Everest

COLLEGE

2008-2009 CATALOG

Port Vanc Ren 102908

Portland Campus
425 S.W. Washington Street
Portland, Oregon 97204
(503) 222-3225
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Renton Campus
981 Powell Ave., S.W., Suite 200
Renton, Washington 98057
(425) 255-3281
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Vancouver Campus
120 N.E. 136th Avenue, Suite 130
Vancouver, Washington 98684
(360) 254-3282
Fax (360) 254-3035
A branch of Everest College, Portland, OR

www.everest.edu

Everest College, Portland campus, is a unit of a business organization authorized by the State of Oregon to offer and confer the academic degrees described herein, following a determination that state academic standards will be satisfied under OAR 583-030. Inquiries concerning the standards or school compliance may be directed to:

Oregon Office of Degree Authorization
1500 Valley River Drive, Suite 100
Eugene, Oregon 97401
541-687-7452
Web: www.osac.state.or.us/oda

Everest College (Vancouver campus) is authorized by the Washington higher Education Coordinating Board (HECB) and meets the requirements and minimum educational standards established for degree grating institutions under the Degree Authorization Act. This authorization is valid until December 1, 2009, and authorizes Everest College to offer the following degree programs: Associate of Applied Science in Accounting (AAC); Associate of Applied Science in Criminal Justice (LJA); Associate of Applied Science in Executive Assistant (ST9E); Associate of Applied Science in Medical Assistant (MAD3); and Associate of Applied Science in Paralegal/Legal Assistant (LPA8). Any person desiring information about the requirements of the Act or the applicability of those requirements to the institution may contact the HECB office at P.O. Box 43430, Olympia, WA 98504-3430.

Higher Education Coordinating Board
917 Lakeridge Way
P.O. Box 43430
Olympia, WA 98504-3430
360-753-7800
Email: info@hecb.wa.gov
Web: www.hecb.wa.gov

All campuses are also licensed under chapter 28C.10 RCW of the Washington State Legislature. Inquiries or complaints regarding the diploma programs may be made to:

State of Washington
Workforce Training and Education Coordinating Board
128 10th Avenue, SW
P.O. Box 43105
Olympia, Washington 98504-3105
360-753-5662
Email: wtecb@twb.wa.gov
Web: www.wtb.wa.gov

All students are welcome to review Everest College's present state licensure documents, located in the reception area of each campus.

A MESSAGE FROM THE PRESIDENTS

"Career training is not an expense, but an investment in your future which
pays dividends for a lifetime."

The most important purpose of education is to assist individuals in achieving more useful, meaningful, and happier lives. We look back with pride at the many thousands of men and women who have attended Everest College and have gone on to be successful in their chosen fields. Since the College's founding, our trademark has been Academic Excellence with Personal Care.

An essential for secure living today is quality career preparation. Today decides tomorrow. In the life of each Everest College graduate, successful training and employment can lead directly to self-development, security, and happiness.

Look through this catalog carefully to examine the specialized training programs designed to prepare you for a successful career in the field of your choice: computers, accounting, office technology, paralegal, travel, criminal justice and medical.

Our pledge is to strive for excellence in career training and to continue to match the talents of our graduates with the many and varied employment opportunities in today's workplace.

We look forward to helping you.

Mickey Sieracki
College President, Portland

Michele O'Neill
College President, Renton

Edward Yakimchick
College President, Vancouver

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ABOUT EVEREST COLLEGE

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

With headquarters in Santa Ana, California, and schools in various states, CCi provides job-oriented 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. By emphasizing focused training, CCi provides people entering or re-entering today's competitive market with practical, skill-specific training vital to their success.

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

PHILOSOPHY AND OBJECTIVES

The mission of Everest College is to provide quality, job-relevant career training designed to prepare men and women of all ages to enter, prosper in, and meet the needs of the employment community. The College believes that this preparation of students to participate in the working community is an important and vital service to society.

Specifically, our objectives are:

1. To provide career training for capable students without regard to age, race, sex, handicap, color, or creed;
2. To serve the needs of the community by providing well-trained and specialized personnel for employment in productive positions;
3. To prepare men and women for better opportunities in the business, medical, legal, and travel fields and to develop in them a sense of responsibility and loyalty to their employers;
4. To maintain our faculty, equipment, and teaching methods in agreement with the highest standards as set forth by the Oregon and Washington State Departments of Education; the Accrediting Council for Independent Colleges and Schools or the Accrediting Commission of Career Schools and Colleges of Technology; and the various college associations of which we are a member;
5. To help our graduates become socially competent members of their communities to the degree that each can appreciate and handle the many human relations problems that will be encountered;
6. To provide placement assistance to all diploma and degree graduates throughout their careers.

GENERAL INFORMATION

The entire College system is dedicated to the ideal that students should have the opportunity to reach their full potential. The College staff is concerned with and committed to developing in all students the quest for knowledge and skills necessary for successful, lifelong learning in their fields.

Portland, Oregon, Campus

Everest College in Portland was established as Western Business College in 1955. During the years since 1955, the College has moved four times, each time into a larger and more modern facility, reflecting the successful growth of the College.

In 1957 Western Business College became the first college in Oregon to offer data processing employment training. Western Business College was also the first Oregon college to provide hands-on training in the classroom on its own computer equipment. Since its founding, the College has continuously updated its curriculum and facilities to meet successfully the ever-changing employment needs.

In October of 1996, the school was acquired by Rhodes Colleges, Inc., which owns colleges located throughout the United States. In December of 2005 the name of the college was changed to Everest College

To give our students an excellent education and job skills training, we offer a six-story school building with 35,479 square feet of space, 25 classrooms, and a student lounge, specially remodeled for our purposes.

Everest College students have access to the Multnomah County Library, which is located several blocks from the campus. In addition, the College has a reference library containing approximately 6400 volumes that feature all areas of specialization at the College. The College also has an extensive law library containing approximately 2000 volumes as well as the availability of WESTLAW and Lexis, on-line legal research tools. An Internet connection is available in the reference library for research.

The college is a member of the Library Information Resource Network (LIRN). LIRN is a Florida based consortium which provides consortia access to databases such as InfoTrac and Proquest, eLibrary, and Bowker Books in Print. The library belongs to the National Network of Libraries of Medicine, Pacific Northwest Region (NNLM/PNW). The college is a participant in a shared collection of NetLibrary electronic books (e-books) via OCLC Western with access to 1200 purchased titles and 3400 public access titles.

We are in the heart of downtown Portland on S.W. Washington Street between Fourth and Fifth Avenues. This central location provides easy access from any part of the Portland metropolitan area.

This school is a unit of a business corporation authorized by the State of Oregon to offer and confer the academic degree described herein, following a determination that state academic standards will be satisfied under OAR-583-030. Inquiries concerning the standards or school compliance may be directed to the Office of Degree Authorization, 1500 Valley River Drive, Suite 100, Eugene, Oregon 97401.

Vancouver, Washington, Campus

In 1979 Western Business College established a new branch school in Vancouver, Washington, to meet the growing business training and employment needs of southwestern Washington. In July 1998 the campus moved into its new facility at its current location in Stonemill Center, 120 NE 136th Avenue, Suite 130. In October of 1996, the school was acquired by Rhodes Colleges, Inc., which owns colleges located throughout the United States. In December of 2005 the name of the college was changed to Everest College

With the rapid growth of the school, expansions were completed in 2001, 2003, and 2005, increasing the facility to over 23,000 square feet of space. To give students an excellent education and job skills training, the College has five computer labs, two medical labs, ten classrooms, a student lounge, and administrative space. The location offers many convenient services for students in addition to free student parking and well-located bus service.

Everest College students have access to the Fort Vancouver Regional Library, which is located several blocks from the campus. The campus also has a resource center with Internet access to Westlaw and Lexis legal research tools. The college is a member of the Library Information Resource Network (LIRN).

Renton, Washington, Campus

Everest College in Renton, Washington, formerly Bryman College, was part of the Bryman Schools that were founded in 1960 by Mrs. Esther Bryman as the Los Angeles Colleges of Medical and Dental Assistants. Bryman College, formerly known as the Career Floral Design Institute, was acquired by Corinthian Colleges, Inc. on June 30, 1996, and the name was changed to Bryman College.

In 1996, following a review of the need for trained allied health professionals, the Medical Administrative Assistant program was approved. In February 1997, Bryman College moved its main school to the SeaTac area of Seattle. In response to the demand for trained allied health professionals, Bryman College added the Medical Assisting program to begin upon the opening of the new Seattle facility. The Dental Assisting Program was added in August 1998. From June 2002 through October 2007, a branch campus operated in Lynnwood, WA.

The Renton campus moved into a new larger facility at its current location in March of 2002. This additional space allowed for the addition of a fourth program, Pharmacy Technician. In April of 2007 the name of the Renton Campus was changed to Everest College.

The Renton campus occupies two floors and over 17,000 square feet of space. It contains eleven classrooms furnished with laboratory and office equipment, administrative offices, a student lounge and a reception area. The College is equipped with audio-visual training aids. In addition, the student lounge serves as a gathering place for lunch and breaks. It is equipped with a variety of vending machines and provides a relaxing atmosphere for visiting or studying before and after class. The College is conveniently located near public transportation and is readily accessible from the 405 and I-5 freeways. Free parking is available on campus.

ACCREDITATION

The Portland and Vancouver campuses are accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas and Associate Degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.

Accrediting Council for Independent Colleges and Schools (ACICS)
750 First Street, NE, Suite 980
Washington, D.C. 20002-4241
202-336-6780
www.acics.org

The Renton campus is accredited by the Accrediting Commission of Career Schools and Colleges of Technology.
Accrediting Commission of Career Schools and Colleges of Technology (ACCSCT)
2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
(703) 247-4212
www.accsct.org

The Medical Assisting diploma (Portland, Renton and Vancouver) and Associate's degree (Portland and Vancouver) programs are accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).
Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
Phone: 727-210-2350; Fax: 727-210-2354
www.caahep.org

Accreditation assures students (l) that the College is recognized as a qualified institution of higher learning with approved programs of study that meet recognized academic standards; (2) that it employs a professional staff; (3) that it has adequate facilities and equipment; and (4) that it has stability and permanence in the educational community.

The College does not imply, promise, or guarantee that it will maintain its affiliation with any accrediting agency for the duration of the student's enrollment and expressly reserves the right to terminate any such affiliation upon one month's notice to students.

The President will be happy to discuss present accreditation approvals and issues with individual students.

APPROVALS AND MEMBERSHIPS

- Selected programs of study at Everest College are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTECB/SAA) for enrollment of veterans and eligible beneficiaries to receive benefits under Title 38 and Title 10, USC.
- Approved by the United States Department of Homeland Security, Bureau of Citizenship and Immigration Services (Portland campus only).
- Eligible institution under the Federal Stafford Loan Program (FSL) and Federal Parent Loan for Undergraduate Students (FPLUS).
- Eligible institution for Federal Pell Grant programs.
- Provide Services to the State Division of Vocational Rehabilitation
- Eligible for Workforce Training Act funding
- Provide Services under the Job Training Partnership Act

ADMISSIONS

ADMISSION PROCEDURE

Graduation from high school or its equivalent is a prerequisite for admission to the School except for those students admitted under the Ability to Benefit Policy (see below). Everest College accepts Ability-to-Benefit (ATB) students for diploma programs in Massage Therapy, Medical Assisting, Medical Billing, and Dental Assisting Business Accounting, Network Internet Security Specialist, and Legal Administrative Assistant programs. Applicants not completing a secondary program or not having a diploma will be considered for admission on the basis of the General Education Development (GED) test or other recognized equivalency. All applicants are required to successfully complete an assessment examination, the Career Programs Assessment Test (CPAt). This nationally standardized test is administered by the School and is designed to further ensure that the applicant has the skills necessary to pursue a college-level program. Applicants are required to achieve a combined score of 120.

All applicants are required to sign a statement verifying that they have graduated from high school or obtained a GED or to attest to the fact that they have not graduated from high school for ATB students.

Applicants for degree programs must have a high school diploma, GED or recognized equivalent.

Hepatitis B vaccination shall be recommended for all students in allied health programs who have potential exposure unless: the student has previously received the complete Hepatitis B vaccination series; the student has had the disease or antibody testing has revealed such exposure; or the vaccination of the student is contraindicated for medical reasons, such as the student is pregnant. Students are responsible for fees associated with all immunizations.

Transfer students who are high school graduates or GED holders (or other recognized equivalency) and who can submit proof of successfully completing a minimum of 36 quarter hours or 24 semester hours of earned college credit at an accredited postsecondary institution will not be required to complete the above-referenced test. Applicants who have completed the ACT with a composite score of at least 15 or the SAT with a score of at least 700 on the critical reading and math portions of the exam will not be required to complete the above-referenced test. The student must provide evidence of test ACT or SAT test scores.

All applicants are required to complete a personal interview with an admissions representative. Parents and spouses are encouraged to attend. This gives applicants and their families an opportunity to see the School's equipment and facilities, meet the staff and faculty, and ask questions relating to the campus, curriculum, and career objectives. Personal interviews also enable School administrators to determine whether an applicant is acceptable for enrollment into the program.

The School follows an open enrollment system. Individuals may apply up to one year in advance of a scheduled class start. The following items must be completed at the time of application:

- Enrollment Agreement (if applicant is under 18 years of age, it must be signed by parent or guardian);
- Administration and evaluation of applicable entrance examination; and
- Financial Aid forms (if applicant wishes to apply for financial aid).

The School reserves the right to reject students if the items listed above are not successfully completed. Once an applicant has completed and submitted the Enrollment Agreement, the School reviews the information and informs the applicant of its decision. If an applicant is not accepted, all fees paid to the School are refunded. Students should be aware that the financial aid eligibility may change between the time of application and final enrollment.

Prospective students who have a high school diploma or a recognized equivalency certificate (GED) are required to:

1. Furnish proof by providing the School with the diploma, official transcript or GED certificate, a copy of which will be placed in the student file OR
2. Sign an "Attestation Regarding High School Graduation or Equivalency" indicating that they meet the School's requirements for admission (the Renton and Portland campuses do not accept attestations; due to Accreditor and state requirements, the student must provide proof of graduation).

Applicants who do not have a high school diploma, official transcript or GED certificate may also apply for some programs under the Ability to Benefit Provision (see below). The number of students enrolled under the Ability to Benefit Provision is limited. 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.

Students are responsible for meeting the requirements of the School catalog in effect at the time of enrollment. Students may elect to change to the requirements of a new catalog and must then meet all the requirements of the new edition. Students automatically come under the current catalog at reentrance after not attending for a full academic term.

Everest College does not offer training in English as a Second Language.

ABILITY TO BENEFIT POLICY

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

GED Preparatory Program

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

ATB Testing

Applicants enrolling in diploma or certificate programs under the Ability to Benefit (ATB) provision are required to achieve a passing score (as determined by the U.S. Department of Education) on an independently administered, standardized, nationally recognized test that is administered by a certified test administrator. Forms B and C of the Careers Program Assessment Test (CPAt) has been approved by the U. S. Department of Education for the assessment of ATB students. Passing scores on the CPAt are Language Usage 42, Reading 43, and Numerical 41.

Retesting Requirements

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

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

Retaking the CPAt

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

ATB Advising

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

Pre-Enrollment

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

Post-Enrollment

All ATB students shall receive academic and career advising during their first and third evaluation periods (i.e., term, module, phase, level, or quarter). Thereafter, ATB students shall receive academic advising at least every other evaluation period unless the student has a CGPA of 2.5 in associate degree programs or 80% in diploma programs. These advising sessions shall be documented using the ATB Advising Form.

Denial of Admission

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

Delayed Admission

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

ADMISSION POLICY

For students enrolling at the Portland and Renton campuses, high school transcripts or equivalency documentation must be submitted by all applicants except Ability to Benefit (ATB) students. Those students may request a form supplied by the College for requesting transcripts or equivalency documentation. Students enrolling at the Vancouver campus must sign an attestation that they have graduated from high school, received their GED, or will require ATB status. ATB students are not accepted in degree programs.

ALLIED HEALTH PROGRAMS

Students entering an allied health program must also complete a Health Notice prior to the start of the training program. Health Notice forms are provided by the College. Due to regulations regarding X-rays, applicants to the Dental Assisting Program must be at least 17 years old. Washington Authority 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 and are not eligible to apply under the Ability to Benefit provision. Pharmacy students must also clear a background check with the states of Washington and Oregon. Effective January 1, 2009, all Pharmacy Technician students who graduate after this date must pass a national standardized examination to obtain a pharmacy technician credential from the Washington State Board of Pharmacy.

ALLIED HEALTH STUDENT DISCLOSURE - CRIMINAL BACKGROUND CHECK

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

Corinthian Colleges Inc. and Everest College (Portland OR, Vancouver WA, and Renton WA) are cooperating with clinical facilities to meet the JCAHO mandates. Everest College is also ensuring that students entering the Pharmacy Technician programs can complete their program which includes a required externship and state license.

Students enrolling in the Pharmacy Technician programs, Medical Assistant diploma and Associate's degree programs, as well as those medical programs requiring a JCAHO externship, will be subjected to a criminal background check, which will include:

- 3 countywide criminal court searches (counties of residence or contiguous counties);
- 2 name searches (up to two married names);
- 1 social security trace – address trace report;
- 1 statewide sex offender search;
- 1 OIG search (Medicare/Medicaid related fraud).
- The background check for Oregon also includes: 1 Oregon statewide criminal court search

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

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

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

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

A background check and clearance may be required for externship/clinical site placement and employment in some fields. If a student desires to complete his/her externship/clinical or become employed at a hospital or any medical facility requiring a background check, the results of the background check will be shared with the hospital externship site, and the results of the background check will also be maintained in the student's permanent file. The student has the right to dispute the information reported and is entitled, upon written request, to a complete and accurate disclosure of the investigation's nature and scope, as well as a written summary of his/her rights and remedies under the law.

To obtain employment in the security, justice or legal fields, the student may be required to submit the following to a prospective employer: either a criminal history check from the Police department or Sheriff's office in the jurisdiction in which he/she resides or an FBI background report. Employers in many public safety organizations, such as law enforcement agencies, fire and rescue services, government security offices, as well as other employers, may require applicants to undergo a series of application screening processes that may include a background investigation, physical agility test, and/or psychological examination. Students who have a confirmed background of drug abuse, poor credit, arrests or convictions for domestic violence, felonies or other crimes or who have association with extremist groups and/or terrorists, street gangs or known felons, may face difficulty finding employment and may not be eligible for employment in certain career positions.

Students who are convicted of crimes of violence, drug-related crimes or felonies while enrolled at the school may become ineligible for certain career positions and for government financial aid. The student remains responsible for any and all financial obligations to the school.

Pharmacy Technician students: In addition to the current background check requirements, as of August 2008 the state of Oregon is requiring that potential licensees pass a national certification test in order to be licensed by the state. Graduates of the Pharmacy technician program at Everest College are eligible to take the examinations approved by the Oregon Board of Pharmacy.

ACADEMIC CREDIT TRANSFER POLICY FOR CAAHEP-ACCREDITED MEDICAL ASSISTING PROGRAMS

Advanced Placement, via transfer of credit, experiential learning and/or other methods, used toward completion of the Medical Assisting program must be consistent with institutional accrediting agency's relevant policy.

Transfer of credit, credit for prior learning and credit by assessment must be documented in an official transcript.

CAAHEP-approved Medical Assisting programs are offered at the following campuses: Portland, Renton and Vancouver.

1. The medical assisting academic credits received at such non-accredited programs must fall within the 36-month period prior to the date of graduation from the accredited program.
2. Fifty (50) percent of the required medical assisting academic credit from the accredited program must be acquired from the accredited program granting the diploma/certificate/degree.
3. The requirements of the externship must be met as a graduating student through the accredited program granting the diploma/certificate/degree.
4. The externship requirement must be excluded in the academic credit transfer of fifty (50) percent. The externship requirements must be met at the accredited medical assisting program granting the diploma, certificate or degree.

5. No academic credit for life experiences shall be accepted in order to achieve eligibility for the AAMA CMA Certification/Re-certification Examination.

INTERNATIONAL STUDENT ADMISSION POLICY

The Portland campus is authorized under federal law to enroll non-immigrant alien students.

International students who want to study in a regular program at Everest College must have a TOEFL score of at least 450 (paper-based) or 133 (computer-based) and pass the entrance evaluation examination. The TOEFL is not a substitute for all or any individual part of the general entrance exam. International students shall complete the TOEFL in addition to the same sections of the general entrance exam that all students are required to take.

COURSE WORK TAKEN AT FOREIGN INSTITUTIONS

Course work taken at a foreign institution (excluding secondary school documents that are in English or Canadian or Philippines post-secondary credentials that are in English) must be evaluated for equivalence to coursework taken at a United States institution. The School accepts the evaluations of foreign course work from the following services:

- World Education Services, Inc., Bowling Green Station, P.O. Box 5087, New York, New York 10274-5087, (305) 358-6688, www.wes.org.
- Josef Silny & Associates, Inc., International Educational Consultants, 7101 S.W. 102 Ave., Miami, FL 33173, 305-273-1616, www.jsilny.com
- Educational Credential Evaluators, Inc., P.O. Box 514070, Milwaukee, Wisconsin 53202-3470, (414) 289-3400, www.ece.org

ADMISSION INQUIRIES

Inquiries concerning admission should be made by calling or writing the College.

Portland Campus	Renton Campus	Vancouver Campus
Admissions Department	Admissions Department	Admissions Department
Everest College	Everest College	Everest College
425 S.W. Washington St.	981 Powell Ave., S.W., Suite 200	120 N.E. 136th Avenue, Suite 130
Portland, OR 97204	Renton, Washington 98057	Vancouver, WA 98684
(503) 222-3225	(425) 255-3281	(360) 254-3282

STATEMENT OF NON-DISCRIMINATION

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

ACADEMIC POLICIES

TERMINOLOGY

New Student: A student who has not previously attended classes at Everest College.

Re-entry Students: Students who previously attended the College must complete a re-entry interview with the student finance department. Re-entry students must meet standards of satisfactory academic progress by the end of their first term back in order to remain in school.

Full-time Student: A student registered for at least six (6) quarter credit units per mini-term and at least twelve (12) quarter credit units per regular term.

