Everest
COLLEGE

TACOMA CATALOG
2012-2014

Everest College, Tacoma Campus
Additional Location of Everest College, Bremerton, WA
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Tacoma, WA 98402
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www.Everest.edu

This school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding
this private vocational school may be made to the:
Workforce Board, 128 – 10th Ave. SW, Box 43105, Olympia, Washington 98504
Web: wtb.wa.gov
Phone: 360-753-5662
E-Mail Address: workforce@wtb.wa.gov

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PRESIDENT'S MESSAGE

We would like to welcome you to Everest College, a school that provides a friendly, small-campus atmosphere where our dedicated staff can take a personal interest in the progress of each student. This caring attitude, combined with progressive curricula, affords our students a meaningful higher education experience, as well as effective preparation for a wide variety of careers.
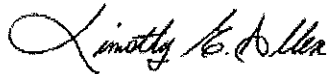
Obtaining a postsecondary education gives our graduates a competitive edge in their career field and will make the difference when they are considered for professional advancement. Our programs are designed for employment in the state of Washington as well as other progressive areas throughout the country.

Our goal is to provide our students with quality instruction, a sense of professional responsibility, a desire for life-long learning, and the essential skills and abilities to qualify them for their chosen career.

We have made every effort to fulfill our obligations to those who have entrusted their educational and career goals to Everest. We invite all interested parties, therefore, to visit our campus and review our programs. Our experienced admissions officers will assist in the important process of identifying the program best suited for the candidate's special interests, talents, and goals.

Benjamin Franklin once said, "If a man empties his purse into his head, no man can take it away from him. An investment in knowledge always pays the best interest."

Sincerely,

Tim Allen
Campus President
Tacoma Campus

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ABOUT EVEREST COLLEGE

CORINTHIAN COLLEGES, INC.

Everest College is a part of Corinthian Colleges, Inc. (CCi). CCi was formed in 1995 to own and operate colleges across the nation that focus on high-demand, specialized curricula. CCi is continually seeking to provide the kind of educational programs that will best serve the changing needs of students, business and industry.

With headquarters in Santa Ana, California, and colleges in various states, CCi provides job-oriented education and training in high-growth, high-technology areas of business and industry. The curricular focus is on allied health, business, and other programs that have been developed based on local employer needs. Students use modern equipment and facilities, similar to the kind they can expect to find on the job. CCi provides people entering or reentering today's competitive market with practical, skill-specific education vital to their success.

Corinthian Colleges, Inc. is dedicated to providing education and training that meets the current needs of business and industry. Under CCi ownership, the College maintains its long-standing reputation for innovation and high-quality private education.

MISSION STATEMENT

Everest is dedicated to the provision of an interactive learning environment created to support the professional career development of our students. The school was established to provide quality education and training designed to meet the needs of both students and employers. The school serves a diverse student population focusing on adults seeking to acquire the education and skills necessary to enter their chosen career field. To achieve this, the school is committed to excellence in the following areas:

- The utilization of effective technology and teaching methods.
- The presentation of relevant career focused educational programs.
- Ongoing collaboration with businesses, employers and professional associations in the design, delivery and evaluation of effective programs.
- The provision of career development support services to students and graduates which assists them in securing employment in their chosen field.

OBJECTIVES

- To assist all students in achieving a general educational background.
- To continually assess industry trends and develop compatible classroom academic practices and experiential learning opportunities.
- To develop curriculum programs that allow students to obtain the marketable skills needed for an entry-level position.
- To incorporate hands-on experiences as part of the program curriculum.
- To provide the necessary individualized instruction to enable students to progress to their highest potential.
- 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.

SCHOOL HISTORY AND FACILITIES

In 1922, Bryman College, formerly known as Eton, was founded by W.B. Barger and established as Bremerton Business School to serve the Bremerton and Kitsap Peninsula area. In 1962 Bremerton Business School was acquired by George C. and Lois Aloha Bates, who owned and operated the school until their retirement in 1985. In 1985 Joseph W. Edmonds acquired Bremerton Business School and changed the school name to Eton Business College. The main campus of Eton moved to new facilities in Port Orchard in 1986, and Eton acquired Puget Sound Institute of Technology and Travel Central and moved into an additional location in Federal Way. In 1987 Eton Business College was renamed Eton Technical Institute. In December 1999, Eton was purchased by Career Choices, Inc. and became Eton Education, Inc. doing business as (DBA) Eton Technical Institute.

In 2003 a new campus in Tacoma was opened. Also, in August of 2003 Career Choices, Inc. was purchased by Corinthian Colleges, Inc. as a wholly owned subsidiary. In March 2004 Eton Technical Institute's name changed to Bryman College. In October 2004, Bryman closed its Federal Way campus. In January of 2007 the Port Orchard campus moved to its current location in Bremerton. In April of 2007 the name of the campus was changed to Everest College.

The Tacoma campus facilities consist of a 47,409 square-feet containing lecture classrooms, clinical laboratories and computer labs. Everest College, the facility it occupies and the equipment it uses comply with all federal, state and local ordinances and regulations, including those related to fire safety, building safety and health.

LIBRARY

The library is designed to support the programs offered at the campus. Students and faculty have access to a wide variety of resources such as books, periodicals, audio-visual materials and digital resources to support its curriculum. The library is staffed with librarians or trained professionals to assist in the research needs of students and faculty, and it is conveniently open to meet class schedules.

ACCREDITATIONS, APPROVALS AND MEMBERSHIPS

- Accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas and associate's degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. The Accrediting Council for Independent Colleges and Schools is located at 750 First Street, NE, Suite 980, Washington, D.C. 20002-4223; (202) 336-6780, http://www.acics.org.
- Everest College – Tacoma is authorized by the Washington Higher Education Coordinating Board (HECB) and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes Everest College - Tacoma to offer the following degree programs: Associate of Applied Science in Business; Associate of Applied Science in Paralegal; and Associate of Applied Science in Criminal Justice. Authorization by the HECB does not carry with it an endorsement by the board of the institution or its programs. Any person desiring information about the requirements of the act or applicability of those requirements to the institution may contact the HECB at P.O. Box 43430, Olympia, WA 98504-3430; 360-753-7800 (www.hecb.wa.gov)
- The Medical Assistant diploma program is accredited by the Accrediting Bureau of Health Education Schools (ABHES), 7777 Leesburg Pike, Suite 314 N, Falls Church, VA 22043, 703.917.9503.
- Washington State Board of Massage
- Washington State Board of Pharmacy
- Approved for the training of veterans and eligible person under the provisions of Title 38, United States Code.
- Selected programs of study at Tacoma are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTCEB/SAA) for enrollment of veterans and eligible beneficiaries to receive benefits under Title 38 and Title 10, USC.

Copies of accreditation, approval and membership documentation are available for inspection at the campus. Please contact the Campus President to review this material.

ADMISSIONS INFORMATION

All admissions materials, including program disclosures and enrollment agreements are presented in English only, since all programs are taught in English. Each admissions representative conducts interviews with prospective enrollees in English only as the method to determine that the prospective enrollee understands and can function in English. Students may be exempt from the assessment test if they provide official composite score of at least 15 on the ACT, a combined score on reading and math of at least 700 on the SAT, or proof of successful completion of a minimum of 36.0 quarter hours or 24.0 semester hours of earned college credit at an accredited postsecondary institution. As part of the enrollment process, entrance testing is required for students entering degree programs. Enrollees take the CPAt assessment exam, and if they score below 40 in any of the three sections of the test which cover mathematics and language comprehension, it is recommended that they attend tutoring to strengthen their skills in the requisite area. No English as a second language courses are offered by the campus.

REQUIREMENTS AND PROCEDURES

- High school diploma or a recognized equivalent such as the GED, unless eligible under the Ability to Benefit Policy below.
- Applicants will be required to sign an **"Attestation Regarding High School Graduation or Equivalency"** indicating they meet the school's requirements for admission or a recognized equivalency certificate (GED) to the school by providing the school with the diploma, transcript confirming graduation, GED certificate or other equivalent documentation.
- High school seniors who are accepted on a conditional basis must sign an **"Attestation Regarding High School Graduation or Equivalency"** following graduation and prior to starting classes.
- If documents required for enrollment are not available at the time of application, applicants may be accepted for a limited period to allow time for receipt of all required documentation.

- Applicants are informed of their acceptance status shortly after all required information is received and the applicants' qualifications are reviewed.
- Upon acceptance into the school, applicants who are enrolling will complete an enrollment agreement.
- Students may apply for entry at any time. Students are responsible for meeting the requirements of the catalog in effect at the time of enrollment.
- Re-entry students are subject to all program requirements, policies, and procedures as stated in the school catalog at the time of re-entry. All re-entering students must sign a new enrollment agreement.

ABILITY TO BENEFIT POLICY

- Students who do not have a high school diploma or its recognized equivalent may be admitted into certain diploma programs at the school.
- Ability To Benefit (ATB) applicants are required to provide an official score report that meets or exceeds the passing scores as specified in the Campus Administered ATB Testing section below.
- Everest recognizes the benefits of a high school diploma or its recognized equivalent and encourages all ATB students to complete their GED while in school.

Note: The number of students (or re-entry) enrolled under the Ability To Benefit Provision is limited to only certain programs offered. Please check with your admission representative regarding the programs that accept ATB students. The school reserves the right to reject applicants based on test scores and ability to benefit limitations, or as necessary to comply with any applicable local, state or federal laws, statutes or regulations.

CAMPUS ATB PASSING TEST SCORES

- Passing scores on the **CPAt** are Language Usage 45, Reading 45, and Numerical 43.
- Passing scores on the **COMPASS** test are Numerical Skills/Prealgebra 27, Reading 65, and Writing Skills 35.
- Passing scores on the **ASSET** are Reading 36, Writing 35, and Numerical 36.
- Passing scores on the **Wonderlic Basic Skills Test** are: Verbal (205) and Quantitative (215). Students must achieve a passing score on both skill assessments in a single testing session to be considered passing.

Note: Everest will accept test score reports from tests taken at any Everest location or an official Assessment Center.

ATB ADVISING

Everest has an obligation to provide academic support services necessary for ATB students and to ensure that students will be ready for placement upon completion of their programs.

- All ATB students shall receive academic and career advising after each grading/evaluation period

ATB DENIAL OF ADMISSION

A student who fails to pass the test in four (4) attempts shall be denied admission and may not reapply to the school until one (1) year has passed since the first taking of the test.

ATB DELAYED ADMISSION

Students who do not enter school following passing the ATB exam will not be required to retake 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 the exam prior to re-entry, if the original passing test result is in the students' academic file.

ABILITY TO BENEFIT POLICY FOR RE-ENTRY STUDENTS

An ATB student who has been out of school less than one year may return to their program of last enrollment. Reentering ATB students will receive academic and career advising after each grading/evaluation period. ATB students who have been out of school more than one year will be treated as a new student and subject to current admission policies.

PROGRAM SPECIFIC ADMISSIONS REQUIREMENTS

DENTAL ASSISTANT PROGRAM

Due to regulations regarding X-rays, applicants to the Dental Assistant Program must be at least 17 years old.

MASSAGE THERAPY PROGRAM
All Massage Therapy graduates must pass one of the national standardized examinations and state practical exam (if applicable) to obtain a massage therapy credential from their respective state.

MEDICAL ASSISTANT PROGRAM
Washington Administrative Codes (WACS) require Medical Assistants to have a high school diploma or recognized equivalency certificate (GED) to perform venipuncture or injections. Employment opportunities may be limited without meeting this requirement.

PHARMACY TECHNICIAN PROGRAM
Students enrolling in the Pharmacy Technician program are required to be high school graduates or have received their GED. Pharmacy students must also clear a background check with the states of Washington. All Pharmacy Technician graduates must pass a national standardized examination to obtain a pharmacy technician credential from their respective state board of Pharmacy.

CRIMINAL BACKGROUND CHECK
- Students may be subject to a criminal background check prior to enrollment to ensure they are qualified to meet occupational or employment requirements, clinical or internship/externship placement requirements or licensure standards for many programs, including but not limited to those in the allied health or criminal justice fields.
- Enrollment for students may not be granted when the background check identifies a conviction, pending case, or unresolved deferral/diversion for any felonies or misdemeanors.
- A student's inability to obtain criminal background clearance may prohibit opportunities for program completion and job placement. It is the student's responsibility to contact the agency to verify conditions. The school cannot contact the background check agency.
- Students who have been out of school for more than 180 days and are requesting to re-enter a program that requires a criminal background screening must undergo a new criminal background screening prior to re-entry.

INTERNATIONAL STUDENTS
Everest College is authorized by the Department of Homeland Security to issue the Form I-20 to international students. A Form I-20 will be sent to the applicant upon acceptance, receipt of evidence of financial support, and payment of appropriate tuition deposits and/or fees.

ADMISSIONS REQUIREMENTS FOR INTERNATIONAL STUDENTS
- Provide a certified secondary school transcript or high school diploma as defined by the student's country of origin.
- Proof of financial ability to meet expenses. Such evidence may be one of the following:
  a) Bank letter verifying student's available funds (self-sponsoring).
  b) Bank letter verifying sponsor's available funds if sponsor is not a citizen or a legal permanent resident of the U.S.
  c) Form I-134 if sponsor is a citizen or legal permanent resident of the U.S.
  d) If the applicant is sponsored by his/her home country, a statement of sponsorship.
- Be eligible for a student visa (F-1 or M-1).
- Enroll as a full time student (for undergraduates, at least 12 quarter credit hours).
- Pay the minimum tuition deposit.
- Pay the non-refundable SEVIS processing fee (if done through the school).
- Evidence of English Proficiency if the student's first language is not English. Such evidence may be one of the following:
  a) TOEFL score of 450 (paper-based) or 133 (computer-based) or 45 (Internet-based);
  b) Completion of Level 107 from a designated English Language School Center (ELS);
  c) Score of 5.0 on the International English Language Testing System exam (IELTS);
  d) Score of 60 on Michigan English Language Assessment Battery (MELAB);
  e) Graduation from a high school in the United States as an exchange student;
  f) Graduation from a high school in a country where English is the official language.
  g) Graduation from an American/International high school program where the curriculum is taught in English.
- International students must meet the same programmatic entrance requirements as domestic students.

ACADEMIC POLICIES

EVEREST REGULATIONS
Each student is given the school catalog, which sets forth the policies and regulations under which the institution operates. It is the responsibility of the student to become familiar with these policies and regulations and to comply accordingly. Ignorance of or lack of familiarity with this information does not serve as an excuse for noncompliance or infractions.

Everest reserves the right to change instructors, textbooks, accreditation, schedules, or cancel a course or program for which there is insufficient enrollment. The student will receive a full refund for courses or programs that are cancelled. The school also reserves the right to change course curricula, prerequisites and requirements upon approval by the school's accrediting agency and state licensing board.

DEFINITION OF CREDIT
Everest awards credit in the form of quarter credits. One quarter credit is equivalent to a minimum of 10 clock hours of theory or lecture instruction, a minimum of 20 clock hours of supervised laboratory instruction, or a minimum of 30 clock hours of externship/internship practice.

CLASS SIZE
Classes are small, with an average class ratio of 15 students to one instructor for lab and 30 students to one instructor for lecture. When enrollment in a specialty lab grows beyond 15 students, instructors have access to additional resources to be able to spend time with individual students if requested. Lecture and lab sizes can go higher depending on the facility and the subject being taught.

OUT OF CLASS ASSIGNMENTS
- Students in degree programs should plan to spend a minimum of up to two hours per day outside of class completing homework assignments as directed by the instructor
- In addition to scheduled classes, students in diploma programs will be expected to complete assigned homework and other out-of-class assignments in order to successfully meet course objectives as set forth in the course/program syllabi

TRANSFER OF CREDIT INTO EVEREST
Everest has constructed its transfer credit policy to recognize both traditional college credit and non-traditional learning. In general, Everest considers the following criteria when determining if transfer credit should be awarded:
- Accreditation of the institution;
- The comparability of the scope, depth, and breadth of the course to be transferred; and
- The applicability of the course to be transferred to the student's desired program. This includes the grade and age of the previously earned credit.
- If the learning was obtained outside a formal academic setting, through a nationally administered proficiency exam, an IT certificate exam, or military training, Everest will evaluate and award transfer credit using professional judgment and the recommendations for credit issued by the American Council on Education (ACE).

ACADEMIC TIME LIMITS
The following time limits apply to a course being considered for transfer credit:
- College Core and General Education course – indefinite;
- Major Core course (except health science course – within ten (10) years of completion; and
- Military training, Proficiency exams (e.g. DANTES, AP, CLEP, Excelsior, etc.) and IT certificate exams – the same academic time limits as College Core, General Education, and Major Core courses.

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

MAXIMUM TRANSFER CREDITS ACCEPTED
Students enrolled in a diploma or associate degree program must complete at least 25% of the program in residency at the institution awarding the degree or diploma. The remaining 75% of the program may be any combination of transfer credit, national proficiency credit, Everest developed proficiency credit, or prior learning credit.

COURSEWORK COMPLETED AT FOREIGN INSTITUTIONS
All coursework completed at a foreign institution must be evaluated by a member of the National Association of Credential Evaluation Services (NACES). An exception to this may be allowed for students transferring from Canada with prior approval from the Transfer Center.

TRANSFER CREDIT FOR LEARNING ASSESSMENT

Everest accepts appropriate credits transferred from the College Level Examination Program (CLEP), DANTES subject testing, and certain other professional certification examination programs. Contact the campus Academic Dean/Director of Education for the current list of approved exams and minimum scores required for transfer.

TRANSFER CREDIT FOR PROFICIENCY EXAMINATION

Undergraduate 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. Similarly, Everest may award some credits toward undergraduate, associate, and diploma level courses for achievement of professional certifications e.g. CNE, MCSE, etc. For more information, please contact the Academic Dean or Director of Education.

EXPERIENTIAL LEARNING PORTFOLIO

Students may earn credit for life experience through the Prior Learning Assessment program. This program is designed to translate personal and professional experiences into academic credit. Procedures for applying for credit through experiential learning are available in the Academic Dean's/Director of Education's office.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Everest College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma or certificate you earn in the program in which you are enrolling is also at the complete discretion of the institution to which you may seek to transfer. The school does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution. If the credits or degree, diploma or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Everest College to determine if your credits or degree, diploma or certificate will transfer.

