.
Prerequisite: Completion of Modules A - G. Lec Hrs: 000 Lab Hrs: 000 Other Hrs: 160

MEDICAL ASSISTING

Credential	Clock Hours	Credit Units	Length	Version
Diploma	720	47	8 Months	1-2

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

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

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

Completion of the Medical Assisting Program is acknowledged by the awarding of a diploma.

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

Upon successful completion of this program, the graduate will be able to:
- Demonstrate professionalism and ethical behavior.
- Discuss the history of medical assisting as it relates to medical practice and professional organizations.
- Recognize and respond to verbal and non-verbal communication, and use appropriate communication techniques.
- Demonstrate knowledge of and use appropriate terminology for the different body systems, illnesses and injuries associated with those systems, and diagnostic and therapeutic procedures.
- Apply principles of infection control and use appropriate aseptic technique.
- Perform clinical responsibilities, including preparing patients for examination and procedures, preparing and administering medications as directed, collecting and processing specimens, recognizing emergencies, and performing CPR and first aid.
- Identify minor surgical procedures and demonstrate the ability to assist with those procedures.
- Instruct and teach patients methods of health promotion and disease prevention.
- Maintain accurate patient records.
- Perform administrative procedures that include telephone techniques, appointment scheduling, record management, and insurance billing procedures.
- Demonstrate skills related to word processing, medical transcription, the processing of insurance claims, and simulated computerized medical office applications.
- Implement current procedural and diagnostic coding.
- Accurately complete bookkeeping, banking, and financial procedures.
- Demonstrate acceptable speed and accuracy in computer keyboarding.

Develop a resume and identify a career plan that includes potential job leads, networking contacts, a job search schedule, and five year goals.

Program outline

Module Code	Module Title	Contact Hours	Quarter Credit Units
Module A	Patient Care and Communication	80	6.0
Module B	Clinical Assisting, Pharmacology	80	6.0
Module C	Medical Insurance, Bookkeeping and Health Sciences	80	6.0
Module D	Cardiopulmonary and Electrocardiography	80	6.0
Module E	Laboratory Procedures	80	6.0
Module F	Endocrinology and Reproduction	80	6.0
Module G	Medical Law, Ethics, and Psychology	80	6.0
Module X	Externship	160	5.0
	Program Total	**720**	**47.0**

Major Equipment

Autoclave	Hematology Testing Equipment	Personal Computers	Surgical Instruments
Calculators	Mayo Stands	Sphygmomanometers	Teletrainer
Electrocardiography Machine	Microscopes	Stethoscopes	Training Mannequin
Examination Tables			

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

Module A emphasizes patient care, including examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. Students will have an opportunity to work with and review patient charts and perform front office skills related to records management, appointment scheduling, and bookkeeping. Students gain an understanding of the importance of communication (verbal and nonverbal) when working with patients both on the phone and in person. Students develop an understanding of basic anatomy and physiology of the special senses (eyes and ears), nervous and integumentary systems, common diseases and disorders, and medical terminology related to these systems. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in their new job so that they can advance in their career. Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

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

Module B stresses the importance of asepsis and sterile technique in today's health care environment. Students learn about basic bacteriology and its relationship to infection and disease control. Students identify the purpose and expectations of the Occupational Health and Safety Administration (OSHA) and the Clinical Laboratory Improvement Amendments (CLIA) regarding disease transmission in the medical facility. Students become familiar with the principles and various methods of administering medication. Basic pharmacology, therapeutic drugs, their uses, inventory, and classification and effects on the body are included. Students participate in positioning and draping of patients for various examinations and prepare for and assist with minor office surgical procedures. Students gain an understanding of basic anatomy and physiology of the muscular system, common diseases and disorders, and medical terminology related to this system. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective, create a neat, accurate, well-organized cover letter, resume, and job application. Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

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

Module C introduces students to the health care environment and office emergencies and first aid, with an emphasis on bandaging techniques for wounds and injuries. Students study medical insurance, billing and coding, bookkeeping procedures, accounts payable and receivable, financial management, banking, and check writing procedures that are essential to the successful operation of the medical office. Students develop an understanding of good health nutrition and weight control and strategies in promoting good health in patients.

Students gain an understanding of basic anatomy and physiology of the digestive system, common diseases and disorders, and medical terminology related to this system. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist them in being successful in the medical field. Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

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

Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs and diseases, disorders, and diagnostic tests associated with these systems. Students learn about the electrical pathways of the heart muscle in preparation for applying electrocardiography (ECG or EKG) leads and recording a 12-lead electrocardiogram. A cardiopulmonary resuscitation (CPR) course is taught which enables students to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. They obtain blood samples, and prepare syringes and medications for administration. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately. Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

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

Module E introduces microbiology and laboratory procedures commonly performed in a physician's office or medical clinic. Students learn specimen identification, collection, handling and transportation procedures, and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. Students gain knowledge in radiology and nuclear medicine and become familiar with various radiological examinations and the patient preparation for these exams. Students also study anatomy and physiology of the urinary system and the body's immunity including the structure and functions, as well as, common diagnostic exams and disorders related to these systems. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals. Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

| **Module F - Endocrinology and Reproduction** | **6.0 Quarter Credit Units** |

Module F covers general anatomy and physiology, including an overview of the study of biology and the various body structures and systems. This module also identifies and examines the basic structural components and functions of the skeletal, endocrine and reproductive systems. Students learn about child growth and development, and how heredity, cultural and the environmental aspects affect behavior. Students gain an understanding about assisting in a pediatrician's office and learn the important differences that are specific to the pediatric field. Some of the skills students learn in this area are height, weight, measurements and restraining techniques used for infants and children. They check vital signs, assist with diagnostic examinations and laboratory tests, instruct patients regarding health promotion practices, and perform certain invasive procedures. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to become a mentor and learn from mentoring. Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

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

Module G covers the history and science of the medical field, as well as, the medical assisting profession and how it fits into the big picture. Students gain an understanding of concepts related to patient reception in the medical office and preparing for the day. Students become familiar with what it takes to become an office manager and the responsibilities an office manager has to the office, the staff, and the physician. Students are introduced to medical office safety, security, and emergency provisions, and how they can best be dealt with. Students learn how to maintain equipment and inventory. Computers in the medical office are discussed and how ergonomics plays an important role in the health of the staff and patients. Students learn how to provide mobility assistance and support to patients with special physical and emotional needs. Basic principles of psychology are discussed, as well as psychological disorders and diseases and treatments available. Medical law and ethics and various physical therapy modalities are discussed. Students check vital signs, obtain blood samples, and prepare and administer intramuscular injections. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to dress for success. Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

| **Module X – Externship** | **5.0 Quarter Credit Units** |

Upon successful completion of Modules A through G, Medical Assisting students participate in a 160-hour externship at an approved facility. The externship provides the student an opportunity to apply principles and practices learned in the program and utilize entry-level medical assisting skills in working with patients. Medical assisting externs work under the direct supervision of qualified personnel at the participating externship sites, and under general supervision of the school staff. Externs are evaluated by supervisory personnel at the site at 80- and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship experience in order to fulfill requirements for graduation. Lec Hrs: 0 Lab Hrs: 0 Other Hrs: 160

MEDICAL INSURANCE BILLING AND CODING

Credential	Clock Hours	Credit Units	Length	Version
Diploma	720	47	8 months (day)	2-0

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

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

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

Completion of the Medical Insurance Billing and Coding program is acknowledged by the awarding of a diploma.

Program outline

Module Code	Module Title	Contact Hours	Quarter Credit Units
MEDINTRO	Introduction to Medical Terminology, Keyboarding, Word Processing, Basic Math, Insurance Coding, and Administrative Duties of Medical Personnel	80	6.0
MIBCL	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Cardiovascular and Lymphatic Systems	80	6.0
MIBGU	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitorurinary System	80	6.0
MIBIE	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumentary and Endocrine Systems, and Pathology	80	6.0
MIBMS	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Musculoskeletal System	80	6.0
MIBRG	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Respiratory and Gastrointestinal Systems	80	6.0
MIBSN	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Sensory and Nervous Systems, and Psychology	80	6.0
MIBP*	Practicum –OR–	160	5.0
MIBE*	Externship		
	PROGRAM TOTAL	**72**	**47.0**

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

MAJOR EQUIPMENT

Calculator   Personal Computer

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

**Module MIBCL – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural   6.0 Quarter Credit Hours
Coding of the Cardiovascular and Lymphatic Systems**
This module presents a study of basic medical terminology focused on the cardiovascular system and the lymphatic system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition,

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

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

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

Module MIBMS – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural   6.0 Quarter Credit Hours
Coding of the Musculoskeletal System
This module presents a study of basic medical terminology focused on the musculoskeletal system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include

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

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

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

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

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

Module MIBE – Externship   **5.0 Quarter Credit Hours**

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

NETWORK AND INTERNET SECURITY SPECIALIST

Credential	Clock Hours	Credit Units	Length	Version
Diploma	960	72	12 Months	1-0

The Network and Internet Security Specialist program is designed for students wishing to pursue a career in planning, implementing, administering, supporting and securing networked computer systems and their users. Network design, installation, maintenance and management as well as implementation, and operating computer services are rapidly growing areas in the information technology industry.

The Network and Internet Security Specialist program will help students develop the network planning, implementation, administration and computer user support skills required to meet employers' needs in these areas.

The Network and Internet Security Specialist program helps prepare graduates for careers as Network Security Specialist, Network Security Administrator, Network Administrators, Network Technicians, Help Desk Technicians, PC Support Specialists, Technical Support Representatives, and more.

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

Program outline

Course Number	Course Title	Lec. Hours	Lab Hours	Extern Hours	Total Contact Hours	Quarter Credit Units
CTS 1000	Introduction to Computer Technology	40	40	40	80	6.0
CTS 1050	Computer Hardware and Operating Systems	40	40	00	80	6.0
NCS 1000	Networking Concepts	40	40	00	80	6.0
NCS 1050	Network Routing	40	40	00	80	6.0
NOS 1000	Network Operating Systems – Client	40	40	00	80	6.0
NOS 1050	Network Operating Systems – Server	40	40	00	80	6.0
NSS 2000	Network Infrastructure Implementation	40	40	00	80	6.0
NSS 2050	Network Directory Services	40	40	00	80	6.0
NSS 2100	Network Infrastructure Planning	40	40	00	80	6.0
NIS 2000	Network Security Fundamentals	40	40	00	80	6.0
NIS 2050	Network Security Implementation	40	40	00	80	6.0
NIS 2100	Network Security Design	40	40	00	80	6.0
PROGRAM TOTAL:		**480**	**480**	**000**	**960**	**72.0**

(Course descriptions for all quarter-based programs begin in the Course Offerings section.)

PHARMACY TECHNICIAN

Credential	Clock Hours	Credit Units	Length	Version
Diploma	740	48	8 months	1-0 (UT)

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

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

Many of the traditional pharmacy functions, once performed by pharmacists, are now being performed by pharmacy technicians. Today's pharmacy technician has assumed a position which supports and enhances the progressive direction taken by pharmacy. The technician has also become the key person in assuring the smooth uninterrupted functioning of traditional pharmacy services. Students will also learn about HIPAA guidelines as they pertain to the Pharmacy industry.

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

Program outline

Module Code	Module Title	Contact Hours	Quarter Credit Hours
MODULE A	Administration of Medications and Pharmacology of the Endocrine/Lymphatic Systems	80	6.0
MODULE B	Aspects of Retail Pharmacy and Pharmacology of the Nervous System	80	6.0
MODULE C	History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear Oncology Pharmacy Practice	80	6.0
MODULE D	Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses	80	6.0
MODULE E	Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System	80	6.0
MODULE F	Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System	80	6.0
MODULE G	Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System	80	6.0
MODULE X	Clinical Externship	180	6.0
PROGRAM TOTAL:		**740**	**48.0**

Module A   Administration of Medications and Pharmacology of the Endocrine and Lymphatic Systems   6.0 Quarter Credit Hours
This module is designed to provide the student with an overall understanding of medication administration, safety and quality assurance. Included in this course is an overview and historical development of pharmacy. Body systems are covered in this module which includes the Endocrine and Lymphatic systems, and medications used to treat conditions of the endocrine system. Repackaging and compounding will be discussed and performed. Included in this course is use of policy and procedure manuals, materials management of pharmaceuticals, the pharmacy formulary system, computer applications in drug-use control, and receiving and processing medication orders. Preparation and utilization of patient profiles, handling medications, storage and delivery of drug products, records management and inventory control, and compensation and methods of payment for pharmacy services are discussed. Conversions and calculations used by pharmacy technicians will be discussed along with drug dosages in units and working with compounds, admixtures, and parenteral and IV medications. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module B   Aspects of Retail Pharmacy and Pharmacology of the Nervous System   6.0 Quarter Credit Hours
This module is designed to provide the student with responsibilities of a technician filling prescriptions, including the information required to fill prescription and typing the prescription label. This module also covers how to read a drug label. Medications for the Nervous system are covered including a study of medications for neurological conditions, mental disorders and a discussion on muscle relaxants. This module will include C.P.R. certification. Hands-on skills in the laboratory practice setting are performed.
Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module C	**History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear and Oncology Pharmacy Practice**	**6.0 Quarter Credit Hours**

This module is designed to introduce the student to the professional aspects of working in pharmacy technology. Subjects covered include a history of and changing roles of pharmacists and pharmacy technicians. This module covers the Law and Ethics of Pharmacy which includes the Food and Drug Act, the 1970 Comprehensive Drug Abuse Prevention and Control Act, and other modern-day drug legislation. The respiratory system is discussed along with medications for respiratory tract disorders. Oncology agents are covered in this module along with HIV/AIDS. Calculations and dimensional analysis of drug dosages are covered. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module D	**Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses**	**6.0 Quarter Credit Hours**

This module covers pharmacy technician registration and certification, including professionalism and communication in the pharmacy setting. Over-the-Counter medications, vitamins and skin care products are discussed in this module. Medications for the integumentary system are covered along with a discussion on medication calculations for the elderly. Also covered in this module are medications used for disorders of the eyes and ears. Students learn the most common medication errors, alternative medication and food & drug interactions. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module E	**Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System**	**6.0 Quarter Credit Hours**

In this module, emphasis is placed on the role and responsibilities of the pharmacy technician regarding parenteral dosages, including using proportion in calculating drug dosages for pediatrics. This module is designed to provide the student with an overall understanding of the administrative aspects and hands-on applications involved in working in a pharmacy. Medications for the G.I. and Musculoskeletal System are covered along with medications for disorders of the musculoskeletal system, as well as a study of general operations of pharmacies at different settings. Subjects covered include safety in the workplace, using computers in the pharmacy, communications and interpersonal relations within the pharmacy. Students will learn about migraine headaches, analgesics and drugs for NSAID. Use of computers in the pharmacy practice setting are covered. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module F	**Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System**	**6.0 Quarter Credit Hours**

This module is designed to provide the student with an overall understanding of anatomy and physiology as it relates to the Urinary and Reproductive Systems. Students will learn common tasks performed by pharmacy technicians in the hospital practice setting, including policies and procedures, responsibilities of the inpatient pharmacy technician, and specific State requirements regulating the use of pharmacy technicians in various States. Students will familiarize themselves with intravenous flow rates of large volume and small volume IV, infusion of IV Piggybacks, and the use of a Heparin lock. Critical Care flow rates and automated medication dispensing systems are discussed and calculated. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module G	**Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System**	**6.0 Quarter Credit Hours**

This module is designed to familiarize the student with all aspects of home health care, mail order pharmacy/E-Pharmacy, and long term care pharmacy. Also covered in this module is drug distribution systems utilized in the pharmacy to include pharmacy stocking and billing, inventory and purchasing. This module will provide students with the understanding of the cardiovascular, circulatory and skeletal system and discuss medications for circulatory disorders and medications for the skeletal system. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module X	**Clinical Externship**	**6.0 Quarter Credit Hours**

This 180-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the working pharmacy. Students will be expected to gain experiences in either a hospital pharmacy or a community (retail) pharmacy. Students will gain exposure to "on-the-job" experiences and training in the pharmacy setting and practice of skills, gaining experiences in all aspects of drug preparation, and distribution utilized by participating sites. Prerequisite: Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 180.0.