Registered Student: A student who has been issued a schedule of classes in which space has been reserved for that student.

Program of Study or Major: A total set of course requirements that must be met to earn a diploma or degree. Programs of study are listed under the "Programs of Study" section of this catalog.

Course: A course is a unit of academic study. A prescribed set of courses constitutes a program of study. Courses are listed by number and title under the "Description of Courses" section of the catalog.

Quarter Credit Unit: A quarter credit unit is a unit of measure used to compute grade point average and determine completion of program requirements. One quarter credit unit is usually assigned for each hour of lecture the class meets per week during a twelve-week quarter. For example, a four quarter credit course usually meets four hours per week for twelve weeks. (A quarter credit unit requires a minimum of ten (10) hours of classroom lecture or twenty (20) hours of laboratory instruction in a twelve-week quarter or thirty (30) hours of internship/externship.)

Prerequisite: Preparatory course that must be completed before a student is eligible to enroll in a subsequent course.

Regular term: An academic quarter of 12 weeks in length.

Mini-term: A six (6) week academic term during which students take a reduced course load on a more intensive schedule.

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

Non-matriculated Status: Non-matriculated students are those who do not wish to pursue a program leading toward a diploma or degree at the College. Non-matriculated students include students currently enrolled in another collegiate institution but who are enrolled in courses at Everest College on a part-time basis or students who are enrolled in courses with no diploma or degree objective. If the non-

matriculated student is admitted to matriculated status, all appropriate credits earned while on non-matriculated status will automatically apply toward the requirements for a diploma or degree.

Probationary Status: Conditional status that refers to students who are being monitored for failure to meet academic and/or attendance standards, conduct regulations, or financial aid requirements.

Proficiency Examination Credit: Refers to credit units earned through a course exemption examination created and monitored at Everest College. Students receive a PE on their transcript and are awarded the number of credits allocated to the course. One of three types of credit units recognized at Everest College, along with Residence Credit and Transfer Credit.

Residence Credit: Refers to credit units earned for courses whose requirements are met while attending Everest College. One of three types of credit units recognized at Everest College, along with Proficiency Examination Credit and Transfer Credit.

Transfer Credit: Refers to credit units earned through another institution and transferred to Everest College. Transfer credits accepted are combined with credits earned in residence at Everest College toward the completion of program requirements. One of three types of credit units recognized at Everest College, along with Proficiency Examination Credit and Residence Credit.

CLASS SIZE – RENTON CAMPUS

Classes are limited in size. Standard lecture classes average 24 students with one instructor. Maximum class size for lecture is 24 for all programs, except as noted below.

Laboratory classes enable students to receive hands-on training using equipment similar to that used by business and industry. To ensure that students receive the necessary time and attention to build experience and confidence, the maximum class size for laboratory classes is 24 for all programs, except as noted below.

Maximum class size for Dental Assisting classes is 20 students in lecture, 24 students in lab, (with two instructors).

TRANSFER STUDENTS

Students with earned college credits from another accredited institution may apply for credit transfer to the institution. Credit will be accepted only for courses that are compatible with the student's program of study at the institution and for courses in which a grade of C or higher was earned. Students wishing to change campus locations must have official transcripts mailed directly to the Office of the Registrar. (See the table of schools owned by CCi in the back of this catalog.) Grades earned more than 10 years ago are not accepted except to fulfill general education and college core requirements. Courses in the medical sciences have a five-year time limit for transfer.

Oregon students must complete at least 50% of all program hours in residence. Washington students must complete at least 25% of all program hours in residence. Students wishing to transfer credits must have official transcripts mailed directly to the Office of the Registrar. Transcripts must be received prior to the end of the first term of enrollment. Transcripts received after the end of the first term may be considered at the discretion of the Academic Dean/Director of Education.

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

TRANSFER CREDIT

Students may receive transfer credit for courses taken at another school or from a previously completed program at this school. Courses for which a student receives transfer credit are counted as attempted and successfully completed for purposes of satisfactory academic progress. As a result, courses for which a student receives transfer credit provide the student with advanced standing, which is applied to the student's progress in calculation of the percentage of maximum time frame for the program that the student has completed. For instance if a student enrolled in a 90-credit program (with a maximum time frame of 135 credits) receives 6 transfer credits and completes 12 credits in the first term of enrollment, the student will be evaluated as a student who is in the first 25% of the program (18/135= 13%) at the end of the first term. However, if a student receives 24 transfer credits and will complete 12 credits at the end of the first term, the student will be evaluated as a student who is beyond the 25% point of the maximum time frame (36/135=27%). For information on grades given for transfer courses, see the policy on "Grades from Transferred Coursework" in the CCi Transfer Guide.

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

TRANSFER OF CREDITS TO OTHER SCHOOLS

Transfer of credit is always at the discretion of the receiving school, generally depends on comparability of curricula, and may depend on comparability of accreditation. Everest College does not imply, promise, or guarantee transferability of credits earned here to any other institution. The career training programs of the College are terminal in nature and are designed for the graduate's employment upon graduation.

PROFICIENCY EXAMINATION

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

Students should contact the Academic Office to discuss the Proficiency Examination process. All requests for Proficiency Examinations must be approved by the appropriate Department Chair or the Academic Dean/Director of Education. Administrative fees for Proficiency

Examinations are noted in the "Tuition and Fees" schedule in Appendix B. Credits earned as a result of successful completion of Proficiency Examinations in conjunction with Directed Study may be used to satisfy up to 25% of the required credits for program completion. Successful completion of a Proficiency Examination with a grade of C will be posted to the academic transcript as a PE (see "Tuition and Fees" schedule, Appendix B).

ACADEMIC ADVISING

All students, prior to beginning classes, have a formal orientation with the College President and key departmental personnel. Students are assigned to extended orientation classes in their initial adjustment to the new training environment. If any questions and/or concerns arise, students are promptly referred to the Academic Dean/Director of Education.

It is our philosophy that the student comes first. We provide as many opportunities as we can to help the student grow and become an integral part of the business world.

Everest College advising is limited primarily to academic matters. Personal or therapeutic counseling is referred to appropriate community-based agencies.

Confidentiality of records is maintained under current legal standards.

COURSE LOADS

Normal course loads for Everest College students are as follows:
- Day students: four or five courses per regular term.
- Evening students: three or four courses per regular term.
- Day mini-term students: two or three courses per mini-term on a more intensive schedule.
- Evening mini-term students: two courses per mini-term on a more intensive schedule.

Students may register for more than the normal course load if they can demonstrate sufficient motivation and quality of work to justify an accelerated or enriched program. Students should make appropriate arrangements with the Student Finance Office if an accelerated program allows early graduation.

ONLINE LEARNING

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

To maximize success within the online courses, students must:
- Have a computer with a system profile that meets or exceeds the following minimum requirements:
  Internet Browser (At least one of the following browsers with Java enabled)
  - ✓ PC: Internet Explorer 6.0 (recommended), PC: Internet Explorer 5.5 (supported)
  - ✓ Netscape Communicator 7.1 (supported), Firefox 1.x (recommended)
  - ✓ MAC: Netscape Communicator 7.1 Internet Explorer: Netscape Communicator 6.2 (supported)
  - ✓ Safari 2.0 (supported for OS X), Safari 1.2 (recommended for OS X), Firefox 1.x (supported)
  Operating System
  - ✓ PC: Windows 2000 or XP
  - ✓ MAC: MacOS 9.1 and OS X
  64 MB RAM (PC); 32 MB RAM (64 recommended) (MAC)
  28.8 kbps Modem (56K recommended)
  Sound Card and Speakers
  Additional software as required for certain courses
- Complete the application only once but check quarterly to make sure they are maintaining the correct systems profile;
- Have Internet access and an established email account;
- Verify their email account/address with their online coordinator at the time of registration each quarter;
- Commence online course work within the first few days of the registration;
- Understand that student participation and class activities occur weekly throughout the course;
  Certain fees may be charged to students registered in online courses. Please refer to "Tuition and Fees" in Appendix B for specific charges.

ATTENDANCE

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

A lack of student attendance is a basis for student academic advising. At the beginning of each course, faculty shall advise students of the following:
- The policy regarding absences
- The importance of regular attendance
- That attendance is required to receive credit for the course

Establishing Attendance / Verifying Enrollment

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

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

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

Monitoring Student Attendance

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

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

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

Consecutive Absence Rule (All Programs)

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

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

Percentage Absence Rule (Modular Programs)

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

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

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

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

Percentage Absence Rule (Quarter-based Programs)

For students in quarter-based programs, the following rule shall apply:

Percentage	Action Taken
25% of the course hours missed	Attendance warning letter sent
40% of the course hours missed	Withdrawn from the course
40% of the total hours for all courses in a term	Dismissed from program

Additional Requirements for Veteran Students

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

Date of Withdrawal

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

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

Date of Determination (DOD)

The Date of Determination (DOD) shall be the date the school determined the student would not return to class. This is the date used to determine the timeliness of the refund and return to Title IV calculations. The DOD is the earliest of the following three (3) dates:

- The date the student notifies the school (verbally or in writing) that s/he is not returning to class;
- The date the student violates the published attendance policy;
- No later than the fourteenth calendar day after the LDA; scheduled breaks are excluded when calculating the DOD.

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

Attendance Records

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

ADD/DROP PERIOD

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

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

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

There is no Add/Drop period for modular classes.

EXTERNSHIP/CLINICAL TRAINING

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

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

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

Students who have been dropped may appeal their termination if extenuating circumstances have occurred near the end of the externship/clinical that make it impractical to complete the training within the required completion time. Extenuating circumstances include prolonged illness or accident, death in the family, or other events that make it impractical to complete the externship/clinical within the required completion time. Student appeals must include written documentation of the extenuating circumstances, submitted to the Director of Education and approved by the Appeals Committee. Students may be reinstated only once due to extenuating circumstances.

LEAVE OF ABSENCE POLICY (MODULAR PROGRAMS ONLY)

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

Re-admission Following a Leave of Absence

Upon return from leave, the student will be required to repeat the module and receive final grades for the courses from which the student took leave when the courses are next offered in the normal sequence for students in the class into which the student has reentered. The student will not be charged any fee for the repeat of courses from which the student took leave or for reentry 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 LOA

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

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

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

Failure to Return from a Leave of Absence

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

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

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

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

Effects of Leave of Absence on Satisfactory Academic Progress

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

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

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

Veterans: Leave of Absence

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

GRADING SYSTEM

The progress and quality of students' work is measured by a system of letter grades and grade percentages. Final grades are reported at the completion of each grading term and are provided to each student. If mailed, they are sent to the student's home address. The meaning of each grade and its equivalent percentage is as follows:

Portland and Vancouver campuses:

Grade	Evaluation	Quality Points per Quarter Hour
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average*	1
F	Failed to Meet Course Objectives	0
I	Incomplete	0
IP	In Progress	Not Calculated
L	Leave of Absence	Not Calculated
P	Pass	Not Calculated
PE	Proficiency Exam	Not Calculated
TR	Transfer	Not Calculated
W	Withdrawal	Not Calculated

*(Not used in modular allied health programs or major core courses in allied health degree programs.)

Course Repeat Codes	
REXC	Class has repeated, grade excluded from statistics
RINC	Class repeated, grade included in statistics

Renton campus:

Grade	Meaning	Percentage
A	Excellent	100-90
B	Very Good	89-80
C	Good	79-70

F	Failing	69-0
I	Incomplete	
IP	In Progress	
L	Leave of Absence	
W	Withdrawal	
WZ	Withdrawal for those students called to immediate active military duty. This grade indicates that the course will not be calculated for purposes of determining rate of progress.	
CR	Credit for Advanced Placement	
TR	Credit for Previous Education	
Pass/Fail	For Externships Only	

GPA AND CGPA CALCULATIONS

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

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

GRADE APPEAL

A student who wishes to appeal a grade should immediately consult with the instructor involved in the course by the end of the second week after grades have been published. If dissatisfaction remains, the student should meet with the Academic Dean/Director of Education. Further appeals must be through the Grievance Policy. See "Student Academic Appeals Policy" in this catalog.

STUDENT AWARDS – RENTON CAMPUS

Awards for outstanding achievement are presented to deserving students based on performance and faculty recommendations. Graduates find these awards can be assets when they seek future employment. The Education Department can provide information regarding the specific awards presented.

OUTSTANDING SCHOLASTIC ACHIEVEMENT – PORTLAND AND VANCOUVER CAMPUSES

Students who achieve a GPA of 3.5 to 4.0 are placed on the Honor Roll at the end of each twelve-week term.

Students who have achieved a CGPA of 3.5 to 4.0 receive their diplomas/degrees With Honors upon graduation.

PROGRAM CHANGES

Program changes must be approved and processed by the Academic Dean/Director of Education. Students will be charged additional tuition for courses taken outside their original program.

INCOMPLETES

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

WITHDRAWALS

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

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

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

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

REPEAT POLICY

Students who fail a module must retake that module. The failing grade will be averaged into their GPA at the end of the module and remain in effect until the module is repeated and a new grade is earned. Students may repeat a failed module only once. If repeating the training is required, the length of the program must not exceed 1.5 times the planned program length.

When students repeat a module, the higher of the two grades received for that module is used to calculate the cumulative GPA. The attendance for the repeated module will replace the attendance for the original module.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

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

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

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

Evaluation Periods for Satisfactory Academic Progress

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

GPA and CGPA Calculations

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

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

Rate of Progress toward Completion (ROP) Requirements

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

Example: 12 credit hours earned

24 credit hours attempted = 50% ROP

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

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

Maximum Time in Which to Complete (MTF)

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

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

Satisfactory Academic Progress Tables

35 Quarter Credit Hour Modular Program (MIBC v 1-0). Total credits that may be attempted: 52 (150% of 35).				
Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	70%	N.A	66.7%	N/A
13-18	70%	25%	66.7%	33%
19-36	70%	65%	66.7%	66.7%
37-52	N/A	70%	N/A	66.7%

47 Quarter Credit Hour Modular Program (Dental Assisting, MAA, MA). Total credits that may be attempted: 70 (150% of 47).				
Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	70%	N/A	66.7%	N/A
13-24	70%	25%	66.7%	25%
25-48	70%	63%	66.7%	63%
49-70	N/A	70%	N/A	66.7%

47 Quarter Credit Hour Modular Program (MIBC v 2.0). Total credits that may be attempted: 70 (150% of 47).				
Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	2.0	N/A	66.7%	N/A
13-24	2.0	1.0	66.7%	25%
25-48	2.0	1.8	66.7%	63%
49-70	N/A	2.0	N/A	66.7%

48 Quarter Credit Hour Quarter-Based Program (AC3, BACC1, DP7, MA1, HT3). Total credits that may be attempted: 72 (150% of 48).

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-28	2.0	1.0	66%	N/A
29-40	2.0	1.5	66%	60%
41-54	2.0	1.75	66%	65%
55-72	N/A	2.0	N/A	66%

49 Quarter Credit Hour Quarter-Based Program (PHT). Total credits that may be attempted: 73 (150% of 49).

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-28	2.0	1.0	66%	N/A
29-40	2.0	1.5	66%	60%
41-54	2.0	1.75	66%	65%
55-73	N/A	2.0	N/A	66%

50 Quarter Credit Hour Modular Program (Pharm Tech). Total credits that may be attempted: 75 (150% of 50).

Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	70%	N/A	66.7%	N/A
13-24	70%	25%	66.7%	25%
25-48	70%	63%	66.7%	63%
49-75	N/A	70%	N/A	66.7%

64 Quarter Credit Hour Quarter-Based Program (AC4, DP8, ST8, ST8L). Total credits that may be attempted: 96 (150% of 64).

Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-28	2.0	1.0	66%	N/A
29-40	2.0	1.25	66%	50%
41-52	2.0	1.5	66%	60%
53-64	2.0	1.75	66%	65%
65-96	N/A	2.0	N/A	66%

72 Quarter Credit Hour Quarter-Based Program (NISS). Total credits that may be attempted: 108 (150% of 72).

Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-28	2.0	1.0	66%	N/A
29-40	2.0	1.25	66%	50%
41-52	2.0	1.5	66%	60%
53-64	2.0	1.75	66%	65%
65-108	N/A	2.0	N/A	66%

75 Quarter Credit Hour Quarter-Based Program (MA2). Total credits that may be attempted: 112 (150% of 75).

Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-28	2.0	1.0	66%	N/A
29-40	2.0	1.25	66%	50%
41-52	2.0	1.5	66%	60%
53-64	2.0	1.75	66%	65%
65-112	N/A	2.0	N/A	66%

90 Quarter Credit Hour Quarter-Based Program (DP9, ST9E, HTM). Total credits that may be attempted: 135 (150% of 90).

Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-32	2.0	1.0	66%	N/A
33-48	2.0	1.2	66%	50%
49-60	2.0	1.3	66%	60%
61-72	2.0	1.5	66%	65%
73-89	2.0	1.75	N/A	66%
90-135	N/A	2.0	N/A	66%

96 Quarter Credit Hour Quarter-Based Program (AAC, BUS, CIS, LJA, LPA8). Total credits that may be attempted: 144 (150% of 96).

Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-32	2.0	1.0	66%	N/A
33-48	2.0	1.2	66%	50%
49-60	2.0	1.3	66%	60%
61-72	2.0	1.5	66%	65%
73-95	2.0	1.75	N/A	66%
96-144	N/A	2.0	N/A	66%

97 Quarter Credit Hour Quarter-Based Program (MAD3, PHTA). Total credits that may be attempted: 145 (150% of 97).

Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-32	2.0	1.0	66%	N/A
33-48	2.0	1.2	66%	50%
49-60	2.0	1.3	66%	60%
61-72	2.0	1.5	66%	65%
73-95	2.0	1.75	N/A	66%
96-145	N/A	2.0	N/A	66%

Academic Probation

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

If, at the end of any evaluation period, a student falls below the required academic progress standards (CGPA, ROP, or other standards) for his/her program as stated in the school catalog, the student shall receive a written warning and be placed on probation. Probation will begin at the start of the next evaluation period. The student will remain on academic probation as long as his or her CGPA or ROP remains in the probation ranges specified in the school catalog. When both the CGPA and ROP are above the probation ranges, the student is removed

from probation. In addition, students whose probation status extends over multiple academic terms may be directed to participate in extra tutorial sessions or developmental classes.

Academic Suspension

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

Academic Appeals

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

Satisfactory Academic Progress (SAP) Appeals

SAP appeals must be made within five (5) calendar days of the date the student was notified of the violation. The student is deemed to have notice of the pending suspension/dismissal as of the date of the suspension/dismissal letter. Provided that the student can complete their program within the maximum time frame with the required minimum CGAP, a SAP appeal may be granted if the student demonstrates that s/he is sincerely committed to taking the steps required to succeed in their program **and** that their failure to maintain the required CGAP or ROP was caused by any of the following mitigating circumstances:

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

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

Reinstatement Following Suspension

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

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

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

Academic Dismissal

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

Graduation

Students must complete their program within the maximum time frame and with a 2.0/70% CGPA as stated in the school catalog in order to graduate.

Application of Grades and Credits

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

Transfer Credit

Students may receive transfer credit for courses taken at another school. Courses for which a student receives transfer credit are counted as attempted and successfully completed for purposes of satisfactory academic progress. As a result, courses for which a student receives transfer credit provide the student with advanced standing, which is applied to the student's progress in calculation of the percentage of maximum time frame for the program that the student has completed. For instance if a student enrolled in a 96-credit-hour program (with a maximum time frame of 144 credit hours) receives 12 credit hours of transfer credit and completes 12 credit hours in the first term of enrollment, the student will be evaluated as a student who is at the 25% point of the program (24/96=25%) at the end of the first term. However, if a student receives 36 credit hours of transfer credit and will complete 12 credit hours at the end of the first term, the student will be evaluated as a student who is at the midpoint (50% point) of the program (48/96 = 50%).

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

in the calculation of the student's satisfactory academic progress upon entry into the new program, and the grades for the courses that are a part of the new program that were taken at the same institution will be used in the student's CGPA calculation.

Satisfactory Academic Progress and Financial Aid

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

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

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

Washington State Need Grant (Renton Campus Only) - Satisfactory Academic Progress Requirements

Students who are eligible for the Washington State Need Grant must meet satisfactory academic progress standards that exceed the requirement to maintain eligibility for federal financial assistance. At the end of each academic term, satisfactory academic progress is evaluated for all recipients of Washington State Need Grants. To remain eligible for the Washington State Need Grant an eligible student must:

1. Meet the Satisfactory Academic Progress cumulative grade point average and rate of progress requirements as described in this catalog,
2. Have successfully completed at least 50% of the cumulative credits attempted,
3. Have attempted less than 125% of the credits in the standard length of the program in which the student is enrolled, and
4. Have been on satisfactory academic progress probation for no more than two academic terms while enrolled at the school.

Students who do not meet these standards will be denied eligibility for the Washington State Need Grant.

A student who has been denied, may file an appeal as outlined in the student academic appeals policy given in this catalog. Should an appeal be approved, the school financial aid administrator may re-instate the grant on the basis of professional judgment.**

Students who have been denied the Washington State Need Grant, may submit a request for re-instatement of the grant upon re-establishing satisfactory academic progress as required above at the end of a term. The grant will be re-instated in the term following the re-establishment of satisfactory academic progress for the Washington State Need Grant.**

**Reinstatement of funds canceled disbursements of WSNG funds are subject to availability of funds at the time 50% of program is completed.

SATISFACTORY ACADEMIC PROGRESS FOR STUDENTS RECEIVING VETERANS ADMINISTRATION BENEFITS

Previous Credit for Veterans Affairs Beneficiaries

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

Make-Up Assignments

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

Maximum Time Frame for Veteran Students

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

Veterans Academic Probation

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

Veterans Reinstatement after Successful Appeal of Termination

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

REQUIRED STUDY TIME

In order to complete the required class assignments, students are expected to spend outside time studying. The amount of time will vary according to individual student abilities. Students are responsible for reading all study materials issued by their instructors and must turn in assignments at the designated time.