TRANSFER TO OTHER EVEREST LOCATIONS

Students in good standing may transfer to another Everest campus location. Transfer students are advised that they will be subject to the minimum residency requirements at the new campus for the program in which they are enrolled. Students may transfer applicable credits from Everest coursework in which a C or higher was earned; however, those credits will be treated as transfer credits and will not count toward fulfilling residency requirements at the new location.

TRANSFER CENTER ASSISTANCE

Any questions regarding the transfer of credit into or from Everest should be directed to the Transfer Center at 877-727-0058 or email transfercenter@cci.edu.

EVEREST CONSORTIUM AGREEMENT

The Everest Consortium Agreement enables students to attend a limited number of classes (a maximum of 49% of credit hours) at an Everest campus location other than their home campus. In addition, students nearing completion of their program of study may finish their degree at another Everest campus location through the Consortium Agreement (a minimum of 51% credit hours must be completed at the Home campus). Complete details on the Everest Consortium Agreement are available in the Academic Dean's/Director of Education's office.

ARTICULATION AGREEMENT

Everest College has an articulation agreement with Kaplan University under which students completing a diploma, certificate or degree program at Everest College may be eligible to transfer into Kaplan University bachelor degree program. Students may also be eligible for a limited tuition discount. Students should contact their Everest College campus Director of Education for additional information on articulation agreement transfer terms and conditions.

DIRECTED STUDY

- Students unable to take a specific required course due to work schedule conflicts, emergency situations, or course scheduling conflicts may request permission to complete a course through directed study.
- Associate degree students may apply a maximum of 8.0 quarter credit hours earned through directed study to the major core of study.

- Students may not take more than one directed study course in a single academic term.
- Diploma students are not eligible for Directed Study.
- Please see the Academic Dean/Director of Education for further information.

GRADING SYSTEMS AND PROGRESS REPORTS

The student's final grade for each course or module is determined by the average of the tests, homework, class participation, special assignments and any other criteria indicated in the grading section of the syllabus for the course or module. 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. Failed courses must be repeated and are calculated as an attempt in Satisfactory Academic Progress calculations.

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

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

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

GPA AND CGPA CALCULATIONS

- The Grade Point Average (GPA) is calculated for all students. The GPA for each term and Cumulative Grade Point Average (CGPA) are calculated on courses taken in residence at Everest
- The Grade Point Average (GPA) is calculated at the end of each evaluation period by dividing the quality points earned by the total credits attempted for that evaluation period.
- The Cumulative Grade Point Average (CGPA) is calculated by dividing the total cumulative quality points earned by the total cumulative credits attempted for cumulative evaluation periods.
- 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.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

Students must maintain satisfactory academic progress in order to remain eligible as regularly enrolled students and to continue receiving federal financial assistance. The accreditor and federal regulations require that all students progress at a reasonable rate toward the completion of their academic program. Satisfactory academic progress is measured by:

- The student's cumulative grade point average (CGPA)
- The student's rate of progress toward completion (ROP)
- The maximum time frame allowed to complete which is 150% of total number of credits in the program of study (MTF)

EVALUATION PERIODS FOR SAP

Satisfactory academic progress is measured for all students at the end of each grading period (i.e., at the end of each term, module, phase, level, quarter and payment period).

RATE OF PROGRESS TOWARD COMPLETION

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 number of credit hours attempted. Credit hours attempted include completed hours, transfer credits, withdrawals, and repeated courses.

MAXIMUM TIME FRAME TO COMPLETE

The maximum time frame for completion of any program is limited by federal regulation to 150% of the published length of the program. 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.

SATISFACTORY ACADEMIC PROGRESS TABLES

48 Quarter Credit Hour Program. Total credits that may be attempted: 72 (150% of 48).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-18	2.0	N/A	66.66%	N/A
19-24	2.0	0.5	66.66%	25%
25-30	2.0	0.75	66.66%	40%
31-36	2.0	1.0	66.66%	50%
37-42	2.0	1.1	66.66%	55%
43-48	2.0	1.25	66.66%	60%
49-72	N/A	2.0	N/A	66.66%

74.5 Quarter Credit Hour Program. Total credits that may be attempted: 111.75 (150% of 74.5).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-20.9	2.0	N/A	66.66%	N/A
21-28.9	2.0	1.0	66.66%	N/A
29-40.9	2.0	1.25	66.66%	50%
41-52.9	2.0	1.5	66.66%	60%
53-64.9	2.0	1.75	66.66%	65%
65-111.75	N/A	2.0	N/A	66.66%

96 Quarter Credit Hour Business and Criminal Justice Program. Total credits that may be attempted: 144 (150% of 96).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-16	2.0	N/A	66.66%	N/A
17-32	2.0	1.0	66.66%	N/A
33-48	2.0	1.2	66.66%	50%
49-60	2.0	1.3	66.66%	60%
61-72	2.0	1.5	66.66%	65%
73-95	2.0	1.75	66.66%	66.66%
96-144	N/A	2.0	N/A	66.66%

96 Quarter Credit Hour Paralegal Program Total credits that may be attempted: 144 (150% of 96).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-24	2.0	N/A	66.66%	N/A
25-36	2.0	0.25	66.66%	10%
37-48	2.0	0.5	66.66%	20%
49-60	2.0	1.1	66.66%	30%
61-72	2.0	1.5	66.66%	40%
73-84	2.0	1.8	66.66%	50%
85-96	2.0	2.0	66.66%	55%
97-108	2.0	2.0	66.66%	60%
109-120	2.0	2.0	66.66%	63%
121-144	N/A	2.0	N/A	66.66%

APPLICATION OF GRADES AND CREDITS TO SAP

- Grades A through F are included in the calculation of CGPA and are included in the Total Number of Credit Hours Attempted.
- Transfer credits (TR) are not included in the calculation of CGPA but are included in the Total Number of Credit Hours Attempted and Earned in order to determine the required levels for CGPA and rate of progress.
- Courses with grades of Pass, EL and PE are not included in the CGPA calculation but do count as credit hours successfully completed for the rate of progress calculation.
- For calculating rate of progress, F grades and W grades are counted as hours attempted but are not counted as hours successfully completed. Grades of IP will also be counted as hours attempted but not as hours successfully completed.
- When a course is repeated, the higher of the two grades is used in the calculation of CGPA, and the total credit hours for the original course and the repeated course are included in the Total Credit Hours Attempted (in the SAP charts) in order to determine the required rate of progress level. The credit hours for the original attempt are considered as not successfully completed.
- 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.
- When a student transfers between programs, all attempts of courses common to both programs are included in the CGPA and ROP of the new program.
- Students graduating from one program and continuing on to another will have all successfully completed courses common to both programs included in the SAP calculations of the new program. Courses not in the new program, including grades of W or F, are excluded from all SAP calculations.

ACADEMIC AND FINANCIAL AID WARNING

SAP is evaluated at the end of each term and all students with a cumulative grade point average (CGPA) and/or rate of progress (ROP) below the required academic progress standards as stated in the school's catalog are determined to have not met satisfactory academic progress. Students not meeting SAP and with a previous SAP Met status will be issued a Financial Aid Warning and be advised that unless they improve their CGPA and/or rate of progress toward completion, they may be withdrawn from their program and lose eligibility for federal financial aid.

NOTIFICATION OF FINANCIAL AID WARNING

The Academic Dean/Director of Education (or designee) must provide the written notice of FA Warning status to all students not meeting SAP and with a previous SAP Met status. The following timelines apply to all students receiving an FA Warning:
- For programs with an Add/Drop period:
  - Students must receive the notification by the first day of the term; and
  - Must be advised within fourteen (14) calendar days after the term start.

Note: For terms without a break week, students must receive the notification within seven (7) calendar days after the term start and be advised within twenty-one (21) calendar days after the term start.

- For modular programs:
  - Students must receive the notification by the third (3rd) calendar day of the next module; and
  - Must be advised within ten (10) calendar days after the module start.

ACADEMIC AND FINANCIAL AID PROBATION

When students fall below the required academic progress standards (CGPA and/or ROP) for their program for two consecutive evaluation periods, students shall receive written notification that they will be withdrawn unless they successfully appeal by written request within the timeframe stated in the Student Academic Appeals Policy. If a student's appeal is approved, the student will be placed on Academic and Financial Aid (FA) probation. While on FA probation, students must adhere to an Academic Progress Plan. Probation will begin at the start of the next evaluation period. When both the CGPA and ROP are above the probation ranges, students are removed from probation.

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 a condition of their probation. Academic advising shall be documented on an Academic Progress Plan and shall be kept in the students' academic file.

NOTIFICATION OF ACADEMIC AND FINANCIAL AID PROBATION

The Academic Dean/Director of Education (or designee) must provide written notice of probationary status to all students placed on academic and financial aid probation. The following timelines apply for all students:
- For programs with an Add/Drop period:
  - Students must receive the notification by the first day of the term;
  - If the student appeals this status and the appeal is approved, the student must receive an Academic Progress Plan within ten (10) calendar days after the appeal's approval.
  Note: For terms without a break week, students must receive the notification within seven (7) calendar days after the term start.
- For modular programs:
  - Students must receive the notification by the third (3rd) calendar day of the next module;
  - If the student appeals this status and the appeal is approved, the student must receive an Academic Progress Plan within seven (7) calendar days after the appeal's approval.

DISMISSAL

If the student does not meet the Academic Progress Plan's requirements at the end of the evaluation period, the student will be dismissed from the program. Students who have violated Academic and Financial Aid Probation and have been dismissed from a program are not eligible for readmission to that program if the student has exceeded or may exceed the maximum time frame of completion until they reestablish appropriate Satisfactory Academic Progress standing. Students who have reached the maximum time frame for their program must be withdrawn from the program. There is no appeal for this type of withdrawal.

RETAKING PASSED COURSEWORK

Students may repeat coursework as long as such coursework does not include more than a single repetition of a previously passed course. Each attempt counts in the calculation of the students' rate of progress and successful completion percentages. All repeated courses will appear on the student's transcript, but only the highest grade earned will be included in the calculation of their cumulative grade point average.

RETAKING FAILED COURSEWORK

For the purpose of improving academic standing and establishing institutional grade point average, students must repeat any failed coursework. Failed courses may be repeated more than twice, so long as repeating the coursework does not jeopardize the students' maximum time frame of completion. Each attempt counts in the calculation of the students' rate of progress and successful completion percentages. All repeated coursework will appear on the student's transcript, but only the highest grade earned will be included in the calculation of their cumulative grade point average.

ADD/DROP POLICY (LINEAR PROGRAMS ONLY)

Students may add or drop courses during the add/drop period without academic penalty. However, they must first obtain the permission of the Academic Dean/Director of Education (or designee) and the Director of Student Finance (or designee). Students are not permitted to add a course after the end of the add/drop period. Students who attend a course after the add/drop period shall be charged for the course pursuant to the refund policy as stated in this catalog. Students who drop a course after the add/drop period shall receive a grade of "W" (Withdraw) and be charged for the course pursuant to the refund policy as stated in this catalog.

FULL TERM COURSES

The add/drop period for full term courses is the first fourteen (14) calendar days of the term, excluding holidays and regularly scheduled breaks. The taking of attendance of students who enroll during the add/drop period shall begin the first scheduled class session following the student's enrollment. Therefore, students who enroll in a full-term course during the add/drop period must attend class by the earlier of the 21st calendar day of the term or the 14th calendar day after enrollment, or be dropped from the course.

MINI-TERM COURSES

The registration period for second mini-term courses occurs well in advance prior to the start of the second mini-term. Continuing students, who are already enrolled in full term courses, should complete registration for upcoming second mini-term courses by the close of business on day twenty (20) of the full-term. Additionally, students must sign a Mini-Term Consent Form when registering for the upcoming second mini-term courses.

Once the mini-term has begun, the add/drop period for mini-term courses is the first seven (7) calendar days of the term, excluding holidays and regularly scheduled breaks. The taking of attendance of students who enroll during the add/drop period shall begin the first scheduled class session following the student's enrollment. Students who enroll in mini-term courses during the add/drop period must attend class by the 14th calendar day of the mini-term, or be dropped from the course.

EFFECTS OF ADD/DROP ON FINANCIAL AID CALCULATION

Adding or dropping a course may affect a student's enrollment status, and therefore the amount of financial aid for which the student is eligible. The Director of Student Finance is responsible for advising a student of the financial consequences of a change in registration.

In order for second mini-term courses to be considered in the determination of a student's enrollment status for Pell grant purposes only, a student must register for the second mini-term courses by the close of business on day twenty (20) of the start of the full term, i.e. prior to the Census date.

ATTENDANCE POLICY

This policy sets standards that are critical to the student academic success. 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.

ESTABLISHING ATTENDANCE/ VERIFYING ENROLLMENT

- 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.

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 (minus externship hours) in term/program (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. For linear programs, the consecutive absence rule is applied to days missed in a single term. For modular programs, the consecutive absence rule is applied to days missed in the total program.

PERCENTAGE ABSENCE RULE (MODULAR PROGRAMS)

For students who **have not** previously violated 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	Withdrawn from the module and dismissed from school

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	Withdrawn from the module and dismissed from school

PERCENTAGE ABSENCE RULE (LINEAR PROGRAMS)
The following rule shall apply:

Percentage	Action Taken
25% of the total hours for all courses in a term	Attendance warning letter sent
40% of the total hours for all courses in a term	Withdrawn from all courses and dismissed from 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). When a student is withdrawn for violating the applicable percentage absence rule, the Date of Withdrawal shall be the date of the violation.

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) is the date the school determined the student would not return to class. This is the date used to determine the timeliness of the refund. 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 14th calendar day after the LDA; scheduled breaks are excluded when calculating the DOD.

ATTENDANCE RECORDS
The computer attendance database is the official record of attendance. The official record may be challenged by filing an attendance appeal. Without an appeal, after the 14th calendar day following the end of the term/module, the computer attendance database shall be considered final.

LEAVE OF ABSENCE POLICY (MODULAR PROGRAMS ONLY)
Everest permits students to request a leave of absence (LOA) as long as the leave does not exceed a total of 180 days during any 12-month period, starting from the first day of the first leave, and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education. In order for a student to be granted an LOA, the student must submit a completed, signed and dated Leave of Absence Request Form by the 10th calendar day of the leave to the Academic Dean/Director of Education.

Note: Everest does not permit leaves of absence for students enrolled in quarter-based programs. Students experiencing circumstances that may make it necessary to interrupt their attendance temporarily should see the Academic Dean/Director of Education.

RE-ADMISSION FOLLOWING A LOA
- Upon return from leave, the student will be required to repeat the module, if it had been interrupted, and receive final grades.
- The student will not be charged any fee for the repeat of any module 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.

EXTENSION OF A 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 Academic Dean/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).

FAILURE TO RETURN FROM A LOA

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

POSSIBLE EFFECTS OF A LOA

Students who are contemplating a LOA should be cautioned that one or more of the following factors may affect the length of time it will take the student to graduate.
- Students returning from a LOA 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;
- Financial aid may be affected.

EXTERNSHIP TRAINING

Upon successful completion of all classroom requirements, students are expected to begin the externship portion of their programs within 14 calendar days (excluding holidays and regularly scheduled breaks). If a student does not begin externship training within 14 calendar days, he/she must be dropped from the program. A leave of absence (LOA) may only be approved if the student's reason meets the criteria of the LOA Policy. Students may only miss 14 consecutive calendar days once they start externship or they must be dropped from the program.

Each student has 90 days to complete their externship. Any modular student who does not complete externship training within 90 days will fail the externship. If a student is expected to successfully complete the externship with less than 16 hours remaining, the Academics Department can approve an extension past 90 days. Quarter-based students who do not complete within 90 days can be given an "IP" if they are expected to complete in an additional 14 days from the end of the term if approved by the Academics Department.

Students who drop from externship either prior to starting or during externship and/or delay the completion of their externship for more than 30 days from the last days of attendance must have their skills evaluated by a program instructor or director/chair prior to re-entry to ensure they are still competent to perform skills safely in the externship setting.

WITHDRAWAL PROCEDURES

- Students who intend to withdraw from school are requested to notify the Academic Dean/Director of Education by telephone, in person, by email or in writing to provide official notification of their intent to withdraw and the date of withdrawal.
- Timely notification by the student will result in the student being charged tuition and fees for only the portion of the payment period or period of enrollment that he/she attended as well as ensuring a timely return of federal funds and any other refunds that may be due.
- Students requesting a withdrawal from school must complete a financial exit interview.
- Students who have withdrawn from school may contact the school's Education Department about reentry.

MAKE-UP WORK

At the instructor's discretion, make-up work may be provided to students who have missed class assignments or tests. Make-up work must be completed within ten (10) calendar days after the end of the term/module.

REQUIREMENTS FOR GRADUATION

- Successfully complete all courses in the program with a 2.0 cumulative grade point average within the maximum time frame for completion as stated in the school catalog.
- Successfully complete all externship requirements (if applicable).
- Meet any additional program-specific requirements as stated in the catalog.

Commencement exercises are held at least once a year. Upon graduation, all students who are current with their financial obligation to the school shall receive their diploma.

VETERANS EDUCATION BENEFITS

PRIOR CREDIT FOR VETERANS AFFAIRS (VA) BENEFICIARIES

Upon enrollment, Everest will request and obtain official written records of all previous education and experience (including military education and training), grant credit where appropriate, notify the student and shorten the program certified accordingly. Students must submit official transcript within the first term of enrollment and prior credit must be considered and evaluated within the first two terms of the enrollment period.

RETROACTIVE VETERANS' BENEFITS

Veterans' benefits can be paid for enrollments up to one year before the date the VA receives a student's application. Schools may certify students retroactively for enrollment periods not previously certified. VA will determine the date of eligibility and the beginning date from which benefits can be paid.

SATISFACTORY ACADEMIC PROGRESS FOR STUDENTS RECEIVING VA BENEFITS

- Veteran students are subject to the Satisfactory Academic Progress Policy and may be placed on academic probation or dismissed for failing to make satisfactory academic progress.
- A veteran who fails to make satisfactory academic progress status after two consecutive periods of academic probation must be reported to the VA and may have their benefits terminated.