ASSOCIATE OF SCIENCE PROGRAMS

(Course descriptions for all quarter-based programs begin in the Course Offerings section.)

ACCOUNTING (AS)

Credential	Credit Units	Length	Version
Associate of Science Degree	96	24 Months	1-2

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

Program outline

Course Number		Course Title	Associate Degree Quarter Credit Hrs.
COLLEGE CORE REQUIREMENTS			
SLS	1105	Strategies for Success	4.0
CGS	2167C	Computer Applications	4.0
SLS	1321	Career Skills	2.0
Choose 8 credits from the following:			
LIS	2004	Introduction to Internet Research	2.0
MAN	2031	Let's Talk Business	2.0
OST	2335	Business Communications	4.0
MTB	1103	Business Math	4.0
OST	1141L	Keyboarding 1	2.0
CGS	2510C	Applied Spreadsheets	4.0
		TOTAL QUARTER CREDIT HOURS	**18.0**
MAJOR CORE REQUIREMENTS			
APA	2111	Principles of Accounting I	4.0
APA	2121	Principles of Accounting II	4.0
APA	2161	Introductory Cost/Managerial Accounting	4.0
ACG	2021	Introduction to Corporate Accounting	4.0
APA	2141	Computerized Accounting	4.0
ACO	1806	Payroll Accounting	4.0
ACG	2551	Non-Profit Accounting	4.0
TAX	2000	Tax Accounting	4.0
MAN	1030	Introduction to Business Enterprise	4.0
BUL	2131	Applied Business Law	4.0
Choose two courses from the following:			
FIN	1103	Introduction to Finance	4.0
ACG	2178	Financial Statement Analysis	4.0
MAN	2021	Principles of Management	4.0
		TOTAL QUARTER CREDIT HOURS	**48.0**
GENERAL EDUCATION CORE REQUIREMENTS			
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
MAT	1033	College Algebra	4.0
PSY	2012	General Psychology	4.0
SPC	2016	Oral Communications*	4.0
AML	2000	Introduction to American Literature	4.0
EVS	1001	Environmental Science	4.0
SLS	1505	Basic Critical Thinking	2.0
		TOTAL QUARTER CREDIT HOURS	**30.0**
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION			**96.0**

* Online students will take SPCP2300 Fundamentals of Interpersonal Communication

BUSINESS (AS)

Credential	Clock Hours	Credit Units	Length		Version
Associate of Science Degree	1020-1030	96	24 Months		1-1

The Associate in Science in Business program is offered for those students whose career goals require a broad knowledge of the functional areas of business. All students will take coursework in the areas of accounting, general business, management, marketing, human resources, computer applications, and business law. The Business Administration concentration focuses on the structure, function, and procedures of standard business operations. The program prepares students for a variety of entry-level positions in areas such as sales, office supervision, and small business management.

Program outline

Course Number		Course Title	Associate Degree Quarter Credit Hrs.
COLLEGE CORE REQUIREMENTS			
SLS	1105	Strategies for Success	4.0
CGS	2167C	Computer Applications	4.0
SLS	1321	Career Skills	2.0
Choose 8 credits from the following list:			
OST	1141L	Keyboarding 1	2.0
MAN	2031	Let's Talk Business	2.0
OST	2335	Business Communications	4.0
LIS	2004	Introduction to Internet Research	2.0
MTB	1103	Business Math	4.0
CGS	2501	Applied Word Processing	4.0
CGS	2510C	Applied Spreadsheets	4.0
		TOTAL COLLEGE CORE CREDIT HOURS	**18.0**
MAJOR CORE REQUIREMENTS			
MAN	1030	Introduction to Business Enterprise	4.0
MAN	2021	Principles of Management	4.0
BUL	2131	Applied Business Law	4.0
MAN	2300	Introduction to Human Resources	4.0
MAR	1011	Introduction to Marketing	4.0
APA	2111	Principles of Accounting I	4.0
APA	2121	Principles of Accounting II	4.0
		TOTAL ALL CONCENTRATIONS CREDIT HOURS	**28.0**
BUSINESS ADMINISTRATION CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS			
FIN	1103	Introduction to Finance	4.0
MAN	2727	Strategic Planning for Business	4.0
MAR	2305	Customer Relations and Servicing	4.0
Choose 2 of the following courses:			
APA	2161	Introductory Cost/Managerial Accounting	4.0
SBM	2000	Small Business Management	4.0
ACG	2178	Financial Statement Analysis	4.0
ACG	2021	Introduction to Corporate Accounting	4.0
		TOTAL MAJOR CORE CREDIT HOURS	**20.0**
GENERAL EDUCATION REQUIREMENTS			
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
MAT	1033	College Algebra	4.0
PSY	2012	General Psychology	4.0
SPC	2016	Oral Communications*	4.0
AML	2000	Introduction to American Literature	4.0
EVS	1001	Environmental Science	4.0
SLS	1505	Basic Critical Thinking	2.0
		TOTAL QUARTER CREDIT HOURS	**30.0**
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION			**96.0**

* Online students will take SPCP2300 Fundamentals of Interpersonal Communication

COMPUTER INFORMATION SCIENCE (AS)

Credential	Credit Units	Length	Version
Associate of Science Degree	96	24 Months	2-1

The Associate in Science Degree in Computer Information Science is designed to provide the student with hands-on training in the latest data communications and computer operations technologies. AS Degree students must complete the required coursework in the major core from one of the listed areas of concentration. The following describes each area of concentration.

Programming:

This concentration provides coursework in computer programming and systems development, computer hardware and operating systems, as well as accounting and business courses that complement the business-oriented applications graduates will encounter in the work place. The graduate will be familiar with microcomputer applications, programming applications, and design in a programming language. This concentration prepares an individual to enter the information technology industry in a variety of job roles, including entry-level programmer.

Network Administration:

The Network Administration concentration enables students to build a solid foundation in the key technologies that drive many of today's corporate networks. Students in this concentration will gain hands-on experience with the hardware and software used in personal computers, learn to manage and direct network traffic, and will develop system support skills that focus on installing, administering, and troubleshooting commonly used network hardware and software. This concentration helps prepare graduates for careers as Network Administrators, Network Security Administrators, Database Administrators, Network Technicians, Help Desk Technicians, PC Support Specialists, Database Support Specialists, Technical Support Representatives, and more.

Web Design:

The Web Design concentration covers the essential topics necessary to gain a complete understanding of the latest Internet and web site development technologies. Students learn all aspects of implementing an Internet and/or Intranet web site, including site planning and design, and will practice programming interactive web sites using the latest scripting languages and editing software. Graduates will develop a portfolio of their work and will have the opportunity to enter the job market as entry level web designers in a variety of related positions and job titles.

Course Number	Course Name	Associates Degree Quarter Credit Hrs
College Core Requirements		
SLS 1105	Strategies for Success	4.0
SLS 1321	Career Skills	2.0
CGS 2167C	Computer Applications	4.0
Choose one of following courses (students taking Web Design concentration *must* take Project Development and one of the other two choices)**:**		
CEN 1056	Project Development	2.0
OST 1141L	Keyboarding	2.0
MAN 2031	Let's Talk Business	2.0
	Total Quarter Credit Hours:	**12.0**
Major Core Requirements – Programming Concentration		
APA 2111	Principles of Accounting I	4.0
APA 2121	Principles of Accounting II	4.0
BUL 2131	Applied Business Law	4.0
CEN 1509C	Computer Networking Fundamentals	4.0
CGS 1763C	Computer Operating Systems	4.0
CGS 1280C	Computer Hardware Concepts	4.0
COP 2010C	Programming Concepts	4.0
CGS 2461C	Fundamental Programming Techniques	4.0
CIS 2325	Introduction to the Systems Development Life Cycle	4.0
	Programming Major Core	**52.0**
Major Core Requirements – Network Administration Concentration		
CGS 1763C	Computer Operating Systems	4.0
CGS 1280C	Computer Hardware Concepts	4.0
CEN 1509C	Computer Networking Fundamentals	4.0
CEN 1561C	Network Operating Systems-Client	4.0
CEN 1562C	Network Operating Systems-Server	4.0
CET 1605C	Network Routing I	4.0
CET 2607C	Network Routing II	4.0
CTS 2320C	Network Management	4.0

CEN 2327C	Network Infrastructure	4.0
CTS 2303C	Network Directory Services	4.0
CIS 2354C	Network Security Fundamentals	4.0
Choose one of the following two-course network management sequences in Security or Database or other approved IT electives (4 credits each).		8.0
CENP 2345C	Network Security	
CISP 2475	Designing Network Security	
CENP 2420	Implementing and Administering Databases	
CENP 2450	Database Design	
	Network Administration Major Core:	**52.0**
Major Core Requirements – Web Design Concentration		
CEN 1509C	Computer Networking Fundamentals	4.0
COP 2010C	Programming Concepts	4.0
CGS 2461C	Fundamental Programming Techniques	4.0
CGS 1800C	Web Site Design Methodology	4.0
CGS 1821C	Web Content Development	4.0
COP 2840C	Content Generation – Scripting Languages	4.0
CGS 2820C	Web Authoring	4.0
CGS 2877C	Web Animation	4.0
GRA 2225C	Graphic Design Using Adobe Photoshop	4.0
CGS 2177C	E-Commerce Systems Administration	4.0
CGS 2910C	Web Design Portfolio Project	2.0
	Web Design Major Core	**50.0**
*Approved IT Electives to be selected in consultation with the Academic Advisor, Registrar, or Academic Dean from available coursework in the major (typically those courses with CEN, CIS, CGS, COP, CTS and CET prefixes).		
Approved Electives		**8.0**
To be selected in consultation with the Academic Advisor, Registrar or Academic Dean to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student.		
General Education Requirements		
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
SPC 2016	Oral Communications	4.0
MAT 1033	College Algebra	4.0
PSY 2012	General Psychology	4.0
EVS 1001	Environmental Sciences	4.9
	Total Quarter Credit Hours:	**24.0**
	Total Quarter Credit Hours Required for Graduation:	**96.0**

COMPUTER INFORMATION SYSTEMS (AS)

Credential	Credit Units	Length	Version
Associate of Science Degree	90	24 Months	0-0

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.

Program outline

Course Number		Course Title	Associate Degree Quarter Credit Hrs.
COLLEGE CORE REQUIREMENTS			
OST	1141L	Keyboarding 1	2
SLS	1105	Strategies for Success	4
SLS	1321	Career Skills	2
		TOTAL QUARTER CREDIT HOURS	**8**
MAJOR CORE REQUIREMENTS			
APA	2111	Principles of Accounting I	4
CGS	2167C	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
OST	2335	Business Communications	4
Choose 14 credits from the following list:			
APA	2121	Principles of Accounting II	4
ATG	110	Ten Key Mastery	2
BUL	2131	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
WPR	105	Beginning Word Processing	4
		TOTAL QUARTER CREDIT HOURS	**58**
GENERAL EDUCATION CORE REQUIREMENTS			
AMH	2030	20th Century American History	4
ENC	1101	Composition I	4
ENC	1102	Composition II	4
MAT	1033	College Algebra	4
PSY	2012	General Psychology	4
SPC	2016	Oral Communications	4
		TOTAL QUARTER CREDIT HOURS	**24**
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION			**90**

CRIMINAL JUSTICE (AS)

Credential	Credit Units	Length	Version
Associate of Science Degree	96	24 Months	1-2

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

Program outline

Course Number		Course Title	Associate's Degree Quarter Credit Hrs.
COLLEGE CORE REQUIREMENTS			
SLS	1105	Strategies for Success	4.0
SLS	1321	Career Skills	2.0
CGS	2167C	Computer Applications	4.0
		TOTAL QUARTER CREDIT HOURS	**10.0**
MAJOR CORE REQUIREMENTS			
BUL	2131	Applied Business Law	4.0
CCJ	1017	Criminology	4.0
CCJ	1024	Introduction to Criminal Justice	4.0
CJL	2130	Criminal Evidence	4.0
CJL	2134	Criminal Procedure and the Constitution	4.0
CCJ	1610	Criminal Investigations	4.0
CCJ	2358	Criminal Justice Communications	4.0
CCJ	2306	Introduction to Corrections	4.0
CJD	2250	Introduction to Interviews and Interrogations	4.0
DSC	2002	Introduction to Terrorism	4.0
		TOTAL QUARTER CREDIT HOURS	**40.0**
The students will take 12.0 credits from following courses:			
CJE	2100	Policing in America	4.0
CCJ	2288	Spanish for the Criminal Justice Professional	4.0
CCJ	2679	Introduction to Victims Advocacy	4.0
CCJ	2943	Current Issues in Criminal Justice	4.0
CJE	2670	Introduction to Forensics	4.0
CCJ	1910	Career Choices in Criminal Justice	4.0
		TOTAL QUARTER CREDIT HOURS	**12.0**
GENERAL EDUCATION CORE REQUIREMENTS			
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
SPC	2016	Oral Communications	4.0
SYG	2000	Principles of Sociology	4.0
MAT	1033	College Algebra	4.0
PSY	2012	General Psychology	4.0
SLS	1505	Basic Critical Thinking	2.0
AML	2000	Introduction to American Literature	4.0
EVS	1001	Environmental Science	4.0
		TOTAL QUARTER CREDIT HOURS	**34.0**
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION			**96.0**

PARALEGAL

Credential	Credit Units	Length	Version
Associate of Science Degree	96	24 Months	1-3

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

Program outline

Course Number		Course Title	Associate's Degree Quarter Credit Hrs
COLLEGE CORE REQUIREMENTS			
CGS	2167C	Computer Applications	4.0
SLS	1105	Strategies for Success	4.0
SLS	1321	Career Skills	2.0
CGS	2501	Applied Word Processing	4.0
		TOTAL QUARTER CREDIT HOURS	**14.0**
MAJOR CORE REQUIREMENTS			
PLA	1003	Introduction to Paralegal	4.0
PLA	2363	Criminal Procedure and the Constitution	4.0
PLA	1105	Legal Research and Writing I	4.0
PLA	2106	Legal Research and Writing II	4.0
PLA	2273	Torts	4.0
PLA	2423	Contract Law	4.0
PLA	2600	Wills, Trusts, and Probate	4.0
PLA	2800	Family Law	4.0
PLA	2763	Law Office Management	4.0
PLA	2203	Civil Procedure	4.0
		TOTAL QUARTER CREDIT HOURS	**40.0**
The student will select 8.0 credits from the following list:			
PLA	2460	Bankruptcy	4.0
PLA	2930	Contemporary Issues and Law	4.0
PLA	2433	Business Organizations	4.0
PLA	2483	Introduction to Administrative Law	4.0
PLA	2610	Real Estate Law	4.0
PLA	2631	Environmental Law	4.0
		TOTAL QUARTER CREDIT HOURS	**8.0**
GENERAL EDUCATION CORE REQUIREMENTS			
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
SPC	2016	Oral Communications	4.0
SYG	2000	Principles of Sociology	4.0
MAT	1033	College Algebra	4.0
PSY	2012	General Psychology	4.0
SLS	1505	Basic Critical Thinking	2.0
AML	2000	Introduction to American Literature	4.0
EVS	1001	Environmental Science	4.0
		TOTAL QUARTER CREDIT HOURS	**34.0**
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION			**96.0**

SURGICAL TECHNOLOGIST (AS)

Credential	Credit Units	Length	Version
Associate of Science Degree	98	24 Months	1-3

Surgical technologists are allied health professionals who are an integral part of the team of medical practitioners providing surgical care to patients in a variety of settings. They work under medical supervision to facilitate the safe and effective conduct of invasive surgical procedures. This individual works under the supervision of a surgeon to ensure that the operating room or environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety.

The surgical technologist possesses the appropriate expertise in the theory and application of sterile and aseptic technique and combines the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures. This 1390-hour program is based on the skills required of today's Certified Surgical Technologist.