STUDENT ACADEMIC APPEALS POLICY

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

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

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

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

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

Within five (5) calendar days of receiving the Academic Appeal Form, the Academic Dean/Director of Education shall convene an Appeal Committee, which should normally include the 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 by the Academic Dean/Director of Education, and shall forward the decision to the student and the instructor within five (5) calendar days thereafter. Copies of all documents relating to the appeal shall be placed in the student's academic file, and the decision of the Appeal Committee shall be noted in the official student information system. The decision of the Appeal Committee is final, and no further appeals are permitted.

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

Assignment/Test Grades

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

Final Course Grades

Appeals of final course grades must be made within five (5) calendar days of the date the grade becomes final. The Academic Dean/Director of Education may direct a grade to be changed only when it is determined through the appeal process that a final grade was influenced by any of the following:

1. A personal bias or arbitrary rationale;
2. Standards unreasonably different from those that were applied to other students;
3. A substantial, unreasonable, or unannounced departure from previously articulated standards;
4. The result of a clear and material mistake in calculating or recording grades or academic progress.

Attendance Violations

Appeals of attendance violations must be made within five (5) calendar days of the violation. In order for an attendance appeal to be considered, the student must:

1. Have perfect attendance while the appeal is pending;
2. Submit a written plan to improve attendance with the Appeal Form.

Provided that no applicable state requirement would be violated by doing so, an attendance appeal may be granted if the student demonstrates that the absence was caused by:

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

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

Satisfactory Academic Progress (SAP) Appeals

SAP appeals must be made within five (5) calendar days of the date the student was notified of the violation. The student is deemed to have notice of the pending dismissal as of the date of the dismissal letter. Provided that the student can complete their program within the maximum time frame with the required minimum CGPA, a SAP appeal may be granted if the student demonstrates that s/he is sincerely committed to taking the steps required to succeed in their program **and** that their failure to maintain the required CGPA or ROP was caused by any of the following mitigating circumstances:

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

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

ADMINISTRATIVE POLICIES

ACADEMIC TRANSCRIPTS, DEGREES, AND DIPLOMAS

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

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

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

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, AS AMENDED

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:
1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access. Students should submit to the institution president written requests that identify the record(s) they wish to inspect. The institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write the institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Generally, schools must have written permission for the parents of minor students or eligible students in order to release any information from a student's educational record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
   - School officials with legitimate educational interest;
   - Other schools to which a student is transferring;
   - Specified officials for audit or evaluation purposes;
   - Appropriate parties in connection with financial aid to a student;
   - Organizations conducting certain studies for or on behalf of the school;
   - Accrediting organizations;
   - To comply with a judicial order or lawfully issued subpoena;
   - Appropriate officials in cases of health and safety emergencies; and
   - State and local authorities, within a juvenile justice system, pursuant to specific State Law.

   Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

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

REQUIREMENTS FOR GRADUATION

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

GRADUATION REQUIREMENTS – ALLIED HEALTH PROGRAMS

To be eligible for graduation, students in Allied Health programs must:
- Complete all required classroom modules with a grade of at least 70% and all major core courses in allied health degree programs with a grade of at least C;

- Meet the grade requirements for the module components, if applicable;
- Complete a total of 160 clock hours in an approved externship, 240 hours for Pharmacy Technician students;
- Receive satisfactory evaluations from the externship facility.

Students on academic probation may qualify for graduation if, at the end of the probationary term, they meet the Satisfactory Academic Progress requirements.

After the successful completion of the aforementioned graduation requirements, the graduate is eligible to receive either a diploma or an Associate of Applied Science degree based upon the student's program of study.

INFORMATION TECHNOLOGY PROGRAM STUDENT DISCLOSURE

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

Enrollment in an Information Technology program offers students the knowledge and skills to enter the workforce in technology or a related field. The program is an educational program, and upon successful completion, students will earn a diploma. Program completion does not necessarily lead to or guarantee any form of vendor certification.

STUDENT DISABILITY SERVICES/ACCOMMODATIONS

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

STUDENT CODE OF CONDUCT

Background

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

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

Student Conduct Code

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

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

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

Student Conduct Code Violations/Formal Disciplinary Procedure

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

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

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

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

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

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

Appeals

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

Academic Integrity

- Any form of deception in the completion of assigned work is considered a form of academic dishonesty. This includes, but is not limited to: copying another's work from any source; allowing another to copy one's own work whether during a test or in the submittal of an assignment; any attempt to pass off the work, data, or creative efforts of another, as one's own; knowingly furnishing false information about one's academic performance to the College.
- If a student is found to have committed one or more of the acts listed above, the student may, at the discretion of the Academic Dean/Director of Education, receive an F grade for the assignment or exam. If repeated offenses occur, the student may be dismissed from the College as per the disciplinary procedures outlined above.
- All violations of academic policy are documented and made part of the student's academic record.

CAMPUS SECURITY AND CRIME AWARENESS POLICIES

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

The College strives to provide its students with a secure and safe environment. Classrooms and laboratories comply with the requirements of the various federal, state and local building codes, with the Board of Health and Fire Marshal regulations. Most campuses are equipped with alarm systems to prevent unauthorized entry. Facilities are opened each morning and closed each evening by administrative personnel.

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

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

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

Statistical Information

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

CAMPUS COMPLETION RATE REPORTS

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

DRUG AWARENESS

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

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

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

WEAPONS POLICY

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

SEXUAL HARASSMENT POLICY

The College will strive to provide and maintain an environment free of all forms of harassment. Sexual harassment is a violation of Title IV.

The following guidelines are issued that legally define sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The College will not tolerate sexual harassment. Behavior toward any employee or student by a member of the staff, faculty, or student body that constitutes unwelcome sexual advances, including comments of a sexual nature, or inappropriate conduct, including the display of derogatory drawings, cartoons, or posters, will be dealt with quickly and vigorously and will result in disciplinary action up to and including termination or dismissal.

Any student or employee who believes that he or she is a victim of sexual harassment should immediately notify the office of the College President or Academic Dean/Director of Education. The College President or Academic Dean/Director of Education will conduct an investigation of all allegations. Information surrounding all complaints will be documented and kept strictly confidential.

DISCIPLINARY PROCEDURES

In cases in which the College takes disciplinary action against a student where separation is not a possibility (probation or warning), the following procedures will be followed:

1. The Academic Dean/Director of Education will notify the student of such action and the specific reasons for the action and schedule an informal hearing giving the student at least one day's notice. Any ensuing action will be given in writing and will precisely describe the misconduct.
2. If the matter is still not resolved, the student may appeal the decision by requesting a hearing in writing through the President's office. The Appeal Committee is selected by the College President and is composed of six (6) disinterested persons from the faculty and administration, plus the College President (as a non-voter). The committee shall make a decision by simple majority vote and communicate the decision in writing to the College President. The President will notify the student of the final decision.

In cases in which the College takes disciplinary action against a student where separation is a possibility (suspension or termination), the following procedures will be followed:

1. The student is given notice of the proposed disciplinary action, the specific reasons for the action, and the date and time of a hearing before the Appeals Committee (at least 10 days' notice will be given). The student will be provided detailed information on the manner in which the hearing will be conducted.
2. The College President may suspend a student without prejudging the results of the hearing if, in his/her judgment, a danger may exist.
3. The Hearing Committee is selected by the College President and is composed of six (6) disinterested persons from the faculty and administration, plus the College President (as a non-voter). The committee shall make a decision by simple majority vote and communicate the decision in writing to the College President. The President will notify the student of the decision.
4. The decision of the Hearing Committee may be appealed on the grounds of significant procedural error, clearly demonstrable factual error, or penalty extremely disproportionate to the misconduct. Students wishing to pursue such an appeal may contact the Corinthian Colleges Student Help Line at (800) 874-0255 or by email at studentservices@cci.edu for directions and information.

STUDENT GRIEVANCE PROCEDURES

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

If a student feels that the College has not adequately addressed a complaint or concern, the student may consider contacting the accrediting commission or state. Please direct all inquiries to:

Accrediting Council for Independent Colleges and Schools (Portland or Vancouver Campus)	Accrediting Commission of Career Schools and Colleges of Technology (Renton Campus)
750 First Street, N.E., Suite 980	2101 Wilson Boulevard, Suite 302
Washington, DC 20002-4241	Arlington, Virginia 22201

POLICY AND PROGRAM CHANGES

The College reserves the right to change any provision or requirements in this catalog at any time without notice. The College reserves the right to substitute equivalent classes within each diploma or degree program. Students will be notified of any such changes. The College may add or delete programs of study. Further, the College reserves the right to add or delete courses from published programs of study.

The College further reserves the right to require a student to withdraw from the College for just cause, defined as any cause deemed detrimental to the College, as determined by the President.

Failure to read this catalog and other published or posted material does not excuse students from the requirements and regulations described herein.

WEATHER EMERGENCIES

Renton Campus

The College reserves the right to close during weather emergencies or other "acts of God." Under these conditions, students will not be considered absent. Instructors will cover any missed material to ensure completion of the entire program. For information regarding school closure, tune into KOMO (4) or KIRO (7) news.

Portland and Vancouver Campuses

Information on campus closings for any reason will be posted on all major TV channels – KATU, KOIN, KGW as well as on their websites. Additionally information will be posted on www.flashalert.net.

CLOTHING AND PERSONAL PROPERTY

All personal property is the sole responsibility of the student, and the College does not assume liability for any loss or damage. Clothing and other small items should be marked clearly with the student's name and address. Vehicles should always be locked to avoid theft.

DRESS CODE

A clean neat appearance will help students develop appropriate dress habits for new careers. Employers may visit the campus to interview students for jobs and to give guest lectures, so it is important that the student body convey a professional image at all times. Students dressed inappropriately will not be admitted to school. Those who continually disregard the dress code will be warned and, if necessary, disciplinary action will be taken.

Students enrolled in allied health programs are required to wear the standard medical uniform and shoes with a closed heel and toe as described in the dress code policy. Uniforms are not included in the tuition price and should be ordered as soon as possible after acceptance into the program. Students should review the established dress and appearance guidelines for details. This information will be available upon enrollment.

EXIT INTERVIEW

In the event of withdrawal prior to graduation, the student is expected to schedule an exit interview with the Academic Dean/Director of Education or the Registrar.

WITHDRAWAL PROCEDURES FOR OREGON RESIDENTS

Students who must withdraw from the College are requested to notify the office of the Academic Dean/Director of Education by telephone, in person, or in writing, to provide official notification of their intent to withdraw. Students will be asked to provide the official date of withdrawal and the reason for withdrawal. At the time of official notification, when the student begins the process of withdrawal, the student or the office of the Academic Dean/Director of Education will complete the necessary form(s).

Timely notification by the students will result in the students' being charged tuition and fees for only the portion of the payment period or period of enrollment that they attended as well as ensuring a timely return of federal funds and any other refunds that may be due. Failure of students to provide official notification to the College of the intent to withdraw means that the students will continue to be obligated for the tuition and fees and will delay the return of federal funds to the appropriate programs and will delay returning any other refunds that may be due.

When a student withdraws from the College, the institution will calculate for Title IV recipients how much of the federal grants and loans the student has earned for the payment period or period of enrollment. The institution will also calculate the amount of tuition and fees for which the student is obligated based on its refund policy. Depending on when the student withdraws, the tuition and fee charges may either exceed the amount of Title IV grants and loans received or be less than the amount of Title IV grants and loans received. If the amount of tuition and fee charges exceeds the amount of Title IV funds earned, the student, or parent in the case of dependent students, may owe the institution additional money for the remaining balance. The student or parent may owe back Title IV funds if the student has not earned 100% of the Title IV funds based on his or her attendance in the quarter. Further, depending on when a student withdraws, the student may even owe 50% of his or her grant funds back to the Title IV program.

Therefore, it is extremely important that the student understand the implications of withdrawing before completing the coursework in the quarter because it may impact the student's finances. The College's Finance Department is available to provide assistance to students in order to determine the exact impact of early withdrawal on their repayment obligations.

If a student would like to rescind his or her official notification of withdrawal, the student needs to provide a statement in writing that he or she is continuing to participate in academically related activities and intends to complete the payment period or period of enrollment. The statement should be completed in the office of the Academic Dean/Director of Education. If the student subsequently ceases to attend prior to the end of the quarter, then the rescission will be cancelled and the original date of official notification will be used unless the College can document a later date of the student's attendance at an academically related activity.

If the student is unable to begin the institution's withdrawal process or otherwise provide official notification of his or her intent to withdraw because of illness, accident, grievous personal loss, or other such circumstances beyond the student's control, a secondary party may provide notice to the office of the Academic Dean/Director of Education. The date of withdrawal will be the date that most accurately reflects when the student ceased academic attendance due to the circumstances beyond the student's control.

FINANCIAL INFORMATION

TUITION AND FEES

The current tuition and fees schedule can be found in **Appendix B: Tuition and Fees** in this catalog

For students in quarter-based programs, the tuition and fees listed in Appendix B will be charged for the student's first quarter (or mini-term quarter start) in attendance. Tuition and fees for subsequent quarters will be charged at the published rate in effect at the beginning of that quarter. Increases will not occur more than once per academic year. For residents of the state of Washington enrolled in diploma programs, however, the tuition and fees for subsequent quarters will remain unchanged unless there is a break in enrollment or a program change.

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 applicable rate, including any courses being repeated. Arrangements to cover the cost of tuition, books, and fees must be completed prior to registration each quarter.

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

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 the quarter for Oregon.

Arrangements for payment of tuition and book charges (if any) must be made in advance of the first day of classes for each term for which the student is enrolled. The College charges the student's tuition account for tuition at the beginning of each term for which the student is enrolled. At the beginning of each term, the College charges the student's book account for books issued for that term.

Everest College reserves the right to terminate a student's enrollment if the student fails to meet financial obligations. The College also reserves the right to withhold all official documents such as transcripts, grades, diplomas, and degrees until all charges have been paid.

Transportation

In addition to the typical tuition, fees, books, and registration fee, students should budget $75 to $175 per month for transportation costs to and from school.

BUYER'S RIGHT TO CANCEL – CANCELLATION

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

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

OFFICIAL WITHDRAWALS

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

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

Modular Programs: Although there is no add/drop period in modular programs, 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.

REFUND POLICIES

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

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

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

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

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

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

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

Date of Withdrawal vs. Date of Determination (DOD)

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

Effect of Leaves of Absence on Refunds

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

Textbook and Equipment Return/Refund Policy

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

Federal Return of Title IV Funds Policy

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

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

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

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

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

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

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

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

The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal unless state policy indicates a shorter time frame (see state refund policy, if applicable).

Refunds are allocated in the following order:
1. Unsubsidized Federal Stafford loans.
2. Subsidized Federal Stafford loans.
3. Unsubsidized Direct Stafford loans (other than PLUS loans).
4. Subsidized Direct Stafford loans.
5. Federal Perkins loans.
6. Federal PLUS loans.
7. Direct PLUS loans.
8. Federal Pell Grants for which a return of funds is required.
9. Academic Competetiveness Grants for which a return of funds is required.
10. National Smart Grants for which a return of funds is required.
11. Federal Supplemental Educational Opportunity Grants
12. (FSEOG) for which a return of funds is required.

Return of Unearned SFA Program Funds

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

The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate any SFA loan funds in accordance with the terms of the loan; and the remaining unearned SFA program grant (not to exceed 50% of a grant) as an overpayment of the grant.

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

Institutional Refund Policy

For first-time students in quarter-based programs and all students in modular programs, including Oregon residents, who terminate their training before completing more than 60% of their first period of enrollment (their first term for quarter-based students or the quarter for modular students), the institution will perform a pro-rata refund calculation unless the student has cancelled his/her enrollment or withdrawn and received a full refund under the provisions above. Under a pro-rata refund calculation, the institution is entitled to retain only the percentage of institutional charges (tuition, fees, room, board, etc.) proportional to the period of enrollment completed by the student. The period of enrollment completed by the student is calculated by dividing the total number of weeks in the period of enrollment into the number of weeks completed in that period (as of the withdrawal date). The percentage of weeks attended is rounded up to the nearest 10% and multiplied by the institutional charges for the period of enrollment. A reasonable administrative fee not to exceed $100 or 5% of the total institutional charges, whichever is less, will be excluded from the institutional charges used to calculate the pro-rata refund. The institution may retain the entire contract price for the period of enrollment--including tuition, fees, and other charges--if the student terminates the training after completing more than 60% of the period of enrollment. An enrollment period is considered to be the current quarter or payment period.

OREGON CANCELLATION AND REFUND POLICY (APPLIES TO ALL CONTINUING STUDENTS)

(1) A student may cancel enrollment by giving written notice to The School. If notice occurs:
   (a) Within five business days of the date of enrollment, all monies paid shall be refunded; or
   (b) After five business days of the date of enrollment and prior to the commencement of classes, The School may retain only the published registration/application fee. Such fee shall not exceed 15 percent of the total tuition cost, or $150, whichever is less.
(2) If training is terminated by the student or The School after commencement of classes, unless The School has discontinued the program of instruction, the student is financially obligated to The School according to the following formulas or maximum charges:
   (a) If a student withdraws prior to completion of 50 percent of the enrollment period, the student shall be entitled to a pro rata refund of the tuition charged and paid for the enrollment period, less registration/application fees, supply fees, and any other legitimate charges owed by the student;
   (b) If a student withdraws upon completion of 50 percent or more of the enrollment period, the student shall be obligated for the tuition charged for the entire enrollment period and shall not be entitled to any refund;
   (c) The term "Pro rata refund" means a refund of tuition paid for that portion of the enrollment period beyond the last recorded date of attendance. The date for determining that portion shall be the published class schedule and the last recorded date of attendance by the student; and
   (d) To calculate charges under subsections (2)(a) through (c) of this rule:

(A) When a program is measured in clock hours, the portion of the enrollment period for which the student will be charged is determined by dividing the total clock hours into the number of clock hours accrued according to the published class schedule as of the last recorded day of attendance by the student;

(B) When a program is measured in credit hours, the portion of the enrollment period for which the student will be charged is determined by dividing the total number of weeks into the number of weeks accrued according to the published class schedule as of the last recorded day of attendance by the student; and

(C) For other measurements of time such as days, weeks, or months, the portion of the enrollment period for which the student will be charged is determined by dividing the total number of weeks or months into the number of weeks or months accrued according to the published class schedule as of the last recorded day of attendance by the student.

(3) In calculating charges under subsections (2)(a) through (d) of this rule:

(a) The term "tuition cost" shall include direct tuition charges including any lab fees. The School shall adopt and publish policies regarding credits issued for the return of resalable books and supplies and/or the proration of user fees, other than lab fees;

(b) The School shall not charge a withdrawal fee of more than $25;

(c) Any refund shall be calculated on the basis of the published class schedule using the last day of actual attendance as the termination date. The student shall not be charged for a leave of absence, granted according to The School's written attendance policy in the calculation of refunds;

(d) The School may adopt and apply refund calculations more favorable to the student than those described under subsections (2)(a) through (d) of this rule.

(4) When a cancellation, termination or completion occurs, a calculation of all allowable charges under sections (1), (2) and (3) of this rule shall be made, using the last recorded date of attendance as a baseline. If such calculations evidence that The School received total payments greater than its allowable charges:

(a) Within 40 days after notification of such cancellation, termination or completion, a written statement showing allowable charges and total payments received shall be delivered to the student by The School, together with a refund equal in amount to monies paid to The School in excess of those allowable charges.

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;

(d) If training is terminated after the student enters classes, The School may retain the registration fee established under (c) of this subsection, plus a percentage of the total tuition as described in the following table:

If the student completes this amount of training:	The school may keep this percentage of the tuition cost:
One week or up to 10%, whichever is less	10%
More than one week or 10% whichever is less but less than 25%	25%
25% through 50%	50%
More than 50%	100%

(e) When calculating refunds, the official date of a student's termination is the last date of recorded attendance:

(i) When The School receives notice of the student's intention to discontinue the training program;

(ii) When the student is terminated for a violation of a published School policy which provides for termination;

(iii) When a student, without notice, fails to attend classes for thirty calendar days.

(2) Discontinued programs:

(a) If instruction in any program is discontinued after training has begun or if The School moves from one location to another, it must either:

(i) Provide students pro rata refunds of all tuition and fees paid; or

(ii) Arrange for comparable training at another public or private vocational school. Students must accept comparable training in writing...

(c) Students affected by a discontinuation must request a refund within ninety days.

STUDENT FINANCING OPTIONS

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

FINANCIAL ASSISTANCE

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

STUDENT ELIGIBILITY

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

FEDERAL FINANCIAL AID PROGRAMS

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

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

Federal Pell Grant

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

Federal Supplemental Educational Opportunity Grant (FSEOG)

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

Federal Perkins Loan

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

Federal Work Study (FWS)

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

Federal Stafford Loans (FSL)

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

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

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

Federal Parent Loan for Undergraduate Students (PLUS)

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

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

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

ALTERNATIVE FINANCING OPTIONS

For detailed information regarding all financing options available please refer to the school's Student Financial Planning Brochure.

Private Loan Programs

Private lenders offer a variety of private loan programs to help students pay for their educational costs. Loan approval, origination fee, interest rate and terms are based on the applicant's credit and the lenders underwriting criteria. The use of a co-signer on these loans may increase the applicant's chances of loan approval.

Alternative Loan Programs

Alternative loans are private loans offered by the school's preferred lenders. The criteria for preferred lender selection can be obtained from the school's Student Financial Planning Brochure. Alternative loan approval, loan origination fees, interest rates and loan terms are based on the applicant's credit and the lenders underwriting criteria.

Institutional Payment Plans

Cash Payment Plan - Under this plan, a student makes equal monthly payments over the length of the program. All payments are interest free and the first payment is due 30 days from the day the student begins school.

Extended Payment Plan – Under this plan a student makes equal monthly payments over the length of the program plus six extra months. The interest rate is fixed throughout the note term and the first payment is due 30 days from the day the student begins school.

DREAM AWARD PROGRAM AND SCHOLARSHIPS

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

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

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

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

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

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

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

HIGH SCHOOL SCHOLARSHIPS

Everest College offers High School Scholarships for graduating seniors, age 17 or older.

High school seniors may obtain scholarship information from a participating high school guidance department, or they may call the College for an application. Applications should be mailed in by the end of March or by the designated deadline.

All applicants must take the CPAt, which measures competency in reading, language, and mathematics. Scholarship finalists will be those with the highest scores on the test.