APPEALS POLICY

STUDENT ACADEMIC APPEALS POLICY

Academic appeals include those appeals related to Satisfactory Academic Progress violations, final grades, attendance violations, and academic or financial aid eligibility. In all instances, with the exception of SAP, Everest expects that initially every attempt will be made to resolve such disputes informally through discussions by all relevant parties prior to initiating formal appeals.

All formal academic appeals must be submitted in writing (or electronically via email for online students) 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:

- Notice of final grades:
    - Modular - the date the grade(s) are posted on the student portal
    - Linear - first day of the subsequent term when they are posted on the student portal
- Notice of Attendance violation is the date of the violation
- Notice of SAP violation (FA probation – SAP Not Met 2nd consecutive term):
    - Modular – third calendar day of the subsequent module
    - Linear - first day of the subsequent term

Note: In the case of terms without a break week, the student must receive the notification within seven (7) calendar days of the term start.
    - Online - first day of the subsequent term

Note: In the case of terms without a break week, the student must receive the notification within the first day of the second week of the term start.

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.

Upon receipt of the Academic Appeal Form, the Academic Dean/Director of Education/Online Designee shall convene an Appeal Committee, which should at a minimum include the Department Chair, a member of the Student Services Staff, and a faculty member from another program. The Appeal Committee shall investigate the facts of the matter to the extent deemed appropriate under the circumstances. The Appeal Committee shall render a written decision within five (5) calendar days of the date the appeal was received, 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 within one (1) calendar day of the date of the decision. The decision of the Appeal Committee is final, and no further appeals are permitted.

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

ASSIGNMENT/ TEST GRADES

Students who disagree with an assignment/test grade should discuss it with the instructor upon receipt of the grade. Assignments/test grades are reviewed at the instructor's discretion. If the instructor is not available, the matter should

be discussed with the Program Director/Department Chair/Online Academic Designee. Only final course grades are eligible for appeal.

FINAL COURSE GRADES

In modular programs, appeals of final course grades must be made by the fifth (5th) calendar day after the date the grades are posted on the student portal. In linear programs, appeals of final course grades must be made by the sixth (6th) calendar day of the subsequent term. The Academic Dean/Director of Education/Online Academic Designee may direct a grade to be changed when it is determined by an Appeal Committee 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. Attend school:
   - The next scheduled class period (Consecutive Absence Rule violations)
   - Within five (5) calendar days of the violation (Percentage Absence Rule violations)
2. Have perfect attendance while the appeal is pending
3. 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 assignments and develop an Academic Advising Plan in conjunction with his or her advisor.

SATISFACTORY ACADEMIC PROGRESS (SAP) APPEALS

In modular program, SAP appeals must be made within five (5) calendar days of the notification, i.e., eight (8) calendar days of the subsequent module start. In linear programs, SAP appeals must be made by the sixth (6th) calendar day of the subsequent term.

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 his/her program and that his or her failure to maintain the required CGPA or ROP was caused by any of the following mitigating circumstances:
1. The death of a family member
2. An illness or injury suffered by the student
3. Special circumstances of an unusual nature which are not likely to recur

SAP violation/FA Probation appeals must include a detailed statement written by the student explaining the reason why he or she failed to make SAP, and what has changed in the student's situation that will allow him or her to demonstrate SAP at the next evaluation period. An appeal will be strengthened if supporting documentation is included (e.g., medical doctor's note, law enforcement report, etc.)

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

FINANCIAL INFORMATION

STATEMENT OF FINANCIAL OBLIGATION

A student who has applied, is accepted, and has begun classes at Everest assumes a definite financial obligation. Each student is legally responsible for his or her own educational expenses for the period of enrollment. A student who is enrolled and has made payments in full or completed other financial arrangements and is current with those obligations, is entitled to all the privileges of attending classes, taking examinations, receiving grade reports, securing course credit, being graduated, and using the Career Services Office.

Any student who is delinquent in a financial obligation to the school, or any educational financial obligation to any third party, including damage to school property, library fines, and payment of tuition and fees, is subject to exclusion from any or all of the usual privileges of the school. Everest may, in its sole discretion, take disciplinary action on this basis, including suspension or termination of enrollment.

TUITION AND FEES

Tuition and fee information can be found in "Tuition and Fees" section of the catalog. 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.

Quarter-based programs will be charged for the student's first quarter (or mini-term quarter start) in attendance. Tuition and fees for subsequent quarters will be charged at the published rate in effect at the beginning of that quarter. The minimum full-time course load is 12 credits per quarter. Non-credit-bearing coursework will be charged at the same rate as credit-bearing coursework. Textbook costs per quarter are dependent upon the classes for which the student is registered. All credits for which a student is registered are charged at the current rate, including any courses being repeated. 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.

The Enrollment Agreement obligates the student and the school for the entire program of instruction. Students' financial obligations will be calculated in accordance with the refund policy in the contract and this school catalog.

Student may make payments by cash or by the following accepted credit cards: Visa, MasterCard or Discover.

TUITION CHARGES FOR RE-ENTRY
- Students re-entering a linear program will be charged tuition at the current cost per credit/quarter.
- Students re-entering a modular program within 180 days will be charged tuition at the original tuition rate reflected on the original enrollment agreement. Students re-entering a modular program outside of 180 days will be charge current tuition rate.
- If the student is entering into a modular program that charges tuition by the academic year and is re-entering in the second academic year, no tuition increase is applied to the first academic year, since that year has already been completed. The tuition increase will be calculated for the second academic year as follows:
  - Tuition increase divided by the number of academic credits in the program equals to cost per credit. Cost per credit multiplied by the number of credits in the second academic year equals the amount of tuition increase.

Note: Any student who has a prior unpaid balance or account that has been referred to a collection agency will not be eligible for re-entry until the unpaid balance has been resolved.

ADDITIONAL FEES AND EXPENSES

Charges for textbooks, uniforms and equipment are separate from tuition. The institution does not charge for books, uniforms and equipment until the student purchases and receives the items. Incidental supplies, such as paper and pencils are to be furnished by the students.

VOLUNTARY PREPAYMENT PLAN

The school provides a voluntary prepayment plan to students and their families to help reduce the balance due upon entry. Details are available upon request from the Student Finance Office.

BUYER'S RIGHT TO CANCEL

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, all monies paid will be refunded.

After the applicant has signed the Enrollment Agreement, the applicant may request cancellation by submitting a written notice either: a) before the start of the first scheduled class, b) by midnight of the third business day after the first scheduled day of class, whichever is later, and the applicant will receive a full refund of all monies paid. Applicants who have signed the Enrollment Agreement but have not yet visited the school may also cancel within three business days following either the school's regularly scheduled orientation procedures or a tour of the school's facilities and inspection of equipment, where training and services are provided.

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 catalog. The written notice of cancellation need not take any particular form, and, however expressed, is effective if signed and dated by the student and states that the student no longer wishes to be bound by the Agreement. A notice of cancellation may be given by mail or 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 is a withdrawal that is documented in writing. An official withdrawal is considered to have occurred on the date that the student provides to the school official notification of his or her intent to withdraw. A student who has not attended class for 14 consecutive calendar days will be considered to have withdrawn as of the student's last recorded date of attendance and will be subject to the refund policy in the Agreement. Students who

must withdraw from the school are requested to notify the office of the Academic Dean/Director of Education in writing, to provide official notification of their intent to withdraw. When the student begins the process of withdrawal, the student or the office of the Academic Dean/Director of Education will complete the necessary form(s).

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

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

DATE OF WITHDRAWAL VERSUS DATE OF DETERMINATION (DOD)

The date of withdrawal, for purposes of calculating a refund, is the last date of recorded attendance:
1. When the school receives notice of the student's intention to discontinue the training program;
2. When the student is terminated for a violation of a published school policy which provides for termination;
3. When a student, without notice, fails to attend classes for thirty calendar days.

The date of determination is the earlier of the date the student officially withdraws, provides notice of cancellation, 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.

FEDERAL FINANCIAL AID RETURN POLICY

STUDENT FINANCIAL AID (SFA)

The 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). The school is required to determine earned and unearned portions of Title IV aid for students who cancel, withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term.

RETURN OF TITLE IV FUNDS CALCULATION AND POLICY

The Return of Title IV Funds calculation (Return calculation) is based on the percentage of earned aid using the following calculation: Percentage of payment period or term completed equals 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 equals (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total dollar amount of aid that could have been disbursed during the payment period or term.

The school must return the lesser of:
1. The amount of Title IV program funds that the student did not earn; or
2. The amount of institutional charges 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 the amount by which the original overpayment amount exceeds 50% of the total grant funds received by the student for the payment period or period of enrollment, if the grant overpayment is greater than $50. (Note: If the student cannot repay the grant overpayment in full, the student must make satisfactory arrangements with the U.S. Department of Education to repay any outstanding grant balances. The Student Financial Aid Department will be available to advise the student in the event that a student repayment obligation exists. The individual will be ineligible to receive additional student financial assistance in the future if the financial obligation(s) is not satisfied).

The school must return the Title IV funds for which it is responsible in the following order:
1. Unsubsidized Direct Stafford loans (other than PLUS loans)
2. Subsidized Direct Stafford loans
3. Federal Perkins loans
4. Direct PLUS loans
5. Federal Pell Grants for which a return of funds is required
6. Academic Competitiveness Grants for which a return of funds is required
7. National Smart Grants for which a return of funds is required
8. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required

If a student withdraws after the 60% point-in-time, the student has earned all Title IV funds that he/she was scheduled to receive during the period and, thus, has no unearned funds; however, the school must still perform a Return calculation. If the 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 180 days of the DOD. If a student earned less aid than was disbursed, the school would be required to return a portion of the funds, and the student would be required to return a portion of the funds. Any outstanding student loans that remain are to be repaid by the student according to the terms of the student's promissory notes.

TITLE IV CREDIT BALANCES

After a Return calculation has been made and a state/institutional refund policy, if applicable, has been applied, any resulting credit balance (i.e. earned Title IV funds exceed institutional charges) must be paid within 14 days from the date that the school performs the Return calculation and will be paid in one of the following manners:

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

EFFECT OF LEAVE OF ABSENCE ON RETURNS

If a student does not return from an approved leave of absence on the date indicated on the written request, the withdrawal date is the student's last day of attendance. For more information, see the Leave of Absence section in this catalog.

TIME FRAME WITHIN WHICH INSTITUTION IS TO RETURN UNEARNED TITLE IV FUNDS

The school must return the amount of unearned Title IV funds for which it is responsible within 45 days after the DOD.

REFUND POLICIES

INSTITUTIONAL PRO RATA REFUND CALCULATION AND POLICY

When a student withdraws, the school must determine how much of the tuition and fees it is eligible to retain. The Pro Rata Refund Calculation and Policy is an institutional policy and is different from the Federal Financial Aid Return Policy and Return calculation; therefore, after both calculations are applied, a student may owe a debit balance (i.e. the student incurred more charges than he/she earned in Title IV funds) to the school.

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

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

WASHINGTON CANCELLATION AND REFUND POLICY

a) The school must refund all money paid if the applicant is not accepted. This includes instances where a starting class is canceled by the school;

b) The school must refund all money paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training;

c) The school may retain an established registration fee equal to ten percent of the total tuition cost, or one hundred dollars, whichever is less, if the applicant cancels after the fifth business day after signing the contract or making an initial payment. A "registration fee" is any fee charged by a school to process student applications and establish a student records system.

TEXTBOOK AND EQUIPMENT RETURN/REFUND POLICY

A student who was charged for and paid for textbooks, uniforms, or equipment may return the unmarked textbooks, unworn uniforms, or new equipment within 30 days following the date of the student's cancellation, termination, or withdrawal. The school shall then refund the charges 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, the school 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.

EFFECT OF LEAVE OF ABSENCE ON REFUNDS

If a student does not return from an approved leave of absence (when applicable) on the date indicated on the written request, monies will be refunded. The refund calculation will be based on the student's last date of attendance. The DOD is the date the student was scheduled to return.

TIME FRAME WITHIN WHICH INSTITUTION IS TO ISSUE REFUNDS

Refunds will be issued within 30 days of either the date of determination or from the date that the applicant was not accepted by the school, whichever is applicable.

STUDENTS CALLED TO ACTIVE MILITARY DUTY

CONTINUING STUDENTS

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

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

CONTINUING MODULAR DIPLOMA STUDENTS

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

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 have the following:
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
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study (FWS)
- Federal Direct Stafford Loans (FSL)
- Federal Direct Parent Loan for Undergraduate Students (PLUS)

ALTERNATIVE LOAN PROGRAMS

If your primary financing option does not fully cover your program costs, alternative financing options can help bridge that financial gap. Private loan programs are convenient, affordable and easy to use.
- There are alternative loans provided by private lenders.
- The rate may be variable and the loan approved and origination fees may be based on credit.
- Repayment terms may vary based on lender programs.
- Student may apply on their own or with a co-borrower.

Please see one of the Student Finance Planners for further information.

GRANTS AND SCHOLARSHIPS

"CAREERS THAT WORK" SCHOLARSHIP PROGRAM

Everest participates, as a member, in the scholarship program "Careers That Work!" offered through the Northwest Career Colleges Federation. Each high school is provided three $1000 tuition scholarships to be awarded by the high school and to be used at any private career school participating in the *Careers That Work!* program. The program is designed to promote the vocational opportunities available to a high school graduate at a private career school.

WASHINGTON AWARD FOR VOCATIONAL EXCELLENCE (WAVE)

Washington Award for Vocational Excellence (WAVE) - The Washington Award for Vocational Excellence honors three vocational students from each of the 49 state legislative districts for outstanding achievement in vocational/technical education. High schools, skills centers, and community and technical schools nominate students based on occupational proficiency, leadership, community activities, work experience, and other qualities. A committee, representing business, labor, education, the Legislature and citizens, makes the final selection. Students can use the grants at public two-year and four-year school and universities and accredited private schools, universities and vocational schools in Washington. To be eligible, you must meet the following criteria:
- Be enrolled in a Washington State high school, skills center, or public community or technical school at the time of application;
- Graduate from high school with a minimum of 360 hours in a single, approved vocational program or be enrolled in a public community or technical school and have completed at least one year in an approved vocational program by June 30 of the award year; and
- Not have received a previous WAVE scholarship;
- Not be pursuing a degree in theology.

Students receive grants equal to up to two years of undergraduate resident tuition and fees. Maximum award for private vocational schools is $5,506.

NORTHWEST CAREER COLLEGES FEDERATION (NWCCF) VETERANS APPRECIATION SCHOLARSHIP PROGRAM

The potential student is eligible if he or she is active duty military or has separated from the U.S. Armed Services as confirmed by a DD 214 (honorable discharge) form after 9/11.

The potential student completes an online application that channels to the NWCCF; that application is forwarded to the selected participating member school. The potential student will need to complete the admissions process and start their program before the award is made. Schools will have the option of granting a $500 or $1,000 award (see participation guidelines). Check with your admissions representative for participation information.

DREAM AWARD PROGRAM AND SCHOLARSHIPS

Graduates of any Corinthian Colleges, Inc. (CCi) school may be nominated for the CCi-sponsored Dream Award program. Scholarship awards must be used within two years of the award and they are not transferrable nor can they be exchanged for cash.

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 June 30 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 Fall 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 Fall Presidents' Meeting,
3. A trophy,
4. A letter of recognition from the CCi CEO and COO, and
5. A nomination to the Association of Private Sector Colleges and Universities (APSCU) Great Award.

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

IMAGINE AMERICA SCHOLARSHIP

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 Student Finance Office prior to class commencement, are non-transferable and cannot be exchanged for cash. Scholarship certificates will be accepted until October 31, of the year in which they are awarded. The scholarship cannot be used in conjunction with any of the other two types of scholarships offered by the campus.

MILITARY SCHOLARSHIPS

As a sign of appreciation to our friends in uniform and their families, the following are eligible to apply for the Military Scholarship: military personnel serving in the Armed Forces, which include the U.S. Army, Navy, Marines, Air Force, Activated Guard/Reserve and U.S. Coast Guard, military spouses of active military personnel serving in the Armed Forces, veterans using Veterans Affairs ("VA") education benefits, and spouses or other dependents using VA education benefits.

The Scholarship includes a quarterly tuition stipend applied as a credit to the student's account and no cash payments will be awarded to the student. Scholarship funds are set at the beginning of each fiscal year and are awarded on a continuing basis until funds for the fiscal year are depleted. Scholarship awards may not exceed 50% of tuition charged for the term. The scholarship is non-transferrable and non-substitutable and cannot be combined with any other program. The scholarship or program with the greatest benefit to the student will be applied. Applications may be requested from the Admissions Office.

Eligibility: Applicants must meet entrance requirements for their program of study. Applicants must meet the eligibility requirements listed above and provide proof of eligibility by submitting a copy of official military documentation with their application. Proof of eligibility includes valid military identification card, Leave and Earnings Statement, DD214, Certificate of Eligibility. The scholarship may be renewed from quarter-to-quarter so long as the recipient continues to meet the eligibility requirements, remains enrolled, maintains satisfactory academic progress, and maintains a 2.50 cumulative grade point average.

Payment Schedule:

Member Status	Military Scholarship Amount
U.S. Military Service Member – Army, Navy, Air Force, Marines, Coast Guard, Activated National Guard or Activated Reservist	50% of tuition
Veteran – veteran using VA or other military education benefits	10% of tuition
Military Spouse – spouse of active-duty military personnel serving in the Armed Forces	10% of tuition
Military spouse or dependent – spouse or dependent using military education benefits	10% of tuition
Other – service member, veteran or family member not listed above and using military education benefits	10% of tuition

ADMINISTRATIVE POLICIES

STATEMENT OF NON-DISCRIMINATION
Everest does not discriminate on the basis of race, color, religion, age, disability, sex, sexual orientation, national origin, citizenship status, gender identity or status, veteran or marital status in the administration of its educational and admissions policies, scholarship and loan programs, or other school-administered programs. In compliance with the Americans with Disabilities Act of 1990, as amended and Section 504, Everest provides qualified applicants and students who have disabilities with reasonable accommodations that do not impose undue hardship.

DISABILITY
Everest complies with federal laws including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended. The Campus President has been designated the Section 504 Coordinator and will coordinate the efforts of Everest to comply with all relevant disability laws. Inquiries should be directed to this person at 2156 Pacific Avenue, Tacoma, WA 98402, (253) 207-4000.