The program consists of 97 quarter credit hours, including college core requirements, major core requirements, and general education requirements. Two of the courses within the major core involve students going out to the clinical sites and performing hands-on skills which they were taught in the classroom. These are referred to as "clinical rotations." During these rotations, which are completed both at the halfway point of the student's training and at the completion of the program, students are given the opportunity to observe and become part of the surgical team, as they gain hand-on practice working side-by-side with surgeons and other operating room personnel.

Program outline

Course Number		Course Title	Associate's Degree Quarter Credit Hrs
COLLEGE CORE:			
CGS	2167C	Computer Applications	4.0
SLS	1105	Strategies for Success	4.0
SLS	1321	Career Skills	2.0
		TOTAL QUARTER CREDIT HOURS	**10.0**
MAJOR CORE REQUIREMENTS			
HSC	1531	Medical Terminology	4.0
STS	1001	Principles & Practices of Surgical Technology	4.0
BSC	1085	Anatomy & Physiology I	4.0
BSC	1086	Anatomy & Physiology II	4.0
HSC	1524	Diseases of the Human Body	4.0
MCB	2010	Microbiology & Infection Control	4.0
STS	2007	Surgical Pharmacology	4.0
STS	2171C	Surgical Technology I	4.0
STS	2172C	Surgical Technology II	4.0
STS	2173C	Surgical Procedures I	6.0
STS	2174C	Surgical Procedures II	6.0
STS	2175C	Clinical Rotation I	5.0
STS	2176C	Clinical Rotation II	11.0
		TOTAL QUARTER CREDIT HOURS	**64.0**
GENERAL EDUCATION REQUIREMENTS:			
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
EVS	1001	Environmental Science	4.0
MAT	1033	College Algebra	4.0
PSY	2012	General Psychology	4.0
SPC	2016	Oral Communications	4.0
		TOTAL QUARTER CREDIT HOURS	**24.0**
PROGRAM TOTAL			**98.0**

**This program requires clinical placement in contracted off campus sites. Sites must be identified and contracted to meet the enrollment numbers. This insures placement of the students and decreases the potential for over enrollment.

BACHELOR OF SCIENCE PROGRAMS

(Course descriptions for all quarter-based programs begin in the Course Offerings section.)

APPLIED MANAGEMENT (BS)

Credential	Credit Units	Length	Version
Bachelor of Science Degree	192	48 Months	1-1

The Bachelor of Applied Management integrates the technical knowledge gained through a diploma program or applied science degree with coursework designed to prepare the student for leadership roles in their chosen field. The curriculum emphasizes the critical thinking and analytical skills necessary to solve problems in today's complex work environment. The program is open to those who have earned an approved certificate, diploma, AS, or AAS degree in a field of applied science.

Program outline

Course Number		Course Title	Bachelor's Degree Quarter Credit Hrs
COLLEGE CORE:			
CGS	2167C	Computer Applications	4.0
MAN	2031	Let's Talk Business	2.0
		TOTAL COLLEGE CORE:	**6.0**
MAJOR CORE:			
MAN	2021	Principles of Management	4.0
FIN	1103	Introduction to Finance	4.0
MAR	1011	Introduction to Marketing	4.0
SBM	2000	Small Business Management	4.0
MAN	3344	Principles of Supervision	4.0
MAN	3554	Workplace Continuity & Contingency Planning	4.0
MAN	3100	Human Relations in Management	4.0
ACG	3073	Accounting for Managers	4.0
MAN	4701	Business Ethics	4.0
MAN	4302	Management of Human Resources	4.0
MAR	3310	Public Relations	4.0
MAN	4734	Contemporary Management	4.0
MANP	4501	Applied Management Senior Capstone Experience	4.0
		Additional Major Core**	40.0
		TOTAL MAJOR CORE:	**92.0**
GENERAL EDUCATION:			
SLSP	3130	Principles and Applications of Adult Learning	4.0
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
SPC	2016	Oral Communications*	4.0
MAT	1033	College Algebra	4.0
SLS	1505	Basic Critical Thinking	2.0
PSY	2012	General Psychology	4.0
EVS	1001	Environmental Science	4.0
General Education Electives			24.0
Must include at least one course from each of the following subject areas:			
		Communications/Humanities	
		Math/Science	
		Social Science	
		TOTAL GENERAL EDUCATION CREDIT HOURS:	**54.0**
ELECTIVE REQUIREMENT**			**40.0**
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION			**192.0**

General Education Requirements: In addition to the courses specified in the General Education section of the program outline, students must complete a total of 24 credits from the following subject areas, with a minimum of 4 credits taken from each area:
- Communications/Humanities

- may include ENCP 3211, AML 2000
- Social Sciences
  - may include SYG 2000, SOP 4005, CPO 4004, AMH 2030, POS 2041, ECOP 3015, ECO 3028
- Mathematics and Science
  - may include: STA 2014

*Online students will replace this course with an additional General Education Elective course.

Additional Major Core: Credit will be applied from the student's previously completed certificate, diploma, or associates program. Students who have fewer than 40 transferable major core credits will be required to select additional courses from the business and management areas.

In the event that a student transfers more than 40 major core credits, the Elective requirement may be reduced by an equivalent number of major core credits above the 40 credit requirement. For example, a student who transfers 50 major core credits may have his/her Elective requirement reduced by 10 credits.

Upper Division Requirement: Students must complete a minimum of 60 quarter credit hours in upper division coursework. The major core requires 36 credits of upper division, thus the remainder may come from the General Education and Elective areas. Upon admittance to the program, the student will work with an Academic Advisor to develop an approved plan to complete all requirements for the degree within the required time limits. This plan will be periodically evaluated and updated by the student and Academic Advisor.

COMPUTER INFORMATION SCIENCE (BS)

Credential	Credit Units	Length	Version
Bachelor of Science Degree	192	48 Months	2-1

The Bachelor of Science Degree offers graduates special training in the analysis, design, implementation, maintenance, and use of computer information systems and data base systems. The program focuses on the concepts, principles, goals, functions, and management of information-driven organizations, stressing the development of computer-based applications through the use of programming languages. To ensure graduation with the minimum number of courses, BS degree students should choose the Programming concentration for their lower division studies.

Program outline

Course Number		Course Title	Bachelor's Degree Quarter Credit Hrs
COLLEGE CORE:			
SLS	1105	Strategies for Success	4.0
SLS	1321	Career Skills	2.0
CGS	2167C	Computer Applications	4.0
Choose one of the following courses:			
CEN	1056C	Project Development	2.0
OST	1141L	Keyboarding	2.0
MAN	2031	Let's Talk Business	2.0
		TOTAL QUARTER CREDIT HOURS	**12.0**
MAJOR CORE REQUIREMENTS – PROGRAMMING CONCENTRATION			
APA	2111	Principles of Accounting I	4.0
APA	2121	Principles of Accounting II	4.0
BUL	2131	Applied Business Law	4.0
CEN	1509C	Computer Networking Fundamentals	4.0
CGS	1763C	Computer Operating Systems	4.0
CGS	1280C	Computer Hardware Concepts	4.0
COP	2010C	Programming Concepts	4.0
CGS	2461C	Fundamental Programming Techniques	4.0
CIS	2325	Introduction to the Systems Development Life Cycle	4.0
		Approved IT Electives*	8.0
Choose two of the two-course language sequences from the choices listed (4 credits each):			16.0
COP	2170C	Computer Programming – Visual Basic I	
COP	2171C	Computer Programming – Visual Basic II	
COP	2224C	Computer Programming – C++ I	
COP	2228C	Computer Programming – C++ II	
COP	2250C	Computer Programming – Java I	
COP	2805C	Computer Programming – Java II	
COPP	2280C	Computer Programming – C# I	
COPP	2281C	Computer Programming – C# II	
Required Upper Division Courses:			
CIS	3345	Database Concepts I	4.0
COP	3764C	Structured Query Language	4.0
COP	4724C	Database Application Development	4.0
CIS	3615	Designing Secure Software	4.0
CIS	3303C	Object-Oriented Analysis and Design	4.0
CGS	4763	Survey of Operating Systems	4.0
CIS	4329C	Senior Project – Systems Analysis and Design	4.0
CIS	4328C	Senior Project – Systems Implementation and Integration	4.0
		PROGRAMMING MAJOR CORE CREDIT HOURS	**92.0**
*Approved IT Electives to be selected in consultation with the Academic Advisor, Registrar, or Academic Dean from available coursework in the major (typically those courses with CEN, CIS, CGS, COP, CTS and CET prefixes).			

APPROVED ELECTIVES:				32.0
To be selected in consultation with the Academic Advisor, Registrar or Academic Dean to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student.				
8 credits of the Approved Electives must be upper-division courses.				
GENERAL EDUCATION REQUIREMENTS:				
ENC	1101	Composition I		4.0
ENC	1102	Composition II		4.0
SPC	2016	Oral Communications		4.0
MAT	1033	College Algebra		4.0
PSY	2012	General Psychology		4.0
EVS	1001	Environmental Science		4.0
SYG	2000	Principles of Sociology		4.0
AMH	2030	20th Century American History		4.0
ECO	3015	Macroeconomics		4.0
ECO	3028	Microeconomics		4.0
STA	2014	Statistics		4.0
SOP	4005	Social Psychology		4.0
CPO	4004	Global Politics		4.0
ENC	3211	Report Writing		4.0
TOTAL QUARTER CREDIT HOURS				**56.0**
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				**192.0**

COMPUTER INFORMATION SCIENCE (BS)

Credential	Credit Units	Length	Version
Bachelor of Science Degree	192	48 Months	1-6
NOTE: No longer enrolling new students in version 1-6 of the program. New students will be enrolled in version 2-0 (see previous pages)			

The Bachelor of Science Degree offers graduates special training in the analysis, design, implementation, maintenance, and use of computer information systems and data base systems. The program focuses on the concepts, principles, goals, functions, and management of information-driven organizations, stressing the development of computer-based applications through the use of programming languages. To ensure graduation with the minimum number of courses, students should choose the CIS Programming concentration for their lower division studies.

Program outline

Course Number		Course Title	Bachelor's Degree Quarter Credit Hrs
COLLEGE CORE:			
SLS	1105	Strategies for Success	4.0
SLS	1321	Career Skills	2.0
CGS	2167C	Computer Applications	4.0
Choose one of the following courses:			
CEN	1056C	Project Development	2.0
OST	1141L	Keyboarding	2.0
MAN	2031	Let's Talk Business	2.0
		TOTAL QUARTER CREDIT HOURS	**12.0**
MAJOR CORE REQUIREMENTS – PROGRAMMING CONCENTRATION			
APA	2111	Principles of Accounting I	4.0
APA	2121	Principles of Accounting II	4.0
BUL	2131	Applied Business Law	4.0
CEN	1509C	Computer Networking Fundamentals	4.0
CGS	1763C	Computer Operating Systems	4.0
CGS	1280C	Computer Hardware Concepts	4.0
COP	2010C	Programming Concepts	4.0
CGS	2461C	Fundamental Programming Techniques	4.0
CIS	2325	Introduction to the Systems Development Life Cycle	4.0
		Approved IT Electives*	8.0
Choose two of the two-course language sequences from the choices listed (4 credits each):			16.0
COP	2170C	Computer Programming – Visual Basic I	
COP	2171C	Computer Programming – Visual Basic II	
COP	2224C	Computer Programming – C++ I	
COP	2228C	Computer Programming – C++ II	
COP	2250C	Computer Programming – Java I	
COP	2805C	Computer Programming – Java II	
Required Upper Division Courses:			
CIS	3345	Database Concepts I	4.0
COP	3764C	Structured Query Language	4.0
COP	4724C	Database Application Development	4.0
CIS	3615	Designing Secure Software	4.0
CIS	3303C	Object-Oriented Analysis and Design	4.0
CGS	4763	Survey of Operating Systems	4.0
CIS	4329C	Senior Project – Systems Analysis and Design	4.0
CIS	4328C	Senior Project – Systems Implementation and Integration	4.0
		PROGRAMMING MAJOR CORE CREDIT HOURS	**92.0**
*Approved IT Electives to be selected in consultation with the Academic Advisor, Registrar, or Academic Dean from available coursework in the major (typically those courses with CEN, CIS, CGS, COP, CTS and CET prefixes).			

APPROVED ELECTIVES:				32.0
To be selected in consultation with the Academic Advisor, Registrar or Academic Dean to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student.				
8 credits of the Approved Electives must be upper-division courses.				
GENERAL EDUCATION REQUIREMENTS:				
ENC	1101	Composition I		4.0
ENC	1102	Composition II		4.0
SPC	2016	Oral Communications		4.0
MAT	1033	College Algebra		4.0
PSY	2012	General Psychology		4.0
EVS	1001	Environmental Science		4.0
SYG	2000	Principles of Sociology		4.0
AMH	2030	20th Century American History		4.0
ECO	3015	Macroeconomics		4.0
ECO	3028	Microeconomics		4.0
STA	2014	Statistics		4.0
SOP	4005	Social Psychology		4.0
CPO	4004	Global Politics		4.0
ENC	3211	Report Writing		4.0
			TOTAL QUARTER CREDIT HOURS	**56.0**
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				**192.0**

CRIMINAL JUSTICE (BS)
Optional: Concentration in Criminal Investigations or Homeland Security

Credential	Credit Units	Length	Version
Bachelor of Science Degree	192	48 Months	2-2

The Criminal Justice program provides a broad understanding of the criminal justice system and prepares graduates for entry-level and middle management positions in probation, corrections, immigration, law enforcement, and/or security. The program is offered for students who have 36 or more transferable quarter (24 semester) credits. Students who have earned an approved Associate of Arts degree may be enrolled with Junior standing and can complete the bachelors with an additional 96 credits. Students also have the option to pursue a concentration in Criminal Investigations or Homeland Security. See next section for details. The Criminal Justice program is not a training program for law enforcement officers.

Program outline

Course Number	Course Name	Lecture Contact Hours	Lab Contact Hours	Practicum Contact Hours	Total Contact Hours	Total Credit Hours	Offered Online
Core Requirements							
CCJ 1024	Introduction to Criminal Justice	40	0	0	40	4	X
CJL 2134	Criminal Procedure and the Constitution	40	0	0	40	4	X
CCJ 1610	Criminal Investigations	40	0	0	40	4	X
CJL 2130	Criminal Evidence	40	0	0	40	4	X
CCJ 2306	Introduction to Corrections	40	0	0	40	4	X
CJD 2250	Introduction to Interviews and Interrogation	40	0	0	40	4	X
DSC 2002	Introduction to Terrorism	40	0	0	40	4	X
CCJ 2358	Criminal Justice Communications	40	0	0	40	4	X
CCJ 3450	Criminal Justice Management	40	0	0	40	4	X
CCJ 4656	Gang Activity and Drug Operations	40	0	0	40	4	X
CCJ 3334	Alternatives to Incarceration	40	0	0	40	4	X
DSC 3214	Catastrophic Event Response Planning	40	0	0	40	4	X
CJE 4668	Computer Crime	40	0	0	40	4	X
CJL 3215	Concepts of Criminal Law	40	0	0	40	4	X
CCJ 4400	Criminal Justice Senior Capstone Experience	40	0	0	40	4	X
CCJ 3675	Women, Crime, and Criminal Justice	40	0	0	40	4	X
CJC 5672**	Women, Crime, and Criminal Justice **	40	0	0	40	4	
CCJ 3666	Victimology	40	0	0	40	4	X
CCJ 5665**	Victimology **	40	0	0	40	4	
CCJ 4054	Criminal Justice Ethics and Liability	40	0	0	40	4	X
CCJ 5489**	Ethics in Criminal Justice **	40	0	0	40	4	
CCJ 4129	Cultural Diversity for the Criminal Justice Professional	40	0	0	40	4	X
CCJ 4127	Criminal Justice in the Community – or --	40	0	0	40	4	X
CCJ 4550	Criminal Justice Externship	40	0	0	40	4	
INVP 3100	Theoretical Aspects of Conspiracy Investigations	40	0	0	40	4	X
INVP 3500	Private Investigation I	40	0	0	40	4	X
INVP 3300	Methodology of Economic Crimes	40	0	0	40	4	X
** Replace BS coursework with MS Bridge courses (for qualified students only)							
	TOTAL CORE	**920**	**0**	**0**	**920**	**92**	
General Education (if applicable)							
SLSP 3130	Principles and Applications of Adult Learning	40	0	0	40	4	X
ENC 1101	Composition I	40	0	0	40	4	X
ENC 1102	Composition II	40	0	0	40	4	X
SPC 2016	Oral Communications	40	0	0	40	4	
MAT 1033	College Algebra	40	0	0	40	4	X