A panel of school officials conducts interviews with the scholarship finalists about their goals, accomplishments, and extracurricular activities. This panel will select winners by consensus vote. Each campus will award scholarships as follows:

- One $4000 tuition-assistance scholarship will be awarded to a student for the program of his/her choice, allocated in 4 quarter payments of $1000, or prorated if the student program is less than 4 quarters.
- Five $2000 scholarships will be awarded to students for the programs of their choice, allocated in 4 quarter payments of $500, or prorated if the student program is less than 4 quarters.

Scholarships will be awarded annually. They are not transferable, nor can they be exchanged for cash. Scholarships are good for up to five months after the award date. Scholarship balances are lost if students withdraw from their programs prior to completion, and cannot be reinstated.

STUDENT SERVICES

CAREER SERVICES

Everest College has earned a reputation for excellence among the business and professional communities it serves. We treasure this reputation most highly, both for the respect it affords our graduates and for the opportunities it offers them.

For the duration of a student's training program, Everest College emphasizes the employability of a student in the business world. Great care is taken to train our students to possess those skills necessary for entry-level positions available in their career fields.

Employers offer entry-level positions in all types of business, criminal justice, legal, travel, and medical fields, affording a variety of employment opportunities. The initial placement is very important, and great care is taken to match a student's talents and interests with a position in which he/she can succeed. Everest College is committed to the success of our students and strives to assist them in securing a position.

The Career Services Department provides students and graduates with the necessary skills to search out, obtain, and maintain career-oriented employment in their field of study. One of the reasons a student selects a CCi campus is because of the career services available. The Career Services Department provides the resources, motivation, and support to help students immediately put their new skills to practice in career-oriented jobs. The Career Services staff achieves this by:

- Teaching students/graduates job search skills that will serve them throughout their lives.

- Facilitating the graduates' initial entry into the workforce by cultivating the employer base in the area for which they have been trained.
- Placing students in long-term career oriented positions that utilize the skills they learned in school.

It is required that the student contact the Director of Career Services well before graduation. However, as full cooperation from the graduate is required, the Director of Career Services has the right to refuse to continue to serve any graduate who will not cooperate in either proper personal appearance or in keeping appointments for interviews.

No guarantee of employment is made or implied. Everest College is not obligated to provide graduate services to non-diploma/degree students.

If diploma or degree graduates wish to make a job change, our graduate services are available throughout their careers. Graduates may also have access to career services of other Everest colleges in principal cities nationwide through our Career Services Department.

Placement Assistance

The College encourages students to maintain satisfactory attendance, conduct and academic progress so they may be viewed favorably by prospective employers. While the College cannot guarantee employment, it has been successful in placing the majority of its graduates in their field of training. All graduating students participate in the following career development activities:

- Preparation of resumes and letters of introduction -- an important step in a well-planned job search.
- Interviewing techniques - Students acquire effective interviewing skills through practice exercises.
- Job referral and Placement - The Career Services Department compiles job openings from employers in the area.

All students are expected to participate in the placement assistance program and failure to do so may jeopardize these privileges. Graduates may continue to utilize the College's placement assistance program at no additional cost.

Career Development

One course that helps prepare our students for entry into the business world is Career Skills. A major emphasis of this course is the development of self-confidence so that students are able to handle the many different situations they will encounter in the business world. This course is designed to meet the needs of our students and help them make a good impression on job interviews. Course curriculum includes grooming, preparation of the resume, interview techniques, and an interview with our Director of Career Services.

TUTORING

All faculty members are available to provide additional academic help to students.

ROOM AND BOARD

The College does not provide room and board.

RESPONSIBILITY FOR PERSONAL PROPERTY

The College assumes no responsibility for loss or damage to personal property through fire, theft, or other causes.

SPECIAL LECTURES

Guest lecturers are invited to speak to students about career opportunities and current industry applications of educational programs.

STUDENT ACTIVITIES

Throughout the school year, activities that encourage school spirit and develop student leadership may be offered. The College believes that participation in these activities is an important part of the educational process, and student involvement is encouraged.

TRANSPORTATION ASSISTANCE

The College maintains information on public transportation and a list of students interested in car pooling.

FIELD TRIPS

This campus believes that training is enriched by observing real-life applications. When appropriate, visits are arranged to industrial or professional locations.

DRUG ABUSE PREVENTION

Information on drug abuse prevention is available at the College for all students and employees.

PROGRAMS OF STUDY – SUBJECT MATTER LISTING

Please see the next page for an alphabetical listing of programs.

Program	Credential	Portland	Renton	Vancouver	Page No.
BUSINESS and ACCOUNTING					
Accounting (AAC)	Degree (AAS)	☑		☑	48
Accounting/Business Administration (AC4)	Quarter-Based Diploma	☑*		☑	49
Bookkeeping (AC3)	Quarter-Based Diploma	☑*		☑	52
Business	Degree (AAS)	☑			53
Business Accounting (BACC1)	Quarter-Based Diploma	☑			54
COMPUTERS					
Advanced Microcomputer Applications (DP9)	Degree (AAS)	☑*			51
Computer Information Science	Degree (AAS)	☑			55
Network Internet Security Specialist	Quarter-Based Diploma	☑			64
Operations Specialist (DP7)	Quarter-Based Diploma	☑*			65
JUSTICE					
Criminal Justice (LJA)	Degree (AAS)	☑		☑	57
MEDICAL					
Dental Assisting	Modular Diploma		☑		33
Medical Administrative Assistant	Modular Diploma		☑		33
Medical Assisting (MA2)	Quarter-Based Diploma	☑		☑	60, 61
Medical Assisting (MAD3)	Degree (AAS)	☑		☑	62, 63
Medical Assisting (Renton)	Modular Diploma		☑		37
Medical Insurance Billing and Coding (MIBC)	Modular Diploma	☑		☑	41, 42
Medical Insurance Billing and Coding (Renton)	Modular Diploma		☑		39
Pharmacy Technician (PHT1)	Quarter-Based Diploma	☑			68
Pharmacy Technician (PHTA)	Degree (AAS)	☑			67
Pharmacy Technician (Renton)	Modular Diploma		☑		46
OFFICE TECHNOLOGY					
Administrative Assistant (ST8)	Quarter-Based Diploma	☑*		☑	49
Administrative Medical Assistant (MA1)	Quarter-Based Diploma	☑		☑	50,51
Executive Assistant (ST9E)	Degree (AAS)	☑		☑	58
Legal Administrative Assistant (ST8L)	Quarter-Based Diploma	☑		☑	59
PARALEGAL					
Paralegal/Legal Assistant (LPA8)	Degree (AAS)	☑		☑	66
TRAVEL					
Travel/Hospitality Management (HTM)	Degree (AAS)	☑*			69

*No longer enrolling new students

PROGRAMS OF STUDY – ALPHABETICAL LISTING

Please see the previous page for a listing of programs by subject matter area.

Program	Credential	Portland	Renton	Vancouver	Page Number
Modular Programs					
Dental Assisting	Diploma		☑		33
Medical Administrative Assistant	Diploma		☑		33
Medical Assisting (Renton)	Diploma		☑		37
Medical Insurance Billing and Coding (Renton)	Diploma		☑		39
Medical Insurance Billing and Coding (MIBC)	Diploma	☑		☑	41, 42
Pharmacy Technician (Renton)	Diploma		☑		46
Quarter-Based Programs					
Accounting (AAC)	Degree (AAS)	☑		☑	48
Accounting/Business Administration (AC4)	Diploma	☑*		☑	49
Administrative Assistant (ST8)	Diploma	☑*		☑	49
Administrative Medical Assistant (MA1)	Diploma	☑		☑	50, 51
Advanced Microcomputer Applications (DP9)	Degree (AAS)	☑*			51
Bookkeeping (AC3)	Diploma	☑*		☑	52
Business	Degree (AAS)	☑			53
Business Accounting (BACC1)	Diploma	☑			54
Computer Information Science	Degree (AAS)	☑			55
Criminal Justice (LJA)	Degree (AAS)	☑		☑	57
Executive Assistant (ST9E)	Degree (AAS)	☑*		☑	58
Legal Administrative Assistant (ST8L)	Diploma	☑		☑	59
Medical Assisting (MA2)	Diploma	☑		☑	60, 61
Medical Assisting (MAD3)	Degree (AAS)	☑		☑	62, 63
Network Internet Security Specialist	Diploma	☑			64
Operations Specialist (DP7)	Diploma	☑*			65
Paralegal/Legal Assistant (LPA8)	Degree (AAS)	☑		☑	66
Pharmacy Technician (PHTA)	Degree (AAS)	☑			67
Pharmacy Technician (PHT1)	Diploma	☑			68
Travel/Hospitality Management (HTM)	Degree (AAS)	☑*			69

*No longer enrolling new students

MODULAR PROGRAMS

DENTAL ASSISTING

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	47	8 months (day), 10 months (evening)	Renton	1-1

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 Assisting 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 Assisting 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 160-clock-hour externship

Completion of the Dental Assisting 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 Assisting Externship	160	5.0
	Program Totals:	**720**	**47.0**

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

Module A – Dental Office Emergencies and Compliance	**6.0 Quarter Credit Hours**

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 Hours**

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 Hours**

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 Hours**

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 Hours**

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 Hours**

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 Hours**

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 Assisting Externship   **5.0 Quarter Credit Hours**

This module is 160 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 assisting. Prerequisite: Completion of Modules A-G. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 160.0.

MEDICAL ADMINISTRATIVE ASSISTANT

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	47	8 months (day), 10 months (evening)	Renton	1-1

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.

Module	Module Title	Total Clock Hours	Total Quarter Credits
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	160	5.0
	TOTAL	720	47.0

Module A: Office Finance   **6.0 Quarter Credit Hours**
Module A introduces accounting functions essential to a medical environment. Students learn basic bookkeeping procedures and apply them to a bookkeeping project and accounting system. Students will also complete assignments writing payroll checks and keeping check registers. Patient billing is an integral portion of the module, including tracing delinquent claims and insurance problem solving. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self –directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in your new job so that you can advance in your career. They also become familiar with essential medical terminology. Lec Hrs: 040   Lab Hrs: 040 (Computer/Keyboarding Hrs: 020, Spelling/Skillbuilding Hrs: 020)

Module B: Patient Processing and Assisting   **6.0 Quarter Credit Hours**
In Module B, students learn to set up patient records and maintain and organize them manually and electronically. Students become familiar with records management systems and develop skills in alphabetic filing and indexing, and appointment scheduling. The basics of health insurance are introduced, as well the 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. Lec Hrs: 040   Lab Hrs: 040 (Computer/Keyboarding Hrs: 020, Spelling/Skillbuilding Hrs: 020)

Module C: Medical Insurance   **6.0 Quarter Credit Hours**
Module C develops student proficiency in preparing and processing insurance claims. Students study insurance programs, including HMOs, PPOs, and worker's compensation plans. National coding systems used for claims processing are studied. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. Students are given hypothetical insurance billing situations and select appropriate forms, codes, and procedures to process insurance claims for optimal reimbursement. Office & insurance collection strategies are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist you in being successful in the medical field. Lec Hrs: 040 Lab Hrs: 040 (Computer/Keyboarding Hrs: 020, Spelling/Skillbuilding Hrs: 020)

Module D: Insurance Plans and Collections   **6.0 Quarter Credit Hours**
Module D 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. Lec Hrs: 040   Lab Hrs: 040 (Computer/Keyboarding Hrs: 020, Spelling/Skillbuilding Hrs: 020)

Module E: Office Procedures   **6.0 Quarter Credit Hours**
In Module E, students are introduced to dictation and transcription. Emphasis is also placed on correspondence and mail processing, health information management and the medical facility environment. Students will also become familiar with disability income insurance and legal issues affecting insurance claims. In addition, students learn about the Health Insurance Accountability and Portability Act (HIPAA). Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals. Lec Hrs: 040   Lab Hrs: 040 (Computer/Keyboarding Hrs: 020, Spelling/Skillbuilding Hrs: 020)

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

Module F emphasizes computerized practice management, including file maintenance, patient records, bookkeeping and insurance. Students will learn the health insurance claim form and managed care systems. Hospital billing is introduced 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. Lec Hrs: 040 Lab Hrs: 040 (Computer/Keyboarding Hours: 020, Spelling/Skillbuilding Hours: 020)

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

Module G focuses on basic administrative procedures performed in the dental office. Students are introduced to the dental health team with emphasis on the tasks performed by the administrative support staff. Specialized procedures including appointment scheduling, bookkeeping, dental charting, processing patients, insurance billing and coding, and law and ethics are presented. Students are also given an introduction to radiography and radiation safety. Students will do vital signs. They 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. Lec Hrs: 040   Lab Hrs: 040 (Computer/Keyboarding Hrs: 020, Spelling/Skillbuilding Hrs: 020)

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

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

MEDICAL ASSISTING – RENTON CAMPUS

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	47	8 months (day), 10 months (evening)	Renton	1.1

In recent years the medical assisting profession has become indispensable to the health care field. Not only have physicians become more reliant on medical assistants, but their services are also being requested by hospitals, clinics and nursing homes, as well as medical supply businesses, home health agencies, insurance companies and pharmaceutical companies. Medical assistants have become an important part of the health care team and their responsibilities continue to expand as the need for their services grows.

The objective of the Medical Assisting Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as medical assistants. Since medical assistants are trained in both administrative and clinical procedures, they are capable of filling a variety of entry-level positions, including clinical or administrative assistant, medical receptionist and medical insurance billing and coding specialists.

This training program is divided into seven learning units called modules. Each module, which consists of a theory section, a clinical/laboratory section, and a computer/keyboarding section, stands alone as a unit of study and is not dependent upon previous training. If students do not complete any portion of a module, the entire module must be repeated. Students may enter the program at the beginning of any module and continue through the sequence until all modules have been completed. Upon successful completion of the seven classroom modules and the comprehensive written and laboratory skills exam, students participate in a 160-clock-hour externship.

In each module the students study subject-related medical terminology and develop keyboarding skills on a computer and electric typewriter. Completion of the Medical Assisting Program, including the classroom training and externship, is acknowledged by the awarding of a diploma.

Module	Module Title	Clock Hours	Credit Units
Module A	Patient Care and Communication	80	6
Module B	Clinical Assisting, 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	160	5
	Program Total	**720**	**47**

Major Equipment			
Autoclave	Electrocardiography Machine	Cervical Traction Unit	Sphygmomanometers
Centrifuge	Adult and Pediatric Scales	Microscopes	Training Manikins
10-key Adding Machines	Examination Tables	Personal Computers	Surgical Instruments

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

Module A emphasizes patient care, including examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. Terminology related to these systems is also covered. Students will also have the opportunity to work with and review patient charts, and perform additional front office skills related to records management and appointment scheduling, as well as perform clinical patient care skills. They will demonstrate how to prepare patients for specific examinations, including positioning and draping techniques. Students will also study essential medical terminology, build on their computer keyboarding and word processing skills, and become familiar with the self-directed job search process. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000.

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

Module B stresses the importance of asepsis and sterile technique in today's health care environment. Students learn about basic bacteriology and its relationship to infection and disease control. Anatomy and physiology of the muscular system, and common disorders related to it are also taught. Basic therapeutic drugs, their use, classification and effects on the body are covered. Students become familiar with the principles of administering medication and prepare medication for administration by various methods, as well as prepare for and assist with minor office surgical procedures. They will study essential medical terminology, building on their computer keyboarding and word processing skills, and become familiar with the self-directed job search process. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000.

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

Module C introduces students to office emergencies and first aid, with an emphasis being placed on bandaging techniques. Anatomy and physiology of the digestive system are presented in conjunction with nutrition and health practices. Students also study medical insurance, billing, and coding, and bookkeeping procedures that are essential to the medical office. Students check vital signs, obtain blood samples, and prepare and administer intramuscular injections. They will also study essential medical terminology, build on their computer keyboarding, and word processing skills, and become familiar with the self-directed job search process. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000.

Module D -Cardiopulmonary and Electrocardiography	6.0 Quarter Credit Hours

Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs. Students learn about the electrical pathways of the heart muscle in preparation for applying electrocardiography (ECG or EKG) leads and recording a 12-lead electrocardiogram. A cardiopulmonary resuscitation (CPR) course also teaches students how to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. They obtain blood samples, and prepare syringes and medications for administration. Students study essential medical terminology, build upon their computer keyboarding and word processing skills, and become familiar with the self-directed job search process. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000.

Module E -Laboratory Procedures	6.0 Quarter Credit Hours

Module E introduces laboratory procedures commonly performed in a physician's office. 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. Anatomy and physiology of the renal system, including its structures and functions, and common disorders related to it, are also taught. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students study essential medical terminology, build upon their computer keyboarding and word processing skills, and become familiar with the self-directed job search process. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000.

Module F -Endocrinology and Reproduction	6.0 Quarter Credit Hours

Module F covers general anatomy and physiology, including an overview of the study of biology and the various body structures and systems. This module also identifies and examines the basic structural components and functions of the skeletal, endocrine and reproductive systems. Students learn about child growth and development and assisting in a pediatric office. They check vital signs, assist with diagnostic examinations and laboratory tests, instruct patients regarding health promotion practices, and perform certain invasive procedures. Student study essential medical terminology, build on their computer keyboarding and word processing skills, and become familiar with the self-directed job search process. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000.

Module G – Medical Law, Ethics, and Psychology	6.0 Quarter Credit Hours

Module G covers concepts related to the medical office and preparing for the day. Students are introduced to medical office safety, security. Also covered is office management and the use of office equipment. Also covered is mobility assistance and terminology related to basic psychology principles, the history of medicine and the evolution of the profession of medical assisting, medical law and ethics, and physical therapy and special needs concepts. Students check vital signs, obtain blood samples, and prepare and administer intramuscular injections. Students will also have the opportunity to build upon their computer keyboarding and word processing skills, and become familiar with the self-directed job search process. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000.

Module X –Externship	5.0 Quarter Credit Hours

Upon successful completion of classroom training, medical assisting students participate in a 160-hour externship at an approved facility. This provides externs an opportunity to work with patients and apply 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. Externs will be evaluated by supervisory personnel at 80 and 160-hour intervals. Completed evaluation forms are placed in the students' permanent record. Medical assisting students must successfully complete their externship in order to fulfill requirements for graduation. Lec Hrs: 000, Lab Hrs: 000, Other Hrs: 160.

MEDICAL INSURANCE BILLING AND CODING – RENTON CAMPUS

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	560	35	6 months (day), 7.25 months (evening)	Renton	1.0

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

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

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

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

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

Module	Module Title	Clock Hours	Credit Units
Module A	Introduction to Medical Insurance and Managed Care	80	6.0
Module B	Government Programs	80	6.0
Module C	Electronic Data Interchange and Modifiers	80	6.0
Module D	Medical Documentation, Evaluation, and Management	80	6.0
Module E	Health Insurance Claim Forms	80	6.0
Module X	Externship	160	5.0
	Program Total	**560**	**35**

Major Equipment
Calculators
Personal Computers

Module A – Introduction to Medical Insurance and Managed Care   **6.0 Quarter Credit Hours**
Module A introduces students to various types of health care plans, including Managed Care and Health Maintenance Organizations (HMO). Module A develops proficiency in preparing and processing insurance claims, while developing strategies for insurance problem solving. Students are introduced to basic skills required to obtain correct ICD-9 and CPT codes. Students will have the opportunity to practice obtaining information from patient charts, including interpretation of physician notations regarding procedures and diagnoses relevant to claims completion. Also covered in this module, is basic anatomy and physiology of the human body, including the muscular and skeletal systems, and medical terminology associated with these systems. Students will develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by preparing a resume and completing a job application. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000.

Module B – Government Programs   **6.0 Quarter Credit Hours**
Module B develops students' proficiency in preparing and processing insurance claims, as it relates to government programs. As part of this module, students will process medical claims for Medicare, Medicaid, and TRICARE. Students will gain an understanding of the responsibilities of a medical insurance specialist and other employment opportunities. Also covered in this module, is basic anatomy and physiology of the nervous system and special senses, and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by learning how to conduct a successful job search and prepare a career portfolio. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000.

Module C – Electronic Data Interchange and Modifiers   **6.0 Quarter Credit Hours**
Module C introduces students to the process of electronic data exchange and interchange (ED), and will provide an opportunity to work with different types of computer claims systems, such as carrier-direct and clearinghouse. As part of their study, students will have the opportunity to perform electronic data interchange working with an outside claims clearinghouse. Also covered in this module is basic anatomy and physiology of the integumentary, endocrine system, lymphatic and immune systems, and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by developing proper interviewing techniques and demonstrate how to accurately answer common interview questions. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000.

Module D – Medical Documentation, Evaluation, and Management	**6.0 Quarter Credit Hours**

Module D introduces students to the next step in procedural coding by learning the importance of documentation, evaluation, and management services, and the role it plays in the overall process of billing and coding. In addition to learning about general principles of medical documentation, students will also work with unlisted procedures and basic life evaluation services. Students will also learn insurance collection strategies, and how to trace delinquent accounts while utilizing proper communication skills. Students will gain knowledge about workers' compensation laws and the necessary requirements for filing a claim. Also covered in this module is basic anatomy and physiology of the respiratory and cardiovascular systems and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by creating a professional introduction or cover letter and a thank you letter. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000.

Module E - Health Insurance Claim Forms	**6.0 Quarter Credit Hours**

Module E introduces students to the Health Insurance Claim Form (HCFA-1500), and provides the student with the experience of completing various claim forms as part of their hands-on experiences. Students will learn the process of hospital billing and will complete and process the UB-92 claim form. Students will gain an understanding of the purpose and function of state and federal disability insurance and the steps to filing a claim. Students will also develop an understanding of basic anatomy and physiology of the digestive, reproductive, and urinary systems and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students build upon their professional development skills by learning how to dress for success. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000.