DISABILITY ACCOMMODATION PROCEDURE
Everest's disability accommodation procedure is a collaborative and interactive process between the student and the Section 504 Coordinator. The student will meet with the Section 504 Coordinator on campus to request and submit an Accommodation Request form and discuss disability related needs. The Section 504 Coordinator is available to the student to assist with questions and provide assistance in filling out the Accommodations Request form. The student will provide a completed Accommodations Request form and documentation of their medical condition to the Section 504 Coordinator for review. The documentation of a medical condition may be from a licensed medical doctor, psychologist, audiologist, speech pathologist, registered nurse, licensed clinical social worker, marriage and family therapist, rehabilitation counselor, physical therapist, learning disability specialist, or other appropriate health professional. This documentation should verify the medical condition and suggest appropriate accommodations for the student. If the accommodation is denied, the student is informed of their right to appeal the decision and the necessary step to file a grievance.

DISABILITY GRIEVANCE PROCEDURES
A student initiates the Disability Grievance Procedure by contacting the Section 504 Coordinator. The Section 504Coordinator will explain the complaint procedures and assist the complainant in filing a complaint. The complaint need only be a written letter containing allegations that specifically identify the discriminatory conduct, the person(s) who did it, and all witnesses the complainant believes can support the allegations. A complaint should be made as soon as the complainant believes he/she has been discriminated against, but no later than within 180 days of the date the alleged discrimination occurred, or the date on which the complainant could reasonably have learned of the discrimination.

When a complaint is filed, the Section 504 Coordinator begins an investigation within 14 days. The complainant, the accused, and any witnesses they identify are interviewed. Any relevant documents identified by these persons are reviewed. Within 45 days of the complaint, the Section 504 Coordinator informs the complainant and accused in writing that there was sufficient or insufficient evidence to confirm complainant's allegations, states the key facts and reasons why that conclusion was reached, and outlines any proposed resolution or corrective action if applicable. The complainant is also notified of the right to appeal the investigation conclusion. An appeal must be made in writing to the CCi Director of Academic Services, who may be reached at the Student Help Line number or email

address below within 15 days of receiving notice about the investigation conclusion. Within 15 days of receiving the appeal, the CCi Director of Academic Services reviews the matter and provides a decision in writing.

Complaints are investigated in a manner that protects the privacy and confidentiality of the parties to the extent possible. No employee or agent of the school may intimidate, threaten, coerce or otherwise discriminate or retaliate against any individual because he or she has filed a complaint or participated in the complaint resolution process. If a student believes any such retaliation has occurred, a complaint of retaliation should be filed according to the procedure described above.

If the 504/ADA Coordinator is the subject of the grievance, the student would be instructed to contact the Student Help Line at (800) 874-0255 or via email at StudentServices@cci.edu. The Student Helpline in consultation with the appropriate Academic Services team member(s) will provide guidance to the student for initiating and submitting their grievance in writing to StudentServices@cci.edu.

CODE OF STUDENT CONDUCT

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

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

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

CONDUCT AFFECTING THE SAFETY OF THE CAMPUS COMMUNITY

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

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

OTHER PROHIBITED CONDUCT

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

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

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

LIMITATIONS ON STUDENTS WITH PENDING DISCIPLINARY MATTERS

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

- Enroll or attend classes at another Corinthian Colleges Inc. (CCi) school;
- Graduate or participate in graduation ceremonies; or
- Engage in any other activities proscribed by the Campus President.

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

INQUIRY BY THE CAMPUS PRESIDENT

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

CONDUCT WHICH DOES NOT WARRANT A SUSPENSION OR DISMISSAL

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

CONDUCT WHICH WARRANTS A SUSPENSION OR DISMISSAL

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

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

ALCOHOL AND SUBSTANCE ABUSE STATEMENT

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

STUDENT USE OF INFORMATION TECHNOLOGY RESOURCES POLICY

IT resources may only be used for legitimate purposes, and may not be used for any other purpose which is illegal, unethical, dishonest, damaging to the reputation of the school, or likely to subject the school to liability. Impermissible uses include, but are not limited to:

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

COPYRIGHT POLICY

It is the intention of Everest to strictly enforce a policy of zero tolerance for copyright violations and to comply with all applicable laws and regulations. Any student who engages in the unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, is subject to sanctions under the Code of Student Conduct. Additionally, a person found to have committed a copyright violation may be liable for up to $150,000 for each

separate act of infringement, and may be subject to criminal prosecution. A person may be held liable even if he or she was unaware that they were violating the law.

SEXUAL HARASSMENT POLICY

Everest strives to provide and maintain an environment free of all forms of harassment. Behavior toward any student by a member of the staff, faculty, or student body that constitutes unwelcome sexual advances will be dealt with quickly and vigorously and will result in disciplinary action up to and including dismissal. Any student who believes that he or she is a victim of sexual harassment should immediately notify the office of the Campus President. The Campus President will conduct an investigation of all allegations. Information surrounding all complaints will be documented and kept strictly confidential.

SANCTIONS

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

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

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

Dismissal – A sanction by which the student is withdrawn from school. Such students may only reapply for admission with the approval of the Campus President. Students dismissed from the school remain responsible for any outstanding balance owed to the school.

APPEAL PROCESS

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

The Committee Chair shall timely schedule a hearing date, and provide written notice to the student. The notice must be mailed or otherwise delivered to the student at least two (2) calendar days prior to the scheduled hearing date, and include notice that the student may:
- Appear in person, but is not required to appear
- Submit a written statement
- Respond to evidence and question the statements of others
- Invite relevant witnesses to testify on his/her behalf
- Submit written statements signed by relevant witnesses

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

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

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

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

RECORDS OF DISCIPLINARY MATTERS

All disciplinary files shall be kept separate from the student academic files until resolved. Disciplinary files for students who have violated the Code of Student Conduct shall be retained as part of the student's academic file and

Everest 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.

In emergency situations, students should call 911 for an immediate response from the local law enforcement agency. Thereafter, the crime should be reported to the Campus President (or designee). In non-emergency situations, the crime should be reported as soon as possible to the Campus President (or designee) and the local law enforcement agency. All students are encouraged to report all crimes and public safety incidents to the Campus President (or designee) in a timely manner. The Campus President (or designee) shall document each incident reported and determine an appropriate response based on the nature of the incident. All victims of crime that occur on campus shall be provided with the opportunity to report the incidents to the local law enforcement authority.

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 are advised that the best source of information on the registered sex offenders in the community is the local sheriff's office or police department. The following link will provide you with a list of the most recent updated online information regarding registered sex offenders by state and county: http://www.fbi.gov/hq/cid/cac/registry.htm.

DRUG-FREE SCHOOLS POLICY

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. Students shall receive a copy of the Drug-Free Schools/Drug-Free Workplace Annual Disclosure upon enrollment, and thereafter no later than January 31st of each calendar year they are enrolled. The information and referral line that directs callers to treatment centers in the local community is available through Student Services.

Everest prohibits the manufacture and unlawful possession, use or distribution of illicit drugs or alcohol by students on its property and at any school activity. If students suspect someone to be under the influence of any drug or alcohol, they should immediately bring this concern to the attention of the Academic Dean/Director of Education or Campus President. Students who violate the school's prohibitions against alcohol, controlled substances, and drugs are subject to disciplinary action up to and including dismissal from the school. Information on the disciplinary process may be found in the school catalog. When circumstances warrant, a violation of this policy may also be referred to the appropriate law enforcement authorities.

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

STATISTICAL INFORMATION

Everest is required to report to students the occurrence of various criminal offenses on an annual basis. On or before October 1st of each year, the school will distribute a security report to students containing the required statistical information on campus crimes committed during the previous three years. A copy of this report is available to prospective students upon request.

CAMPUS COMPLETION RATE REPORTS

Under the Student Right to Know Act (20 U.S.C. § 1092(a)), Everest 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)). Everest is 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.

WEATHER EMERGENCIES

In the event of inclement weather the school will notify students via the website www.schoolreport.org. Students will need to check the website or any television station for the status of school closures or delays. If no delay or closure is posted, school will be held and on time. The campus president reserves the right to schedule make up hours and/or assignments for hours missed due to school closures during inclement weather. The students will be notified of these make up hours and be required to attend or be marked absent.

STUDENT SERVICES

ORIENTATION

New students participate in an orientation program prior to beginning classes. This program is designed to acquaint students with the policies of the school and introduce them to staff and faculty members who will play an important part in the students' academic progress.

HEALTH SERVICES

Everest does not provide health services.

HOUSING

Everest does not provide on-campus housing; however, it does assist students in locating suitable housing off campus. For a list of available housing, students should contact the Student Services Department.

STUDENT ADVISING

Academic advising is coordinated by the Academic Dean/Director of Education and includes satisfactory academic progress and attendance. The Registrar and Academic Program Directors serve as advisors and assist students in course selection and registration, dropping and adding courses, change of major, and meeting graduation requirements.

EVEREST CARE PROGRAM

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

PLACEMENT ASSISTANCE

Everest maintains an active Career Services Office to assist graduates in locating entry-level, educationally related career opportunities. The Career Services Office works directly with business, industry, and advisory board members to assist all students with access to the marketplace. Everest does not, in any way, guarantee employment. It is the goal of the Career Services Office to help all students realize a high degree of personal and professional development and successful employment. Specific information on job opportunities and basic criteria applicable to all students and graduates utilizing placement services is available in the Career Services Offices.

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

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

STUDENT COMPLAINT PROCEDURE

Complaints are defined as any student concern regarding school programs, services, or staff not addressed by other school policies. Students have the right to file a complaint with the school at any time. Students are encouraged to first attempt to informally resolve their complaint with the instructor or staff member in the department most directly connected with their complaint. Students who are unable to resolve their complaint informally should submit their complaint in writing to the School President. The President will meet with the student to discuss the complaint and provide the student with a written response within seven (7) calendar days of the meeting. Students who are not satisfied with the response of the President may contact the Student Help Line at (800) 874-0255 or email at studentservices@cci.edu.

If a student feels that the school has not adequately addressed a complaint or concern, the student may consider contacting the Accrediting Council for Independent Colleges and Schools. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Campus President. Please direct all inquiries to:

Accrediting Council for Independent Colleges and School
750 1st Street NE, Suite 980
Washington, DC 20002
(202) 336-6780, (202) 842-2593 (fax)

Students may also contact and file a complaint with the state's agency and the state's Attorney General's office at the following mailing addresses.

Higher Education Coordinating Board	State of Washington	Attorney General
917 Lakeridge Way	Workforce Training and	800 5th Ave., Suite 2000
P.O. Box 43430	Education Coordinating Board	Seattle, WA 98104
Olympia, WA 98504-3430	128 10th Avenue, SW	(360) 753-6200
(360) 753-7800	P.O. Box 43105	Consumer Line: (800) 551-4636
Email:	Olympia, WA 98504-3105	attorney.general@state.co.us
info@hecb.wa.gov	(360) 753-5662	Website: http://www.atg.wa.gov
Web: www.hecb.wa.gov		

DRESS CODE

Students must adhere to the campus dress code standards provided to them. Students are expected to dress in a manner that would not be construed as detrimental to the student body, the educational process or wear any clothing that has expressed or implied offensive symbols or language. Students should always be aware of the first impression of proper dress code and grooming, and note that Everest promotes a business atmosphere where instructors and guests are professionals and potential employers. In addition, students may be required to wear uniforms that present a professional appearance.

NOTIFICATION OF RIGHTS UNDER FERPA

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

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.

    A student should submit to the Registrar's Office a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and will notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar shall advise the student of the correct official to whom the request should be addressed.

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2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.

    A student who wishes to ask the institution to amend a record should write to the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.

    If the institution decides not to amend the record as requested, the institution will notify the student in writing of the decision and the student's 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 provide written consent before the institution discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

    The institution discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the institution has contracted as its agent to provide a service instead of using institution employees or officials (such as an attorney, auditor, collection agent, campus security personnel and a health provider); a person serving the institution in an advisory capacity; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks, or an accreditor or an official of the state's department of education. Please note that in certain circumstances, such as with an infectious disease health threat or security threat, the school may disclose individually identifiable information without notice.

    A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the institution.

    Upon request, the institution also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

    From time to time the institution publishes communications, such as graduation and honor roll lists, that include students' names and programs of study. A student who wishes not to be included should put that request in writing to the Registrar.

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

Note: The school does not publish a directory of education records.

STUDENT RECORDS

All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. Everest maintains complete records for each student, including grades, attendance, prior education and training, placement, financial aid and awards received. Student records should be maintained on campus for five years.

TRANSCRIPT AND DIPLOMA RELEASE

Student academic transcripts 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 to the school. Diplomas will be released to students who are current with their financial obligation upon completion of their school program.

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 has established policies regarding campus security.

PROGRAMS OFFERED

PROGRAM	CREDENTIAL
Dental Assistant	Diploma
Massage Therapy Spa Specialist	Diploma
Medical Administrative Assistant	Diploma
Medical Assistant	Diploma
Medical Insurance Billing and Coding	Diploma
Pharmacy Technician	Diploma
Business	Associate of Applied Science Degree
Criminal Justice	Associate of Applied Science Degree
Paralegal	Associate of Applied Science Degree

DIPLOMA PROGRAMS

DENTAL ASSISTANT
Diploma Program
33 weeks – 760 hours – 48 credit units

V 1

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

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

The objective of the Dental Assistant program is to provide the student with the appropriate didactic theory and hands-on skills required and necessary to prepare them for entry-level positions as dental assistants in today's modern health and dental care offices, dental clinics, and facilities. Students will study diagnostic and procedural terminology as it relates to the accurate completion of dental examinations, procedures, and daily tasks.

The combination of introduced skills taught in this program, will prepare students for the ever-changing field of dentistry and orthodontics. Students study dental radiography, dental sciences, operatory dentistry, laboratory procedures, dental anatomy and orthodontics, and dental health.

This training program is divided into eight learning units called modules. Students must complete modules A through G first, starting with any module and continuing in any sequence until all seven modules are completed. Modules A through G stand alone as units of study and are not dependent upon previous training. If students do not complete any portion of one of these modules, the entire module must be repeated. Upon successful completion of modules A through G, students participate in a 200-clock-hour externship

Completion of the Dental Assistant program, including the classroom training and externship, is acknowledged by the awarding of a diploma.

Module	Module Title	Total Contact Hours	Quarter Credit Units
Module A	Dental Office Emergencies and Compliance	80	6.0
Module B	Dental Radiography	80	6.0
Module C	Dental Specialties	80	6.0
Module D	Operatory Dentistry	80	6.0
Module E	Laboratory Procedures	80	6.0
Module F	Dental Anatomy and Orthodontics	80	6.0
Module G	Dental Health	80	6.0
Module X	Dental Assistant Externship	200	6.0
	Program Totals:	**760**	**48.0**

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

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

Module B – Dental Radiography	**6.0 Quarter Credit Units**

Module B introduces students to the basic anatomy of the head and teeth in order to familiarize students with the anatomical structures involved in dental radiographs. Radiation protection and the hazards of X-ray radiation are studied. Emphasis is placed on maintaining radiation safety while obtaining the best possible diagnostic quality on dental radiographs. Students are also introduced to digital radiography. Theory, laboratory skills and clinical practice meet state guidelines for a Radiation Safety Certificate and comply with federal regulations for certifying radiographic operators. Students practice techniques of film exposure and mounting in equipped dental operatories with industry-approved structural and monitoring devices. Exposure techniques include bitewing, bisecting and parallel techniques and are performed on a patient simulator manikin.

Upon successful completion of practice, students produce radiographs on site for clinical patients as prescribed by a licensed dentist. Students process film using a fully equipped darkroom or automatic processor. Students are also required to mount processed radiographs and to evaluate the diagnostic quality according to established criteria. Students retake non-diagnostic films. Professional responsibilities regarding the state radiation safety certificate are introduced as well as quality assurance and infection control. Related dental terminology is also taught. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

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

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

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

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

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

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

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

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

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

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

Module X – Dental Assistant Externship	**6.0 Quarter Credit Units**

This module is 200 hours of unpaid, supervised, practical in-service in a dental office or clinic in which the student practices direct application of all administrative and clinical functions of Dental Assistant. Prerequisite: Completion of Modules A-G. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 200.0.

MASSAGE THERAPY SPA SPECIALIST
Diploma Program
48 weeks – 960 hours – 74.5 credit units

V 1

The Massage Therapy program is designed to provide the student with the necessary tools required to successfully enter the massage industry. Whether it is a day spa, physician's office, health club, or resort, graduates of this program will have acquired all the tools needed to thrive in this exciting new career.

This 960-hour program consists of eight 6-week modules per twelve week term. Each student must successfully complete each twelve week course before moving on to the next set of 6-week modules. Included in this program are 100 hours of Anatomy and Physiology, 130 hours of kinesiology, 160 hours of aromatherapy and spa, as well as introduction to principles and practices of massage therapy, massage fundamentals, massage and bodywork, pathology, business and success skills, and health and wellness. Upon the successful completion of this program, graduates will have received the education necessary to attain a career in one of the most engaging and exciting fields today. The graduate may work in an entry-level position as a Massage Therapist in a variety of health care facilities, including, but not limited to, a massage clinic, hospital, chiropractic office, nursing home, health club, spa, resort, or in private practice. Massage Therapists may be employed in urban, suburban, and rural areas.

The Massage Therapy program provides the student with the theory and hands-on applications required to perform the following tasks:

- Be knowledgeable and competent in the performance of various forms and types of massage and in the use of hydrotherapy.
- Be knowledgeable in the study of anatomy, physiology and kinesiology as such, be familiar with exercise programs and therapeutic massage that can help in caring for conditions affecting different body systems.
- Be knowledgeable and competent in the performance and use of techniques to help specific problems such as neck, back, sciatic pain, relaxation, stress reduction, and muscle spasms.
- Be acquainted and competent in various allied modalities currently being practiced in the field of massage therapy.
- Be acquainted and competent in various spa techniques and aromatherapy.