		Lecture	Lab	Practicum	Total	Credit	
SLS 1505	Basic Critical Thinking	20	0	0	20	2	X
PSY 2012	General Psychology	40	0	0	40	4	X
EVS 1001	Environmental Science	40	0	0	40	4	X
General Education Electives*							
Must include at least one course from each following areas:		240	0	0	240	24	X
	Communications/Humanities						
	Math/Science						
	Social Science						
	TOTAL GENERAL EDUCATION	**540**	**0**	**0**	**540**	**54**	
Other Courses (if applicable)							
Electives	Approved Elective Requirement	460	0	0	460	46	X
	TOTAL OTHER COURSES	**460**	**0**	**0**	**460**	**46**	
Concentration in Investigations (Optional - taken as elective)							
CJE 2678	Crime Scene Dynamics I	40	0	0	40	4	X
CJR 2679	Crime Scene Dynamics II	40	0	0	40	4	X
CJE 2673	Graphics and Documentation I	40	0	0	40	4	X
CJE 2602	Graphics and Documentation II	40	0	0	40	4	X
CJE 2690	Technology Crimes I	40	0	0	40	4	X
CJE 2691	Technology Crimes II	40	0	0	40	4	X
CJE 2676	Biological Evidence I	40	0	0	40	4	X
	TOTAL CONCENTRATION IN INVESTIGATIONS	**280**	**0**	**0**	**280**	**28**	
Concentration in Homeland Security (Optional - taken as elective)							
CJL 1110	Civil & Criminal Justice	40	0	0	40	4	X
DSC 1030	Tactical Communications	40	0	0	40	4	X
DSC 1011	Domestic & International Terrorism I	40	0	0	40	4	X
SCC 1102	Business & Ethics for Security Specialists	40	0	0	40	4	X
DSC 2210	Emergency Planning & Security Measures I	40	0	0	40	4	X
DSC 2008	Security: Principles, Planning, & Procedures I	40	0	0	40	4	X
DSC 2812	Information Technology Security I	40	0	0	40	4	X
	TOTAL CONCENTRATION IN HOMELAND SECURITY	**280**	**0**	**0**	**280**	**28**	

	Lecture Contact Hours	Lab Contact Hours	Practicum Contact Hours	Total Contact Hours	Total Credit Hours
TOTAL CORE REQUIREMENTS	920	0	0	920	92
TOTAL CONCENTRATION (OPTIONAL)	280	0	0	280	28
TOTAL GENERAL EDUCATION	540	0	0	540	54
TOTAL OTHER COURSES	460	0	0	460	46
OVERALL TOTAL FOR PROGRAM	**1920**	**0**	**0**	**1920**	**192**

Associate of Arts Transfer Students: Students who enroll with an approved Associate of Arts degree* will have 96 transfer credits applied to the overall degree requirement of 192 quarter credits. Approval is based upon the degree being earned at an accredited institution, and includes a minimum of 36 semester or 54 quarter credits of general education coursework. Transfer students in this category have satisfied all elective and general education requirements, with the exception of **SLSP 3130 Principles and Applications of Adult Learning.** Students successfully completing the remaining 96 credits in the program will fulfill all course requirements for the Bachelors degree.

All other students admitted to program: must complete the degree requirements as described below.

>   **Credits requirements for degree: s**tudents must complete a minimum of 192 credits in the major core, general education, and elective categories.

>   ***General Education Requirements:** In addition to the courses specified in the general education section of the program outline, students must complete a total of 24 credits from the following subject areas, with a minimum of 4 credits taken from each area:
>   - Communications/Humanities
>   - may include ENC 3211, AML 2000
>   - Social Sciences

- may include SYG 2000, SOP 4005, CPO 4004, AMH 2030, POS 2041, ECO 3015, ECO 3028
- Mathematics and Science
  - may include: STA 2014

Elective Requirements: Students may fulfill the balance of the credit requirements for the degree by taking up to 46 credits in the electives category.

*To include a minimum of 54 quarter credits of general education coursework taken from the Humanities, Social Sciences and Math/Science categories.

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
- 3000-4999   Upper division (third and fourth 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 2021 Introduction to Corporate Accounting	**4 Quarter Credit Hours**
This course defines financial accounting objectives and their relationship to business. Students are introduced to the fundamental principles of accounting and the accounting cycle as it applies to corporations. Prerequisite APA 2121. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ACG 2178 Financial Statement Analysis	**4 Quarter Credit Hours**
The basics of financial statement analysis in directing a firm's operations are covered in this course. Students will gain an understanding of how funds are acquired in financial markets and the criteria used by investors in deciding where to place their funds. Prerequisite: APA 2121. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ACG 2551 Non-Profit Accounting	**4 Quarter Credit Hours**
In this course the student explores accounting systems unique to non-profit organizations. Accounting principles for hospitals and educational organizations are examined. Prerequisite ACG 2021. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ACG 3073 Accounting for Managers	**4 Quarter Credit Hours**
This course teaches the student how to use and interpret accounting information in day to day to day management. Emphasis is placed on the general knowledge and decision making practices used by managers when addressing issues in service, financial, not-for-profit and manufacturing companies. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ACO 1806 Payroll Accounting	**4 Quarter Credit Hours**
This course provides students with a working knowledge of payroll laws, principles, practices, methods and systems. Students gain hands-on experience performing the payroll function. Prerequisite: APA 2111. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
AMH 2030 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	
AML 2000 Introduction to American Literature	**4 Quarter Credit Hours**
This course concentrates on the major writers of modern American literature. Prerequisite: None. 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 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	
APA 2161 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	
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	
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	

BSC 1085 Anatomy and Physiology I   **4 Quarter Credit Hours**
This course is a scientific study of the structure of the human body and its parts including relationships and functions of the integumentary, skeletal, muscular, nervous system, special senses and the endocrine systems. Prerequisite: HSC 1531. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

BSC 1086 Anatomy and Physiology II   **4 Quarter Credit Hours**
This course is a study of the structure of the human body and its parts including relationships and functions of the cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems. Prerequisite: HSC 1531. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

BUL 2131 Applied Business Law   **4 Quarter Credit Hours**
This course is designed to provide students with information on the essentials of the nature of law and the functions of the judicial system in the business environment. An overview of legal characteristics of a sole proprietorship, partnerships and corporations are discussed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 1017 Criminology   **4 Quarter Credit Hours**
The study of crime and causes of crime, the types of crime, and crime prevention strategies and society's response to crime. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 1024 Introduction to Criminal Justice   **4 Quarter Credit Hours**
This course provides an overview and introduction to criminal justice. Focus on the nature of crime, law and criminal justice, the Police and Law Enforcement, the makeup of the courts, the adjudication system, the issues facing police, corrections, and a review of the nature and history of the juvenile justice system. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 1610 Criminal Investigations   **4 Quarter Credit Hours**
Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 1910 Career Choices in Criminal Justice   **4 Quarter Credit Hours**
This course provides an overview of employment in the criminal justice field. Topics include nature of the work, employment opportunities, median income, training, opportunity for advancement, employment outlook for ten different general classifications. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 2288 Spanish for the Criminal Justice Professional   **4 Quarter Credit Hours**
This course provides criminal justice professionals with a fundamental communication skill set in the Spanish language. Students will address Spanish phrases and terms that will enhance the ability to respond to emergencies and function in other justice related environments. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 2306 Introduction to Corrections   **4 Quarter Credit Hours**
This course will examine an overview of the history of corrections and punishment in America with a review of the correctional process including: probation, intermediate sanctions, restorative justice, imprisonment and the death penalty. The organization, management and operation of correctional facilities, inmate life and environment will be examined, including the legal foundation of prisoners' rights. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 2358 Criminal Justice Communications   **4 Quarter Credit Hours**
This course will introduce the student to proper communication techniques within the community and the law enforcement environment. Interviewing techniques; written communication, report writing; and testimony will be a part of this course. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 2679 Introduction to Victims Advocacy   **4 Quarter Credit Hours**
This course examines criminal victimization in the United States. The topics include the historical treatment of victims of crime, the character and extent of modern criminal victimization, the nature of victimization experience, victim treatment at the hands of the criminal justice system. Prerequisite: CCJ 1024 (None for HS Major). Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 2943 Current Issues in Criminal Justice   **4 Quarter Credit Hours**
This course presents an analysis of significant issues confronting modern day criminal justice practitioners including critical concepts of law enforcement, the courts, corrections, and juvenile justice. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 3334 Alternatives to Incarceration   **4 Quarter Credit Hours**
This course is an overview of contemporary non-institutional methods of correction utilized by the American correctional system. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 3450 Criminal Justice Management   **4 Quarter Credit Hours**
An examination of front-line supervision, executive development, administrative leadership, and recent theories and research in criminal justice management. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 3666 Victimology   **4 Quarter Credit Hours**
This course examines criminal victimization in the United States. Topics covered include the historical treatment of victims of crime, the character and extent of modern criminal victimization, the nature of the victimization experience, victim treatment at the hands of the justice system, and reforms implemented to enhance the justice-system response to victimization. Prerequisite: CCJ 1024 (None for HS Major). Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 3675 Women, Crime, and Criminal Justice   **4 Quarter Credit Hours**
This course provides an examination of the role women play as perpetrators of crime, crime victims, and professionals working in the criminal justice system. In addition, theories of female criminality and the general social forces influencing the treatment of women as offenders, victims, and justice system staff will be covered. Prerequisite: CCJ 1024 (HSS 2320 for HS Major). Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 4054 Criminal Justice Ethics and Liability   **4 Quarter Credit Hours**
The various forms of corruption, misconduct and abuse of authority that exist within the criminal justice system will be identified and analyzed. Areas of negligence, which lead to liability, will be explored. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 4127 Criminal Justice in the Community   **4 Quarter Credit Hours**
This course explores the interrelationships and role expectations among the various administrations of justice practitioners, their agencies and the public. Principal emphasis will be placed upon the professional image of the system of justice administration and the development of positive relationships between members of the system and the public. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 4129 Cultural Diversity for Criminal Justice Professional   **4 Quarter Credit Hours**

This course focuses on understanding various cultural perspectives and appropriate law enforcement policy as it pertains to diverse cultural expectations. Prerequisite: CCJ 1024 (HSS 2320 for HS Major). Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 4656 Gang Activity and Drug Operations   **4 Quarter Credit Hours**

This course focuses on the establishment of gangs, organizational structure, behavior patterns, and recruitment of members. The course also examines the criminal justice response to gang-related problems, including violence and drug trafficking. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 5489 Ethics in Criminal Justice   **4 Quarter Credit Hours**

An overview of ethical theory, doctrines, and controversies in the field of criminal justice. Emphasis will be placed upon the dilemmas faced by criminal justice practitioners seeking to make appropriate ethical judgments and decisions. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000

CCJ 5665 Victimology   **4 Quarter Credit Hours**

Although most criminal justice courses are oriented around issues associated with the offender, this course will examine issues related to victimization. These topics include the historical role of victims in the formal and informal justice process, the nature and extent of modern criminal victimization, the victimization experience, victim participation in the justice system, and recent trends in transforming the role of the victim in the justice process. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000

CCJ 5672 Women, Crime and Criminal Justice   **4 Quarter Credit Hours**

This course provides an examination of the role women play as perpetrators of crime, crime victims, and professionals working in the criminal justice system. Theories of female criminality and the social forces influencing the treatment of women as offenders and victims will be covered. The continuing emergence of women in justice-related occupations will also be discussed. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000

CCJP 4400 Criminal Justice Senior Capstone Experience   **4 Quarter Credit hours**

The Senior Capstone course is designed to: (1) help seniors integrate the knowledge gained from their other required criminal justice courses, (2) assist them in developing analytical thinking skills through focusing on selected topics using a seminar approach, and (3) to support them in gaining a better understanding of the criminal justice profession and the role they may play in it. The capstone course will support students in learning to pose significant questions grounded in existing theory and inquiry, select and use methods appropriate to the question and research context, produce appropriate evidence, subject the evidence to analysis, respond to critiques and provide advice and comments for other's research, organize oral and written presentations in response to fair and open critiques. Prerequisite: the student must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have approval of the Program Director. Lec. Hrs: 040 Lab Hrs: 000 Other Hrs: 000

CCJP 4550 Criminal Justice Externship   **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 criminal justice agency or other suitable location for 120 hours. Prerequisite: the student must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have approval of the Program Director. Lec. Hrs 000 Lab Hrs. 000 Other Hrs. 120

CEN 1056C Project Development   **2 Quarter Credit Hours**

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

CEN 1509C Computer Networking Fundamentals   **4 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 also learn and perform basic end-user functions and introductory administration operations of a network. Prerequisite: None. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CEN 1561C Network Operating Systems - Client   **4 Quarter Credit Hours**

This course covers the essential topics necessary to enable students to set up and support the client side of a 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 network operating system desktop environment. Prerequisite: CEN 1509C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CEN 1562C Network Operating Systems - Server   **4 Quarter Credit Hours**

This course covers the essential topics necessary to enable students to set up and support the server side of a 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 network server. Prerequisite: CEN 1509C. Lec. Hrs. 020 Lab Hrs. 020 Other Hrs. 000

CEN 2327C 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 network operating systems. Working via lessons and hands on labs, students learn how to install, manage, and troubleshoot the network protocols and services utilized in the network operating system. Prerequisite: CEN 1562C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CEN 2765 PKI Concepts and Planning   **4 Quarter Credit Hours**

This course covers one of the most complex and required technologies in creating a trusted network infrastructure, Public Key Infrastructure (PKI) technology. Starting with an introduction to PKI, the course includes a detailed look into Cryptography, both Private and Public Key Exchange systems and into Digital Signatures and Digital Certificates. Prerequisite: CIS 2354C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CEN 2770 PKI Implementation   **4 Quarter Credit Hours**

This course continues the discussion and implementation of Public Key Infrastructure (PKI) technologies to create a trusted network environment. Students will study the creation of a PKI policy and implement a PKI pilot. Prerequisite: CEN 2765. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CENP 2345C Network Security	**4 Quarter Credit Hours**

This course covers the fundamentals of security in networks and focuses on the implementation of security strategies and the configuration, maintenance, monitoring and troubleshooting of the available security features. Through a combination of lectures and hands-on labs, students learn how to plan and deploy secure communications for wireless networks, and remote applications. Prerequisite: CTS 2303C, CTS 2320C and CIS 2354C. Lecture hours: 30. Lab hours: 20. Other hours: 0.

CENP 2420 Implementing and Administering Databases	**4 Quarter Credit Hours**

This course covers essential topics necessary to enable students to set up and support a database server. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering and troubleshooting a database server. Prerequisite: CEN 1561C and CEN 1562C. Lecture hours: 30. Lab hours: 20. Other hours: 0.

CENP 2450 Database Design	**4 Quarter Credit Hours**

This course builds on the fundamentals of database installation and administration and focuses upon the database objects present within a scalable database server. Students will become familiar with the programming objects available within a database and learn how to plan, design, create and manipulate the objects within a database. Prerequisites: CEN 1561C and CEN 1562C. Lecture hours: 30. Lab hours: 20. Other hours: 0.

CET 1605C Network Routing I	**4 Quarter Credit Hours**

This course introduces students to internetworking using 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, subnetting, the Cisco Router User Interface, switching technologies and the IP routing process are covered. Prerequisite: CEN 1509C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CET 2607C Network Routing II	**4 Quarter Credit Hours**

This course expands upon the topics covered in Network Routing I to enable the student 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 1605C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGS 1280C Computer Hardware Concepts	**4 Quarter Credit Hours**

Students will be introduced to a variety of hardware components and their related functions in personal computers. Topics included are installing, diagnosing, troubleshooting, and repairing PC hardware. By the end of this 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. No prerequisite. Lecture hours: 30. Lab hours: 20.