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

Upon successful completion of Modules A-E, medical insurance billing/coding students participate in a 160-hour externship. Students are expected to work a full-time (40 hours per week) schedule if possible. Serving in an externship at an approved facility gives externs an opportunity to work with the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Supervisory personnel will evaluate externs at 80 and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation. Prerequisite: Successful completion of Modules A – E. Lec Hrs: 000, Lab Hrs. 000, Other Hrs: 160

MEDICAL INSURANCE BILLING AND CODING (MIBC)

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	560	35	6-8 months	Portland	1-1

Time: Day classes, Portland and Vancouver   6   Months
            Evening classes, Portland   6   Months

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

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

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

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

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

Module	Module Title	Clock Hours	Quarter Credit Units
Module A	Introduction to Medical Insurance and Managed Care	80	6.0
Module B	Government Programs	80	6.0
Module C	Electronic Data Interchange and Modifiers	80	6.0
Module D	Medical Documentation, Evaluation, and Management	80	6.0
Module E	Health Insurance Claim Forms	80	6.0
Module F	Practicum **--OR--**	*160	*5.0
Module X	Externship		
	Program Total	**560**	**35**

*Either a Practicum or an Externship, but not both

Major Equipment
Calculators, Personal Computers

Module A – Introduction to Medical Insurance and Managed Care   **6.0 quarter credit units**
Module A introduces students to various types of health care plans, including Managed Care and Health Maintenance Organizations (HMO). Module A develops proficiency in preparing and processing insurance claims, while developing strategies for insurance problem solving. Students are introduced to basic skills required to obtain correct ICD-9 and CPT codes. Students will have the opportunity to practice obtaining information from patient charts, including interpretation of physician notations regarding procedures and diagnoses relevant to claims completion. Also covered in this module, is basic anatomy and physiology of the human body, including the muscular and skeletal systems, and medical terminology associated with these systems. Students will develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by preparing a resume and completing a job application. Prerequisite: None. Lec. Hrs: 40 Lab Hrs: 40 Other Hrs: 0

Module B – Government Programs   **6.0 quarter credit units**
Module B develops students' proficiency in preparing and processing insurance claims, as it relates to government programs. As part of this module, students will process medical claims for Medicare, Medicaid, and TRICARE. Students will gain an understanding of the responsibilities of a medical insurance specialist and other employment opportunities. Also covered in this module, is basic anatomy and physiology of the nervous system and special senses, and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by learning how to conduct a successful job search and prepare a career portfolio. Prerequisite: None. Lec. Hrs: 40 Lab Hrs: 40 Other Hrs: 0

Module C – Electronic Data Interchange and Modifiers   **6.0 quarter credit units**
Module C introduces students to the process of electronic data exchange and interchange (ED), and will provide an opportunity to work with different types of computer claims systems, such as carrier-direct and clearinghouse. As part of their study, students will have the opportunity to perform electronic data interchange working with an outside claims clearinghouse. Also covered in this module is basic anatomy and physiology of the integumentary, endocrine system, lymphatic and immune systems, and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by developing proper interviewing techniques and demonstrate how to accurately answer common interview questions. Prerequisite: None. Lec. Hrs: 40 Lab Hrs: 40 Other Hrs: 0

| Module D – Medical Documentation, Evaluation, and Management | | | | 6.0 quarter credit units |

Module D – Medical Documentation, Evaluation, and Management   **6.0 quarter credit units**

Module D introduces students to the next step in procedural coding by learning the importance of documentation, evaluation, and management services, and the role it plays in the overall process of billing and coding. In addition to learning about general principles of medical documentation, students will also work with unlisted procedures and basic life evaluation services. Students will also learn insurance collection strategies, and how to trace delinquent accounts while utilizing proper communication skills. Students will gain knowledge about workers' compensation laws and the necessary requirements for filing a claim. Also covered in this module is basic anatomy and physiology of the respiratory and cardiovascular systems and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by creating a professional introduction or cover letter and a thank you letter. Prerequisite: None. Lec. Hrs: 40 Lab Hrs: 40 Other Hrs: 0

Module E – Health Insurance Claim Forms   **6.0 quarter credit units**

Module E introduces students to the Health Insurance Claim Form (HCFA-1500), and provides the student with the experience of completing various claim forms as part of their hands-on experiences. Students will learn the process of hospital billing and will complete and process the UB-92 claim form. Students will gain an understanding of the purpose and function of state and federal disability insurance and the steps to filing a claim. Students will also develop an understanding of basic anatomy and physiology of the digestive, reproductive, and urinary systems and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students build upon their professional development skills by learning how to dress for success. Prerequisite: None. Lec. Hrs: 40 Lab Hrs: 40 Other Hrs: 0

Once students have completed Modules A – E, they will be placed in their final module of training, as chosen by the school administration, in an on-campus practicum experience or out in the field in an approved externship facility.

Module F – Practicum   **5.0 quarter credit units**

Upon successful completion of Modules A through E, Medical Insurance billing/coding students participate in a 160 hour practicum on-campus. The practicum provides the student an opportunity to apply principles and practices learned in the program and utilize entry level skills in working with insurance companies and processing claims. Medical insurance / billing students work under the direct supervision of the school staff. Students are evaluated by and instructor or program chair personnel at 80- and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their practicum experience in order to fulfill requirements for graduation. Prerequisite: Successful completion of Modules A – E. Lec. Hrs: 0 Lab Hrs: 0 Other Hrs: 160

Module X – Externship   **5.0 quarter credit units**

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

MEDICAL INSURANCE BILLING AND /CODING (MIBC)

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	47	8 months	Renton, Vancouver	2-0

Time:	Day classes, Vancouver	8	Months
	Evening classes, Vancouver	10	Months

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

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

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

Course	Course 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 Genitorurinary System	80	6.0
MIBIE	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumetary and Endocrine Systems, and Pathology	80	6.0
MIBMS	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Musculosketal 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
MIBE	Externship	160	5.0
	Program Totals	**720**	**47.0**

Module MEDINTRO   Introduction to Medical Terminology, Keyboarding, Word Processing,   6.0 quarter credit units
                            Basic Math, Insurance Coding, and Administrative Duties of Medical Personnel
This module presents basic prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols. Also covered is medical jurisprudence and medical ethics. Legal aspects of office procedure are covered, including a discussion of various medical/ethical issues in today's medical environment. Students will learn basic computer skills and acquire knowledge of basic medical insurance billing and coding. Students are provided exposure to computer software applications used in the health care environment including basic keyboarding, Word and Excel. In addition, basic guidelines and coding conventions in ICD-9 and CPT are covered with focus on the professional (outpatient) guidelines, as well as an introduction to the use of the coding reference books. Basic math is introduced. Career skills and development of proper study and homework habits are introduced as well as professionalism needed in the healthcare environment. Prerequisite: None. Lec. Hrs: 040 Lab Hrs:0 40 Other Hrs: 000

Module MIBCL   Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural   6.0 quarter credit units
                       Coding of the Cardiovascular and Lymphatic Systems
This module presents a study of basic medical terminology focused on the cardiovascular system and the lymphatic system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO Lec. Hrs: 040 Lab Hrs:0 40 Other Hrs: 000

Module MIBGU   Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural   6.0 quarter credit units
                       Coding of the Genitorurinary System
This module presents a study of basic medical terminology focused on the genitourinary system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO Lec. Hrs: 040 Lab Hrs:0 40 Other Hrs: 000

Module MIBIE   **Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural**   **6.0 quarter credit units**
                      Coding of the Integumetary and Endocrine Systems, and Pathology

This module presents a study of basic medical terminology focused on the integumentary system, the endocrine system, and pathology. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO Lec. Hrs: 040 Lab Hrs:0 40 Other Hrs: 000

Module MIBMS   **Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural**   **6.0 quarter credit units**
                      Coding of the Musculosketal System

This module presents a study of basic medical terminology focused on the musculoskeletal system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO Lec. Hrs: 040 Lab Hrs:0 40 Other Hrs: 000

Module MIBRG   **Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural**   **6.0 quarter credit units**
                      Coding of the Respiratory and Gastrointestinal Systems

This module presents a study of basic medical terminology focused on the respiratory system and the gastrointestinal system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO Lec. Hrs: 040 Lab Hrs:0 40 Other Hrs: 000

| Module MIBSN | Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural | 6.0 quarter credit units |
| | Coding of the Sensory and Nervous Systems, and Psychology | |

This module presents a study of basic medical terminology focused on the sensory system, the nervous system, and psychology. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO Lec. Hrs: 040 Lab Hrs:0 40 Other Hrs: 000

Once a student has completed all modules, he or she will be placed in their final module of training in the field in an approved externship facility, as chosen by the school administration.

| Module MIBE | Externship | 5.0 quarter credit units |

Upon successful completion of Modules MIBINTRO. MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, medical insurance billing/coding students participate in a 160-hour externship. Students are expected to work a full-time (40 hours per week) schedule if possible. Serving in an externship at an approved facility gives externs an opportunity to work with the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Supervisory personnel will evaluate externs at 80 and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation. Prerequisite: Successful completion of Modules MIBINTRO. MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN. Lec. Hrs: 000 Lab Hrs: 000 Other Hrs: 160

PHARMACY TECHNICIAN – RENTON CAMPUS

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	800	50	9 months	Renton	1.0

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

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

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

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.

This 800 Clock Hour/50.0 Credit Units program of study consists of seven individual learning units, plus a hands-on clinical experience, called an externship. Each of these "modules," as they are referred to, stands alone as a unit of study and is not dependent upon previous training. If students do not complete any portion of a module, the entire module must be repeated. Students may enter the program at the beginning of any module and continue through the sequence until all modules have been completed. Upon completion of the seven classroom modules, the students participate in a 240-clock-hour-externship. Students will spend 50% of time in lecture and 50% of time in lab.

Module	Module Title	Total contact 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	240	8.0
	PROGRAM TOTAL	**800**	**50.0**

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

Module B - Aspects of Retail Pharmacy and Pharmacology of the Nervous System   6.0 Quarter Credit Hours
This module is designed to provide the student with responsibilities of a technician filling prescriptions, including the information required to fill prescription and typing the prescription label. This module also covers how to read a drug label. Medications for the 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 Hours**
This module is designed to introduce the student to the professional aspects of working in pharmacy technology. Subjects covered include a history of and changing roles of pharmacists and pharmacy technicians. This module covers the Law and Ethics of Pharmacy which includes the Food and Drug Act, the 1970 Comprehensive Drug Abuse Prevention and Control Act, and other modern-day drug legislation. The respiratory system is discussed along with medications for respiratory tract disorders. Oncology agents are covered in this module along with HIV/AIDS. Calculations and dimensional analysis of drug dosages are covered. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module D - Infection Control, Medication Errors and Alternative Medicine and Pharmacology
of the Integumentary System and Senses   **6.0 Quarter Credit Hours**
This module covers pharmacy technician registration and certification, including professionalism and communication in the pharmacy setting. Over-the-Counter medications, vitamins and skin care products are discussed in this module. Medications for the integumentary system are covered along with a discussion on medication calculations for the elderly. Also covered in this module are medications used for disorders of the eyes and ears. Students learn the most common medication errors, alternative medication and food & drug interactions. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module E - Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and
Muscular System   **6.0 Quarter Credit Hours**
In this module, emphasis is placed on the role and responsibilities of the pharmacy technician regarding parenteral dosages, including using proportion in calculating drug dosages for pediatrics. This module is designed to provide the student with an overall understanding of the administrative aspects and hands-on applications involved in working in a pharmacy. Medications for the G.I. and Musculoskeletal System are covered along with medications for disorders of the musculoskeletal system, as well as a study of general operations of pharmacies at different settings. Subjects covered include safety in the workplace, using computers in the pharmacy, communications and interpersonal relations within the pharmacy. Students will learn about migraine headaches, analgesics and drugs for NSAID. Use of computers in the pharmacy practice setting are covered. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module F - Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System   **6.0 Quarter Credit Hours**
This module is designed to provide the student with an overall understanding of anatomy and physiology as it relates to the Urinary and Reproductive Systems. Students will learn common tasks performed by pharmacy technicians in the hospital practice setting, including policies and procedures, responsibilities of the inpatient pharmacy technician, and specific State requirements regulating the use of pharmacy technicians in various States. Students will familiarize themselves with intravenous flow rates of large volume and small volume IV, infusion of IV Piggybacks, and the use of a Heparin lock. Critical Care flow rates and automated medication dispensing systems are discussed and calculated. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module G - Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular,
Circulatory and Skeletal System   **6.0 Quarter Credit Hours**
This module is designed to familiarize the student with all aspects of home health care, mail order pharmacy/E-Pharmacy, and long term care pharmacy. Also covered in this module is drug distribution systems utilized in the pharmacy to include pharmacy stocking and billing, inventory and purchasing. This module will provide students with the understanding of the cardiovascular, circulatory and skeletal system and discuss medications for circulatory disorders and medications for the skeletal system. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module X - Clinical Externship   **8.0 Quarter Credit Hours**
This 240-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. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 240.0.

QUARTER-BASED PROGRAMS

ACCOUNTING (AAC)

Credential	Credit Units	Length	Campuses	Version
Associate of Applied Science Degree	96	72-102 weeks	Portland, Vancouver	0-1

Time: | Regular Term Day Starts | 72 | Weeks |
Mini-term Day Starts	78	Weeks
Regular Term Evening Starts	96	Weeks
Mini-term Evening Starts	102	Weeks

This course is designed for those who want a thorough knowledge of the fundamental principles of accounting as well as business methods and procedures. It prepares a student for practical work in bookkeeping and accounting or employment in financial, credit, or production departments of business. It may also serve as good basic training for persons who plan to manage businesses of their own or assume major responsibilities in accounting departments.

Course Number	Course	Quarter Credit Units
APA 2111	Principles of Accounting I	4
APA 2121	Principles of Accounting II	4
APA 2161	Introductory Cost/Managerial Accounting	4
ACG 2021	Introduction to Corporate Accounting	4
APA 2959	Externship in Accounting	4
APA 2141	Computerized Accounting	4
ACG 2551	Non-Profit Accounting	4
ACG 2178	Financial Statement Analysis	4
ACO 1806	Payroll Accounting	4
BUL 2131	Applied Business Law	4
CGS 2510C	Applied Spreadsheets	4
CGS 2167C	Computer Applications	4
EN 120 *	Business Communications	4
ENC 1101 *	Composition I	4
ENG 1000	Business English	4
FIN 1103	Introduction to Finance	4
MTB 1103	College Business Mathematics	4
ENC 1102 *	Composition II (Portland Campus)	
	-OR-	4
MAT 1033**	College Algebra (Vancouver Campus)	
MAN 1030	Introduction to Business Enterprise	4
OST 1141L	Keyboarding	2
PSY 2012 **	General Psychology	4
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
SPC 2016 **	Oral Communications	4
TAX 2000	Tax Accounting	4
	Total Credits	**96**

*Required writing course for Oregon as Gen Ed

**General education requirement

ACCOUNTING/BUSINESS ADMINISTRATION (AC4)

Credential	Credit Units	Length	Campuses	Version
Diploma	64	48-66 weeks	Portland*, Vancouver	0-0
*The Portland campus is no longer enrolling new students in this program.				

Time: Regular Term Day Starts   48   Weeks
       Mini-term Day Starts   54   Weeks
       Regular Term Evening Starts   60   Weeks
       Mini-term Evening Starts   66   Weeks

Many men and women get their start in business and become assistants to top executives. This course is designed to train students in those skills that will open the way to such positions.

Course Number	Course	Quarter Credit Units
APA 2111	Principles of Accounting I	4
APA 2121	Principles of Accounting II	4
ACG 2021	Introduction to Corporate Accounting	4
ACO 1806	Payroll Accounting	4
APA 2141	Computerized Accounting	4
CGS 2167C	Computer Applications	4
CGS 2510C	Applied Spreadsheets	4
ENC 1101 *	Composition I	4
ENG 1000	Business English	4
MTB 1103	College Business Mathematics	4
MAN 1030	Introduction to Business Enterprise (Portland Campus)	
	-OR-	4
MAT 1033 *	College Algebra (Vancouver Campus)	
OST 1141L	Keyboarding	2
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
	Additional Accounting/Business/Computer Credits	12
	Total Credits	**64**

* General education requirement

ADMINISTRATIVE ASSISTANT (ST8)

Credential	Credit Units	Length	Campuses	Version
Diploma	64	48-54 weeks	Portland*, Vancouver	0-0
*The Portland campus is no longer enrolling new students in this program.				

Time: Regular Term Day Starts   48   Weeks
       Mini-term Day Starts   54   Weeks

The Administrative Assistant must be well organized and able to accomplish a variety of business office tasks effectively. This program prepares the student with the skills necessary to become a valuable member of the business team.

Course Number	Course	Quarter Credit Units
APA 1114	Office Accounting	
	-OR-	4
APA 2111	Principles of Accounting I	
CGS 2167C	Computer Applications	4
CGS 2510C	Applied Spreadsheets	4
EN 120	Business Communications	4
ENC 1101 *	Composition I	4
ENG 1000	Business English	4
MTB 1103	College Business Mathematics	4
OST 1141L	Keyboarding	2
OP 100	Office Techniques	4
SLS 1105	Strategies for Success	4

SLS 1321	Career Skills	2
TR 100A	Transcription	2
TW 110	Keyboarding II	2
TW 130	Keyboarding III Administrative	2
WP 105	Word Processing I	2
WP 115	Information Processing	2
	Additional Accounting/Business/Computer/Legal Credits	14
	Total Credits	**64**

* General education requirement

ADMINISTRATIVE MEDICAL ASSISTANT (MA1) – PORTLAND CAMPUS

Credential	Credit Units	Length	Campuses	Version
Diploma	48	36-54 weeks	Portland	0-0

Time:	Regular Term Day Starts	36	Weeks
	Mini-term Day Starts	42	Weeks
	Regular Term Evening Starts	48	Weeks
	Mini-term Evening Starts	54	Weeks

A career in the medical field is a dynamic and rewarding opportunity. The medical office assistant is trained in medical business office skills to assist the patients and to act as a liaison between doctor and patient.

Course Number	Course	Quarter Credit Units
APA 1114	Office Accounting	4
BSC 1085	Anatomy & Physiology I	4
BSC 1086	Anatomy & Physiology II	4
CGS 2167C	Computer Applications	4
ENC 1101 *	Composition I	4
HSC 1531	Medical Terminology	4
HSA 1553	Medical Law & Ethics	2
HIM 2272	Medical Insurance Billing	4
OST 1141L	Keyboarding	2
OST 2301	Medical Office Practice	4
OST 2614	Medical Transcription	2
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
	Additional Credits	4
	Total Credits	**48**

* General education requirement

Students who earn a diploma in this program may sit for the Medical Office Assistant Certification Exam developed by the National Center for Competency Testing. Upon successful completion of the exam, the graduate earns the title of NCMOA, National Certified Medical Office Assistant.

The State of Washington, Chapter 18.135, Revised Code of Washington [RCW] and Title 246-826 in the Washington Administrative Code [WAC] requires "Health Care Assistants" to secure "certification" from the Department of Health as a condition of employment.

ADMINISTRATIVE MEDICAL ASSISTANT (MA1) – VANCOUVER CAMPUS

Credential	Credit Units	Length	Campuses	Version
Diploma	48	36-54 weeks	Vancouver	0-0

Time: Regular Term Day Starts   36   Weeks
Mini-term Day Starts   42   Weeks
Regular Term Evening Starts   48   Weeks
Mini-term Evening Starts   54   Weeks

A career in the medical field is a dynamic and rewarding opportunity. The medical office assistant is trained in medical business office skills to assist the patients and to act as a liaison between doctor and patient.

Course Number	Course	Quarter Credit Units
APA 1114	Office Accounting	4
APB 1100	Anatomy & Physiology I	4
APB 1110	Anatomy & Physiology II	4
CGS 2167C	Computer Applications	4
ENG 1000	Business English (Vancouver Campus)	4
HSC 1531	Medical Terminology	4
MEA 1385	Medical Law & Ethics	2
MEA 2335	Medical Insurance Billing	4
OST 1141L	Keyboarding	2
OST 2301	Medical Office Practice	4
OST 2614	Medical Transcription	2
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
	Additional Credits	4
	Total Credits	**48**

Students who earn a diploma in this program may sit for the Medical Office Assistant Certification Exam developed by the National Center for Competency Testing. Upon successful completion of the exam, the graduate earns the title of NCMOA, National Certified Medical Office Assistant.

The State of Washington, Chapter 18.135, Revised Code of Washington [RCW] and Title 246-826 in the Washington Administrative Code [WAC] requires "Health Care Assistants" to secure "certification" from the Department of Health as a condition of employment.

ADVANCED MICROCOMPUTER APPLICATIONS (DP9)

Credential	Credit Units	Length	Campuses	Version
Associate of Applied Science Degree	90	72-102 weeks	Portland*	0-0
*No longer enrolling new students in this program.				

Time: Regular Term Day Starts   72   Weeks
Mini-term Day Starts   78   Weeks
Regular Term Evening Starts *   96   Weeks
Mini-term Evening Starts *   102   Weeks

Everest College has always been a leader in the development of training for the ever-changing microcomputer field. This program offers broad-based training in business, computer software, hardware, programming, and applications.

Course Number	Course	Quarter Credit Units
APA 1114	Office Accounting	4
	-OR-	
APA 2111	Principles of Accounting I	
ACO 1806	Payroll Accounting	4
APA 2141	Computerized Accounting	4
CGS 2167C	Computer Applications	4
CGS 2510C	Applied Spreadsheets	4
DP 130	Introduction to BASIC Programming and Hardware Maintenance	4
DP 145	Operating Systems/Hard Disk Management	4
DP 150	Advanced Data Base Management	4
DP 220	Data Base Application Programming	4

DP 230	System Administration and Multi-User System	4
DP 240	Computer Lab Internship	2
DP 260	Web Page Design	4
EN 120**	Business Communications	4
ENC 1101 **	Composition I	4
ENG 1000	Business English	4
MTB 1103	College Business Mathematics	4
ENC 1102 **	Composition II (Portland Campus	4
	-OR-	
MAT 1033 ***	College Algebra (Vancouver Campus)	
OST 1141L	Keyboarding	2
PSY 2012 ***	General Psychology	4
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
SPC 2016 ***	Oral Communication	4
WP 105	Word Processing I	2
WP 115	Information Processing	2
	Additional Credits	4
	Total Credits	**90**

*Evening program offered only on Portland Campus
** Required writing course for Oregon as Gen Ed
***General education requirement

BOOKKEEPING (AC3)

Credential	Credit Units	Length	Campuses	Version
Diploma	48	36-54 weeks	Vancouver	0-0

Time:	Regular Term Day Starts	36	Weeks
	Mini-term Day Starts	42	Weeks
	Regular Term Evening Starts	48	Weeks
	Mini-term Evening Starts	54	Weeks

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

Course Number	Course	Quarter Credit Units
APA 2111	Principles of Accounting I	4
APA 2121	Principles of Accounting II	4
ACO 1806	Payroll Accounting	4
APA 2141	Computerized Accounting	4
CGS 2167C	Computer Applications	4
CGS 2510C	Applied Spreadsheets	4
ENG 1000	Business English	4
MTB 1103	College Business Mathematics	4
MAN 1030	Introduction to Business Enterprise	4
OST 1141L	Keyboarding	2
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
	Additional Credits	4
	Total Credits	**48**

Credential	Credit Units	Length	Campuses	Version
Associate of Applied Science	96	24 months	Portland	2-1

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. The Bachelor of Science in Business with Business Administration concentration offers additional coursework in finance and investments, management, strategic planning, and other advanced topics that will prepare the graduate of this program for entry- to mid-level positions in business, industry, and government.