Module	Module Title	Total Contact Hours	Quarter Credit Units
MTD 101	Anatomy & Physiology I	50	5.0
MTD 115	Introduction to Kinesiology	50	4.0
MTD 119	Spa Therapies I	20	1.5
MTD 106	Swedish Massage	100	7.5
MTD 120	Spa Therapies II	20	1.5
MTD 215	Anatomy & Physiology of the Body Systems	25	2.5
MTD 206	Kinesiology Upper Body	25	2.0
MTD 210	Deep Tissue for the Upper Body	50	4.0
MTD 219	Spa Therapies III	20	1.5
MTD 212	Anatomy & Physiology of the Body Systems	25	2.5
MTD 203	Kinesiology Lower Body	25	2.0
MTD 217	Deep Tissue of the Lower Body	50	4.0
MTD 259	CPR & First Aid *hours not part of total program hours	0	0
MTD 207	Spa Therapies IV	20	1.5
MTD 221	Clinic Lab I	30	1.5
MTD 236	Board Review	10	1.0
MTD 229	Upper Body Joint Dysfunction	15	1.25
MTD 231	Advanced Massage Techniques Upper Body	45	3.25
MTD 234	Spa Therapies V	20	1.5
MTD 224	Clinic Lab II	30	1.5
MTD 227	Board Review	10	1.0
MTD 238	Lower Body Joint Dysfunction	15	1.25
MTD 230	Advanced Massage Techniques Lower Body	45	3.25
MTD 240	Spa Therapies VI	20	1.5
MTD 245 A	Professional Development	25	2.5
MTD 251	Clinic Lab III - Student has the option to take Hospital Clinic III MTD 251(H), or Sports Clinic III MTD 251 (SP) for the same hourly and quarter credit value as Clinic Lab III	30	1.5
MTD 241	Eastern Theories	45	3.5

| MTD 255	Spa Therapies VII	20	1.5
MTD 247	Professional Development	15	1.5
MTD 253	Massage Law & Ethics	10	1.0
MTD 242	Clinic Lab IV student has option to take Hospital Clinic IV MTD 242(H), or Sports Clinic IV MTD 242(SP) for the same hourly and quarter credit value as Clinic Lab IV	30	1.5
MTD 257	Energy Modalities and Non- Traditional Therapies	45	3.5
MTD 248	Spa Therapies VIII	20	1.5
	Program Totals:	**960**	**74.5**

* First Aid/CPR taken as workshop during modules ADU or ADL. FIRST AID/CPR must be completed prior to entering clinic.

MTD 101 - Anatomy and Physiology I   **5.0 Quarter Credit Units**
This course is designed to prepare the student for future course work in further anatomy and physiology modules presented later on in the program. The topics covered in this course are general orientation to anatomy and physiology, characteristics of life, organization of body structure, mechanisms of health and disease, pain and stress management, medical terminology, central and peripheral nervous system basics and pathologies, the five senses, skeletal system physiology and pathologies, joint overview and pathologies, and muscle structure and function along with muscular pathologies. Prerequisite: None. Lecture Hours: 50.0 Lab Hours: 0.0 Other Hours: 0.0.

MTD 115 - Introduction to Kinesiology   **4.0 Quarter Credit Units**
This course is designed to prepare the student for future course work in more advanced modalities presented later on in the program. The topics covered in this course are joint classification and directional terms, range of motion at joints and assessment of the ranges of motion, structure of the skeletal system, characteristics and functions of the muscular system, and muscles involved in the movement of the main joints in the body. Prerequisite None. Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 0.0.

MTD 106 - Swedish Massage   **7.5 Quarter Credit Units**
This course is designed to prepare the student for future course work in more advanced modalities presented later on in the program. The topics covered in this course are Joint Classification, Range of Motion, Western Theory & History, the Benefits of Massage Therapy on the Body Systems, Classification of Massage Movements, Draping Procedures, The Client Consultation, Procedures for a Complete Body Massage, Body Mechanics, Basic SOAP charting techniques, Pregnancy and Labor Massage, and Indications/Contraindications for Massage Therapy. Prerequisite: None. Lecture Hours: 50.0 Lab Hours: 50.0 Other Hours: 0.0.
HIV/AIDS Education
This course is part of the total hours and credits of the Swedish massage module but is indicated separately on the student transcript. This four and half hour course covers - .etiology, epidemiology of HIV, transmission and infection control, clinical manifestations, legal and ethical issues. This class is required to graduate. Prerequisite: None. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 0.0

MTD 215 - Anatomy and Physiology of the Body Systems   **2.5 Quarter Credit Units**
This course is designed to follow Anatomy and Physiology 1. The topics covered in this course are the endocrine system, the integumentary system, the cardiovascular system, and the lymphatic system. Healthy anatomy and physiology of these systems will be discussed, as well as pathologies that affect each system. Prerequisite: MTD 101 Lecture Hours: 25.0 Lab Hours: 00.0 Other Hours: 0.0.

MTD 206 - Kinesiology Upper Body   **2.0 Quarter Credit Units**
This course is designed to prepare the student for future course work in more advanced modalities presented later on in the program. The topics covered in this course are muscle attachments (origins and insertions) for the upper body region. Students will learn the attachments of the muscles in the head, neck, trunk, shoulder girdle, forearm and wrist. Students will also gain proficiency in palpating these muscles and review the application of range of motion studies for these areas. Prerequisite: MTD 115. Lecture Hours: 15.0 Lab Hours: 10.0 Other Hours: 0.0.

MTD 210 - Deep Tissue for the Upper Body   **4.0 Quarter Credit Units**
This module is designed to provide the students with an understanding of myofascial and deep tissue techniques. These techniques will be incorporated into a Swedish massage to better address individual client needs. Students will use basic assessment skills to identify muscular holding patterns and develop treatment plans. The indications and contraindications of these techniques will be discussed as will specific sights of caution for deep tissue. Prerequisite: MTD106. Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 0.0.

MTD 212 - Anatomy and Physiology of the Body Systems   **2.5 Quarter Credit Units**
This course is designed to follow Anatomy and Physiology 1. The topics covered in this course are the immune system, respiratory system, digestive system, urinary system, and reproductive system. Healthy anatomy and physiology of these systems will be discussed, as well as pathologies that affect each system. Prerequisite: MTD101. Lecture Hours: 25.0 Lab Hours: 0.0 Other Hours: 0.0.

MTD 203 - Kinesiology Lower Body	2.0 Quarter Credit Units

This course is designed to prepare the student for future course work in more advanced modalities presented later on in the program. The topics covered in this course are muscle attachments (origins and insertions) for the lower body region. Students will learn the attachments of the muscles at each joint in lower body including muscles of the coxal region, knee, and ankle. Students will also gain proficiency in palpating these muscles and review the application of range of motion studies for these areas. Prerequisite: MTD 115. Lecture Hours: 15.0 Lab Hours: 10.0 Other Hours: 0.0

MTD 217 - Deep Tissue of the Lower Body	4.0 Quarter Credit Units

This module is designed to provide the students with an understanding of myofascial and deep tissue techniques. These techniques will be incorporated into a Swedish massage to better address individual client needs. Students will use basic assessment skills to identify muscular holding patterns and develop treatment plans. The indications and contraindications of these techniques will be discussed as will specific sights of caution for deep tissue. Prerequisite: MTD106. Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 0.0.

MTD 221 - Clinic Lab I	1.5 Quarter Credit Units

This course is designed to provide the student with a realistic hands-on view and experience of working in the field by participating in a real massage therapy clinic. The clinic provides the students an opportunity to enhance skills learned and practiced from instruction. This course is a continuation of supervised clinical practice integrating the principles of Swedish massage, chair massage and adjunctive therapeutic modalities. Students are afforded the opportunity to practice their massage and evaluation skills on a diverse group of subjects. Prerequisite: MTD106, MTD210 &MTD217. Lecture Hours: 0.0 Lab Hours: 30.0 Other Hours: 0.0.

MTD 236 - Board Review	1.0 Quarter Credit Unit

This course is designed to prepare students for the National Certification Examination (NCE) and meet Washington State licensing requirements. This class covers review of material related to massage. Prerequisite:MTD101,MTD115,MTD106,MTD215,MTD206,MTD210,MTD212,MTD203,MTD217. Lecture Hours: 10.0 Lab Hours: 0.0 Other Hours: 0.0.

MTD 229 - Upper Body Joint Dysfunction	1.25 Quarter Credit Units

This course is designed to prepare the students to work with clients with various injuries and/or pathologies. This class covers in depth review of the neck, spine, upper extremity joints, their structure and function and associated pathologies. Prerequisite: MTD 106, MTD 101, MTD115, MTD 206, MTD203, MTD 210, MTD 212, MTD 215, MTD 217 Lecture Hours: 10.0 Lab Hours: 5.0 Other Hours: 0.0.

MTD 231 - Advanced Massage Techniques Upper Body	3.25 Quarter Credit Units

This course prepares the student to affectively recognize the stages of inflammation, and treat pathologies in the upper body according to the stages of inflammation. Incorporating advanced techniques such as Neuromuscular Therapy, Muscle Energy Technique, and Trigger Point Therapy. Prerequisite: MTD 101, MTD 115, MTD 203, MTD 206, MTD 212, MTD 215, MTD106, MTD210, MTD217. Lecture Hours: 20.0 Lab Hours: 25.0 Other Hours: 0.0.

MTD 224 - Clinic Lab II	1.5 Quarter Credit Units

This course is designed to provide the student with a realistic hands-on view and experience of working in the field by participating in a real massage therapy clinic or mock clinic environment. The clinic provides the students an opportunity to enhance skills learned and practiced from instruction. This course is a continuation of supervised clinical practice integrating the principles of Swedish massage, chair massage and adjunctive therapeutic modalities. Students are afforded the opportunity to practice their massage and evaluation skills on a diverse group of subjects. Prerequisite: MTD106, MTD210 &MTD217. Lecture Hours: 0.0 Lab Hours: 30.0 Other Hours: 0.0.

MTD 227 - Board Review	1.0 Quarter Credit Unit

This course is designed to prepare students for the National Certification Examination (NCE) and meet Washington State licensing requirements. This class covers review of anatomy and physiology material. Prerequisite:MTD101,MTD115,MTD106,MTD215,MTD206,MTD210,MTD212,MTD203,MTD217. Lecture Hours: 10.0 Lab Hours: 0.0 Other Hours: 0.0.

MTD 238 - Lower Body Joint Dysfunction	1.25 Quarter Credit Units

This course is designed to prepare the students to work with clients with various injuries and/or pathologies. This class covers in depth review of the lower extremity joints, their structure and function and associated pathologies. Prerequisite: MTD206, MTD203 MTD 215, MTD 210, MTD 212, MTD 217. Lecture Hours: 10.0 Lab Hours: 5.0 Other Hours: 0.0.

MTD 230 - Advanced Massage Techniques Lower Body	3.25 Quarter Credit Units

This course prepares the student to affectively recognize the stages of inflammation, and treat pathologies in the lower body according to the stages of inflammation. Incorporating advanced techniques such as Neuromuscular Therapy, Muscle Energy Technique, and Trigger Point Therapy. Prerequisite: MTD 203, MTD 206, MTD 212, MTD 215, MTD210, MTD217. Lecture Hours: 20.0 Lab Hours: 25.0 Other Hours: 0.0.

MTD 245 - Professional Development   **2.5 Quarter Credit Units**
This course is designed to prepare the student for employment in the field of massage. This course discusses types of resumes, employment goals, personal marketing materials, licensing, and continuing education. Prerequisite: MTD106, MTD210, MTD217, MTD231, MTD230, MTD241, MTD257 Lecture Hours: 25.0 Lab Hours: 0.0 Other Hours: 0.0.

MTD 251 - Clinic Lab III   **1.5 Quarter Credit Units**
This course is designed to provide the student with a realistic hands-on view and experience of working in the field by participating in a real massage therapy clinic or mock clinic environment. The clinic provides the students an opportunity to enhance skills learned and practiced from instruction. This course is a continuation of supervised clinical practice integrating the principles of Swedish massage, chair massage and adjunctive therapeutic modalities. Students are afforded the opportunity to practice their massage and evaluation skills on a diverse group of subjects. **Students have the option of taking Clinical Lab III, Massage Therapy Sports Clinic III MTD 251(SP), or Massage Therapy Hospital Clinic III MTD 251(H) for the same hourly or Quarter Credit as Clinic Lab III.** Prerequisite: MTD106, MTD210, MTD217, MTD221& MTD224. Lecture Hours: 0.0 Lab Hours: 30.0 Other Hours: 0.0.

MTD 251 (SP) - Sports Clinic III   **1.5 Quarter Credit Units**
This course is designed to provide the student with a realistic hands-on view and experience of working in the field by participating in a real sports massage therapy clinic or mock sports massage clinic environment. The clinic provides the students an opportunity to enhance skills learned and practiced from instruction. This course is a continuation of supervised clinical practice integrating the principles of Swedish massage, chair massage and adjunctive therapeutic modalities. Students are afforded the opportunity to practice their massage and evaluation skills on a diverse group of subjects. Prerequisite: MTD106, MTD210, MTD217, MTD221, MTD224. Lecture Hours: 0.0 Lab Hours: 30.0 Other Hours: 0.0

MTD 251 (H) - Hospital Clinic III   **1.5 Quarter Credit Units**
This course is designed to provide the student with a realistic hands-on view and experience of working in the field by participating in a real massage therapy hospital setting. The clinic provides the students an opportunity to enhance skills learned and practiced from instruction. This course is a continuation of supervised clinical practice integrating the principles of Swedish massage, chair massage and adjunctive therapeutic modalities. Students are afforded the opportunity to practice their massage and evaluation skills on a diverse group of subjects. Prerequisite: MTD106, MTD210, MTD217, MTD221, MTD224. Lecture Hours: 0.0 Lab Hours: 30.0 Other Hours: 0.0

MTD 259 - CPR & First Aid   **0.0 Quarter Credit Units**
American Red Cross First Aid/CPR/AED Program is a first aid and cardiopulmonary resuscitation (CPR) training program to prepare students to respond to injuries and sudden illnesses that may arise in the workplace. All students must show proof of first aid/cpr certification prior to entering clinic. Prerequisite: None. Lecture Hours: 10.0 Lab Hours: 0.0 Other Hours: 0.0.

MTD 241 - Eastern Theories   **3.5 Quarter Credit Units**
This course is designed to provide the student with the understanding and knowledge of Eastern theory and practice as used within different styles of Asian bodywork including shiatsu, acupressure, and Tui Na. Students will also learn how to integrate approaches from both eastern and western philosophies. Prerequisite: MTD215, MTD210, MTD 217, MTD 206, MTD 212, MTD 203, MTD 221, MTD 236, MTD 229, MTD 231, MTD 224, MTD 227, MTD 238. Lecture Hours: 25.0 Lab Hours: 20.0 Other Hours: 0.0.

MTD 247 - Professional Development   **1.5 Quarter Credit Units**
This course is designed to prepare the student for a massage business and self employment. This course covers business planning, marketing, basics of insurance billing, basics of book keeping, basics for record keeping and taxes. This course also discusses the issues of private and group practices. Prerequisite: MTD106, MTD210, MTD217, MTD231, MTD230, MTD241, MTD257. Lecture Hours: 15.0 Lab Hours: 0.0 Other Hours: 0.0.

MTD 253 - Massage Law & Ethics   **1.0 Quarter Credit Unit**
This course is designed to give students an understanding of state law guidelines and explore ethical questions related to massage therapy. Prerequisite: None. Lecture Hours: 10.0 Lab Hours: 0.0 Other Hours: 0.0.

MTD 242 - Clinic Lab IV   **1.5 Quarter Credit Units**
This course is designed to provide the student with a realistic hands-on view and experience of working in the field by participating in a real massage therapy clinic or mock clinic environment. The clinic provides the students an opportunity to enhance skills learned and practiced from instruction. This course is a continuation of supervised clinical practice integrating the principles of Swedish massage, chair massage and adjunctive therapeutic modalities. Students are afforded the opportunity to practice their massage and evaluation skills on a diverse group of subjects. **Students have the option of taking Clinical Lab IV, Massage Therapy Sports Clinic IV MTD 242(SP), or Massage Therapy Hospital Clinic IV MTD 242(H) for the same hourly or Quarter Credit as Clinic Lab IV.** Prerequisite: MTD106, MTD210, MTD217, MTD221& MTD224. Lecture Hours: 0.0 Lab Hours: 30.0 Other Hours: 0.0.