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

CGS 1763C Computer Operating Systems	**4 Quarter Credit Hours**

Students will be introduced to a variety of hardware components and their related functions in personal computers. Topics included are installing, diagnosing, troubleshooting, and repairing PC hardware. By the end of this 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. No prerequisite. Lecture hours: 30. Lab hours: 20.

CGS 1800C Web Site Design Methodology	**4 Quarter Credit Hours**

This course provides the foundation for Web site design and Web page creation required by today's Web developers to design, implement and manage a Web site. The course includes Web design concepts, site development and management techniques, and basic Web technology concepts. Students will develop basic Web pages containing text, graphics, hyperlinks, tables, and frames using popular software production tools. Prerequisite: CGS 2167C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGS 1821C Web Content Development	**4 Quarter Credit Hours**

This course covers the essential topics and tools web designers use to develop Web pages. Using a text editor and a graphical user interface (GUI) editor, students will learn to create web pages containing text, hyperlinks, graphics, tables, forms and frames. Cascading Style Sheets (CSS) and the basics of Extensible Hypertext Markup Language (XHTML) will also be covered. Prerequisite: CGS 2461C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGS 2071 Spreadsheets	**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 2167C. Lec. Hrs. 020 Lab Hrs. 040 Other Hrs. 000

CGS 2167C 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. Prerequisite: None. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGS 2642C Intermediate Database Management   **4 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 2177C E-Commerce Systems Administration   **4 Quarter Credit Hours**

This course provides an overview of how to conduct business online, as well as understand the technical issues associated with constructing an e-commerce Web site. Student will explore the similarities and differences between traditional commerce and e-commerce, and will identify e-commerce technologies at varying levels of sophistication. Prerequisite: CGS 1800C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGS 2461C Fundamental Programming Techniques   **4 Quarter Credit Hours**

This course provides an introduction to programming using a primary programming language. Through hands-on practice, students will develop simple working programs. The course emphasizes fundamental programming concepts, algorithmic thinking, problem-solving techniques, pseudo code, diagramming algorithms, and introduces students to the object-oriented programming methodology. Prerequisite: COP 2010C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGS 2510C Applied Spreadsheets   **4 Quarter Credit Hours**

This course covers the various topics in relation to spreadsheet applications. Course topics include creating workbooks, editing and formatting tools, using formulas and functions, employing creative formatting, building charts, working with multiple worksheets and lists, building templates, working with macros, using analysis and auditing tools, using lists, database features and pivot tables. Prerequisite: CGS 2167C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGS 2820C Web Authoring   **4 Quarter Credit Hours**

Students explore the use of graphics and multimedia to develop Web-based applications. This course covers techniques for developing rich media using fundamental graphic design concepts and tools, and web page content management techniques utilizing tables, links, and dynamic content. Prerequisite: CGS 1800C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGS 2877C Web Animation   **4 Quarter Credit Hours**

This course provides an in-depth survey of the concepts and techniques used to create Web-based multimedia. Students will plan and design sophisticated web sites, adding motion to logos, photographs, and graphics. This course also includes designing, animating and broadcasting on the Web through a variety of animation projects. Prerequisite: CGS 2820C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGS 2910C Web Design Portfolio Project   **2 Quarter Credit Hours**

This course is a capstone course for Web design students to combine their skills into a final portfolio project. Students will create a Web site using their Web authoring, design, content generation, animation, graphics, scripting, and e-commerce skills into a functional Web site. Prerequisite: GRA2225C and CGS 2877C. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

CGS 4702C Operating Systems Programming   **4 Quarter Credit Hours**

This course provides an understanding of contemporary operating system concepts by integrating the principles behind the design of all operating systems with how these are put into practice in the real world. A thorough discussion of operating concepts, using code examples, algorithms, and implementation issues is applied. Prerequisite: COP 2228C or COP 2805C or COP 2171C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGS 4763 Survey of Operating Systems   **4 Quarter Credit Hours**

This course provides a study of operating systems that includes memory management, processor management, disk management, scheduling, and resource retention. It addresses these topics from a workstation, server, and mainframe computer operating systems viewpoint. Prerequisite: CGS 1763C. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CIS 1875 Novell Administration   **4 Quarter Credit Hours**

This course provides the information for students to develop the necessary knowledge and skills to perform competently as a network administrator on a Novell network. The emphasis is on fundamental network management tasks as well as the related terminology, hardware, and software features associated with various components of a network. Prerequisite. CEN 1509C. 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 2167C 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 2167C 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 2252 Ethics in Computing   **4 Quarter Credit Hours**

This course investigates the moral, ethical, and legal issues surrounding computer technology. Students will explore privacy, freedom of speech, computer failures, intellectual property, hacking; and current criticisms of technology. Prerequisite: CGS 2167C. 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 2167C. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CIS 2325 Introduction to the Systems Development Life Cycle	4 Quarter Credit Hours

This course presents an overview of the System Development Life Cycle (SDLC). It begins with problem identification and proceeds through feasibility analysis, requirements analysis, design, implementation, operation and maintenance. No prerequisite. Lecture hours: 40. Lab hours: 0.

CIS 2354C Network Security Fundamentals	4 Quarter Credit Hours

This course is an introduction to the components of network security. It takes a comprehensive look at network security and provides an organized view of the field, including the tools and techniques necessary to safeguard network data. Prerequisite: CEN 1509C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CIS 2356C Internet Security and Acceleration (ISA) Server	4 Quarter Credit Hours

This course teaches students the basic concepts of proxy servers and firewalls. Students will learn how to install the Microsoft Internet Security and Acceleration (ISA) Server, setup access rules, IP packet filters, create client VPN access points and configure intrusion detection. Prerequisite: CEN 1562C. Lec. Hrs. 030 Lab Hrs. 020 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 2167C and CIS 225. Lec. Hrs. 020 Lab Hrs. 040 Other Hrs. 000

CIS 2513C Software Configuration Management	4 Quarter Credit Hours

This course provides an overview and understanding of the Software Configuration Management process (SCM) and how it impacts quality software. The students will learn how to create an SCM implementation plan, decide what additional SCM tools are needed, and understand how to evaluate SCM tools currently on the market. Prerequisite: CIS 2325. Lec Hrs. 030 Lab Hrs. 020 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 2614 Software Quality Assurance	4 Quarter Credit Hours

This course provides an overview of the role of SWQA in a software development organization. Basic principles of software quality, standards, and issues related to implementing/maintaining a Software Quality Assurance program are reviewed. An overview of typical tasks performed by SWQA is also presented. Upon completion, the student should have an understanding of the functions typically performed by a Software Quality Assurance program within a software development organization. Prerequisite: CIS 2325. Lec. Hrs. 040 Lab Hrs. 000 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 2167C 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 2167C. 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 Program Director. 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 Program Director. 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 Program Director. 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 Program Director. Limited to students in their last two quarters of the Computer Information System program. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120

CIS 3303C Object-Oriented Analysis and Design	4 Quarter Credit Hours

This course analyzes the concepts and methods used in object-oriented system development, which includes object-oriented concepts, tools, the development life cycle, modeling, analysis, design, and problem solving,. Students will utilize UML (Unified Modeling Language) for object-oriented modeling. Prerequisite: CIS2325 and COP2224C or COP2250C or COP2170C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CIS 3345 Database Concepts I	4 Quarter Credit Hours

This course presents the basic information system management concepts needed to design, build, and maintain information delivery systems. Concepts of data modeling, data management, and the role of information technology in the corporation are also addressed. Prerequisite: CIS 2325. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CIS 3512 Software Risk Management	4 Quarter Credit Hours

This course provides a success formula for managing software risk, allowing companies to more easily deliver high-quality software on time and within budget. Also covered are the six disciplines for managing product development, steps to predictable risk management process results, and how to establish the infrastructure for a risk-aware corporate culture. Prerequisite: CIS2325 and COP2228C or COP2805C or COP2171C. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CIS 3615 Designing Secure Software	**4 Quarter Credit Hours**

This course presents perspectives and techniques to help ensure the security of essential software. It emphasizes methodologies and principles that reduce security risk early in the development life cycle. Implementation-level issues are discussed and applied through code samples. Secure software risk assessment, design, coding and testing are covered. Prerequisites: CIS3303C and COP2171C or COP2228C or COP2805C. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CIS 4328C Senior Project: Systems Implementation & Integration	**4 Quarter Credit Hours**

This course is the second of two capstone courses that will involve students in the preparation and application of the systems development process. Through real-world clients or case studies, students will develop a prototype system for delivery and implementation. Higher-level programming languages such as C++, Visual Basic, or Java will be used. Prerequisite: CIS 3303C and Senior Standing. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CIS 4329C Senior Project: Systems Analysis & Design	**4 Quarter Credit Hours**

This course is the first of two capstone courses that will involve students in the preparation and application of the systems development process. Through real-world clients or case studies, students will select, examine, analyze, design and develop a prototype system. Systems concepts of the Systems Development Life Cycle (SDLC) will be applied. The client systems will be developed through application of the methodologies and tools of systems development. Prerequisites: CIS 3303C and Senior Standing. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CISP 2475 Designing Network Security	**4 Quarter Credit Hours**

This course builds on the fundamentals of security in networks and focuses on the analysis of network security and the design of security features and strategies. Students learn how to design a secure network infrastructure to meet business requirements via lectures and hands-on labs. Topics include assembling the design team, modeling threats, and analyzing security risks.   Prerequisites: CTS 2303C, CTS 2320C and CIS 2354C. Lecture hours: 30. Lab hours: 20. Other hours: 0.

CISP 4020 Database Concepts II	**4 Quarter Credit Hours**

This course has a strong systems emphasis and covers several advanced concepts in database systems, database analysis and design and database management. A PC-based DBMS package will be used as the basis for projects in which students will implement various parts of a relational DBMS. Key concepts: heap files, buffer manager, B+ trees, hash indexes, various join methods, and class interfaces. Prerequisite: CIS 3345. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CISP 4820 Information Systems Management	**4 Quarter Credit Hours**

This course teaches the information systems planning process. The relationship of business goals, policies, plans, management style, and industry conditions are emphasized. Prerequisite: CGS 1763C. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJD 2250 Introduction to Interviews and Interrogations	**4 Quarter Credit Hours**

Interviews and interrogation focuses on techniques and philosophies of conducting human communication in a criminal justice or legal environment in which the goal is to obtain accurate information. Students will learn and apply specialized techniques and approaches to interviews and interrogations as well as legal implications based on a variety of situations. Obtaining eyewitness information in an investigative environment is also discussed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJE 2100 Policing in America	**4 Quarter Credit Hours**

This course provides a solid foundation by tracking the historical development of policing in America from its English roots to the first organized municipal police departments in the 1830s. It describes various federal law enforcement organizations and how they relate to state and local police. There is examination of the police subculture, explanation of the manner in which police agencies are organized and managed, community policing and problem solving, patrol and criminal investigations, impact of technology on police and discussion of the future. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJE 2602 Graphics & Documentation II	**4 Quarter Credit Hours**

This course is a continuation of Graphics & Documentation I and will provide the students with a further understanding of the procedures of crime scene observation, note taking and documentation. Students will also be introduced to the preparation of visual exhibits for court presentation. Prerequisite: CJE 2673. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJE 2670 Introduction to Forensics	**4 Quarter Credit Hours**

This course will explore and explain the application of applied science to those criminal and civil matters that are investigated by various agencies. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJE 2673 Graphics & Documentation I	**4 Quarter Credit Hours**

This course will provide the students with an understanding of the procedures of crime scene observation, note taking, photography and report writing. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJE 2676 Biological Evidence I	**4 Quarter Credit Hours**

This introductory course will introduce the students to the types of biological evidence commonly found at crime scenes and how to collect it. Specific biological evidence discussed includes blood, semen, saliva, urine, feces, hair, and fingernails. Additional topics include autopsy, the basic departments of the crime laboratory, toxicology, forensic entomology, and uncollectible biological evidence. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJE 2678 Crime Scene Dynamics I	**4 Quarter Credit Hours**

This course is designed to introduce the investigative concepts involved in the "Crime Scene Dynamics" of processing the aftermath of a criminal incident. The students will be exposed to how to respond to crime scenes, and examine the multitude of responsibilities involved, such as: the evidence must be identified and preserved, witnesses must be isolated and interviewed, the scene must be isolated and protected, fingerprints must be developed, and suspects must be identified and located. Lec. Hrs: 040 Lab Hrs. 000 Other Hrs. 000

CJE 2679 Crime Scene Dynamics II	**4 Quarter Credit Hours**

This course continues the introduction to the investigative concepts involved in the "Crime Scene Dynamics" of processing the aftermath of a criminal incident. The students will be exposed to how to respond to crime scenes, and examine the multitude of responsibilities involved, such as: the evidence must be identified and preserved, witnesses must be isolated and interviewed, the scene must be isolated and protected, fingerprints must be developed, and suspects must be identified and located. Prerequisite: INV 2410. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJE 2690 Technology Crimes I	4 Quarter Credit Hours

At the conclusion of this course, the students will have an understanding of technology-based crimes as they apply to modern criminal acts such as identity theft, extortion, intellectual property crimes, fraud, Internet pornography, and online gambling. Students will also examine issues of evidence involving crime scene management, chain of custody issues, and accepted investigative practices. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJE 2691 Technology Crimes II	4 Quarter Credit Hours

At the conclusion of this course, the students will have an understanding of procedural law issues, investigative issues and techniques, forensics, and communications skills required to describe technology-based crimes. Students will also be able to compare and contrast the roles and responsibilities of local, state, and federal agencies responsible for investigating technology-based crimes. Prerequisite: INV 2510. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJE 4668 Computer Crime	4 Quarter Credit Hours

This course focuses on the use of the computer in committing crimes, both within organizations and among private entities. It will also examine the justice system's response to this new form of deviance. Prerequisite: CCJ 1024 (CGS 2167C for HS Major). Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJL 1110 Civil & Criminal Justice	4 Quarter Credit Hours

This course introduces students to the legal and procedural issues involved in safety and security operations which present a new challenge in the field of law. Topics include an introduction to criminal and civil law, constitutional law, search and seizure, and a discussion of employment law and liability. As the ever-growing number of agencies become involved in legal issues, it is important that the student be aware of the basis of the laws and regulations in order to prepare for changes in these areas. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJL 2130 Criminal Evidence	4 Quarter Credit Hours

This course focuses on the nature of evidence as it relates to the pretrial and trial process, including: witnesses, hearsay, admissions and confessions, and the exclusionary rule. Emphasis is placed on specific types of evidence: circumstantial, documentary, physical, documentary and recorded. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJL 2134 Criminal Procedure and the Constitution	4 Quarter Credit Hours

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

CJL 3215 Concepts of Criminal Law	4 Quarter Credit Hours

This course covers the historical development and philosophy of criminal law. Discussion includes definitions, legal classifications of crimes, Constitutional provisions, legal research, study of case law, and significance of law as a social force. Prerequisite: CCJ 1024 (CJL 1110 for HS Major). Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

COP 2010C Programming Concepts	4 Quarter Credit Hours

This course provides the student with an introduction to the fundamentals of computer problem solving and programming. Students are introduced to structured and object-oriented programming concepts in a language-independent manner. Basic programming concepts, specific control structures, and object-oriented design are explored. Prerequisite: CGS 2167C. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

COP 2123 Computer Programming—COBOL I	4 Quarter Credit Hours

This course provides an introduction to the COBOL programming language, concepts and syntax. COBOL is used to develop program logic for business applications. Instructor lecture and demonstration provides in-depth coverage of the COBOL language. Prerequisite: CGS 2461C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COP 2127 Computer Programming—COBOL II	4 Quarter Credit Hours

This course is a continuation of COP 2123. It provides advanced COBOL programming concepts to write, compile, correct and test business applications. It also discusses how to create and update indexed files, maintain existing files and use tables. Prerequisite: COP 2123. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COP 2164 Computer Programming – RPG	4 Quarter Credit Hours

This course provides the fundamentals of Report Program Generator (RPG). Topics include designing, debugging, and testing programs to include the RPG fixed logic cycle, level breaks, overflow, multiple record processing and file output. Prerequisite: CGS 2461C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COP 2168 Computer Programming – Advanced RPG	4 Quarter Credit Hours