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. The Bachelor of Science in Business with Management concentration offers advanced coursework in management and related topics, helping to develop the diversity of knowledge and skills necessary to attain success in the business management field. Graduates of this program will be prepared for entry to mid-level supervisory and management positions 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. The Bachelor of Science in Business with Marketing concentration offers additional studies in such areas as marketing research, consumer behavior, promotional strategies, and international marketing. The graduate of this program will be prepared for entry- to mid-level marketing positions in business, industry, and government.

Program Outline

Course Code		Course	Associate's Degree Quarter Credit Hrs.	
COLLEGE CORE REQUIREMENTS				
SLS	1105	Strategies for Success	4.0	
CGS	2167C	Computer Applications	4.0	
SLS	1321	Career Skills	2.0	
OST*	2335	Business Communications	4.0	
Choose appropriate credits from the following list:			**Applied Associate's 8 credits**	
OST	1141L	Keyboarding	2.0	
LIS	2004	Introduction to Internet Research	2.0	
OSTP	2725	Applied Word Processing	4.0	
CGS	2510C	Applied Spreadsheets	4.0	
MTB	1103	Business Math	4.0	
		TOTAL COLLEGE CORE CREDIT HOURS	**22.0**	
MAJOR CORE REQUIREMENTS: ALL CONCENTRATIONS				
MAN	1030	Introduction to Business Enterprise	4.0	
MAN	2021	Principles of Management	4.0	
BUL	2131	Applied Business Law	4.0	
MAN	2300	Introduction to Human Resources	4.0	
MAR	1011	Introduction to Marketing	4.0	
APA	2111	Principles of Accounting I	4.0	
APA	2121	Principles of Accounting II	4.0	
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 HOURS	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 HOURS	**48**	
OR				

MARKETING CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS			
MAR	2323	Advertising	4.0
MAR	2141	Introduction to International Marketing	4.0
MAR	2721	Marketing on the Internet	4.0
SBM	2000	Small Business Management	4.0
		TOTAL MAJOR CORE CREDIT HOURS	**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	2016	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 HOURS	**26**

* 9 credits Oregon approved writing courses

TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION   **96**

BUSINESS ACCOUNTING (BACC1)

Credential	Credit Units	Length	Campuses	Version
Diploma	48	36 -54 weeks	Portland	1-2

Time:	Regular Term Day Starts	36	Weeks
	Mini-term Day Starts	42	Weeks
	Regular Term Evening Starts	48	Weeks
	Mini-term Evening Starts	54	Weeks

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

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

Upon successful completion of the 48 credit-hour program, students are awarded a diploma.

Course Number		Course Title	Quarter Credit Units
College Core Requirements			
SLS	1105	Strategies for Success	4
CGS	2167C	Computer Applications	4
CGS	2510C	Applied Spreadsheets	4
MTB	1103	Business Math	4
MAN	1030	Introduction to Business Enterprise	4
SLS	1321	Career Skills	2
Student will select one of the following:			
MAN	2031	Let's Talk Business	2
OST	1141L	Keyboarding	2
Major Core Requirements			
APA	2111	Principles of Accounting I	4
APA	2121	Principles of Accounting II	4
ACG	2021	Introduction to Corporate Accounting	4
APA	2141	Computerized Accounting	4
ACO	1806	Payroll Accounting	4
TAX	2000	Tax Accounting	4
Program Total			**48**

COMPUTER INFORMATION SCIENCE

Credential	Credit Units	Length	Campuses	Version
Associate of Applied Science Degree	96	24 months	Portland*	2-0
*The Portland campus only offers the Network Administration concentration.				

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

Programming:

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

Network Administration:

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

Web Design:

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

Course Number	Course Name	Associates Degree Quarter Credit Hrs	
College Core Requirements			
SLS 1105	Strategies for Success	4.0	
SLS 1321	Career Skills	2.0	
CGS 2167C	Computer Applications	4.0	
EN 120	Business Communications	4.0	
Choose one of following courses (students taking Web Design concentration *must* take Project Development *and* one of the other two choices):			
CEN 1056	Project Development	2.0	
OST 1141L	Keyboarding	2.0	
MAN 2031	Let's Talk Business	2.0	
	Total Quarter Credit Hours:		**16.0 (18.0 for Web Design students)**
Major Core Requirements – Programming Concentration			
APA 2111	Principles of Accounting I	4.0	
APA 2121	Principles of Accounting II	4.0	
BUL 2131	Applied Business Law	4.0	
CEN 1509C	Computer Networking Fundamentals	4.0	
CGS 1763C	Computer Operating Systems	4.0	
CGS 1280C	Computer Hardware Concepts	4.0	
COP 2010C	Programming Concepts	4.0	
CGS 2461C	Fundamental Programming Techniques	4.0	
CIS 2325	Introduction to the Systems Development Life Cycle	4.0	
	Approved IT Electives*	8.0	
Choose one of the following two-course language sequences in Visual Basic or C++ or Java or C# (4 credits each).		8.0	
COP 2170C	Computer Programming – Visual Basic I		
COP 2171C	Computer Programming – Visual Basic II		
COP 2224C	Computer Programming – C++ I		
COP 2228C	Computer Programming – C++ II		
COP 2250C	Computer Programming – Java I		
COP 2805C	Computer Programming – Java II		

COP 2280C	Computer Programming – C# I		
COP 2281C	Computer Programming – C# II		
	Programming Major Core:		**52.0**
Major Core Requirements – Network Administration Concentration			
CGS 1763C	Computer Operating Systems	4.0	
CGS 1280C	Computer Hardware Concepts	4.0	
CEN 1509C	Computer Networking Fundamentals	4.0	
CEN 1561C	Network Operating Systems-Client	4.0	
CEN 1562C	Network Operating Systems-Server	4.0	
CET 1605C	Network Routing I	4.0	
CET 2607C	Network Routing II	4.0	
CTS 2320C	Network Management	4.0	
CEN 2327C	Network Infrastructure	4.0	
CTS 2303C	Network Directory Services	4.0	
CIS 2354C	Network Security Fundamentals	4.0	
Choose one of the following two-course network management sequences in Security or Database or other approved IT electives (4 credits each).		8.0	
CEN 2345C	Network Security		
CIS 2475	Network Security Design		
CEN 2420	Implementing and Administering Databases		
CEN 2450	Database Design		
	Network Administration Major Core:		**52.0**
Major Core Requirements – Web Design Concentration			
CEN 1509C	Computer Networking Fundamentals	4.0	
COP 2010C	Programming Concepts	4.0	
CGS 2461C	Fundamental Programming Techniques	4.0	
CGS 1800C	Web Site Design Methodology	4.0	
CGS 1821C	Web Content Development	4.0	
COP 2840C	Content Generation – Scripting Languages	4.0	
CGS 2820C	Web Authoring	4.0	
CGS 2877C	Web Animation	4.0	
GRA 2225C	Graphic Design Using Adobe Photoshop	4.0	
CGS 2177C	E-Commerce Systems Administration	4.0	
CGS 2910C	Web Design Portfolio Project	2.0	
	Approved IT Electives*	8.0	
	Web Design Major Core:		**50.0**
*Approved IT Electives to be selected in consultation with the Academic Advisor, Registrar, or Academic Dean/Director of Education from available coursework in the major (typically those courses with CEN, CIS, CGS, COP, CTS and CET prefixes).			
	Approved Electives		**8.0**
To be selected in consultation with the Academic Advisor, Registrar or Academic Dean/Director of Education to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student.			
General Education Requirements			
ENC 1101	Composition I	4.0	
ENC 1102	Composition II	4.0	
SPC 2016	Oral Communications	4.0	
MAT 1033	College Algebra	4.0	
PSY 2012	General Psychology	4.0	
	Total Quarter Credit Hours:		**20.0**
	Total Quarter Credit Hours Required for Graduation:		**96.0**

CRIMINAL JUSTICE (LJA)

Credential	Credit Units	Length	Campuses	Version
Associate of Applied Science Degree	96	72-96 weeks	Portland, Vancouver	1-1

Time:

Regular Term Day Starts	72	Weeks	
Mini-term Day Starts	78	Weeks	
Regular Term Evening Starts	96	Weeks	
Mini-term Evening Starts	102	Weeks	

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

Course Number		Course Title	Quarter Credit Units	
College Core Requirements				
SLS	1105	Strategies for Success	4	
SLS	1321	Career Skills	2	
CGS	2167C	Computer Applications	4	
EN	120*	Business Communications	4	
		Total Quarter Credit Hours		**14**
Major Core Requirements				
BUL	2131	Applied Business Law	4	
CCJ	1017	Criminology	4	
CCJ	1024	Introduction to Criminal Justice	4	
CJL	2130	Criminal Evidence	4	
CJL	2134	Criminal Procedure and the Constitution	4	
CCJ	1610	Criminal Investigations	4	
CCJ	2358	Criminal Justice Communications	4	
CCJ	2306	Introduction to Corrections	4	
CJD	2250	Introduction to Interviews and Interrogations	4	
DSC	2002	Introduction to Terrorism	4	
CJE	2100	Policing in America	4	
CCJ	2288	Spanish for the Criminal Justice Professional	4	
CCJ	2679	Introduction to Victims Advocacy	4	
CCJ	2943	Current Issues in Criminal Justice	4	
CJE	2670	Introduction to Forensics	4	
CCJ	1910	Career Choices in Criminal Justice	4	
		Total Quarter Credit Hours		**64**
General Education Core Requirements				
ENC	1101 *	Composition I	4	
ENC	1102 *	Composition II	4	
SPC	2016 **	Oral Communications	4	
SYG	2000 **	Principles of Sociology	4	
SLS	1505 **	Basic Critical Thinking	2	
		Total Quarter Credit Hours		**18**
Total Quarter Credit Hours Required For Graduation				**96**

*Required writing courses for Oregon

**General education requirement

EXECUTIVE ASSISTANT (ST9E)

Credential	Credit Units	Length	Campuses	Version
Associate of Applied Science Degree	90	72-78 weeks	Portland*, Vancouver	0-0
*No longer enrolling new students				

Time: Regular Term Day Starts   72 Weeks
       Mini-term Day Starts   78 Weeks
       Regular Term Evening Starts   96 Weeks
       Mini-term Evening Starts   102 Weeks

Executive assistants occupy a unique niche in the field of business. Responsibilities are varied and vital to the inner workings of the companies for which they work. The career is interesting and challenging. Its importance increases because the executive assistant works closely with management-level personnel and is exposed to policy-making decisions.

Course Number	Course	Quarter Credit Units
APA 1114	Office Accounting	
	-OR-	4
APA 2111	Principles of Accounting I	
ACO 1806	Payroll Accounting	4
CGS 2167C	Computer Applications	4
CGS 2510C	Applied Spreadsheets	4
DP 145	Operating Systems/Hard Disk Management	4
DP 150	Advanced Data Base Management	4
EN 120*	Business Communications	4
ENC 1101 *	Composition I	4
ENG 1000	Business English	4
LE 100	Legal Concepts	4
BUL 2131	Applied Business Law	
	-OR-	4
PLA 1003	Introduction to Legal Assisting	
MTB 1103	College Business Mathematics	4
ENC 1102 *	Composition II (Portland Campus)	
	-OR-	4
MAT 1033 **	College Algebra (Vancouver Campus)	
OST 1141L	Keyboarding	2
OP 100	Office Techniques	4
OP 110	Office Internship	4
PSY 2012 **	General Psychology	4
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
SPC 2016 **	Oral Communications	4
TR 100A	Transcription	2
TW 110	Keyboarding II	2
TW 130	Keyboarding III Administrative	2
TW 135	Keyboarding III Legal	2
WP 105	Word Processing I	2
WP 115	Information Processing	2
	Additional Credits	2
	Total Credits	**90**

*Required writing courses for Oregon
**General education requirement

LEGAL ADMINISTRATIVE ASSISTANT (ST8L)

Credential	Credit Units	Length	Campuses	Version
Diploma	64	48-54 weeks	Portland, Vancouver	0-0

Time: Regular Term Day Starts 48 Weeks
Mini-term Day Starts 54 Weeks

In this professional secretarial program, the student chooses a legal career. The demand for qualified individuals in this field is high. Knowledge, ability, accuracy, and a mature manner are essential objectives in this program.

Course Number	Course	Quarter Credit Units
APA 1114	Office Accounting	
	-OR-	4
APA 2111	Principles of Accounting I	
CGS 2167C	Computer Applications	4
EN 120	Business Communications	4
ENC 1101 *	Composition I	4
ENG 1000	Business English	4
LE 100	Legal Concepts	4
BUL 2131	Applied Business Law	
	-OR-	4
PLA 1003	Introduction to Legal Assisting	
MTB 1103	College Business Mathematics	4
OST 1141L	Keyboarding	2
OP 100	Office Techniques	4
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
TR 100A	Transcription	2
TW 110	Keyboarding II	2
TW 135	Keyboarding III Legal	2
WP 105	Word Processing I	2
WP 115	Information Processing	2
	Additional Accounting/Business/Computer/Legal Credits	10
	Total Credits	**64**

*General education requirement

MEDICAL ASSISTING (MA2) – PORTLAND CAMPUS

Credential	Credit Units	Length	Campuses	Version
Diploma	75	60-78 weeks	Portland	0-0

Time: Regular Term Day Starts   60   Weeks
          Mini-term Day Starts   66   Weeks
          Regular Term Evening Starts   72   Weeks
          Mini-term Evening Starts   78   Weeks

The medical assistant is trained in medical business office skills and the clinical and laboratory skills necessary to assist the physician in patient care.

Course Number	Course	Quarter Credit Units
APA 1114	Office Accounting	4
BSC 1085	Anatomy & Physiology I	4
BSC 1086	Anatomy & Physiology II	4
CGS 2167C	Computer Applications	4
ENC 1101 *	Composition I	4
HC 2941	Medical Assistant Externship	5
HSC 1531	Medical Terminology	4
HSA 1553	Medical Law & Ethics	2
MTB 1103	College Business Mathematics	4
MEA 2455	Clinical Lecture A	4
MEA 2456	Clinical Lecture B	4
MEA 2457	Clinical Lecture C	4
HIM 2272	Medical Insurance Billing	4
MLS 2325	Clinical Lab A	2
MLS 2326	Clinical Lab B	2
MLS 2327	Clinical Lab C	2
OST 1141L	Keyboarding	2
OST 2301	Medical Office Practice	4
OST 2614	Medical Transcription	2
PHA 2245	Pharmacology & Medical Math	4
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
	Total Credits	**75**

* General education requirement

Students who earn a diploma in this program are required to sit for the Medical Assistant Certification Exam developed by the American Association of Medical Assistants. Upon successful completion of the exam, the graduate earns the title of CMA, Certified Medical Assistant.

Students who earn a diploma in this program may choose to sit for the Medical Assistant Certification Exam developed by the National Center for Competency Testing. Upon successful completion of the exam, the graduate earns the title of NCMA, National Certified Medical Assistant.

The State of Washington, Chapter 18.135, Revised Code of Washington [RCW] and Title 246-826 in the Washington Administrative Code [WAC] requires "Health Care Assistants" to secure "certification" from the Department of Health as a condition of employment.

MEDICAL ASSISTING (MA2) – VANCOUVER CAMPUS

Credential	Credit Units	Length	Campuses	Version
Diploma	75	60-78 weeks	Vancouver	0-0

Time: Regular Term Day Starts   60   Weeks
       Mini-term Day Starts   66   Weeks
       Regular Term Evening Starts   72   Weeks
       Mini-term Evening Starts   78   Weeks

The medical assistant is trained in medical business office skills and the clinical and laboratory skills necessary to assist the physician in patient care.

Course Number	Course	Quarter Credit Units
APA 1114	Office Accounting	4
APB 1100	Anatomy & Physiology I	4
APB 1110	Anatomy & Physiology II	4
CGS 2167C	Computer Applications	4
ENG 1000	Business English	4
HC 2941	Medical Assistant Externship	5
HSC 1531	Medical Terminology	4
HSA 1553	Medical Law & Ethics	2
MTB 1103	College Business Mathematics	4
MEA 2455	Clinical Lecture A	4
MEA 2456	Clinical Lecture B	4
MEA 2457	Clinical Lecture C	4
MEA 2335	Medical Insurance Billing	4
MLS 2325	Clinical Lab A	2
MLS 2326	Clinical Lab B	2
MLS 2327	Clinical Lab C	2
OST 1141L	Keyboarding	2
OST 2301	Medical Office Practice	4
OST 2614	Medical Transcription	2
PHA 2245	Pharmacology & Medical Math	4
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
	Total Credits	**75**

Students who earn a diploma in this program may choose to sit for the Medical Assistant Certification Exam developed by the American Association of Medical Assistants. Upon successful completion of the exam, the graduate earns the title of CMA, Certified Medical Assistant.

Students who earn a diploma in this program may choose to sit for the Medical Assistant Certification Exam developed by the National Center for Competency Testing. Upon successful completion of the exam, the graduate earns the title of NCMA, National Certified Medical Assistant.

The State of Washington, Chapter 18.135, Revised Code of Washington [RCW] and Title 246-826 in the Washington Administrative Code [WAC] requires "Health Care Assistants" to secure "certification" from the Department of Health as a condition of employment.

MEDICAL ASSISTING (MAD3) – PORTLAND CAMPUS

Credential	Credit Units	Length	Campuses	Version
Associate of Applied Science Degree	97	72-102 weeks	Portland	0-0

Time:
Regular Term Day Starts	72	Weeks	
Mini-term Day Starts	78	Weeks	
Regular Term Evening Starts	96	Weeks	
Mini-term Evening Starts	102	Weeks	

The clinical assistant is trained in medical business office skills and the clinical and laboratory skills necessary to assist the physician in all aspects of patient care, including both front-office and back-office.

Course Number	Course	Quarter Credit Units
APA 1114	Office Accounting	4
BSC 1085	Anatomy & Physiology I	4
BSC 1086	Anatomy & Physiology II	4
CGS 2167C	Computer Applications	4
ENC 1101 *	Composition I	4
EN 120*	Business Communications	4
HC 2941	Medical Assistant Externship	5
HSC 1524	Diseases of the Human Body	4
HSC 1531	Medical Terminology	4
HSA 1553	Medical Law & Ethics	2
MTB 1103	College Business Mathematics	4
ENC 1102 *	Composition II	4
MEA 1671	Patient Interpersonal Relations	2
MEA 2455	Clinical Lecture A	4
MEA 2456	Clinical Lecture B	4
MEA 2457	Clinical Lecture C	4
HIM 2272	Medical Insurance Billing	4
MLS 2325	Clinical Lab A	2
MLS 2326	Clinical Lab B	2
MLS 2327	Clinical Lab C	2
OST 1141L	Keyboarding	2
OST 2301	Medical Office Practice	4
OST 2614	Medical Transcription	2
PHA 2245	Pharmacology & Medical Math	4
PSY 2012 **	General Psychology	4
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
SPC 2016 **	Oral Communications	4
	Total Credits	**97**

*Required writing courses for Oregon
**General education requirement

Students who earn a degree in this program may choose to sit for the Medical Assistant Certification Exam developed by the American Association of Medical Assistants. Upon successful completion of the exam, the graduate earns the title of CMA, Certified Medical Assistant.
-OR-
Students who earn a degree in this program may choose to sit for the Medical Assistant Certification Exam developed by the National Center for Competency Testing. Upon successful completion of the exam, the graduate earns the title of NCMA, National Certified Medical Assistant.
The State of Washington, Chapter 18.135, Revised Code of Washington [RCW] and Title 246-826 in the Washington Administrative Code [WAC] requires "Health Care Assistants" to secure "certification" from the Department of Health as a condition of employment.

MEDICAL ASSISTING (MAD3) – VANCOUVER CAMPUS

Credential	Credit Units	Length	Campuses	Version
Associate of Applied Science Degree	97	72-102 weeks	Vancouver	0-0

Time:
Regular Term Day Starts   72   Weeks
Mini-term Day Starts   78   Weeks
Regular Term Evening Starts   96   Weeks
Mini-term Evening Starts   102   Weeks

The clinical assistant is trained in medical business office skills and the clinical and laboratory skills necessary to assist the physician in all aspects of patient care, including both front-office and back-office.

Course Number	Course	Quarter Credit Units
APA 1114	Office Accounting	4
APB 1100	Anatomy & Physiology I	4
APB 1110	Anatomy & Physiology II	4
CGS 2167C	Computer Applications	4
ENC 1101 *	Composition I	4
ENG 1000	Business English	4
HC 2941	Medical Assistant Externship	5
HSC 1524	Diseases of the Human Body	4
HSC 1531	Medical Terminology	4
HSA 1553	Medical Law & Ethics	2
MTB 1103	College Business Mathematics	4
MAT 1033 *	College Algebra	4
MEA 1671	Patient Interpersonal Relations	2
MEA 2455	Clinical Lecture A	4
MEA 2456	Clinical Lecture B	4
MEA 2457	Clinical Lecture C	4
MEA 2335	Medical Insurance Billing	4
MLS 2325	Clinical Lab A	2
MLS 2326	Clinical Lab B	2
MLS 2327	Clinical Lab C	2
OST 1141L	Keyboarding	2
OST 2301	Medical Office Practice	4
OST 2614	Medical Transcription	2
PHA 2245	Pharmacology & Medical Math	4
PSY 2012 *	General Psychology	4
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
SPC 2016 *	Oral Communications	4
	Total Credits	**97**

*General education requirement

Students who earn a degree in this program may choose to sit for the Medical Assistant Certification Exam developed by the American Association of Medical Assistants. Upon successful completion of the exam, the graduate earns the title of CMA, Certified Medical Assistant.
-OR-
Students who earn a degree in this program may choose to sit for the Medical Assistant Certification Exam developed by the National Center for Competency Testing. Upon successful completion of the exam, the graduate earns the title of NCMA, National Certified Medical Assistant.
The State of Washington, Chapter 18.135, Revised Code of Washington [RCW] and Title 246-826 in the Washington Administrative Code [WAC] requires "Health Care Assistants" to secure "certification" from the Department of Health as a condition of employment.