MTD 119 - Spa Therapies I	**1.5 Quarter Credit Units**

This course is designed to provide foundation knowledge and skills for massage students in the area of spa therapies. Theory topics include sanitation protocol, documentation of spa treatments, contraindications to spa products and an introduction to aromatherapy. Practical activities include spa draping methods, client positioning for spa product application, product application techniques, enhancers for massage and spa product removal techniques. Students learn about exfoliation treatments like dry skin brushing, loofah scrubs and the full body polish. Students learn buff and bronze technique. Prerequisite: None Lecture hours: 10 Lab Hours: 10

MTD 120 - Spa Therapies II	**1.5 Quarter Credit Units**

This course is designed to provide foundation knowledge and skills for massage students in the area of spa therapies. Theory topics include sanitation protocol, documentation of spa treatments, contraindications to spa products and an introduction to aromatherapy. Practical activities include spa draping methods, client positioning for spa product application, product application techniques, enhancers for massage and spa product removal techniques. Students learn exfoliations techniques such as sugar and salt glow. Prerequisite: MTD 119 Lecture hours: 10 Lab Hours: 10

MTD 207 - Spa Therapies IV	**1.5 Quarter Credit Units**

Participants learn techniques for body wrapping including the hot sheet wrap procedure and cocoon procedure. These techniques allow students to mix and match different skills to create a variety of body wraps. Thalassotherapy and water therapies are explored to enhance the students understanding of hydrotherapy and healing with products from the sea. Keys for landing that first spa job are discussed in Spa Business 1. Prerequisite: MTD 119 Lecture hours: 10 Lab Hours: 10

MTD 219 - Spa Therapies III	**1.5 Quarter Credit Units**

This course is designed to provide foundation knowledge and skills in aromatherapy. These skills are integrated with massage and spa skills in upcoming modules. Topics include the characteristics of essential oils, safety protocols, the physiological and psychological effects of essential oils, blending techniques and the aromatherapy massage session. Aromatherapy is integrated with more advanced spa and massage skills in this course. Prerequisite: MTD 119 Lecture hours: 10 Lab Hours: 10

MTD 234 - Spa Therapies V	**1.5 Quarter Credit Units**

Unique treatment products are the focus of this module that teaches students advanced spa skills. Students develop their knowledge of fangotherapy (the use of mud, clay and peat for healing) and learn to differentiate between different types of fango products. The elements of a spa foot treatment are explored including soaking, exfoliation, reflexology and the application of a treatment product to the feet. The knowledge learned in this module will allow the graduate to create a foot spa menu and incorporate reflexology with massage techniques. Prerequisite: MTD 119 Lecture hours: 10 Lab Hours: 10

MTD 240 - Spa Therapies VI	**1.5 Quarter Credit Units**

Hot stone massage is a popular service at massage clinics and spas across the country. Spa Therapies VI teaches students how to deliver hot stone massage in a safe and effective manner. The program ends with a comprehensive spa exam and with an evaluation of the program and instructors. Prerequisite: MTD 119, MTD 120. Lecture hours: 10 Lab Hours: 10

MTD 248 - Spa Therapies VIII	**1.5 Quarter Credit Units**

This course teaches students how to design original spa treatments, develop a spa program, write a spa menu and define a spa philosophy. Students are divided into two teams and create their own spa concept. They design all of the treatments, prepare a spa menu and deliver their treatment to friends, staff and family members. This is a one-of-a-kind experience that prepares graduates for the realities of adding spa treatments to their private practice. Prerequisite: MTD 119 Lecture hours: 10 Lab Hours: 10

MTD 255 - Spa Therapies VII	**1.5 Quarter Credit Units**

Ayurveda is the 5000-year-old healing system of India. Included in ayurvedic practices are a number of external body treatments that include massage and spa-like techniques. This course teaches students core concepts in ayurveda that inform the delivery of external body treatments. Students give and receive Indian head massage, abhyanga, shirodhara and udvartana. Prerequisite: MTD 119 Lecture hours: 10 Lab Hours: 10

MTD 257 - Energy Modalities and Non-Traditional Therapies	**3.5 Quarter Credit Units**

This module is designed to provide the student with the theory and hands-on skills involved in introducing fundamental energy based modalities including polarity, and beginning Reiki hand placements. The student will also be introduced to Reflexology and beginning Craniosacral work. Students will also learn integrated energy techniques, and relaxation techniques to develop treatment plan for chronic conditions. Prerequisite: MTD 215, MTD 206, MTD 212, MTD210,MTD217, MTD 203, MTD 221, MTD 236, MTD 229, MTD 231, MTD 224, MTD 227, MTD 238. Lecture Hours: 25.0 Lab Hours: 20.0 Other Hours: 0.0.
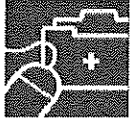
MEDICAL ADMINISTRATIVE ASSISTANT
Diploma Program
33 weeks – 760 hours – 48 credit units

V 1

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.

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

Module	Module Title	Total Clock Hours	Quarter Credit Units
Module A	Office Finance	80	6.0
Module B	Patient Processing and Assisting	80	6.0
Module C	Medical Insurance	80	6.0
Module D	Insurance Plans and Collections	80	6.0
Module E	Office Procedures	80	6.0
Module F	Patient Care and Computerized Practice Management	80	6.0
Module G	Dental Administrative Procedures	80	6.0
Module X	Medical Administrative Assistant Externship	200	6.0
	Program Totals:	**760**	**48.0**

Major Equipment: Autoclave, Calculators, Personal Computers, Patient Examination Table, Stethoscopes, Sphygmomanometer, Transcription Machine

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Module A - Office Finance   **6.0 Quarter Credit Units**
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 your new job so that you can advance in your career. They also become familiar with essential medical terminology. Lecture Hours: 40.0 Lab Hours: 40.0

Module B - Patient Processing and Assisting   **6.0 Quarter Credit Units**
In Module B, students learn to set up patient records and maintain and organize them manually and electronically. Students become familiar with records management systems and develop skills in alphabetic filing and indexing, and appointment scheduling. The basics of health insurance are introduced, as well the basic of coding with CPT and ICD-9 codes. Students are trained 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. Lecture Hours: 40.0   Lab Hours: 40.0

Module C - Medical Insurance   **6.0 Quarter Credit Units**
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 you in being successful in the medical field. Lecture Hours: 40.0   Lab Hours: 40.0

Module D - Insurance Plans and Collections	6.0 Quarter Credit Units

Module D - Insurance Plans and Collections   **6.0 Quarter Credit Units**

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. Lecture Hours: 40.0 Lab Hours: 40.0

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

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. Lecture Hours: 40.0 Lab Hours: 40.0

Module F - Patient Care and Computerized Practice Management   **6.0 Quarter Credit Units**

Module F emphasizes computerized practice management, including file maintenance, patient records, bookkeeping and insurance. Students will learn the health insurance claim form and managed care systems. Hospital billing is introduced this module. Students will also learn about the history of the healthcare industry and the Medical 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 become and learn from mentoring. Lecture Hours: 40.0 Lab Hours: 40.0

Module G - Dental Administrative Procedures   **6.0 Quarter Credit Units**

Module G focuses on basic administrative procedures performed in the dental office. Students are introduced to the dental health team with emphasis on the tasks performed by the administrative support staff. Specialized procedures including appointment scheduling, bookkeeping, dental charting, processing patients, insurance billing and coding, and law and ethics are presented. Students are also given an introduction to radiography and radiation safety. Students will do vital signs. They discuss interpersonal skills and human relations, telephone techniques, and patient reception techniques. Students build on keyboarding and word processing skills, become familiar with essential dental terminology, and become familiar with the self-directed job search process by learning how to dress for success. Lecture Hours: 40.0 Lab Hours: 40.0

Module X - Medical Administrative Assistant Externship   **6.0 Quarter Credit Units**

Upon successful completion of modules A through G, students participate in a 200-hour externship at an approved facility. This course is 200 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. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 200

MEDICAL ASSISTANT
Diploma Program
33 weeks – 760 hours – 48 credit units

V 1

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

In recent years, the medical assisting profession has become indispensable to the health care field. Physicians have become more reliant on medical assistants for their front and back office skills. Medical offices and ambulatory care providers, clinics, urgent care centers and insurance providers are seeking their services.

The goal of the Medical Assistant 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 and medical receptionist.

Note: Medical Assistant graduates are immediately eligible to sit for the Registered Medical Assistant Examination and the Certified Medical Assistant Examination. Candidates who pass the exam are considered Registered Medical Assistants (RMA)/Certified Medical Assistants (CMA).

Module	Module Title	Contact Hours	Quarter Credit Units
Module A	Patient Care and Communication	80	6
Module B	Clinical Assisting and Pharmacology	80	6
Module C	Medical Insurance, Bookkeeping and Health Sciences	80	6
Module D	Cardiopulmonary and Electrocardiography	80	6
Module E	Laboratory Procedures	80	6
Module F	Endocrinology and Reproduction	80	6
Module G	Medical Law, Ethics and Psychology	80	6
Module X	Externship	200	6
	Program Totals:	**760**	**48**

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

Module A emphasizes patient care, including physical examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. Students will have an opportunity to work with and review patient charts and perform front office skills related to records management, appointment scheduling, and bookkeeping. Students gain skills in communication (verbal and nonverbal) when working with patients both on the phone and in person. Students develop working knowledge of basic anatomy and physiology of the special senses (eyes and ears), nervous and integumentary systems, common diseases and disorders, and medical terminology related to these systems. Students check vital signs, obtain blood samples, and prepare and administer injections. Also introduced are strategies for dealing with change, setting goals, and getting motivated. Students learn how to prepare an attractive business letter, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). 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, along with the proper use of personal protective equipment. Students learn about basic bacteriology and its relationship to infection and disease control. Students identify the purpose and expectations of the Occupational Health and Safety Administration (OSHA) and the Clinical Laboratory Improvement Amendments (CLIA) regarding disease transmission in the medical facility. Students study basic math concepts to prepare for medication dosage calculations. Students learn the principles and various methods of administering medication. Basic pharmacology and the uses, inventory, classification, and effects of therapeutic drugs are included. Students participate in the positioning and draping of patients for various examinations and prepare for assisting with minor office surgical procedures. Students gain knowledge of basic anatomy and physiology of the muscular system, common diseases and disorders, and medical terminology related to this system. Students check vital signs, obtain blood samples, and prepare and administer injections. Also introduced are strategies for setting and accomplishing personal goals, along with how to succeed in accomplishing these goals. Students describe how to handle numbers, symbols, and abbreviations in transcribed material and demonstrate increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). 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, office emergencies, and first aid, with an emphasis on bandaging techniques for wounds and injuries. Students will discuss types of disasters and the medical assistant's role in emergency preparedness and assisting during and after a disaster. Students learn bookkeeping procedures, accounts receivable and payable, financial management, banking, and check-writing procedures essential to the successful operation of the medical office. Students study the administrative and clinical uses of the electronic health record. Students develop working knowledge of good health, nutrition, weight control, and strategies in promoting good health in patients. They acquire knowledge of basic anatomy and physiology, common diseases and disorders, and medical terminology of the digestive system. Students check vital signs, obtain blood samples, and prepare and administer injections. They are introduced to strategies for building active reading and comprehension skills, along with techniques for managing time. Students practice transcribing accurate medical record notes and correcting erroneous entries, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). 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, along with diseases, disorders, diagnostic tests, anatomy and physiology, and medical terminology associated with these systems. Students apply knowledge of the electrical pathways of the heart muscle in preparation for applying electrocardiography leads and recording a 12-lead electrocardiogram (ECG). Students receive instruction in cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED), which enables them to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. Students obtain blood samples and prepare and administer injections. Students will discuss how to apply critical and creative thinking skills to analyzing and problem solving in the workplace and everyday life. Students study the preparation of a history and physical examination report, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). 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 working knowledge of radiology and nuclear medicine, in addition to various radiological examinations and patient preparation for these exams. Anatomy and physiology of the urinary system and the body's immunity, including the structure and functions, as well as common diagnostic exams and disorders related to these systems, is presented. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students learn essential medical terminology related to the body systems and topics introduced in the module. Students learn the skills involved in organizing and writing a paper. Students transcribe miscellaneous medical reports, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). 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 examines the anatomy, physiology, and functions of the skeletal, endocrine, and reproductive systems, along with medical terminology associated with these systems. Students learn about child growth and development. They develop working knowledge of the skills necessary to assist in a pediatrician's office and learn the important differences that are specific to the pediatric field. Some of the skills students learn in this area are height and weight measurements and restraining techniques used for infants and children. They check vital signs, assist with diagnostic examinations and laboratory tests, and instruct patients regarding health promotion practices. Students gain knowledge of signs and symptoms of possible child abuse or neglect. Students also become familiar with human development across the life span. They will discuss normal and abnormal changes that are part of the aging process and the medical assistant's responsibilities related to the older person. Students check vital signs, obtain blood samples, and prepare and administer injections. Students discuss the importance of the ability to compose business documents and reports and practice composing business documents and e-mails. Students demonstrate increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). 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 assistant profession. Students gain working knowledge of concepts related to patient reception in the medical office and preparing for the day. They discuss the importance of professional behavior in the workplace. Students learn what it takes to become an office manager and the responsibilities an office manager has to the office, the staff, and the physician. Students are introduced to medical office safety, security, and emergency provisions. They study how to maintain equipment and

inventory. The functions of computers in the medical office are discussed. Students also talk about the role ergonomics plays in the health of the staff and patients. Students learn how to provide mobility assistance and support to patients with special physical and emotional needs, and various physical therapy modalities are discussed. Also introduced are the basic principles of psychology, psychological disorders, diseases, available treatments, and medical terminology related to mental and behavioral health. Medical law and ethics in relation to health care are discussed. Skills and attitudes necessary for success in the workforce are introduced, along with how to create a résumé and follow through with the job search. Students check vital signs, obtain blood samples, and prepare and administer injections. Students demonstrate increasing speed and accuracy on the computer keyboard and build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Lec Hrs: 40, Lab Hrs: 40, Other Hrs: 0

**Module X - Externship**   **6.0 Quarter Credit Units**

Upon successful completion of Modules A through G, Medical Assistant students participate in a 200 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 Assistant 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 100- and 200-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: 200
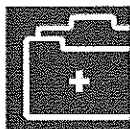
MEDICAL INSURANCE BILLING AND CODING
Diploma Program
33 weeks – 760 hours – 48 credit units

V 2

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 Insurance 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 760 clock hour/48.0 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 200 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.

Module	Module Title	Clock 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 Genitourinary 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
MIBPC	Practicum –OR–	200	6.0
MIBXT	Externship		
	Program Totals:	**760**	**48.0**

MEDINTRO - Introduction to Medical Terminology, Keyboarding, Word Processing, Basic Math, Insurance Coding, and Administrative Duties of Medical Personnel   **6.0 Quarter Credit Units**
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

**MIBCL – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the
Cardiovascular and Lymphatic Systems**   **6.0 Quarter Credit Units**

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

**MIBGU – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the
Genitourinary System**   **6.0 Quarter Credit Units**

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

MIBIE – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumentary and Endocrine Systems, and Pathology   **6.0 Quarter Credit Units**

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

MIBMS – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Musculoskeletal System   **6.0 Quarter Credit Units**

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

MIBRG – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Respiratory and Gastrointestinal Systems   **6.0 Quarter Credit Units**

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

MIBSN – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding	
of the Sensory and Nervous Systems, and Psychology	**6.0 Quarter Credit Units**

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.

MIBPC – Practicum	**6.0 Quarter Credit Units**

Upon successful completion of Modules MEDINTRO. MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, Medical Insurance Billing and Coding students participate in a 200 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 100 and 200 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 MEDINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN. Lec Hrs: 0 Lab Hrs: 0 Other Hrs; 200

MIBXT – Externship	**6.0 Quarter Credit Units**

Upon successful completion of Modules MEDINTRO. MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, medical insurance billing/coding students participate in a 200-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 100 and 200-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 MEDINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN. Lec Hrs: 0 Lab Hrs: 0 Other Hrs; 200

PHARMACY TECHNICIAN
Diploma Program
33 weeks – 760 hours – 48 credit units

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

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

Many of the traditional pharmacy functions, once performed by pharmacists, are now being performed by pharmacy technicians. Today's pharmacy technician has assumed a position which supports and enhances the progressive direction taken by pharmacy. The technician has also become the key person in assuring the smooth uninterrupted functioning of traditional pharmacy services.

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

Module	Module Title	Clock Hours	Quarter Credit Units
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	200	6.0
	Program Totals:	**760**	**48.0**

Module A - Administration of Medications and Pharmacology of the Endocrine and Lymphatic Systems
6.0 Quarter Credit Units

This module is designed to provide the student with an overall understanding of medication administration, safety and quality assurance. Included in this course is an overview and historical development of pharmacy. Body systems are covered in this module which includes the Endocrine and Lymphatic systems, and medications used to treat conditions of the endocrine system. Repackaging and compounding will be discussed and performed. Included in this course is use of policy and procedure manuals, materials management of pharmaceuticals, the pharmacy formulary system, computer applications in drug-use control, receiving and processing medication orders. Preparation and utilization of patient profiles, handling medications, storage and delivery of drug products, records management and inventory control, and compensation and methods of payment for pharmacy services are discussed. Conversions and calculations used by pharmacy technicians will be discussed along with drug dosages in units and working with compounds, admixtures, and parenteral and IV medications. Hands-on skills in the laboratory practice setting are performed. 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 Units
This module is designed to provide the student with responsibilities of a technician filling prescriptions, including the information required to fill prescription and typing the prescription label. This module also covers how to read a drug label. Medications for the Respiratory and Nervous system are covered including a study of medications for neurological conditions, mental disorders and a discussion on muscle relaxants. This module will include C.P.R. certification. Hands-on skills in the laboratory practice setting are performed. 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 Units
This module is designed to introduce the student to the professional aspects of working in pharmacy technology. Subjects covered include a history of and changing roles of pharmacists and pharmacy technicians. This module covers the Law and Ethics of Pharmacy which includes the Food and Drug Act, the 1970 Comprehensive Drug Abuse Prevention and Control Act, and other modern-day drug legislation. The respiratory system is discussed along with medications for respiratory tract disorders. Oncology agents are covered in this module along with HIV/AIDS. Calculations and dimensional analysis of drug dosages are covered. Hands-on skills in the laboratory practice setting are performed. 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 Units
This module covers pharmacy technician registration and certification, including professionalism and communication in the pharmacy setting. Over-the-Counter medications, vitamins and skin care products are discussed in this module. Medications for the Integumentary system are covered along with a discussion on medication calculations for the elderly. Also covered in this module are medications used for disorders of the eyes and ears. Students learn the most common medication errors, alternative medication and food & drug interactions. Hands-on skills in the laboratory practice setting are performed. 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 Units
In this module, emphasis is placed on the role and responsibilities of the pharmacy technician regarding parenteral dosages, including using proportion in calculating drug dosages for pediatrics. This module is designed to provide the student with an overall understanding of the administrative aspects and hands-on applications involved in working in a pharmacy. Medications for the G.I. and Musculoskeletal System are covered along with medications for disorders of the musculoskeletal system, as well as a study of general operations of pharmacies at different settings. Subjects covered include safety in the workplace, using computers in the pharmacy, communications and interpersonal relations within the pharmacy. Students will learn about migraine headaches, analgesics and drugs for NSAID. Uses 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 Units
This module is designed to provide the student with an overall understanding of anatomy and physiology as it relates to the Urinary and Reproductive Systems. Students will learn common tasks performed by pharmacy technicians in the hospital practice setting, including policies and procedures, responsibilities of the inpatient pharmacy technician, and specific State requirements regulating the use of pharmacy technicians in various States. Students will familiarize themselves with intravenous flow rates of large volume and small volume IV, infusion of IV Piggybacks, and the use of a Heparin lock. Critical Care flow rates and automated medication dispensing systems are discussed and calculated. Hands-on skills in the laboratory 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 Units
This module is designed to familiarize the student with all aspects of home health care, mail order pharmacy/E-Pharmacy, and long term care pharmacy. Also covered in this module is drug distribution systems utilized in the pharmacy to include pharmacy stocking and billing, inventory and purchasing. This module will provide students with the understanding of the cardiovascular, circulatory and skeletal system and discuss medications for circulatory disorders and medications for the skeletal system. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module X - Clinical Externship   **6.0 Quarter Credit Units**
This 200-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the working pharmacy. Students will be expected to gain experiences in either a hospital pharmacy or a community (retail) pharmacy. Students will gain exposure to "on-the-job" experiences and training in the pharmacy setting and practice of skills, gaining experiences in all aspects of drug preparation, and distribution utilized by participating sites. Prerequisite: Completion of Didactic Program. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 200.0.