This course is a continuation of the Computer Programming - RPG course. It provides advanced topics utilizing the Report Program Generator (RPG) programming language. Topics discussed are tables, arrays, file processing and maintenance, and interactive file processing. Prerequisite: COP 2164. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COP 2170C Computer Programming- Visual Basic I	4 Quarter Credit Hours

This course provides an introduction to the Visual Basic programming language. Students develop executable programs that utilize an interactive graphical-user interface in the Windows environment. Prerequisite: CGS 2461C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COP 2171C Computer Programming- Visual Basic II	4 Quarter Credit Hours

This course is a continuation of COP 2170C. It provides advanced concepts of the Visual Basic programming language, including the Windows API/Messaging System, OLE automation, and Internet-enabled applications. Prerequisite: COP 2170C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COP 2224C Computer Programming – C++ I	4 Quarter Credit Hours

This course emphasizes programming with C++ functions, arrays, pointers and strings. Students develop substantial applications that process lists and tables of data in arrays—performing tasks such as searching and sorting data, and displaying graphical representations of data. The course presents a thorough discussion of pointers, including pointer-based string processing and passing data between functions using pointers. Prerequisite: CGS 2461C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COP 2228C Computer Programming – C++ II	4 Quarter Credit Hours

This course is a continuation of COP 2224C, emphasizing C++'s features and capabilities for object-oriented programming (OOP). Students focus on programming with predefined classes and extending the language by creating new classes. Key topics include classes, objects, encapsulation, inheritance, polymorphism, and using standard library classes to perform file input/output and string processing. Prerequisite: COP 2224C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COP 2250C Programming Languages- Java I	4 Quarter Credit Hours

This course teaches basic computer software development using the Java programming language. It introduces the principles and techniques of object-oriented programming and explains the concepts as they relate to Java. Prerequisite: CGS 2461C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COP 2273 Computer Programming - Introduction to Visual C++	4 Quarter Credit Hours

This course introduces the students to programming in Microsoft Visual C++ using the Microsoft Foundation Classes (MFC). Application development using Device Context, Event Handling, Message Processing, Menus, Toolbars, Dialogs, Collections, and Serialization using MFC with Microsoft Visual C++ is covered. Prerequisite: COP 2228C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COP 2281 Computer Programming – C#II	4 Quarter Credit Hours

This course is a continuation of COPP 2280, emphasizing C#'s features and capabilities for object-oriented programming (OOP). Students focus on programming with common library classes and extending the language by creating new classes. Prerequisite: COPP 2280. Lecture hours: 30. Lab hours: 20. Other hours: 0.

COP 2805C Programming Languages- Java II	4 Quarter Credit Hours

This course is a continuation of COP 2250C. It covers advanced Java programming topics and methodologies with an emphasis on the graphical user environment. It also demonstrates how to provide more extensible and portable solutions to Web server-side applications. Prerequisite: COP 2250C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COP 2812C Web Development Using XML	4 Quarter Credit Hours

Students will study the functions and relationships between XML and other members of the XML family of technologies, including XHTML, XSL, Xpath, Xlink, namespaces, schemas, and Xslt. Students will create and apply styling to XML documents in a series of hands-on labs. Prerequisite: CGS 1821C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COP 2840C Content Generation - Scripting Languages	4 Quarter Credit Hours

This course covers the skills needed to design client-side, platform-independent solutions that greatly increase the value of a Web site. Students will learn how to use the most popular applications of JavaScript, including communicating with users, scripting for the JavaScript object model, controlling program flow, validating forms, animating images, targeting frames, and creating cookies. Prerequisite: CGS 1821C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COP 3764C Structured Query Language	4 Quarter Credit Hours

This course introduces the student to the basic operations of the Structure Query Language (SQL). Database creation, single table queries, multi-table queries, database restrictions, and using SQL with high-level programming languages are discussed. Prerequisite: CIS 3345. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COP 4724C Database Application Development	4 Quarter Credit Hours

This course is an introduction to applications program development in a database environment with emphasis on loading, modifying, and querying the database using a host language. Prerequisites: COP 2171C or COP 2228C or COP 2805C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COPP 2280 Computer Programming – C#I	4 Quarter Credit Hours

This course teaches basic computer software development using the C# programming language. It introduces the principles and techniques of object-oriented programming and explains the concepts as they relate to C#. Prerequisite: CGS 2461C. Lecture hours: 30. Lab hours: 20. Other hours: 0.

CPO 4004 Global Politics	4 Quarter Credit Hours

A study of the classical concepts and dynamic factors of international politics, and their reflection in the structures, institutions, and processes of contemporary international relations. Particular attention is paid to power, national interest, diplomacy, sovereignty, foreign policy formulation, alliances, war and peace, and the importance of ideological and economic factors. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000

CTS 1000 Introduction to Computer Technology	6 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. Lecture Hours: 40. Lab Hours: 40.

CTS 1050 Computer Hardware and Operating Systems	6 Quarter Credit Hours

This course focuses on the hardware and software operating systems that run today's personal computers. Emphasis will be placed on commands, functions, and terminology through practical instruction in the installation, configuration, and upgrade of Windows operating systems. Students will also be given an in-depth look at the variety of computer hardware components and their related functions. Other topics to be discussed include installing, troubleshooting, and repairing PC hardware and operating systems. Prerequisite: CTS 1000. Lecture hours: 40. Lab hours: 40.

CTS 2271C Intermediate Spreadsheets	4 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

CTS 2281C Advanced Spreadsheets	4 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: CTS 2271C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CTS 2303C Network Directory Services	4 Quarter Credit Hours
This course provides the students with the steps necessary to plan, configure, and administer an Active Directory infrastructure. Topics include management methods for a large-scale network directory, group policies, active directory replication, and database maintenance. Prerequisite: CEN 1562C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	

CTS 2304C Network Directory Design	4 Quarter Credit Hours
This course discusses the planning, issues, and options available to the network administrator who is designing a Windows Directory Services infrastructure. Key topics include the network's physical topology, security, administration, naming standards, and migration issues. Prerequisite: CEN 1562C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	

CTS 2320C Network Management	4 Quarter Credit Hours
Students will gain a basic understanding of the steps necessary to implement, manage and troubleshoot existing network and server environments. Students will focus on performing desktop and server installation and configuration tasks, as well as network and operating system management tasks in a Microsoft Windows environment. Prerequisite: CEN 1561C and CEN 1562C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	

CTS 2321C Linux Administration	4 Quarter Credit Hours
This course enables students to gain an understanding of the Linux operating system. Based upon the UNIX operating system, Linux has found a place among computer professionals as a stable and flexible platform for a variety of networking applications. Students learn about desktop environments that make it easy for them to configure Linux features and programs. Prerequisite: CGS 2167C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	

CTS 2550C Advanced Presentations	4 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	

CTS 2761C Implementing and Supporting E-Mail Services	4 Quarter Credit Hours
This course provides students the ability to set up and support network e-mail services. Working via lessons and hands-on labs, students gain practical experience installing, administering, and troubleshooting widely-used e-mail server software. Prerequisite: CEN 1562C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	

DSC 1011 Domestic & International Terrorism I	4 Quarter Credit Hours
This course introduces participants to various aspects of domestic and international terrorist organizations in part I. The student will be introduced to basic principles of terrorist investigations, domestic security threats, and the motivational factors and tactics that drive these organizations. The student will learn techniques for evaluating their own organization's vulnerability against attacks that involve chemical, biological, HazMat, radioactive, or sabotage. Students will learn the roles and responsibilities of state, local and federal agencies in terrorism investigations and responses. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

DSC 1030 Tactical Communications	4 Quarter Credit Hours
This course is designed to introduce the student to basic communications ranging from a conflict to communication during a catastrophic event. Topics covered include radio and cell phone communications, and planning for communication alternatives when the traditional methods of communication fail. Other face-to-face communication tactics are covered including interview and interrogation, detecting deception, and handling a conflict with confrontation. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

DSC 2002 Introduction to Terrorism	4 Quarter Credit Hours
Students in this course gain a valuable overview of terrorism: its history, current activities, and projected future. Topics include: domestic and international terrorism, terrorist training, weapons of mass destruction, defenses against terrorism, legal aspects, and the impact of the media. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

DSC 2008 Security: Principles, Planning & Procedures I	4 Quarter Credit Hours
This course, in part I, introduces participants to a broad, in-depth look at security planning and procedures. Students will learn to develop skills in interviewing and interrogation techniques, intelligence gathering, surveillances, perimeter and crime scene security, criminal evidence preservation and collection, and principles of crowd and riot control. Additional topics include threat assessment and response, and facility security and vulnerabilities. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

DSC 2210 Emergency Planning & Security Measures I	4 Quarter Credit Hours
This course introduces emergency planning and security measures for corporate security. Students will cover emergency planning models, contingency planning exercises, incident command systems, damage assessment and disaster recovery planning, resource accountability, asset security matters, economic responses from attack (FEMA, state and local assistance), employee evacuation planning, and the development of a security plan. Students will learn the skills necessary for developing data survival tactics, best practices for avoiding disasters and safeguarding corporate assets, conducting risk analysis, identifying and prioritizing assets, and will identify general models for facility protection. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

DSC 2812 Information Technology Security I	4 Quarter Credit Hours
This course introduces students to the components of information security best practices. Topics covered include types of attacks on information, information security services, policy and law with regard to information security, risk assessment, and how to analyze and manage risk. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

DSC 3214 Catastrophic Event Response Planning	4 Quarter Credit Hours
This course examines the response protocol, logistics, responsibilities, interagency support, and concepts of front end planning involved in preparation for a catastrophic event. Students will be introduced to the development of an Emergency Response Plan that will include concepts such as lookout; awareness; communications; escape; safety (LACES); training; and various agency relationships. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

ECO 3015 Macroeconomics	4 Quarter Credit Hours
This course is a study of economics and cultural changes within the economic system, its development by free competition under the capitalistic system, the nature and evolution of money, the banking system, price determination and wages, monopoly, the laws of supply and demand, and production control. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs.000	

ECO 3028 Microeconomics	**4 Quarter Credit Hours**
This course is the study of economic analysis and includes the market price theory, the theory of the firm, and the theories of production and distribution. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

ENC 1101 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. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

ENC 1102 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: ENC1101. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

ENC 3211 Report Writing	**4 Quarter Credit Hours**
Examination, analysis and preparation of written communicative techniques are presented. Emphasis is also placed on research gathering techniques, assimilation of data, and preparation written reports. Prerequisite: ENC 1102. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

EVS 1001 Environmental Science	**4 Quarter Credit Hours**
This non-laboratory course introduces students to environmental issues through an understanding of the interrelationships of humans and their planet. Attention is focused on ecosystems, pollution, energy, and improvement or prevention of problems. Environmental concerns are explored through readings, research, and discussion. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

FIN 1103 Introduction to Finance	**4 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	

HIM 1553 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 and ethical issues in today's medical environment. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000	

HIM 2270C Medical Finance and Insurance	**4 Quarter Credit Hours**
This course will train the student in the major medical insurances and claims forms processing. This course will include information on national and other common insurance plans, as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements, bookkeeping and bank-keeping procedures will be discussed. Additionally, the process of purchasing equipment and supplies will be covered. Computer use in the ambulatory environment will also be taught. Prerequisite: HSC 1531. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	

HIM 2346C Medical Computer Applications	**2 Quarter Credit Hours**
This course is designed to give the student exposure to computer software applications 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. Prerequisite: OST 1141L. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000	

HSC 1531 Medical Terminology	**4 Quarter Credit Hours**
This course presents a study of basic medical terminology. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols are included in the content. A word building, systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented with each unit. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

HUN 1001 Basic Nutrition	**2 Quarter Credit Hours**
This course is a study of basic nutrition including a discussion of vitamins and minerals necessary to maintain good health, cultural and religious differences that affect nutrition and an analysis of medical diets utilized in the treatment of disease and the maintenance of good health. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000	

INVP 3100 Theoretical Aspects of Conspiracy Investigations	**4 Quarter Credit Hours**
This course is designed to provide students with a basic and philosophical understanding of the investigatory process regarding conspiracy crime(s). The students will explore the fundamental and advanced features of investigation, duties and responsibilities of relevant criminal justice entities, information-gathering skills, collection, preservation, and testing of evidence, use of technology, and types of evidence. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

INVP 3300 Methodology of Economic Crimes	**4 Quarter Credit Hours**
This course will explore current trends in economic crimes and the investigative techniques used to combat these offenses. Relationships between victims and offenders will be examined. Students will understand motives and common methods of operation associated with economic crimes. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

INVP 3500 Private Investigation I	**4 Quarter Credit Hours**
Upon successful completion of the course, the students will be able to understand the history of private investigations. The students will be able to compare and contrast the role of a private investigator to the role of government investigators. The students will also learn to identify strategies for business development and environment and be able to analyze ethical and liability issues involving private investigations. The student will develop skills for practice techniques and surveillance. 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: OST 1141L. Lec. Hrs. 000 Lab Hrs. 020 Other Hrs. 000	

LIS 2004 Introduction to Internet Research	**2 Quarter Credit Hours**
Provides instruction on the basic use of the Internet and the use of search engines. Students will have hands-on access to the Internet. Lec. Hrs. 010 Lab Hrs. 020 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

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

MAN 2031 Let's Talk Business	2 Quarter Credit Hours

Designed to provide opportunities through reading, discussions, and exercises for students to improve their proficiency as communicators in business environments. Prerequisites: None. Lec. Hrs. 020 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

MAN 3100 Human Relations in Management	4 Quarter Credit Hours

A study of individual interpersonal, group, intergroup, and intragroup problems in business organizations. Prerequisites: MAN 2021. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN 3344 Principles of Supervision	4 Quarter Credit Hours

A study of various aspects of the supervisor's job, including work planning, organizing, leadership, decision making, and effective communication. Prerequisites: MAN 2021. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN 3554 Workplace Continuity & Contingency Planning	4 Quarter Credit Hours

This course presents an introduction to workplace continuity and contingency planning. Topics include the need for planning, analyzing the worksite, employee safety and evacuation, risk and threat analysis, operational factors, back up of systems and data, government and corporate planning, prevention, incident response, relocation, and disaster recovery. Prerequisites: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN 4302 Management of Human Resources	4 Quarter Credit Hours

An advanced analysis of personnel functions including manpower planning, recruiting and selecting, evaluating, performance appraisal, training and development, and wage and salary considerations. Prerequisites: MAN 2300 or MAN 3100. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN 4701 Business Ethics	4 Quarter Credit Hours

This course applies the ethnical dimension to business decisions in today's complex political, social, economic and technological environment. Prerequisites: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN 4734 Contemporary Management	4 Quarter Credit Hours

This course involves the examination and review of classical and modern managerial thought in strategy formulation, planning, leadership, and decision-making. Prerequisites: MAN 2021. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MANP 4501 Applied Management Senior Capstone Experience	4 Quarter Credit Hours

The Senior Capstone course utilizes a portfolio approach to help seniors integrate the knowledge gained from their other required business and management courses. Students will conduct research on current industry trends in their chosen career field and will apply relevant business concepts to gain a better understanding of the factors that may affect long-term viability and growth. In addition, students will create a professional development plan tailored for their career field. Prerequisite: MAN 2021. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAR 1011 Introduction to Marketing	4 Quarter Credit Hours

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

MAR 2305 Customer Relations and Servicing	4 Quarter Credit Hours

Explores the basic functions relating to customers on a one-on-one basis. It teaches the skills needed to work with people to enhance the company, its public image, and satisfy the client or customer. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAR 3310 Public Relations	4 Quarter Credit Hours

This course is a study of the principles and techniques involved in creating and maintaining a favorable public image. Various methods and factors involved in public relations are examined and discussed. Prerequisites: MAR 1011. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAT 1033 College Algebra	4 Quarter Credit Hours

The algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. The course emphasizes critical thinking and problem-solving skills. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MCB 2000 Microbiology and Infection Control	4 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 1006C Therapeutic Communication	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 1105 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

MEA 1207 Basic Clinical Procedures	**4 Quarter Credit Hours**

This course, which is designed to be taken concurrently with MEA 1207L, focuses on universal precautions in the medical environment, including understanding bloodborne pathogens, HIV/AIDS and hepatitis, infection control, and an introduction to assisting with surgeries. In addition, the student will gain proficiency in medical asepsis in a simulated setting. Also covered will be emergency procedures. Prerequisite: HSC 1531. Co requisite: MEA 1207L. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MEA 1207L 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 MEA1207. Prerequisite: HSC 1531. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

MEA 1226C 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: MEA 1207, MEA 1207L. Co requisite: MEA 1226L. Lec. Hrs. 040 Lab Hrs. 000 Other Hours 000

MEA 1226L 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 MEA1226C. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

MEA 1231 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

MEA 1235 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

MEA 1243L Pharmacology Lab	**2 Quarter Credit Hours**

In this course, which is designed to be taken concurrently with MEA 2244, various aspects of clinical pharmacology are discussed and practiced, including common abbreviations used in prescription writing, interpretation of prescriptions, and legal aspects of writing prescriptions. In addition, dosage calculations and administration of medication will be taught and practiced. Prerequisite: BSC 1085, BSC 1086, APB 1151. Co requisite: MEA 2244. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

MEA 1247 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

MEA 1250 Diseases of the Human Body	**4 Quarter Credit Hours**

This course provides a study of the human body's diseases and disorders, including signs and symptoms, etiology, diagnosis and treatment. Prerequisite: BSC 1085, BSC 1086. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MEA 1253 Anatomy & Pathophysiology I	**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, urinary, and digestive systems and nutrition and metabolism. Prerequisite: HSC 1531. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MEA 1254 Anatomy and Pathophysiology II	**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, lymphatic, respiratory, and reproductive systems. Prerequisite: HSC 1531. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.