NETWORK INTERNET SECURITY SPECIALIST

Credential	Credit Units	Length	Campuses	Version
Diploma	72	12 months	Portland	1-0

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

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

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

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

COURSE NUMBER	COURSE TITLE	TOTAL CONTACT HOURS	QUARTER CREDIT UNITS
CTS 1000	Introduction to Computer Technology	80	6
CTS 1050	Computer Hardware and Operating Systems	80	6
NCS 1000	Networking Concepts	80	6
NCS 1050	Network Routing	80	6
NOS 1000	Network Operating Systems – Client	80	6
NOS 1050	Network Operating Systems – Server	80	6
NSS 2000	Network Infrastructure Implementation	80	6
NSS 2050	Network Directory Services	80	6
NSS 2100	Network Infrastructure Planning	80	6
NIS 2000	Network Security Fundamentals	80	6
NIS 2050	Network Security Implementation	80	6
NIS 2100	Network Security Design	80	6
PROGRAM TOTAL:		**960**	**72**

OPERATIONS SPECIALIST (DP7)

Credential	Credit Units	Length	Campuses	Version
Diploma	48	36-54 weeks	Portland*	1-2
*No longer enrolling new students in this program.				

Time:
Regular Term Day Starts	36	Weeks	
Mini-term Day Starts	42	Weeks	
Regular Term Evening Starts	48	Weeks	
Mini-term Evening Starts	54	Weeks	

It has become evident that the ability to operate a microcomputer is a necessity. This program is designed to train the student in the areas of general business and computer applications.

Course Number	Course	Quarter Credit Units
APA 1114	Office Accounting	
	-OR-	4
APA 2111	Principles of Accounting I	
ACO 1806	Payroll Accounting	4
CGS 2167C	Computer Applications	4
CGS 2510C	Applied Spreadsheet	4
DP 145	Operating Systems/Hard Disk Management	4
DP 150	Advanced Data Base Management	4
ENG 1000	Business English	4
MTB 1103	College Business Mathematics	4
OST 1141L	Keyboarding	2
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
WP 105	Word Processing I	2
	Additional Accounting/Business/Computer Credits	6
	Total Credits	**48**

PARALEGAL/LEGAL ASSISTANT (LPA8)

Credential	Credit Units	Length	Campuses	Version
Associate of Applied Science Degree	96	72-102 weeks	Portland, Vancouver	0-0

Time: Regular Term Day Starts   72   Weeks
           Mini-term Day Starts   78   Weeks
           Regular Term Evening Starts*   96   Weeks
           Mini-term Evening Starts*   102   Weeks

The Paralegal/Legal Assistant program is designed to provide the student with fundamental knowledge of legal terminology, substantive and procedural law, drafting of legal pleading and responses, and legal research. Graduates of the program should be able to assist an attorney in private or corporate practice.

Course Number	Course	Quarter Credit Units
APA 1114	Office Accounting	4
CGS 2167C	Computer Applications	4
EN 120**	Business Communications	4
ENC 1101 **	Composition I	4
ENG 1000	Business English	4
ENC 1102 **	Composition II (Portland Campus)	4
	-OR-	
MAT 1033 ***	College Algebra (Vancouver Campus)	
OST 1141L	Keyboarding	2
PLA 1003	Introduction to Legal Assisting	4
PLA 1700	Legal Ethics and Social Responsibility	4
PLA 1105	Legal Research and Writing I	4
PLA 2203	Civil Procedure	4
PLA 2106	Legal Research and Writing II	4
PLA 2460	Bankruptcy	4
PLA 2273	Torts	4
PLA 2308	Criminal Procedure	4
PLA 2423	Contract Law	4
PLA 2433	Business Organizations	4
PLA 2600	Wills, Trusts and Probate	4
PLA 2800	Family Law	4
PLA 2940	Paralegal Externship	4
	-OR-	
PLA 2610	Real Estate Law	
PSY 2012 ***	General Psychology	4
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
SPC 2016 ***	Oral Communications	4
TW 135	Keyboarding III Legal	2
WP 105	Word Processing I	2
	Total Credits	**96**

*Evening program offered only in Portland.
**Required writing course for Oregon
***General education requirement

PHARMACY TECHNICIAN (PHTA) – PORTLAND CAMPUS

Credential	Credit Units	Length	Campuses	Version
Associate of Applied Science Degree	97	72-78 weeks	Portland	0-0

Time: Regular Term Day Starts   72   Weeks
       Mini-term Day Starts   78   Weeks
       Regular Term Evening Starts   96   Weeks
       Mini-term Evening Starts   102   Weeks

The Pharmacy Technician program is designed to provide students with a broad academic and clinical background in the field of pharmacy technology, coupled with a solid understanding of basic general education concepts. The degree prepares the graduate for an entry-level position in any number of both health care facilities and retail establishments. These include hospitals and medical centers, teaching facilities, out-patient clinics, urgent care centers, and retail and wholesale pharmacies.

Course Number	Course	Quarter Credit Units
College Core Requirements		
SLS 1105	Strategies for Success	4
OST 1141L	Keyboarding	2
CGS 2167C	Computer Applications	4
MAN 1030	Introduction to Business Enterprise	4
MAN 2021	Principles of Management	4
SLS 1321	Career Skills	2
Major Core Requirements		
PTN 1702	Introduction to Pharmacy	4
PTN 1780C	Administrative Aspects of Pharmacy	4
PTN 1704	Professional Aspects of Pharmacy Technology	4
PTN 1703	Pharmaceutical Calculations	4
PTN 1733C	Pharmacy Operations	4
BSC 1085	Anatomy & Physiology I	4
BSC 1086	Anatomy and Physiology II	4
HSC 1524	Diseases of the Human Body	4
HSC 1531	Medical Terminology	4
MEA 2244	Pharmacology	4
HSA 2113	Health Care Systems, Issues, and Transitions	4
MAR 2305	Customer Relations and Service	4
PTN 1740	Externship	5
General Education Requirements		
ENC 1101 *	Composition I	4
ENC 1102 *	Composition II	4
PSY 2012**	General Psychology	4
EN 120*	Business Communications	4
SPC 2016 **	Oral Communications	4
	Additional Credits	4
	Total Credits	**97**

*Required writing courses for Oregon
**General Education requirements

Pharmacy Technician students: In addition to the current background check requirements, as of August 2008 the state of Oregon is requiring that potential licensees pass a national certification test in order to be licensed by the state. Graduates of the Pharmacy technician program at Everest College are eligible to take the examinations approved by the Oregon Board of Pharmacy.

PHARMACY TECHNICIAN DIPLOMA (PHT1) – PORTLAND CAMPUS

Credential	Credit Units	Length	Campuses	Version
Diploma	49	48-54 weeks	Portland	0-0

Time: Regular Term Day Starts   48   Weeks
         Mini-term Day Starts   52   Weeks
         Regular Term Evening Starts   48   Weeks

The Pharmacy Technician program is designed to provide students with a broad academic and clinical background in the field of Pharmacy Technology. The diploma prepares the graduate for an entry-level position in any number of both health care facilities and retail establishments. These include hospitals and medical centers, teaching facilities, outpatient clinics, urgent care centers, and retail and wholesale pharmacies.

Course Number	Course	Quarter Credit Units
College Core Requirements		
OST 1141L	Keyboarding	2
SLS 1321	Career Skills	2
Major Core Requirements		
PTN 1702	Introduction to Pharmacy	4
PTN 1780C	Administrative Aspects of Pharmacy	4
PTN 1704	Professional Aspects of Pharmacy Technology	4
PTN 1703	Pharmaceutical Calculations	4
PTN 1733C	Pharmacy Operations	4
BSC 1085	Anatomy and Physiology I	4
BSC 1086	Anatomy and Physiology II	4
HSC 1524	Diseases of the Human Body	4
HSC 1531	Medical Terminology	4
MEA 2244	Pharmacology	4
PTN 1740	Externship	5
	Total Credits	**49**

Pharmacy Technician students: In addition to the current background check requirements, as of August 2008 the state of Oregon is requiring that potential licensees pass a national certification test in order to be licensed by the state. Graduates of the Pharmacy technician program at Everest College are eligible to take the examinations approved by the Oregon Board of Pharmacy.

TRAVEL/HOSPITALITY MANAGEMENT (HTM)

Credential	Credit Units	Length	Campuses	Version
Associate of Applied Science Degree	90	72-78 weeks	Portland*	0-0
*No longer enrolling new students in this program.				

Time:　　Regular Term Day Starts　　72　　Weeks
　　　　　Mini-term Day Starts　　78　　Weeks

The travel and hospitality industries combine to make the largest industry in the United States. The areas of travel, leisure, hospitality, etc., are becoming more interrelated. Our degree program allows the graduate the flexibility of working in a travel atmosphere in an administrative capacity.

Course Number	Course	Quarter Credit Units
APA 1114	Office Accounting	
	-OR-	4
APA 2111	Principles of Accounting I	
CGS 2167C	Computer Applications	4
ENC 1101 *	Composition I	4
ENC 1102 *	Composition II	4
EN 120**	Business Communications	4
ENG 1000	Business English	4
HT 100	Introduction to Travel and Hospitality	4
HT 115	Geography	4
HT 125	Destination Specialist	4
HT 135	Travel Computer Reservations	8
HT 190	Hotel-Hospitality Management Responsibilities	4
HT 170	Hotel/Motel Front Office Procedures	4
HT 180	Administrative Travel Dynamics	4
MTB 1103	College Business Mathematics	4
OST 1141L	Keyboarding	2
OP 100	Office Techniques	4
PSY 2012 *	General Psychology	4
SPC 2016 *	Oral Communication	4
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
TR 100A	Transcription	2
TW 110	Keyboarding II	2
WP 105	Word Processing I	2
	Additional Credits	4
	Total Credits	**90**

*General education requirement
**Required writing course for Oregon

COURSE OFFERINGS

COURSE NUMBERING SYSTEM

This institution uses the following course numbering system:

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

Students enrolled in diploma and Associate of Applied Science degree programs take courses in the lower division. The letters that must accompany the numbering system normally refer to the course subject matter, such as MAN = management and CIS = computer information systems. The numbers that follow the course prefix increase in sequence to indicate a more in-depth and complex level of the particular subject area. General education courses are noted in the course description with an asterisk.

General Education Courses

General education within a degree program is designed to create a well-rounded individual with good general knowledge of several areas outside the specific major field of the graduate. The following courses are classified as general education courses:

- ENC 1101 Composition I
- ENC 1102 Composition II
- MAT 1033 College Algebra
- PSY 2012 General Psychology
- SPC 2016 Oral Communications

Additional Credits

Additional credits as required by individual programs may include any courses listed in this catalog as long as the student meets all prerequisites.

COURSE DESCRIPTIONS

ACG 2021 Introduction to Corporate Accounting	**4 Quarter credit hours**
This course defines financial accounting objectives and their relationship to business. Students are introduced to the fundamental principles of accounting and the accounting cycle as it applies to corporations. Prerequisite: APA 2121. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ACG 2178 Financial Statement Analysis	**4 Quarter credit hours**
The basics of financial statement analysis in directing a firm's operations are covered in this course. The student will gain an understanding of how funds are acquired in financial markets and the criteria used by investors in deciding where to place their funds. Prerequisite: ACG 2021. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ACG 2551 Non-Profit Accounting	**4 Quarter credit hours**
In this course the student explores accounting systems unique to non-profit organizations. Accounting principles for hospitals and educational organizations are examined. Prerequisite: ACG 2021. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ACO 1806 Payroll Accounting	**4 Quarter credit hours**
This course provides the student with a working knowledge of payroll laws, principles, practices, methods, and systems. The student gains hands-on experience performing the payroll function. Prerequisite: APA 2111 or APA 1114. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
APA 1114 Office Accounting	**4 Quarter credit hours**
This course is designed to introduce the student to basic accounting procedures. A strong emphasis is placed on the payroll phase of accounting. Prerequisite: None. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
APA 2111 Principles of Accounting I	**4 Quarter credit hours**
Accrual accounting based upon generally accepted accounting principles is stressed in this course. Analysis of income statement procedures, computerized accounting applications, and the accounting cycle are highlighted. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
APA 2121 Principles of Accounting II	**4 Quarter credit hours**
This course emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bank statement reconciliation, bad debt, accounts receivable, notes receivable, accounts payable, notes payable, various methods of inventory pricing, fixed asset allocations, intangible assets, and natural resources. Prerequisite: APA 2111. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
APA 2141 Computerized Accounting	**4 Quarter credit hours**
This course emphasizes the practical application of fundamental accounting principles through the use of automated accounting software. Students will gain experience in integrated software designed to handle general ledger, accounts payable, accounts receivable, financial statement analysis, fixed assets, sales order processing, inventory, and payroll. Prerequisite: APA 2111 or APA 1114. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
APA 2161 Introductory Cost/Managerial Accounting	**4 Quarter credit hours**
This course examines the development and operation of cost accounting systems. Topics include basic cost concepts and product costing techniques including job-order, process costing, and standard costing with emphasis on managerial application. Prerequisite: APA 2121. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
APA 2959 Externship in Accounting	**4 Quarter credit hours**
This course provides the student with the opportunity to directly apply the knowledge and skills learned in the program by working in a pre-arranged and pre-approved accounting office or other suitable location for 120 hours. Prerequisites: The student must be in good standing and in the final quarter. Lecture Hrs. 000 Lab Hrs. 000 Other Hrs. 160	
APB 1100 Anatomy & Physiology I	**4 Quarter credit hours**
This course is a scientific study of the structure of the human body and its parts including relationships and functions and disease processes of the integumentary, skeletal, muscular, nervous, sensory, and endocrine systems. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
APB 1110 Anatomy & Physiology II	**4 Quarter credit hours**
This course is a scientific study of the structure of the human body and its parts including relationships, functions, and disease processes of the cardiovascular, respiratory, digestive, urinary, and reproductive systems. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

BSC 1085 – Anatomy and Physiology I	4 Quarter credit hours

This course is a scientific study of the structure of the human body and its parts including relationships and functions of the integumentary, skeletal, muscular, nervous system, special senses and the endocrine systems. Prerequisite: HSC 1239. Lecture Hours: 040 Lab Hours: 000 Other Hours: 000.

BSC 1086 – Anatomy and Physiology II	4 Quarter credit hours

This course is a study of the structure of the human body and its parts including relationships and functions of the cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems. Prerequisite: HSC 1239. Lecture Hours: 040 Lab Hours: 000 Other Hours: 000.

BUL 2131 Applied Business Law	4 Quarter credit hours

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

CCJ 1017 Criminology	4 Quarter credit hours

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

CCJ 1024 Introduction to Criminal Justice	4 Quarter credit hours

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

CCJ 1610 Criminal Investigations	4 Quarter credit hours

Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 1910 Career Choices in Criminal Justice	4 Quarter credit hours

This course provides an overview of employment in the criminal justice field. Topics include nature of the work, employment opportunities, median income, training, opportunity for advancement, employment outlook for ten different general classifications. Prerequisite: CCJ 1024. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 2288 Spanish for the Criminal Justice Professional	4 Quarter credit hours

This course provides criminal justice professionals with a fundamental communication skill set in the Spanish language. Students will address Spanish phrases and terms that will enhance the ability to respond to emergencies and function in other justice related environments. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 2306 Introduction to Corrections	4 Quarter credit hours

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

CCJ 2358 Criminal Justice Communications	4 Quarter credit hours

This course will introduce the student to proper communication techniques within the community and the law enforcement environment. Interviewing techniques; written communication, report writing; and testimony will be a part of this course. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 2679 Introduction to Victims Advocacy	4 Quarter credit hours

This course examines criminal victimization in the United States. The topics include the historical treatment of victims of crime, the character and extent of modern criminal victimization, the nature of victimization experience, victim treatment at the hands of the criminal justice system. Prerequisite: CCJ 1024. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 2943 Current Issues in Criminal Justice	4 Quarter credit hours

This course presents an analysis of significant issues confronting modern day criminal justice practitioners including critical concepts of law enforcement, the courts, corrections, and juvenile justice. Prerequisite: CCJ 1024. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CEN 1056 Project Development	2.0 Quarter Credit Hours

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

CEN 1509C Computer Networking Fundamentals	4 Quarter Credit Hours

This course provides an overview of the field of local area networking and internetworking. Students are introduced to the terminology, operating systems, hardware, and administration of various components of a computer network, including network topology, TCP/IP, the OSI reference model, and network security, among others. Students also learn and perform basic end-user functions and introductory administration operations of a network. Prerequisite: None. Lecture hours: 030. Lab hours: 020. Other Hrs. 000

CEN 1561C Network Operating Systems – Client	4 Quarter Credit Hours

This course covers the essential topics necessary to enable students to set up and support the client side of a network operating system. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering, and troubleshooting a network operating system desktop environment. Prerequisite: CEN 1509C. Lecture hours: 030. Lab hours: 020. Other hours: 000

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

This course covers the essential topics necessary to enable students to set up and support the server side of a network operating system. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering and troubleshooting a network server. Prerequisite: CEN 1509C. Lecture hours: 030. Lab hours: 020. Other hours: 000

CEN 2327C Network Infrastructure	4 Quarter Credit Hours

This course covers the topics necessary for students to be able to deliver secure and reliable networking services to organizations utilizing Microsoft network operating systems. Working via lessons and hands on labs, students learn how to install, manage, and troubleshoot the network protocols and services utilized in the network operating system. Prerequisite: CEN 1562C. Lecture hours: 030. Lab hours: 020. Other hours: 000.

CEN 2345C Network Security	4 Quarter Credit Hours

This course covers the fundamentals of security in networks and focuses on the implementation of security strategies and the configuration, maintenance, monitoring and troubleshooting of the available security features. Through a combination of lectures and hands-on labs, students learn how to plan and deploy secure communications for wireless networks, and remote applications. Prerequisite: CTS 2303C, CTS 2320C and CIS 2354C . Lecture hours: 030. Lab hours: 020. Other hours: 000.

CEN 2420C Implementing and Administering Databases	**4 Quarter Credit Hours**

This course covers essential topics necessary to enable students to set up and support a database server. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering and troubleshooting a database server. Prerequisite: CEN 1561C and CEN 1562C. Lecture hours: 030. Lab hours: 020. Other hours: 000.

CEN 2450C Database Design	**4 Quarter Credit Hours**

This course builds on the fundamentals of database installation and administration and focuses upon the database objects present within a scalable database server. Students will become familiar with the programming objects available within a database and learn how to plan, design, create and manipulate the objects within a database. Prerequisites: CEN 1561C and CEN 1562C. Lecture hours: 030. Lab hours: 020. Other hours: 000.

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

This course introduces students to internetworking using software and hardware developed by Cisco Systems Inc. Through a combination of lectures and hands-on labs, students will learn about a variety of topics related to network computing. Network architecture, network protocols, IP addressing, subnetting, the Cisco Router User Interface, switching technologies and the IP routing process are covered. Prerequisite: CEN 1509C. Lecture hours: 030. Lab hours: 020. Other hours: 000.

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

This course expands upon the topics covered in Network Routing I to enable the student to gain knowledge and experience with the design, installation, and configuration of networks in a business environment. Topics to be covered include Virtual LANs, WAN protocols, and managing a Cisco internetwork. Prerequisite: CET 1605C. Lecture hours: 030. Lab hours: 020. Other hours: 000.

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

Students will be introduced to a variety of hardware components and their related functions in personal computers. Topics included are installing, diagnosing, troubleshooting, and repairing PC hardware. By the end of this course, students should have the ability to build a fully functional personal computer from scratch, as well as diagnose and repair malfunctions in an existing machine. Prerequisite: None. Lecture hours: 030. Lab hours: 020. Other hours: 000.

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

This course focuses on the software operating systems that run today's personal computers. Emphasis will be placed on commands, functions, and terminology through practical instruction in the installation, configuration, and upgrade of operating systems. Prerequisite: None. Lecture hours: 030. Lab hours: 020. Other hrs: 000.

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

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

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

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

CGS 2167C Computer Applications	**4 Quarter credit hours**

This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for business and personal use. Prerequisite: none. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGS 2177C E-Commerce Systems Administration	**4 Quarter Credit Hours**

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

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

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

CGS 2510C Applied Spreadsheets	**4 Quarter credit hours**

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

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

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

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

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

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

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

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

This course presents an overview of the System Development Life Cycle (SDLC). It begins with problem identification and proceeds through feasibility analysis, requirements analysis, design, implementation, operation and maintenance. Prerequisite: None. Lecture hours: 40. Lab hours: 0.

CIS 2354C Network Security Fundamentals	4 Quarter Credit Hours

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

CIS 2475C Network Security Design	4 Quarter Credit Hours

This course builds on the fundamentals of security in networks and focuses on the analysis of network security and the design of security features and strategies. Students learn how to design a secure network infrastructure to meet business requirements via lectures and hands-on labs. Topics include assembling the design team, modeling threats, and analyzing security risks.   Prerequisites: CTS 2303C, CTS 2320C and CIS 2354C. Lecture hours: 030. Lab hours: 020. Other hours: 000.