QUARTER-BASED PROGRAMS

BUSINESS
Associate of Applied Science Degree
24 months – 96 credit units

The **Associate of Applied Science 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. In addition, students will choose an area of concentration that will comprise the balance of the courses in the major. The following describes each area of concentration.

Business Administration
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.

Management
The Management concentration focuses on the fundamental business management principles utilized by today's businesses. The graduate of this program will be prepared for entry-level positions in supervisory roles in business, industry, and government.

Marketing
The concentration in Marketing is designed to provide students with a basic marketing background to prepare for entry-level positions in business, industry, and government.

Course Code		Course	Degree Quarter Credit Units	
SCHOOL CORE REQUIREMENTS				
SLS	1105	Strategies for Success	4.0	
CGS	2167C	Computer Applications	4.0	
SLS	1321	Career Skills and Portfolio Development (formerly known as Career Skills)	2.0	
OST	2335	Business Communications	4.0	
Choose appropriate 8 credits from the following list:				
OST	1141L	Keyboarding	2.0	
LIS	2004	Introduction to Internet Research	2.0	
CGS	2501	Applied Word Processing	4.0	
CGS	2510C	Applied Spreadsheets	4.0	
MTB	1103	Business Math	4.0	
		TOTAL SCHOOL CORE CREDIT UNITS		22.0
MAJOR CORE REQUIREMENTS: ALL CONCENTRATIONS				
MAN	1030	Introduction to Business (formerly known as 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	
MANP	2501	Senior Capstone Experience	4.0	
And one of the following 4 concentrations:				
BUSINESS ADMINISTRATION CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS				
FIN	1103	Introduction to Finance	4.0	
MAR	2305	Customer Relations and Servicing	4.0	
Choose 2 of the following courses:				
ACG	2178	Financial Statement Analysis	4.0	
ACG	2021	Introduction to Corporate Accounting	4.0	
SBM	2000	Small Business Management	4.0	
		TOTAL MAJOR CORE CREDIT UNITS		48

OR				
MANAGEMENT CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS				
MAR	2305	Customer Relations and Servicing	4.0	
FIN	1103	Introduction to Finance	4.0	
SBM	2000	Small Business Management	4.0	
MAN	2604	Introduction to International Management	4.0	
		TOTAL MAJOR CORE CREDIT UNITS	**48**	
OR				
MARKETING CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS				
MAR	2320	Advertising	4.0	
MAR	2141	Introduction to International Marketing	4.0	
MAR	2720	Marketing on the Internet	4.0	
SBM	2000	Small Business Management	4.0	
		TOTAL MAJOR CORE CREDIT UNITS	**48**	
GENERAL EDUCATION REQUIREMENTS				
ENC	1101	Composition I	4.0	
ENC	1102	Composition II	4.0	
SLS	1505	Basic Critical Thinking	2.0	
MAT	1033	College Algebra	4.0	
PSY	2012	General Psychology	4.0	
SPC	2017	Oral Communications	4.0	
EVS	1001	Environmental Science	4.0	
General Education Requirements Must include at least one course from each of the following subject areas: communications/Humanities, Math/Science, Social Science.				
		TOTAL QUARTER CREDIT UNITS		**26**
		TOTAL QUARTER CREDIT UNITS REQUIRED FOR GRADUATION		**96**

CRIMINAL JUSTICE
Associate of Applied Science Degree
24 months – 96 credit units

The Criminal Justice program includes a comprehensive study of the national criminal justice system, correctional organizations, and law enforcement agencies. Students learn the nature and extent of crime and delinquency and the cause and explanation of criminal behavior. Additional areas of study include rules of evidence, basic investigative techniques and the philosophy of criminal law. The Criminal Justice program is designed to prepare graduates for entry-level career opportunities in probation, corrections, law enforcement and/or security.

Course Code		Course Title	Degree Quarter Credit Units	
COLLEGE CORE REQUIREMENTS				
SLS	1105	Strategies for Success	4.0	
SLS	1321	Career Skills & Portfolio Development (formerly known as Career Skills)	2.0	
CGS	2167C	Computer Applications	4.0	
		TOTAL QUARTER CREDIT UNITS	10.0	
MAJOR CORE REQUIREMENTS				
BUL	2131	Applied Business Law	4.0	
CCJ	1017	Criminology	4.0	
CCJ	1020	Introduction to Criminal Justice	4.0	
CJL	2130	Criminal Evidence	4.0	
CJL	2134	Criminal Procedure and the Constitution	4.0	
CJE	1600	Criminal Investigations	4.0	
CCJ	2358	Criminal Justice Communications	4.0	
CJC	2000	Introduction to Corrections	4.0	
CJE	2580	Introduction to Interviews and Interrogations	4.0	
DSC	2002	Introduction to Terrorism	4.0	
		TOTAL QUARTER CREDIT UNITS		**40.0**
The students will take 12.0 credits from following courses:				
CCJ	2501	Juvenile Justice	4.0	
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 UNITS		**12.0**
GENERAL EDUCATION CORE REQUIREMENTS				
ENC	1101	Composition I	4.0	
ENC	1102	Composition II	4.0	
SPC	2017	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 UNITS		**34.0**
		TOTAL QUARTER CREDIT UNITS REQUIRED FOR GRADUATION		**96.0**

PARALEGAL

Associate of Applied Science Degree
24 months – 96 credit units

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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 trains individuals for entry-level positions and is not a preparatory curriculum for law school.

Course Code		Course Title	Degree Quarter Credit Units	
COLLEGE CORE REQUIREMENTS				
SLS	1105	Strategies for Success	4.0	
CGS	2167C	Computer Applications	4.0	
SLS	1321	Career Skills & Portfolio Development (formerly known as Career Skills)	2.0	
CGS	2501	Applied Word Processing	4.0	
		TOTAL QUARTER CREDIT UNITS		**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 UNITS		**40.0**
The students 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 UNITS		**8.0**
GENERAL EDUCATION CORE REQUIREMENTS				
ENC	1101	Composition I	4.0	
ENC	1102	Composition II	4.0	
SPC	2017	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 UNITS		**34.0**
		Total Quarter Credit Units Required for Graduation		**96.0**

COURSE DESCRIPTIONS

COURSE NUMBERING SYSTEM

This institution uses the following course numbering system:

- 000-099 Preparatory courses
- 100-2999 Lower division (first and second year) courses

Students enrolled in Associate Degree programs take courses in the lower division. The letters that accompany the numbering system normally refer to the course subject manner, such as MAN = management. The numbers that follow the course prefix increase in sequence to indicate a more in-depth and complex level of the particular subject area.

The following course descriptions are for all courses offered by the College. Each course is periodically reviewed to assure relevance and inclusion of current business practices. All courses are offered at least once per academic year ensuring their availability for students so that they may complete their programs and achieve their planned graduation date. Students who fail or withdraw from classes will have to complete required courses when next offered.

ACG 2021 - Introduction to Corporate Accounting   **4 Quarter Credit Units**

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 Units**

The basics of financial statement analysis in directing stakeholders' business and investment decisions are 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: ACG 2021. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

AML 2000 - Introduction to American Literature   **4 Quarter Credit Units**

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 Units**

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

APA 2121 - Principles of Accounting II   **4 Quarter Credit Units**

This course emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bad debt, accounts receivable, notes receivable, accounts payable and payroll, notes payable, inventory coast flow methods and fixed asset allocations, intangible assets, and natural resources. Prerequisite: APA 2111. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

BUL 2131 - Applied Business Law   **4 Quarter Credit Units**

This course is designed to provide the student with information on the essentials of the nature of law and the functions of the judicial system in the business environment. An overview of legal characteristics of a sole proprietorship, partnerships and corporations are discussed. Prerequisite: None. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000

CCJ 1017 - Criminology   **4 Quarter Credit Units**

The study of crime and causes of crime, the types of crime, and crime prevention strategies and society's response to crime. Prerequisite: None. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000

CCJ 1020 - Introduction to Criminal Justice   **4 Quarter Credit Units**

This course provides an overview and introduction to criminal justice. Focus on the nature of crime, law and criminal justice, the Police and Law Enforcement, the makeup of the courts, the adjudication system, the issues facing police, corrections, and a review of the nature and history of the juvenile justice system. Prerequisite: None. Lec Hrs: 0 040, Lab Hrs: 000, Other Hrs: 000

CCJ 1910 - Career Choices in Criminal Justice   **4 Quarter Credit Units**

This course provides an overview of employment in the criminal justice field. Topics include careers in criminal justice, the economy and job market, professional skills required to work in the criminal justice field, the culture of law enforcement, and the political nature of the criminal justice system. Prerequisite: CCJ 1020. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 2288 - Spanish for the Criminal Justice Professional   **4 Quarter Credit Units**

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

CCJ 2358 - Criminal Justice Communications   **4 Quarter Credit Units**
This course will introduce the students 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. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 2501 - Juvenile Justice   **4 Quarter Credit Units**
Examination of the historical development of concepts of delinquency and modern juvenile justice system. Theories of delinquency, juvenile court processes, intake services, remedial procedures and the effects of the system are included in this course. Prerequisite: CCJ 1020. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 2679 - Introduction to Victims Advocacy   **4 Quarter Credit Units**
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 1020 (None for HS Major). Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 2943 - Current Issues in Criminal Justice   **4 Quarter Credit Units**
This course presents an analysis of significant issues confronting modern day criminal justice practitioners. Critical concepts concerning law enforcement, the courts, corrections and juvenile justice will be addressed. Prerequisite: CCJ 1020. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000

CGS 2167C - Computer Applications   **4 Quarter Credit Units**
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 2501 - Applied Word Processing   **4 Quarter Credit Units**
This course covers the various techniques used in intermediate to advanced word processing. Emphasis will be placed on using and creating templates, developing multi-page documents, building forms, and working with charts and diagrams. In addition, students will learn document collaboration techniques and customization with macros. Prerequisite: CGS 2167C. Lec. Hrs 030 Lab Hrs 020 Other Hrs. 000.

CGS 2510C - Applied Spreadsheets   **4 Quarter Credit Units**
This course covers the various techniques used in developing spreadsheet applications for business information tracking and analysis. Course topics include using formulas, employing creative formatting, and using charts. Additional skills coverage includes use of graphics, developing pivot tables, and managing lists. Prerequisite: CGS 2167C. Lecture Hrs: 030. Lab Hrs: 020. Other Hrs: 000.

CJC 2000 - Introduction to Corrections   **4 Quarter Credit Units**
This course will examine an overview of the history of corrections and punishment in America with a review of the correctional process including: probation, intermediate sanctions, restorative justice, imprisonment and the death penalty. The organization, management and operation of correctional facilities, inmate life and environment will be examined, including the legal foundation of prisoners' rights. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000

CJE 1600 - Criminal Investigations   **4 Quarter Credit Units**
Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000

CJE 2580 - Introduction to Interviews and Interrogations   **4 Quarter Credit Units**
Interviews and interrogation focuses on techniques and philosophies of conducting human communication in a criminal justice or legal environment in which the goal is to obtain accurate information. Students will learn and apply specialized techniques and approaches to interviews and interrogations as well as legal implications based on a variety of situations. Obtaining eyewitness information in an investigative environment is also discussed. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJE 2100 - Policing in America   **4 Quarter Credit Units**
This course provides a solid foundation by tracking the historical development of policing in America from its English roots to the first organized municipal police departments in the 1830s. It describes various federal law enforcement organizations and how they relate to state and local police. There is examination of the police subculture, explanation of the manner in which police agencies are organized and managed, community policing and problem solving, patrol and criminal investigations, impact of technology on police and discussion of the future. Prerequisite: CCJ 1020. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJE 2670 - Introduction to Forensics   **4 Quarter Credit Units**
This course will explore and explain the application of applied science to those criminal and civil matters that are investigated by various agencies. Prerequisite: CCJ 1020. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJL 2130 - Criminal Evidence
4 Quarter Credit Units

This course focuses on the nature of evidence as it relates to the pretrial and trail process, including: witnesses, hearsay, admissions and confessions, and the exclusionary rule. Emphasis is placed on specific types of evidence: circumstantial, documentary, physical, and recorded. Prerequisite: CCJ 1020. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000

CJL 2134 - Criminal Procedure and the Constitution
4 Quarter Credit Units

There will be a discussion of the Constitutional aspects of criminal procedure. The student will learn procedural aspects of the criminal system from arrest or summons through pretrial motions, trail, 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

DSC 2002 - Introduction to Terrorism
4 Quarter Credit Units

Students in this course gain a valuable overview of terrorism: its history, current activities, and projected future. Topics include: domestic and international terrorism, terrorist training, weapons of mass destruction, defenses against terrorism, legal aspects, and the impact of the media. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ENC 1101 - Composition I
4 Quarter Credit Units

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. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000

ENC 1102 - Composition II
4 Quarter Credit Units

This course builds on the foundation of the written communication skills developed in English Composition I. It further develops the students' skills in composing essays and other written communication, including the documented research paper. Prerequisite: ENC 1101. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000

EVS 1001 - Environmental Science
4 Quarter Credit Units

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 Units

This course is a survey of the financial considerations encountered during life, including purchases, credit, banking, taxes, insurance, investments, retirement and estate planning. Prerequisite: None. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000

LIS 2004 - Introduction to Internet Research
2 Quarter Credit Units

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

MAN 1030 - Introduction to Business (formerly known as Introduction to the Business Enterprise)
4 Quarter Credit Units

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. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000

MAN 2021 - Principles of Management
4 Quarter Credit Units

This course covers an analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced. Prerequisite: None. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000

MAN 2300 - Introduction to Human Resources
4 Quarter Credit Units

This course is an introduction to the workings of the human resources aspect of a business operation. It includes a discussion of wage and salary considerations, performance evaluations, benefits, employee hiring and firing, and policy and procedure implementation. Prerequisite: None. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000

MAN 2604 - Introduction to International Management
4 Quarter Credit Units

A comparative study of international management thoughts and practices with special attention to the transferability of these practices across border lines. Prerequisite: None. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000

MANP 2501 - Senior Capstone Experience
4 Quarter Credit Units

This course, to be taken within the student's last 24 credits, utilizes a portfolio approach to help document their academic achievements and knowledge acquired from their other business and management courses. This capstone course is a culminating experience in which students, through the development of a professional development portfolio, demonstrate attainment of core business competencies, and connect theory and application in preparation for entry into their chosen career. Lec Hrs: 40.0 Lab Hrs: 000 Other Hrs 000

MAR 1011 - Introduction to Marketing   4 Quarter Credit Units

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. Prerequisite: None. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000

MAR 2141 - Introduction to International Marketing   4 Quarter Credit Units

This course examines the basic principles of marketing as an international environment. Major areas of the cultural, political and economic environments affecting multinational marketing management are reviewed for analysis of international marketing problems. Prerequisite: MAR 1011. Lec Hrs: 040 Lab Hrs 000 Other Hrs 000

MAR 2305 - Customer Relations and Servicing   4 Quarter Credit Units

This course explores the basic functions relating to customers on a one-on-one basis. It teaches the people skills needed to work with others to enhance the company, its public image, and satisfy the client or customer. Prerequisite: None. Lec Hrs 040 Lab Hrs 000 Other Hrs 000

MAR 2320 - Advertising   4 Quarter Credit Units

A study of the principles and institutions involved in mass selling techniques. The student is introduced to the role of advertising as a sales and communications tool for business. Prerequisite: None. Lec Hrs 030 Lab Hrs 020 Other Hrs 000

MAR 2720 - Marketing On The Internet   4 Quarter Credit Units

A study of the use of the Internet as a marketing and advertising medium. A study of the types of businesses and services utilizing the medium, as well as the advantages and disadvantages of doing business on the Internet. Prerequisite: MAR 1011. Lec Hrs: 040 Lab Hrs 000 Other Hrs 000

MAT 1033 - College Algebra   4 Quarter Credit Units

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. Lecture Hrs: 040 Lab Hrs 000 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 transaction, equations, percents, discounting process (trade and cash), markups and markdowns, simple and compound interest, and payroll functions. Prerequisite: None. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000

OST 1141L - Keyboarding   2 Quarter Credit Units

This course is designed to familiarize the student with basic keyboarding and develop minimum keyboarding typing skills. Prerequisite: None. Lecture Hrs 000. Lab Hrs. 040. Other Hrs. 000

OST 2335 - Business Communications   4 Quarter Credit Units

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, including successful use of e-mail, instant messaging, and blogging. Prerequisite: ENC 1102 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 1003 - Introduction to Paralegal   4 Quarter Credit Units

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 Units

This course covers the basics of legal research, legal writing, and legal analysis for the legal assistant. Students learn to use a law library, perform legal research, analyze legal problems, and write a legal memorandum. Students are taught to locate and use both primary, secondary, and CALR legal research sources to solve legal problems. Prerequisite: PLA 1003. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

PLA 2106 - Legal Research and Writing II   4 Quarter Credit Units

This course covers advanced aspects of legal research, legal writing, and legal analysis for the legal assistant, with an emphasis on legal writing and analyses of complex issues. Students strengthen their legal research skills using a variety of primary and secondary sources, analyze complex legal problems, and write a persuasive memorandum or brief. Students also develop skills in computer assisted legal research and are introduced to fee-based services such as Westlaw, LEXIS as well as free Internet legal sources. Prerequisite: PLA 1105. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

PLA 2203 - Civil Procedure

4 Quarter Credit Units

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. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000

PLA 2273 - Torts

4 Quarter Credit Units

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 Units

There will be a discussion of the Constitutional aspects of criminal procedure. The student will learn procedural aspects of the criminal system from arrest or summons through pretrial motions, trail, 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 Units

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 Units

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 Units

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 Units

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 Units

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 Units

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 Units

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 Units

This course examines the fundamentals of law office management and organization. Subjects covered include basic principles and structure of law practice management, law practice structures, organization, and governance, client systems, timekeeping and accounting systems, human resources, marketing and strategic planning, administrative and substantive systems in the law office, and law practice technology. Prerequisite: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 2800 - Family Law   **4 Quarter Credit Units**

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 Units**

This course examines contemporary law, including contemporary legal issues as well as practicing law in today's environment. Prerequisite: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PSY 2012 - General Psychology   **4 Quarter Credit Units**

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

SBM 2000 - Small Business Management   **4 Quarter Credit Units**

This course acquaints the student with principles of small business management. It introduces tools needed for effective planning, organizing, directing and controlling of small business ownership. The course helps to prepare the student for management and/or ownership of a small business. Prerequisite: None. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000.