MEA 1255 Anatomy and Pathophysiology III	**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. Prerequisite: HSC 1531. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.

MEA 1304C 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, transcription, telephone techniques, etiquette and management/human resource skills will be covered. Prerequisite: HSC 1531. Lec. Hrs. 030 Lab Hrs. 020 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. Prerequisites: BSC 1085, BSC 1086, and APB 1151. Co requisite: MEA 1243L. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MEA 2245L Phlebotomy	**2 Quarter Credit Hours**

This course is a review. It includes the discussion of possible complications of phlebotomy. The student will perform venipuncture and capillary sticks while using proper safety procedures. Prerequisite: MEA 2260, MLS 2260L. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

MEA 2260 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: BSC 1085, BSC 1086, APB 1151, MEA 1207, MEA 1207L. Co requisite: MLS 2260L. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MEA 2285L 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 skills learned, the student will be able to identify and respond appropriately to life-threatening cardiac arrhythmia's and EKG changes. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

MEA 2561 Professional Procedures	**2 Quarter Credit Hours**

This course is designed to assist the student as they transition from the classroom into professional medical assisting practice. A comprehensive review of the clinical, administrative and general areas of competence required for entry-level practice will be covered as well as methods of obtaining professional credentials. Prerequisite: All Medical Classes. Lec. Hrs. 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

MLS 2260L 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. Prerequisite: BSC 1085, BSC 1086, APB 1151, MEA 1207, MEA 1207L. Co requisite: MEA 2260. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

MTB 1103 Business Math	**4 Quarter Credit Units**

This course presents a comprehensive review of computational skills as they apply to the business world. Topics include fractions, decimals, banking and credit card transactions, equations, percents, discounting process (trade and cash), markups and markdowns, simple and compound interest, and payroll functions. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

NCS 1000 Networking Concepts	**6 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. Prerequisite: CTS 1000. Lecture hours: 40. Lab hours: 40.

NCS 1050 Network Routing	**6 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 networked computing: network architecture, network protocols, IP addressing and subnetting, and the Cisco Router User Interface are among the areas to be discussed. Additional topics to be covered include Virtual LANs, WAN protocols, and managing a Cisco internetwork. Prerequisite: CTS 1000. Lecture hours: 40. Lab hours: 40.

NIS 2000 Network Security Fundamentals	**6 Quarter Credit Hours**

This course is an introduction to the components of network security. It takes a comprehensive look at network security and provides an organized view of the field, including the tools and techniques necessary to safeguard network data. Prerequisite: NOS 1050. Lecture hours: 40. Lab hours: 40.

NIS 2050 Network Security Implementation	**6 Quarter Credit Hours**

This course covers the fundamentals of security in networks and focuses on the implementation of security strategies and the configuration, maintenance, monitoring and troubleshooting of the available security features. Through a combination of lectures and hands-on labs, students learn how to plan and deploy secure communications for wireless networks, and remote applications. Prerequisite: NOS 1050. Lecture hours: 40. Lab hours: 40.

NIS 2100 Network Security Design	**6 Quarter Credit Hours**

This course builds on the fundamentals of security in networks and focuses on the analysis of network security and the design of security features and strategies. Students learn how to design a secure network infrastructure to meet business requirements via lectures and hands-on labs. Topics include assembling the design team, modeling threats, and analyzing security risks. Prerequisite: NOS 1050. Lecture hours: 40. Lab hours: 40.

NOS 1000 Network Operating Systems - Client	**6 Quarter Credit Hours**

This course covers the essential topics necessary to enable students to set up and support the client side of a 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 network operating system desktop environment. Prerequisite: CTS 1000. Lecture hours: 40. Lab hour: 40.

NOS 1050 Network Operating Systems - Server	**6 Quarter Credit Hours**

This course covers the essential topics necessary to enable students to set up and support the server side of a 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 network server. Prerequisite: CTS 1000. Lecture hours: 40. Lab hour: 40.

NSS 2000 Network Infrastructure Implementation	**6 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 network operating systems. Working via lessons and hands-on labs, students learn how to install, manage, and troubleshoot the network protocols and services utilized in the network operating system. Prerequisite: NOS 1050. Lecture hours: 40. Lab hours: 40.

NSS 2050 Network Directory Services	**6 Quarter Credit Hours**

This course provides the students with the steps necessary to plan, configure, and administer an Active Directory infrastructure. Topics include management methods for a large-scale network directory, group policies, active directory replication, and database maintenance. Prerequisite: NOS 1050. Lecture hours: 40. Lab hours: 40.

NSS 2100 Network Infrastructure Planning	**6 Quarter Credit Hours**

This course builds upon the fundamentals of a network operating system and focuses on planning the strategies for deployment of networking components and services as well as on maintaining and troubleshooting them. Through a combination of lectures and hands-on labs, students learn how to plan and implement a secure network access infrastructure by configuring the connections for remote access clients, and manage and monitor network access. Prerequisite: NOS 1050. Lecture hours: 40. Lab hours: 40.

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 2711C. 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 Program Director prior to externship. Prerequisites: Limited to students in their last two quarters of study who have been recommended by their Program Director. 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)

OST 1141L Keyboarding	**2 Quarter Credit Hours**

Designed to familiarize the student with basic keyboarding and developing minimum typing skills. Prerequisite: None. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

OST 1491C 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 editing E-mail, sending attachments, creating contacts, managing mail, scheduling appointments, scheduling meetings, scheduling events, creating 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 1101. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

OST 2711C 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. Prerequisite: OST 1141L. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

OST 2712C 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 2711C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

OST 2724C 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 2712C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGS 2501 Applied Word Processing	**4 Quarter Credit Hours**

This course covers the various techniques used in intermediate to advanced word processing. Emphasis will be placed on using and creating templates, developing multi-page documents, building forms, and working with charts and diagrams. In addition, students will learn document collaboration techniques and customization with macros. Prerequisite: CGS2167C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

OST 2813C Introduction to Desktop Publishing	**2 Quarter Credit Hours**

This course provides an introduction to desktop publishing. There is an emphasis on terminology, and the creation and editing of simple desktop publishing files. Students will design effective publications by creating, importing, and manipulating graphics. Students will also learn to use PageMaker tools. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

PLA 1003 Introduction to Paralegal	**4 Quarter Credit Hours**

This course introduces students to the paralegal's role and the nature of a career as a legal assistant. Legal procedures are presented in real-world context with a basic introduction to necessary skills, such as legal research, law office operations, technology in the law, and litigation. Vocabulary is learned in context. In-depth coverage is begun on legal ethics, professional regulation, trends and issues in the field, and the legal system. Career management for paralegal professionals is covered thoroughly. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 1105 Legal Research and Writing I	**4 Quarter Credit Hours**

This course covers the basics of legal research, legal writing, and legal analysis for the legal assistant. Students learn to use a law library, perform legal research, analyze legal problems, and write a legal memorandum. Students are taught to locate and use both primary, secondary, and CALR legal research sources to solve legal problems. Prerequisite: None. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

PLA 2106 Legal Research and Writing II	**4 Quarter Credit Hours**

This course covers advanced aspects of legal research, legal writing, and legal analysis for the legal assistant, with an emphasis on legal writing and analysis of complex issues. Students strengthen their legal research skills using a variety of primary and secondary sources, analyze complex legal problems, and write a persuasive memorandum or brief. Students also develop skills in computer assisted legal research and are introduced to fee-based services such as Westlaw, LEXIS as well as free Internet legal sources. Prerequisite: PLA 1105. Lec. Hrs. 030 Lab Hrs. 020 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. The course provides opportunities for students to practice and improve their interviewing, investigation, document drafting, negotiation, and contract interpretation skills. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 2363 Criminal Procedure and the Constitution	4 Quarter Credit Hours

There will be a discussion of the Constitutional aspects of criminal procedure. The student will learn procedural aspects of the criminal system from arrest or summons through pretrial motions, trial, post-conviction and appellate processes. A study of the Constitution at work in the court system with current applications. Prerequisite: None. 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 2433 Business Organizations	4 Quarter Credit Hours

This course covers the principles of Business Organizations, including the formation, operation, and dissolution of various types of business organizations. Topics include sole proprietorships, corporations, partnerships, the law of agency, and employment agreements. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 2460 Bankruptcy	4 Quarter Credit Hours

Bankruptcy law and procedure, including commencement of a case, preparing schedules, operating and liquidating procedures, adversary matters and litigation in bankruptcy court, debtors' and creditors' rights and obligations, technical terminology, and practical direction for paralegals. Forms used in bankruptcy court and proceedings under Chapter 7, Chapter 13, and, to a lesser extent, Chapter 11 and proceedings under Chapters 9 and 12 are also covered. The rights of creditors, including secured transactions, consensual and nonconsensual liens, UCC transactions, and the unique position of real estate, will be reviewed. The course also teaches garnishments and other judicial attachments of property. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 2483 Introduction to Administrative Law	4 Quarter Credit Hours

This course examines basic concepts of law and procedure in federal and state administrative agencies, with emphasis on the paralegal's role in the administrative process. Students will learn both formal and informal advocacy techniques, including representing clients before administrative bodies. Substantive topics will include administrative delegation of power, rulemaking, agency discretionary powers, remedies, open government, and judicial review. Procedural topics will include agency operation, adjudication, hearing preparation, and administrative and judicial appeals. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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

This course examines legal concepts of wills, trusts, intestacy, guardianships, and conservatorships: analysis of client needs: drafting of simple wills: and study of various types of trusts and their application to particular client needs. Study of probate procedures, the administration of assets, methods of compiling both probate and non-probate estate and simple tax implications. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 2610 Real Estate Law	4 Quarter Credit Hours

This course is an introduction to Real Estate law. Topics include property rights, principles of land ownership, sale, financing and conveyance, contracts, liens, mortgage financing, mortgages or deeds of trust, deeds, recording, settlement concepts, condominiums and cooperatives, leasing and other property concepts. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 2631 Environmental Law	4 Quarter Credit Hours

This course examines the substantive and procedural laws that govern environmental litigation, including the history of environmental law and the procedural and practical skills required of an environmental paralegal. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 2763 Law Office Management	4 Quarter Credit Hours

This course examines the fundamentals of law office management and organization. Subjects covered include basic principles and structure of law practice management, law practice structures, organization, and governance, client systems, timekeeping and accounting systems, human resources, marketing and strategic planning, administrative and substantive systems in the law office, and law practice technology. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 2800 Family Law	4 Quarter Credit Hours

Students are instructed in the theory of law governing marriage, divorce, annulment, property settlement agreements, child custody and support obligations, paternity, adoption, alimony, pre-nuptial agreements, name changes, and domestic violence. Students will be introduced to state-specific procedures and prepare various pleadings or documents related to these topics. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 2930 Contemporary Issues and Law	4 Quarter Credit Hours

This course examines contemporary law, including contemporary legal issues as well as practicing law in today's environment. Prerequisite: None. Lec. Hrs. 40 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 Program Director. Students below a 3.0 GPA must secure the approval of both the Program Director and the Dean to enroll in the Externship course. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120

POS 2041 American National Government	4 Quarter Credit Units

A study of the Constitutional structure and dynamics of the American Federal system; included is an examination of the current structure, organization, powers, and procedures of the American national government. Prerequisite: None. Lecture Hrs. 040 Lab. Hrs. 000 Other Hrs. 000

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 2012 General Psychology	4 Quarter Credit Hours

This course is designed to provide students with an understanding of the general principles of psychology and theories underlying modern psychology. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SBM 2000 Small Business Management	4 Quarter Credit Hours

This course examines the various aspects of starting, acquiring, and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small businesses. A study of management principles and procedures provides methods of resolving these problems. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SCC 1102 Business & Ethics for Security Specialists	4 Quarter Credit Hours

This course introduces the student to business management, organizational leadership and business ethics. Topics will include corporate structure and values, strategic management, leadership, ethical values, and models of ethical decision making. Additional topics include leadership strategies, team development, corporate compliance issues, and ethical scenarios. Application projects will emphasize how business knowledge will help a Homeland Security Specialist. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SLS 1105 Strategies for Success	4 Quarter Credit Hours

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

SLS 1321 Career Skills	2 Quarter Credit Hours

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

SLS 1505 Basic Critical Thinking	2 Quarter Credit Hours

This course introduces the students to the concepts of critical thinking. Topics covered include self critique and understanding, fair-minded thinking, the levels of thinking, the parts and standards for thinking, and developing ethical and strategic thinking. Students will examine effective ways to think more critically, and will apply these tools in course assignments. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

SLSP 3130 Principles and Applications of Adult Learning	4 Quarter Credit Hours

This course offers an exploration of the principles and applications of adult learning theory, including goal-directed orientations to learning, participation factors for adult learners, and adult learner demographics. The course also addresses the connection between memory, cognition, and the brain, as they relate to the adult learning process. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SOP 4005 Social Psychology	4 Quarter Credit Hours

Many aspects of human interaction are investigated in this course, including topics such as aggression, attraction and love, conformity, sexual behavior, and group dynamics. Prerequisite: PSY2012. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SPC 2016 Oral Communications	4 Quarter Credit Hours

This course is designed to develop students' ability to communicate effectively. Emphasis is placed upon the basic elements of communication in order to strengthen students' interpersonal and professional speaking skills. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SPCP 2300 Fundamentals of Interpersonal Communication	4.0 Quarter Credit Hours

The dynamics of interaction between people in personal, social and workplace situations are explored to better understand how interpersonal communication shapes relationships. Exploration will occur through readings, discussion, and application exercises. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

STA 2014 Statistics	4 Quarter Credit Hours

This course introduces students to statistical techniques. Methods of describing, summarizing, and analyzing data are presented. Prerequisite: MAT 1033. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

STS 2007 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: MAT 1033. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

STS 2171C 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

STS 2172C 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: STS 2171C, STS 2173C, MCB 2000. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

STS 2173C Surgical Procedures I	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 general surgery, as well as specific surgical procedures involving the gastrointestinal system, the reproductive system and obstetrics, and the genitourinary system. Prerequisite: BSC 1085, BSC 1086 and HSC 1531. Lec. Hrs. 040 Lab Hrs. 040 Other Hrs. 000

STS 2174C Surgical Procedures II	**6 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 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: STS 2173C. Lec. Hrs. 040 Lab Hrs. 040 Other Hrs. 000	
STS 2175C Clinical Rotation I	**5 Quarter Credit Hours**
This 150-hour course is designed to provide the student with supervised, practical hands-on and observational experiences in the clinical area. As part of the experience, students may rotate throughout various departments within the clinical area. (Student must complete STS 2171C, STS 2173C, and MCB 2000 prior to taking this course). Prerequisite: STS 2171C, STS 2173C, & MCB 2000. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 150	
STS 2176C Clinical Rotation II	**11 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	
SYG 2000 Principles of Sociology	**4 Quarter Credit Hours**
A study of cultural heritage, of the cultural influence of human nature and personality, and of social interaction. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
SYP 2742 Death and Dying	**4 Quarter Credit Hours**
This course examines the issues related to death and dying. Beliefs, rituals, and behaviors of a variety of cultures (past and present) will be examined. Special emphasis will be placed on current topics such as euthanasia, cryogenics, and other individual options. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
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. Co-requisite: 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 Program Director of Travel and Tourism. Co-requisite: 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 Program Director 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 Program Director 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 Program Director of Travel and Tourism. Applicants must have achieved a 3.0 overall GPA. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 090	
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 Program Director 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: OST 1141L 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: OST 1141L. Lec. Hrs. 020 Lab Hrs. 040 Other Hrs. 000	

CORINTHIAN COLLEGES, INC.