SLS 1105 - Strategies for Success   **4 Quarter Credits Units**

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

SLS 1321 - Career Skills & Portfolio Development (formerly known as Career Skills)   **2 Quarter Credit Units**

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

SLS 1505 - Basic Critical Thinking   **2 Quarter Credit Units**

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

SPC 2017 - Oral Communications   **4 Quarter Credit Units**

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

SYG 2000 - Principles of Sociology   **4 Quarter Credit Units**

A study of cultural heritage, of the cultural influence of human nature and personality, and of social interaction. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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Aurora, CO (additional location of Everest College, Thornton, CO)
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Merrillville, IN (branch of Everest Institute, Grand Rapids, MI)
Merrionette Park, IL (additional location of Everest University, Pompano Beach, FL)
Milwaukee, WI (additional location of Everest University, Tampa, FL)
Newport News, VA (main campus)
North Aurora, IL (branch of Everest Institute, Brighton, MA)
Ontario, CA (main campus)
Ontario (Metro), CA (additional location of Everest College, Springfield, MO)
Portland, OR (main campus)
Renton, WA (main campus)
Reseda, CA (main campus)
Salt Lake City, UT (main campus)
San Bernardino, CA (main campus)
San Francisco, CA (main campus)
San Jose, CA (main campus)
Santa Ana, CA (additional location of Everest College, Colorado Springs, CO)
Seattle, WA (main campus)
Skokie, IL (main campus)
Springfield, MO (main campus)
St. Louis (Earth City), MO (additional location of Everest College, Bremerton, WA)
Tacoma, WA (additional location of Everest College, Bremerton, WA)
Thornton, CO (main campus)
Torrance, CA (main campus)
Vancouver, WA (additional location of Everest College, Portland, OR)
Vancouver, WA (additional location of Everest College, Seattle, WA)
West Los Angeles, CA (main campus)
Everest College Phoenix
Phoenix, AZ (main campus)
Mesa, AZ (branch of Everest College Phoenix, AZ)
Everest Institute
Austin, TX (branch of Everest Institute, Southfield, MI)
Bensalem, PA (additional location of Everest College, Seattle, WA)
Brighton, MA (main campus)
Chelsea, MA (branch of Everest College, Alhambra, CA)
Cross Lanes, WV (main campus)
Dearborn, MI (branch of Everest Institute, Southfield, MI)

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

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	Ottawa-East, Ontario
	Scarborough, Ontario
	Sudbury, Ontario
	Thunder Bay, Ontario
	Toronto College Park (South), Ontario
	Windsor, Ontario

STATEMENT OF OWNERSHIP

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

CORINTHIAN COLLEGES, INC.

DIRECTORS	OFFICERS	TITLE
Jack D. Massimino	Jack D. Massimino	Chairman and Chief Executive Officer
Terry O. Hartshorn	Kenneth S. Ord	Executive Vice President and Chief Administrative Officer
Paul R. St. Pierre	Robert Bosic	Executive Vice President, Operations
Linda Arey Skladany	Beth A. Wilson	Executive Vice President
Hank Adler	Mark L. Pelesh	Executive Vice President, Legislative and Regulatory Affairs
Alice T. Kane	William Buchanan	Executive Vice President, Marketing
Robert Lee	Stan Mortensen	Executive Vice President, General Counsel and Corporate Secretary
Tim Sullivan	Robert Owen	Executive Vice President and Chief Financial Officer
John Dionisio	Anna Marie Dunlap	Senior Vice President, Investor and Public Relations
Sharon Robinson	Carmella Cassetta	Senior Vice President and Chief Information Officer
	Jim Wade	Senior Vice President, Human Resources
	Richard Simpson	Senior Vice President and Chief Academic Officer
	Roger Van Duinen	Senior Vice President, Marketing
	Kim Dean	Senior Vice President, Student Financial Services
	Melissa Flores	Division President, Everest East
	David Poldoian	Division President, CCi Online
	Mark Ferguson	Division President, Everest Central
	Nikee Carnagey	Division President, Everest West
	Eeva Deshon	Division President, Heald
	Rupert Altschuler	Division President, Everest Canada
	Michael Stiglich	Division President, WyoTech

RHODES COLLEGE, INC.

DIRECTORS	OFFICERS	TITLE
Jack D. Massimino	Jack D. Massimino	Chairman of the Board, President and Chief Executive Officer
Kenneth S. Ord	Kenneth S. Ord	Executive Vice President and Chief Administrative Officer
Beth A. Wilson	Beth A. Wilson	Executive Vice President
	Stan A. Mortensen	Executive Vice President, General Counsel and Corporate Secretary
	Robert C. Owen	Executive Vice President, Chief Financial Officer, Treasurer and Assistant Secretary

ADMINISTRATION

ADMINISTRATION	
Timothy Allen	Campus President
Paige Mathis	Director of Admissions
Tom Cowan	Director of High School Admissions
Jennifer Putman	Director of Education
Natalie Erickson	Director of Student Finance
Jaime Sereno	Director of Student Accounts
Todd Parker	Director of Career Services
Cari Burdette	Director of Student Services

CATALOG SUPPLEMENT

See the catalog supplement for current information related to the faculty listing.

TUITION AND FEES

Diploma Programs	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)
Dental Assistant	33 Weeks	48	$15,750	$930.56
Massage Therapy Spa Specialist*	48 Weeks	74.5	$19,700	$1,614.48
Medical Assistant	33 Weeks	48	$15,500	$1,499.96
Medical Insurance Billing and Coding	33 Weeks	48	$13,500	$2,022.90
Pharmacy Technician	33 Weeks	48	$16,300	$933.89
Medical Administrative Assistant	33 Weeks	48	$15,667	$1,535.30

Effective for programs starting April 1, 2012 and after.
*Licensing and certification fees are included in the cost of the program for Massage Therapy Spa Specialist

Degree Programs	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)
Business	24 months	96	$31,296	$4,960.00
Criminal Justice	24 months	96	$31,296	$3,341.98
Paralegal	24 months	96	$31,296	$3,497.31

Effective for programs starting April 1, 2011 and after.

ACADEMIC CALENDARS

MODULAR PROGRAMS

Dental Assistant, Medical Administrative Assistant, Medical Insurance Billing and Coding, Pharmacy Technician 2012 - 2013	
Start	End
4/26/12	5/23/12
5/29/12	6/25/12
6/26/12	7/24/12
7/26/12	8/22/12
8/23/12	9/20/12
9/24/12	10/19/12
10/22/12	11/19/12
11/20/12	12/19/12
12/20/12	1/25/13
1/28/13	2/25/13
2/27/13	3/26/13
3/28/13	4/24/13
4/29/13	5/24/13
5/28/13	6/24/13
6/26/13	7/25/13
7/29/13	8/23/13
8/26/13	9/23/13
9/24/13	10/21/13
10/22/13	11/18/13
11/19/13	12/18/13
12/19/13	1/28/14

Student Holiday/Breaks Mod All Shifts 2012 - 2013		
Memorial Day	5/28/12	5/28/12
Student Break	5/29/12	5/29/12
Independence Day	7/4/12	7/5/12
Labor Day	9/3/12	9/3/12
Thanksgiving	11/24/12	11/25/12
Winter Break	12/22/12	1/2/13
Martin Luther King Jr. Day	1/21/13	1/21/13
President's Day	2/18/13	2/18/13
Memorial Day	5/27/13	5/27/13
Independence Day	7/4/13	7/4/13
Student Break	7/25/13	7/25/13
Labor Day	9/2/13	9/2/13
Thanksgiving	11/28/13	11/29/13
Student Break	12/18/13	12/18/13
Christmas Break	12/21/13	1/1/13

Medical Assistant Mod All Shifts 2012 - 2013	
Start	End
4/26/12	5/23/12
5/30/12	6/26/12
6/27/12	7/24/12
7/26/12	8/22/12
8/23/12	9/20/12
9/24/12	10/19/12
10/22/12	11/16/12
11/1912	12/18/12
12/19/12	1/28/13
1/29/13	2/26/13
2/28/13	3/27/13
3/28/13	4/24/13
4/29/13	5/24/13
5/30/13	6/26/13
6/27/13	7/25/13
7/30/13	8/26/13

Medical Assistant Student Holiday/Breaks 2012		
Student Break	4/25/12	4/25/12
Memorial Day	5/28/12	5/28/12
Fourth of July	7/4/12	7/4/12
Labor Day	9/3/12	9/3/12
Thanksgiving Holiday	11/22/12	11/23/12
Winter Break	12/22/12	1/2/13

Massage Therapy Spa Specialist Mod All Shifts 2012 - 2013	
Start	End
4/16/12	5/25/12
5/29/12	7/6/12
7/16/12	8/24/12
8/27/12	10/5/12
10/8/12	11/16/12
11/26/12	1/18/13
1/22/13	3/1/13
3/4/13	4/12/13
4/22/13	5/31/13
6/3/13	7/12/13
7/22/13	8/30/13
9/9/13	10/18/13
10/21/13	11/27/13
12/2/13	1/24/14

Massage Therapy Spa Specialist Holiday/ Student Breaks 2012 - 2013		
Holiday/ Student Break	Start	End
Spring Break	4/7/12	4/15/12
Memorial Day	5/28/12	5/28/12
Independence Day	7/4/12	7/4/12
Labor Day	9/3/12	9/3/12
Thanksgiving Break	11/17/12	11/25/12
Winter Break	12/22/12	1/6/13
Martin Luther King Jr. Day	1/21/13	1/21/13
President's Day	2/18/13	2/18/13
Memorial Day	5/27/13	5/27/13
Independence Day	7/4/13	7/4/13
Thanksgiving	11/28/13	12/1/13
Winter Break	12/23/13	1/5/14

Medical Assistant Mod All Shifts Weekend 2012 - 2013	
Start	End
3/31/12	5/13/12
5/19/12	6/24/12
6/30/12	8/5/12
8/11/12	9/16/12
9/29/12	10/28/12
11/3/12	12/9/12
12/15/12	1/20/13
1/26/13	2/24/13
3/9/13	4/7/13
4/20/13	5/19/13
6/1/13	6/30/13
7/13/13	8/11/13
8/24/13	9/29/13
10/5/13	11/3/13
11/16/13	12/15/13
12/21/13	1/26/14

Medical Assistant Student Holiday/ Breaks Weekend 2012 - 2013		
Student Break	4/7/12	4/8/12
Student Break	4/21/12	4/22/12
Student Break	5/26/12	5/27/12
Student Break	6/7/12	6/12/12
Student Break	6/16/12	6/17/12
Student Break	7/7/12	7/8/12
Student Break	7/14/12	7/15/12
Student Break	7/28/12	7/29/12
Student Break	8/18/12	8/19/12
Student Break	9/1/12	9/2/12
Labor Day	9/3/12	9/3/12
Student Break	9/13/12	9/14/12
Student Break	9/22/12	9/23/12
Student Break	10/13/12	10/14/12
Break	11/10/12	11/11/12
Thanksgiving	11/22/12	11/25/12
Winter Break	12/22/12	1/4/13
Break	2/2/13	2/3/13
Break	2/16/13	2/18/13
Break	3/30/13	3/31/13
Break	5/4/13	5/5/13
Break	6/15/13	6/16/13
Break	7/27/13	7/28/13
Labor Day	8/31/13	9/2/13
Break	9/21/13	9/22/13
Break	10/12/13	10/13/13
Thanksgiving	11/28/13	12/1/13

QUARTER-BASED PROGRAMS

FY 2011 – 2012 Academic Calendar

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

FY 2013 Academic Calendar

Event		Month	Day	Year
Summer Term Starts		July	16	2012
Summer Term Drop/Add Deadline		July	29	2012
Mini-Term Starts		August	27	2012
Mini-Term Drop/Add Deadline		September	2	2012
Labor Day Holiday		September	3	2012
Micro-Term Starts		September	17	2012
Summer Term Ends		October	7	2012
Fall Break	From:	October	8	2012
	To:	October	14	2012
Fall Term Start		October	15	2012
Fall Term Drop/Add Deadline		October	28	2012
Thanksgiving Day Holiday	From:	November	22	2012
	To:	November	23	2012
Mini-Term Starts		November	26	2012
Mini-Term Drop/Add Deadline		December	2	2012
Micro-Term Starts		December	17	2012
Winter Holiday	From:	December	22	2012
	To:	January	1	2013
Classes Resume		January	2	2013
Fall Term Ends		January	13	2013
Winter Term Starts		January	14	2013
M.L. King Jr. Birthday Holiday		January	21	2013
Winter Term Drop/Add Deadline		January	28	2013
Presidents' Day		February	18	2013
Mini-Term Starts		February	25	2013
Mini Term Drop/Add Deadline		March	3	2013
Micro-Term Starts		March	18	2013
Winter Term Ends		April	7	2013
Spring Vacation	From:	April	8	2013
	To:	April	14	2013
Spring Term Starts		April	15	2013
Spring Term Drop/Add Deadline		April	28	2013
Memorial Day Holiday		May	27	2013
Mini-Term Starts		May	28	2013
Mini Term Drop/Add Deadline		June	3	2013
Micro-Term Starts		June	17	2013
Independence Day Holiday		July	4	2013
Spring Term Ends		July	7	2013
Summer Vacation	From:	July	8	2013
	To:	July	14	2013

FY 2014 Academic Calendar				
Summer Term Starts		July	15	2013
Summer Term Drop/Add Deadline		July	28	2013
Mini-Term Starts		August	26	2013
Mini-Term Drop/Add Deadline		September	1	2013
Labor Day Holiday		September	2	2013
Micro-Term Starts		September	16	2013
Summer Term Ends		October	6	2013
Fall Break	From:	October	7	2013
	To:	October	13	2013
Fall Term Start		October	14	2013
Fall Term Drop/Add Deadline		October	27	2013
Mini-Term Starts		November	25	2013
Thanksgiving Day Holiday	From:	November	28	2013
	To:	November	29	2013
Mini-Term Drop/Add Deadline		December	3	2013
Micro-Term Starts		December	16	2013
Winter Holiday	From:	December	23	2013
	To:	January	1	2014
Classes Resume		January	2	2014
Fall Term Ends		January	12	2014
Winter Term Starts		January	13	2014
M.L. King Jr. Birthday Holiday		January	20	2014
Winter Term Drop/Add Deadline		January	27	2014
Presidents' Day		February	17	2014
Mini-Term Starts		February	24	2014
Mini Term Drop/Add Deadline		March	2	2014
Micro-Term Starts		March	17	2014
Winter Term Ends		April	6	2014
Spring Vacation	From:	April	7	2014
	To:	April	13	2014
Spring Term Starts		April	14	2014
Spring Term Drop/Add Deadline		April	28	2014
Memorial Day Holiday		May	26	2014
Mini-Term Starts		May	27	2014
Mini Term Drop/Add Deadline		June	2	2014
Micro-Term Starts		June	16	2014
Independence Day Holiday		July	4	2014
Spring Term Ends		July	6	2014
Summer Vacation	From:	July	7	2014
	To:	July	13	2014

FY 2015 Academic Calendar				
Summer Term Starts		July	14	2014
Summer Term Drop/Add Deadline		July	27	2014
Mini-Term Starts		August	25	2014
Mini-Term Drop/Add Deadline		August	31	2014
Labor Day Holiday		September	1	2014
Micro-Term Starts		September	15	2014
Summer Term Ends		October	5	2014
Fall Break	From:	October	6	2014
	To:	October	12	2014
Fall Term Start		October	13	2014
Fall Term Drop/Add Deadline		October	26	2014
Mini-Term Starts		November	24	2014
Thanksgiving Day Holiday	From:	November	27	2014
	To:	November	28	2014
Mini-Term Drop/Add Deadline		December	2	2014
Micro-Term Starts		December	15	2014
Winter Holiday	From:	December	23	2014
	To:	January	2	2015
Classes Resume		January	3	2015
Fall Term Ends		January	11	2015
Winter Term Starts		January	12	2015
M.L. King Jr. Birthday Holiday		January	19	2015
Winter Term Drop/Add Deadline		January	26	2015
Presidents' Day		February	16	2015
Mini-Term Starts		February	23	2015
Mini Term Drop/Add Deadline		March	1	2015
Micro-Term Starts		March	16	2015
Winter Term Ends		April	5	2015
Spring Vacation	From:	April	6	2015
	To:	April	12	2015
Spring Term Starts		April	13	2015
Spring Term Drop/Add Deadline		April	26	2015
Memorial Day Holiday		May	25	2015
Mini-Term Starts		May	26	2015
Mini Term Drop/Add Deadline		June	1	2015
Micro-Term Starts		June	15	2015
Independence Day Holiday	From:	July	3	2015
	To:	July	4	2015
Spring Term Ends		July	5	2015
Summer Vacation	From:	July	6	2015
	To:	July	12	2015

OPERATING HOURS

Administration Hours	8:00 a.m. to 8:00 p.m. (Monday-Thursday) 8:00 a.m. to 5:00 p.m. (Friday) 9:00 a.m. to 2:00 p.m. (Saturday)		
Class Hours			
MORNING			
6 Week Program		**4 Week Program**	
8:00 am - 12:30 pm	Mon. - Fri.	6:00 am - 10:00 am	Mon. - Fri.
		10:00 am - 2:00 pm	Mon. - Fri.
AFTERNOON			
6 Week Program		**4 Week Program**	
1:00 pm - 5:30 pm	Mon. - Fri.	2:00 pm - 6:00 pm	Mon. - Fri
EVENING			
6 Week Program		**4 Week Program**	
6:00 pm - 10:30 pm	Mon. - Fri.	6:00 pm - 11:00 pm	Mon. - Thurs.
DEGREE PROGRAMS			
6:00 pm - 11:00 pm Mon. - Fri.			