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 San Bernardino, CA (main campus)
 San Francisco, CA (main campus)
 San Jose, CA (main campus)
 Seattle, WA (main campus)
 Skokie, IL (main campus)
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 Dearborn, MI (branch of Everest Institute, Southfield, MI)
 Detroit, MI (branch of Everest Institute, Southfield, MI)
 Eagan, MN (branch of Everest Institute, Cross Lanes, WV)
 Fort Lauderdale, FL (branch of Everest Institute, Kendall, FL)
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 Grand Rapids, MI (main campus)
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 Houston (Greenspoint), TX (branch of Everest Institute, San Antonio, TX)
 Houston (Hobby), TX (branch of Everest Institute, San Antonio, TX)
 Jonesboro, GA (branch of Everest Institute, Ontario, CA)
 Kalamazoo, MI (branch of Everest Institute, Grand Rapids, MI)
 Marietta, GA (branch of Everest College, Reseda, CA)
 Miami (Kendall), FL (main campus)
 Miami, FL (main campus)
 Newport News, VA (main campus)
 Norcross, GA (branch of Everest College, Gardena, CA)
 Pittsburgh, PA (main campus)
 Portland (Tigard), OR (branch of Everest College, Seattle, WA)
 Rochester, NY (main campus)
 San Antonio, TX (main campus)
 Southfield, MI (main campus)
 South Plainfield, NJ (branch of Everest Institute, Southfield, MI)
 Silver Spring, MD (branch of Everest College, Portland, OR)
Everest University
 Tampa (Brandon), FL (branch of Everest University Tampa, FL)
 Jacksonville, FL (branch of Everest University, Clearwater (Pinellas), FL)
 Lakeland, FL (branch of Everest University, Clearwater (Pinellas), FL)
 Largo, FL (main campus)
 Melbourne, FL (branch of Everest University, Orlando, FL)
 North Orlando, FL (main campus)
 Orange Park, FL (branch of Everest University, Tampa, FL)
 Clearwater (Pinellas), FL (main campus)
 South Orlando, FL (branch of Everest University, North Orlando, FL)
 Tampa, FL (main campus)
Las Vegas College
 Henderson, NV (main campus)
WyoTech
 Blairsville, PA (branch of WyoTech, Laramie, WY)
 Daytona Beach, FL (main campus)
 Fremont, CA (main campus)
 Laramie, WY (main campus)
 Long Beach, CA (main campus)
 Oakland, CA (branch of WyoTech, Fremont, CA)
 Sacramento, CA (branch of WyoTech, Laramie, WY)

STATEMENT OF OWNERSHIP

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

CORINTHIAN COLLEGES, INC.		
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Jack D. Massimino	Terry O. Hartshorn	Chairman of the Board
Peter Waller	Paul R. St. Pierre	Vice Chairman of the Board
Terry O. Hartshorn	Jack D. Massimino	Chief Executive Officer
Paul R. St. Pierre	Peter Waller	President and Chief Operating Officer
Linda Arey Skladany	Kenneth S. Ord	Executive Vice President and Chief Financial Officer
Hank Adler	Beth A. Wilson	Executive Vice President, Operations
Alice T. Kane	Mark L. Pelesh	Executive Vice President, Legislative and Regulatory Affairs
Robert Lee	William Buchanan	Executive Vice President, Marketing
Tim Sullivan	David Poldoian	President, Pegasus Division
John Dionisio	Janis Schoonmaker	President, RCI Division
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	Robert C. Owen	Senior Vice President, Chief Accounting Officer and Assistant Secretary
	Anna Marie Dunlap	Senior Vice President, Investor Relations & Corporate Communications
	Rick Simpson	Senior Vice President, Academic Affairs
	Carmella Cassetta	Senior Vice President and Chief Information Officer
	Jim Wade	Senior Vice President, Human Resources
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DIRECTORS	**OFFICERS**	**TITLE**
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Beth A. Wilson	Kenneth S. Ord	Executive Vice President and Chief Financial Officer
	Beth A. Wilson	Executive Vice President, Operations
	Stan A. Mortensen	Senior Vice President, General Counsel and Corporate Secretary
	Robert C. Owen	Treasurer and Assistant Secretary

APPENDIX A: FACULTY AND STAFF LISTING

ADMINISTRATION		
Stephanie Byrd	President	BS Higher Education Management – Everest University Online
Patricia Diane Myers R.N.	Academic Dean	MBA/Health Care Management – University of Phoenix, Dallas, TX BBA - University of Phoenix, Dallas, Tx RN – Hillsborough Community College, Tampa, FL
Andrew Lunt	Admissions Director	MBA, University of Phoenix BS, University of Phoenix
Rebecca Peregrin	Director of Student Finance	BSBM, University of Phoenix MAOM, University of Phoenix
Rob Peterson	Director of Career Services	MBA, University of Phoenix BS, Utah Valley State University
Debbie Christiansen	Career Services Representative	Certificate, Universal Accounting Institute
Jeremiah Maxwell	Clinical Coordinator	Diploma in Surgical Tech, American Institute of Medical and Dental Technology
Sharon Peters	Librarian	MS, Western Michigan University MA, University of Illinois at Springfield BS, Illinois Sate University
Nerima Pasic	Registrar	BS, Westminster College AS, Salt Lake Community College
Candice Shaffer	Director of Student Accounts	BBA, Columbia College ABA, Columbia College
Loreen Cleveland	Student Success Coordinator	AS, Everest College
Jim Eggers	Online Coordinator	
Daysi Hernandez	Sr. Administrative Assistant	MBA, University of Phoenix BA, Cal State University
Program Directors		
Dean Marturello	Surgical Technologist	BA, Weber State Surge Tech Certificate, Stevens Henagar College
Kevin Smith	Criminal Justice and Paralegal	MSAS/JD – University of South Dakota
Terra Vangurven	Medical Assisting, Medical Administrative Assistant, Medical Insurance Billing and Coding –	Diploma, Bryman College
Faculty		
Accounting/Business/POA		
Kenneth Chukwuba	Accounting	MBA, Webster University BS, Columbia College
Kenneth Butler	Business	JD, LaSalle University MBA, University of Utah BS, University of Utah
Nathan Baker	Business	MBA, Golden Gate University BS, Brigham Young University
Computer Information Systems		
Jack Kleinman	Computer Information Systems	BA, Stevens Henager College
Simranjit Kaur	NISS, Computer Information Systems	PHD, Rani Durgawati UniversityMS, Ravishankar Shukla UniversityBEd, Barkatullah University BS, Ravishankar Shukla University
Tony Hart	Computer Information Systems	Certificates: A+ Certification, Computing Technology Industrial Association MCSE Microsoft MCT Microsoft MCP+1 Microsoft MCP Microsoft
Criminal Justice/Paralegal		
Cherri White	Criminal Justice	MA, University of Phoenix BS, Weber State University

Gordon Everitt	Paralegal	BS, Ohio Christian College Diploma, Mountain West Junior College
Fred Willoughby -	Criminal Justice	MS, California University, BS, Westminster
General Education		
Irvin E. (Gene) Minshall	General Education	BA, University of Montana
Kenneth Sugden	General Education	BA, University of Utah
Steve Allison	General Education	EdD, Brigham Young University MS, Brigham Young University BA, San Diego State University
Jennifer Wells	General Education	BS Weber State University
Shayler White	General Education	MA UNLV, BS BYU
Kari Gardner	General Education	MS Ed - Idaho State University
George Grover	General Education	MS Adult Ed - Marshall University
Deborah Stidham	General Education	BS University of Utah
Medical / Surg Tech/MIBC		
Lisa Garza	Medical Assisting	Diploma, Bryman College
Rodney Sherman-Garcia	Medical Assisting	CMA, Concorde College
Gail Emerson	Medical Insurance Billing and Coding	CPC, American Academy of Professional Coders
Terra Vangerven	Medical Assisting	AS, High-Tech Institute of Phoenix-Anthem College
Samantha Chiari	Medical Assisting	Utah EMT-1, BLS Instructor, ACLS Certified
Dee Weaver	Medical Assisting	Medical Assisting Certificate, Utah Career College
Rebekah Whetsel	Medical Insurance Billing & Coding	
Pharmacy Technician		
Kari Stirland	Pharmacy Technician	AS, Utah Valley State College
Tomeka-Marie Casagrande	Pharmacy Technician	State of Utah Pharmacy Technician License

CURRICULUM ADVISORY BOARDS		
Accounting/Business/POA		
Paul Haliday, CPA	Partner	Halliday Watkins, Henry,
Ken Butler	Owner	Butler and Associates, CPAs
Victoria Richardson	CPA	Victoria Richardson, CPA
Computer Information Systems		
Keith Barlow	Network Services Manager	Salt Lake City Corporation
Murphy Nmezi	Faculty	Salt Lake Community College
Criminal Justice		
Paul Haliday, CPA	Partner	Halliday Watkins, Henry,
Ken Butler	Owner	Butler and Associates CPA's
Fred Baird	Director of Homeland Security Center	Homeland Security, Utah
Medical/Surg Tech/MIBC		
John O'Donnell, R.N.	Clinical Director	Granger Medical
Denice DeCamp	Medical Assistant	Utah Diabetes Center
Murphy Nmezi	Faculty	Salt Lake Community College
Carl Roberts (Surg Tech)	OR Student Coordinator	Pioneer Valley Hospital
Todd Bingham	Supervisor of Work Care	Work Care Clinic
Cati Nielson	Human Resource	Community Health Services
Pua Johnson (Surg Tech)	OR Director	Alta View Hospital
Paralegal		
Paul Haliday, CPA and Attorney	Partner	Halliday Watkins, Henry,
Ken Butler, Attorney	Owner	Butler and Associates CPA's
Toni Surtliff	Justice Court Attorney	Justice Court
Sherri Palmer	Attorney-at-Law	Sherri Palmer & Associates
Glen Dawson	District Court Judge	Second District Court

APPENDIX B: TUITION AND FEES

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)
Modular programs				
Medical Administrative Assistant	8 Months	47	$14,150	$1,175
Medical Assisting	8 Months	47	$14,150	$1,132
Medical Insurance Billing/Coding	8 Months	47	$14,234	$1,844
Network & Internet Security Specialist (NISS)	12 Months	72	$16,525	$1,197
Pharmacy Technician	8 Months	47	$13,390	$712*
Quarter-based programs**				
Surgical Technologist			$406/credit	Per Course Charge
Paralegal			$389/credit	Per Course Charge
All other Associate's degree programs			$341/credit	Per Course Charge
Bachelor's degree programs			$256/credit	Per Course Charge
Effective date: January 1, 2009 \newline *Effective date: April 1, 2009 \newline ** Tuition for quarter-based programs will be charged on a quarterly basis.				

Additional Fees

Library Fine	Actual cost of book(s)

*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.

APPENDIX C: ACADEMIC CALENDARS

QUARTER-BASED PROGRAMS

FY 2008 - 2009 Academic Calendar				
Summer Term Starts		July	14	2008
Summer Term Add/Drop Deadline		July	26	2008
Mini-Term Starts		August	25	2008
Mini-Term Add/Drop Deadline		August	30	2008
Labor Day Holiday		September	1	2008
Micro-Term Starts		September	15	2008
Summer Term Ends		October	4	2008
Fall Break	From:	October	6	2008
	To:	October	11	2008
Fall Term Start		October	13	2008
Fall Term Add/Drop Deadline		October	25	2008
Thanksgiving Day Holiday	From:	November	27	2008
	To:	November	29	2008
Mini-Term Starts		November	24	2008
Mini-Term Add/Drop Deadline		December	2	2008
Micro-Term Starts		December	8	2008
Winter Holiday	From:	December	24	2008
	To:	January	1	2009
Classes Resume		January	2	2009
Fall Term Ends		January	11	2009
Winter Term Starts		January	12	2009
M.L. King Jr. Birthday Holiday		January	19	2009
Winter Term Add/Drop Deadline		January	26	2009
Presidents' Day		February	16	2009
Mini-Term Starts		February	23	2009
Mini Term Add/Drop Deadline		February	28	2009
Micro-Term Starts		March	16	2009
Winter Term Ends		April	5	2009
Spring Vacation	From:	April	6	2009
	To:	April	11	2009
Spring Term Starts		April	13	2009
Spring Term Add/Drop Deadline		April	25	2009
Memorial Day Holiday		May	25	2009
Mini-Term Starts		May	26	2009
Mini Term Add/Drop Deadline		June	1	2009
Micro-Term Starts		June	15	2009
Spring Term Ends		July	3	2009
Independence Day Holiday		July	3	2009
Summer Vacation	From:	July	6	2009
	To:	July	11	2009

FY 2009 - 2010 Academic Calendar				
Summer Term Starts		July	13	2009
Summer Term Add/Drop Deadline		July	26	2009
Mini-Term Starts		August	24	2009
Mini-Term Add/Drop Deadline		August	30	2009
Labor Day Holiday		September	7	2009
Micro-Term Starts		September	14	2009
Summer Term Ends		October	4	2009
Fall Break	From:	October	5	2009
	To:	October	11	2009
Fall Term Start		October	12	2009
Fall Term Add/Drop Deadline		October	25	2009
Thanksgiving Day Holiday	From:	November	26	2009
	To:	November	29	2009
Mini-Term Starts		November	23	2009
Mini-Term Add/Drop Deadline		December	2	2009
Micro-Term Starts		December	7	2009
Winter Holiday	From:	December	20	2009
	To:	January	3	2010
Classes Resume		January	4	2010
Fall Term Ends		January	10	2010
Winter Term Starts		January	11	2010
M.L. King Jr. Birthday Holiday		January	18	2010
Winter Term Add/Drop Deadline		January	26	2010
Presidents' Day		February	15	2010
Mini-Term Starts		February	22	2010
Mini Term Add/Drop Deadline		February	28	2010
Micro-Term Starts		March	15	2010
Winter Term Ends		April	4	2010
Spring Vacation	From:	April	4	2010
	To:	April	11	2010
Spring Term Starts		April	12	2010
Spring Term Add/Drop Deadline		April	25	2010
Memorial Day Holiday		May	31	2010
Micro-Term Starts		June	14	2010

MODULAR PROGRAMS

Modular Program Schedule	
Day & Evening Schedule 4-day Week **8:00 – 1:00 and 5:00 – 10:00**	
2009 - 2010	
Start Dates	**End Dates**
28-Jan-09	25-Feb-09
16-Feb-09	No Class
26-Feb-09	25-Mar-09
30-Mar-09	23-Apr-09
27-Apr-09	21-May-09
25-May-09	No Class
26-May-09	22-June-09
24-Jun-09	21-July-09
3-July-09	No Class
07-23-09	08-19-09
08-20-09	09-17-09
09-21-09	10-15-09
10-19-09	11-12-09
11-16-09	12-14-09
12-15-09	01-26-10
01-27-10	02-24-10
02-25-10	03-24-10
03-29-10	04-22-10
04-26-10	05-20-10
05-24-10	06-21-10