CJD 2250 Introduction to Interviews and Interrogations	4 Quarter credit hours

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

CJE 2100 Policing in America	4 Quarter credit hours

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

CJE 2670 Introduction to Forensics	4 Quarter credit hours

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

CJL 2130 Criminal Evidence	4 Quarter credit hours

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

CJL 2134 Criminal Procedure and the Constitution	4 Quarter credit hours

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

COP 2010C Programming Concepts	4 Quarter Credit Hours

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

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

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

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

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

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

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

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

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

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

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

COP 2280C Programming Languages – C# I	4 Quarter Credit Hours

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

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

This course is a continuation of COP 2280C, emphasizing C#'s features and capabilities for object-oriented programming (OOP). Students focus on programming with common library classes and extending the language by creating new classes. Prerequisite: COP 2280C. Lecture hours: 030. Lab hours: 020. Other hours: 000.

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

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

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

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

CTS 1000 Introduction to Computer Technology	6 Quarter Credit Hours

This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for personal and business use. Prerequisite: NOS 1000. Lecture hours: 040. Lab hours: 040. Other hours: 000.

CTS 1050 Computer Hardware and Operating Systems	6 Quarter Credit Hours

This course focuses on the hardware and software operating systems that run today's personal computers. Emphasis will be placed on commands, functions, and terminology through practical instruction in the installation, configuration, and upgrade of Windows operating systems. Students will also be given an in-depth look at the variety of computer hardware components and their related functions. Other topics to be discussed include installing, troubleshooting, and repairing PC hardware and operating systems. Prerequisite: CTS 1000. Lecture hours: 040. Lab hours: 040. Other hours: 000.

CTS 2303C Network Directory Services	4 Quarter Credit Hours

This course provides the students with the steps necessary to plan, configure, and administer an Active Directory infrastructure. Topics include management methods for a large-scale network directory, group policies, active directory replication, and database maintenance. Prerequisite: CEN 1562C. Lecture hours: 030. Lab hours: 020. Other hours: 000.

CTS 2320C Network Management	4 Quarter Credit Hours

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

DP 130 Introduction to BASIC Programming and Hardware Maintenance	4 Quarter credit hours

This course provides a hands-on approach to structured BASIC programming techniques. Students write, debug, and run programs. Concepts covered include input/output operations, control of program flow, and control structures. Prerequisite: CGS 2167C Lecture hours: 030. Lab hours: 020. Other hours: 000.

DP 145 Operating Systems/Hard Disk Management	4 Quarter credit hours

This course provides a hands-on approach to operating systems with a significant focus on MS-DOS for IBM compatible computers and the graphical user interface, Windows. Students learn about hard disk/floppy disk management, internal and external commands and how to use them, and system configuration. Students perform actions and are exposed to discussions that enable them to accomplish a number of strategic tasks related to computer operations. Prerequisite: CGS 2167C. Lecture hours: 030. Lab hours: 020. Other hours: 000.

DP 150 Advanced Data Base Management	4 Quarter credit hours

Advanced Data Base Management is designed to provide the student with the skills necessary to develop and master a relational database. The student achieves this through data base design creating data files and custom screens, manipulation input, output, sorting, reporting formatting and production, and other pertinent commands and techniques. Prerequisite: CGS2167C. Lecture hours: 030. Lab hours: 020. Other hours: 000.

DP 220 Data Base Application Programming	4 Quarter credit hours

This course provides a comprehensive study of the features of a relational database and its applications. Students investigate database design, storage, and maintenance, including relationships between table entities. Selection and action queries, forms and reports are studied, followed by macros and modules written in a database programming language. Prerequisite: DP 150. Lecture hours: 030. Lab hours: 020. Other hours: 000.

DP 230 System Administration & Multi-User Systems	4 Quarter credit hours

This course explores aspects of networking multiple computers and also involves the study and applied use of system administration including commands, file and directory maintenance, multi-task automation, electronic mail, and troubleshooting a network operating system. Prerequisite: CGS 2167C. Lecture hours: 030. Lab hours: 020. Other hours: 000.

DP 240 Computer Lab Internship	2 Quarter credit hours

Internship is a credit-bearing work experience in the computer lab at Everest College. Available to students completing the final two terms of their program. Prerequisites: Recommendations of faculty are required, and the student must have a minimum CGPA of 2.5. Lecture hours: 000. Lab hours: 060. Other hours: 000.

DP 260 Web Page Design	4 Quarter credit hours

This course will provide students with the skills needed to create www pages. Students learn beginning web page programming, how to include text, pictures, and links, as well as advanced subjects such as tables, forms, frames, and scripts. Prerequisites: CGS 2167C, DP 145. Lecture hours: 030. Lab hours: 020. Other hours: 000.

DSC 2002 Introduction to Terrorism	4 Quarter credit hours

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

EN 120 Business Communications	4 Quarter credit hours

This course is designed to provide a comprehensive review of English grammar as it is applied to communications in the business setting. Practice in perfecting written skills is provided. Prerequisite: None. Lecture hours: 040. Lab hours: 000. Other hours: 000.

ENC 1101 Composition I*	4 Quarter credit hours

This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity, and coherence of central idea and supporting material. Prerequisite: None. Lecture hours: 040. Lab hours: 000. Other hours: 000.

ENC 1102 Composition II*	4 Quarter credit hours

This course builds on the foundation of the written communication skills developed in Composition I. It further develops the students' skills in composing essays and other written communication, including the documented research paper. Prerequisite: ENC1101. Lecture hours: 040. Lab hours: 000. Other hours: 000.

ENG 1000 Business English	4 Quarter credit hours

This course offers a thorough review of grammar and sentence structure and an overview of the sentence with focus on nouns, pronouns, verbs, adjectives, adverbs, prepositions, conjunctions, and interjections. Prerequisite: None. Lecture hours: 040. Lab hours: 000. Other hours: 000.

EVS 1001 Environmental Science	4.0 Quarter credit hours

This non-laboratory course introduces students to environmental issues through an understanding of the interrelationships of humans and their planet. Attention is focused on ecosystems, pollution, energy, and improvement or prevention of problems. Environmental concerns are explored through readings, research, and discussion. Prerequisite: None. Lecture hours: 040. Lab hours: 000. Other hours: 000.

FIN 1103 Introduction to Finance	4 Quarter credit hours

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

GRA 2225C Graphic Design Using Adobe Photoshop	**4 Quarter Credit Hours**
This course covers the essentials of creating Web graphics using Adobe Photoshop. Technical fundamentals, tips and techniques for a wide range of graphics encountered in a typical Web design project are explored. Photos, line art, logos, banners, text-as-graphic, imported images, stock photos, and more are utilized. Prerequisite: CGS 1800C. Lecture hours: 030. Lab hours: 020. Other hours: 000.	
HC 2941 Medical Assistant Externship	**5 Quarter credit hours**
This course is 160 hours of unpaid, supervised, practical in-service in a medical office or clinic in which the student practices direct application of all administrative and clinical functions of the medical assistant. All classes required for Medical Core Requirements must be completed prior to enrollment. Lecture hours: 000. Lab hours: 000. Other hours:160.	
HSA 1553 Medical Law & Ethics	**2 Quarter credit hours**
This course is designed to cover medical jurisprudence and medical ethics. Legal aspects of office procedures are covered, including a discussion of various medical/ethical issues in today's medical environment. Prerequisite: None. Lecture hours: 020. Lab hours: 000. Other hours: 000.	
HIM 2272 Medical Insurance Billing	**4 Quarter credit hours**
This course will train the student in the major medical insurance and claims forms processing. It will include information on national and other common insurance plans, as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Prerequisite: HSC 1239 or HSC1531. Lecture hours: 040. Lab hours: 000. Other hours: 000.	
HSA 2113 Health Care Systems, Issues, and Transitions	**4 Quarter credit hours**
This course is designed to provide the student with an overview of current health care professions, including career and labor market information. Additional topics covered include health care delivery systems, health organization structure, patient rights and quality of care, workplace behavior in health care, and decision making in the health care environment. Prerequisite: None. Lecture hours: 040. Lab hours: 000. Other hours: 000.	
HSC 1524 – Diseases of the Human Body	**4 Quarter credit hours**
This course provides a study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment. Prerequisite: BSC 1085 & BSC 1086. Lecture Hours: 040 Lab Hours: 000 Other Hours: 000	
HSC 1531 Medical Terminology	**4 Quarter credit hours**
This course is designed to provide an understanding of the meanings of a variety of medical word element roots, prefixes, and suffixes. The student learns to combine elements to create numerous terms common to the medical profession. Prerequisite: None. Lecture hours: 040 Lab hours: 000. Other hours: 000.	
HT 100 Introduction to Travel and Hospitality	**4 Quarter credit hours**
This course emphasizes the different types of influences that affect the customer, including AMTRAK, cruise lines, airlines, weather, and politics. Prerequisite: None. Lec Hrs 040 Lab hrs 000 Other 000	
HT 115 Geography	**4 Quarter credit hours**
This course teaches geography and its impact on tourism. Emphasis is placed on the many aspects of geography, including cultural, historical, and political. Prerequisite: None. Lecture hours: 040. Lab hours: 000. Other hours: 000.	
HT 125 Destination Specialist	**4 Quarter credit hours**
This course covers the components and implementation of an organized tour in a specific geographic region. The components include hotels, ground arrangements, daily activities, meals, air transportation, and escorts. Prerequisite: None. Lecture hours: 040. Lab hours: 000. Other hours: 000.	
HT 135 Travel Computer Reservations	**8 Quarter credit hours**
This course teaches the student to use the on-line AMADEUS® computerized reservations system to its fullest capacity. The student learns how to modify and create itineraries. Telephone sales and techniques and hotel and car rental reservations are also emphasized. Prerequisite: HT 115. Lecture hours: 060 Lab hours: 040. Other hours: 000.	
HT 170 Hotel/Motel Front Office Procedures	**4 Quarter credit hours**
This course presents a systematic computerized approach to front office procedures by detailing the flow of business through a hotel, beginning with the reservation process and ending with check-out and settlement. The course also examines the various elements of effective front office management, paying particular attention to planning and evaluating front office operations and to personnel management. Front office procedures and management are placed within the context of the overall operation of a hotel. Prerequisite: None. Lecture hours: 040. Lab hours: 000. Other hours: 000.	
HT 180 Administrative Travel Dynamics	**4 Quarter credit hours**
This course is a comprehensive study of the dynamics of corporate travel and travel agency management. It focuses on the high powered, professional arena of travel agency operations and emphasizes employee development as well as the human relations skills necessary to secure and hold corporate markets. Prerequisite: None. Lecture hours: 040. Lab hours: 000. Other hours: 000.	
HT 190 Hotel-Hospitality Management Responsibilities	**4 Quarter credit hours**
This course provides an in-depth study of the methods and techniques employed by the hospitality-hotel and tourism industry to accomplish effective and efficient operations. It includes discussions of management theory and systems, decision-making and leadership issues directly relevant to the hospitality-hotel profession. Prerequisite: None. Lec Hrs 040 Lab Hrs 000 Other 000	
LE 100 Legal Concepts	**4 Quarter credit hours**
This course deals with the discussion and typing of legal documents such as deeds, wills, contracts, summons, and complaints. Terminology and the elements of law within legal documents are emphasized. Prerequisites: ENG 1000, OST 1141L	
LIS 2004 Introduction to Internet Research	**2.0 Quarter Credit Hours**
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 Enterprise	**4 Quarter credit hours**
This course is an introduction to the terminology, functions, and procedures related to the organization and operation of a business enterprise as an institution in an economic society. Particular emphasis is given to accounting, ownership, human resources, marketing, and managerial functions within the business enterprise. Prerequisite: None. Lecture hours: 040. Lab hours: 000. Other hours: 000.	
MAN 2021 Principles of Management	**4 Quarter credit hours**
This course covers an analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced. Prerequisite: None. Lecture hours: 040. Lab hours: 000. Other hours: 000.	
MAN 2031 Let's Talk Business	**2 Quarter credit hours**
Designed to provide opportunities through reading, discussions, and exercises for students to improve their proficiency as communicators in business environments. Prerequisites: None. Lecture Hrs. 020 Lab Hrs. 000 Other Hrs. 000	

MAN 2727 Strategic Planning for Business   **4.0 Quarter Credit Hours**
Designed to help students to understand how to integrate knowledge of the various business disciplines and apply that knowledge to planning and managing strategic business activities. Following an examination of policy and strategy concepts, the student will complete studies, which integrate and apply what is learned. Prerequisites MAN 1030, FIN 1103, and APA 2121. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs.000

MAN 2300 Introduction to Human Resources   **4.0 Quarter Credit Hours**
This course is an introduction to the workings of the human resources aspect of a business operation. It includes a discussion of wage and salary considerations, performance evaluations, benefits, employee hiring and firing, and policy and procedure implementation. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MANP 2501 Capstone Experience   **4.0 Quarter Credit Hours**
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. Lecture Hours: 40.0 Lab Hours: 0.0

MAR 1011 Introduction to Marketing   **4.0 Quarter credit hours**
This course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of markets for consumer goods, marketing functions and the organizations that perform them, marketing methods and techniques, price policies and the cost of marketing. Prerequisite: None. Lecture hours: 040. Lab hours 000. Other hours: 000

MAR 2305 Customer Relations and Service   **4 Quarter credit hours**
This course explores the basic functions relating to customers on a one-on-one basis. It teaches the people skills needed to work with people to enhance the company, its public image, and satisfy the client or customer. Prerequisite: None. Lecture hours: 040. Lab hours: 000. Other hours: 000.

MAR 2323 Advertising   **4.0 Quarter credit hours**
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. Lecture hours: 040. Lab hours: 000. Other hours: 000.

MAR 2721 Marketing on the Internet   **4.0 Quarter credit hours**
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 of doing business on the Internet. Prerequisite: MAR 1011. Lec. Hours: 30. Lab hours: 20. Other hours: 000.

MAT 1033 College Algebra*   **4 Quarter credit hours**
The algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. Emphasis is placed on critical thinking and problem-solving skills. Prerequisite: None. Lecture hours: 040. Lab hours: 000. Other hours: 000.

MEA 1671 Patient Interpersonal Relations   **2 Quarter credit hours**
This course will encompass the nonverbal and verbal therapeutic communications skills needed to deal effectively with physicians, patients, family members, and other health professionals. The course will also aid the student in developing appropriate techniques in dealing with change within the medical environment. Prerequisite: None. Lecture hours: 020. Lab hours: 000. Other hours: 000.

MEA 2244 Pharmacology   **4 Quarter credit hours**
Various aspects of clinical pharmacology will be discussed, including a study of the various medications currently prescribed for the treatment of illnesses and diseases based on a systems method. Prerequisite: None. Lecture hours: 040. Lab hours: 000. Other hours: 000.

MEA 2455 Clinical Lecture A   **4 Quarter credit hours**
This course focuses on universal precautions in the medical environment, including understanding of bloodborne pathogens, HIV/AIDS, infection control, collection and handling of specimens and an introduction to microbiology. In addition, the student will gain proficiency in medical asepsis and infection control in a simulated setting. Common minor surgery techniques and aftercare will be discussed. Also covered will be emergency medical procedures. Prerequisite: HSC 1531. Lecture hours: 040. Lab hours: 000. Other hours: 000.

MEA 2456 Clinical Lecture B   **4 Quarter credit hours**
This course is designed to present the theories and principles of patient care, including vital signs, physical and specialty exams, and electrocardiograms. Prerequisites: MEA 2455, MLS 2325. Lecture hours: 040 Lab hours: 000. Other hours: 000.

MEA 2457 Clinical Lecture C   **4 Quarter credit hours**
This course will introduce the student to the theories and practices related to common procedures and tests performed in a physician's office laboratory. These will include CLIA regulations, normal results, and quality control, injection techniques and blood and urine collection. Prerequisites: MEA 2455, MLS 2325. Lecture hours: 040. Lab hours: 000. Other hours: 000.

MLS 2325 Clinical Lab A   **2 Quarter credit hours**
This course is designed to acquire and practice the skills discussed in Clinical Lecture A. Prerequisite: HSC 1531 or HSC 1239. Lecture hours: 000. Lab hours: 040. Other hours: 000.

MLS 2326 Clinical Lab B   **2 Quarter credit hours**
This course is designed to acquire and practice the skills discussed in Clinical Lecture B. Prerequisites: MEA 2455, MLS 2325. Lecture hours: 000. Lab hours: 040. Other hours: 000.

MLS 2327 Clinical Lab C   **2 Quarter credit hours**
This course is designed to acquire and practice the skills discussed in Clinical Lecture C. Prerequisites: MEA2455, MLS 2325. Lecture hours: 000. Lab hours: 040. Other hours: 000.

MTB 1103 College Business Mathematics   **4 Quarter credit hours**
Comprehensive review of computational skills as they apply to the business world. Topics include fractions, decimals, banking and credit card transactions, equations, percents, discounting process, trade and cash, markups and markdowns, simple and compound interest, and payroll functions. Prerequisite: None. Lecture hours: 040. Lab hours: 000. Other hours: 000.

NCS 1000 Networking Concepts   **6 Quarter Credit Hours**
This course provides an overview of the field of local area networking and internetworking. Students are introduced to the terminology, operating systems, hardware, and administration of various components of a computer network, including network topology, TCP/IP, the OSI reference model, and network security, among others. Students learn and perform basic end-user functions and introductory administration operations of a network. Prerequisite: CTS 1000. Lecture hours: 040. Lab hours: 040. Other hours: 000.

NCS 1050 Network Routing   **6 Quarter Credit Hours**
This course introduces students to internetworking utilizing software and hardware developed by Cisco Systems Inc. Through a combination of lectures and hands-on labs, students will learn about a variety of topics related to networked computing: network architecture, network protocols, IP addressing and subnetting, and the Cisco Router User Interface are among the areas to be discussed. Additional topics to be covered include Virtual LANs, WAN protocols, and managing a Cisco internetwork. Prerequisite: CTS 1000, NCS 1100. Lecture hours: 040. Lab hours: 040. Other hours 000.

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

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

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

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

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

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

NOS 1000 Network Operating Systems - Client	**6 Quarter Credits**

This course covers the essential topics necessary to enable students to set up and support the client side of a network operating system. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering, and troubleshooting a network operating system desktop environment. Prerequisite: CTS 1000. Lecture hours: 40. Lab hour: 40.

NOS 1050 Network Operating Systems - Server	**6 Quarter Credits**

This course covers the essential topics necessary to enable students to set up and support the server side of a network operating system. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering and troubleshooting a network server. Prerequisite: CTS 1000. Lecture hours: 40. Lab hour: 40

NSS 2000 Network Infrastructure Implementation	**6 Quarter Credit Hours**

This course covers the topics necessary for students to be able to deliver secure and reliable networking services to organizations utilizing Microsoft network operating systems. Working via lessons and hands-on labs, students learn how to install, manage, and troubleshoot the network protocols and services utilized in the network operating system. Prerequisite: NOS 1050. Lecture hours: 40. Lab hours: 40.

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

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

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

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

OP 100 Office Techniques	**4 Quarter credit hours**

This course includes planning and organizational skills, office ethics, and telephone techniques. Also covered are effective processing of paperwork, records management, and time management. Prerequisite: None. Lecture hours: 040. Lab hours: 000. Other hours: 000.

OP 110 Office Internship	**4 Quarter credit hours**

This course is a credit-bearing experience tailored to the student's program and is limited to the availability of an appropriate office setting. It is available only to students completing the final two terms of their programs. Prerequisites: Recommendations of faculty are required, and the student must have a minimum CGPA of 2.5. Lecture hours: 000. Lab hours: 000. Other hours:120.

OST 1141L Keyboarding	**2 Quarter credit hours**

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

OST 2301 Medical Office Practice	**4 Quarter credit hours**

This course introduces the student to the administrative functions of the medical office or clinic. Emphasis is placed on communications, scheduling, medical records, documentation, and filing. In addition, telephone techniques and etiquette will be covered. Manual and computerized bookkeeping is also covered. Prerequisite: CGS 2167C. Lecture hours: 030. Lab hours: 020. Other hours: 000.

OST 2335 Business Communications	**4 Quarter Credit Hours**

Practical written communications skills for business are studied in this advanced course. This course includes the mechanics and principles of effective letter writing and methods of researching and compiling reports. Focus is on a better understanding of writing styles appropriate to the business world. Prerequisite: ENC1102. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

OST 2614 Medical Transcription	**2 Quarter credit hours**

This course is designed to provide the student with a working knowledge of medical transcription. Medical reports will be transcribed from individual case studies, each of which relates to a patient with a specific medical problem. The medical reports will include patient history, physical examinations, radiology, operative reports, pathology, requests for consultation, and discharge summaries. Prerequisites: HSC1239 or HSC1531, OST 1141L, CGS 2167C. Lecture hours: 000. Lab hours: 040. Other hours: 000.

PHA 2245 Pharmacology & Medical Math	**4 Quarter credit hours**

This course will include a study of the various medications prescribed for the treatment of illness and diseases including uses, side effects, and precautions. The course is designed to include dosage calculations, legal aspects of pharmacology, and an introduction to prescriptions and drug administration. Prerequisites:MEA1263 or APB1100, MEA1233 or APB1110, and MAT 1033 or MTB 1103. Lecture hours: 040. Lab hours: 000. Other hours: 000.

PLA 1003 Introduction to Legal Assisting	**4 Quarter credit hours**

Professional ethics, job qualifications, professional responsibilities, and employment opportunities are discussed in this course. An overview of legal terminology is also presented. Scheduling, timekeeping, and client billing procedures are practiced through a hands-on exercise completed during the course. Prerequisites: None. Lecture hours: 040. Lab hours: 000. Other hours: 000.

PLA 1105 Legal Research and Writing I	**4 Quarter credit hours**

The student is introduced to the law library in this course. Emphasis is on teaching the student basic techniques of research and primary sources of law, including the reporters and state statutes. Techniques will be developed for analyzing cases and preparing case briefs. Prerequisites: None. Lecture hours: 030. Lab hours: 020. Other hours: 000.

PLA 1700 Legal Ethics and Social Responsibility	**4 Quarter credit hours**

This course concerns the area of ethics as that term is used in the legal office. The course includes a survey of the law relating to the regulation of lawyers and legal assistants, the unauthorized practice of law, confidentiality, conflict of interest, advertising, fees and client funds, competence, special issues in advocacy, and professionalism. Prerequisites: None. Lecture hours: 040. Lab hours: 000. Other hours: 000.

PLA 2106 Legal Research and Writing II	**4 Quarter credit hours**

This course focuses on expanding the students' ability to research statutory and case law through the use of legal citators, digests, and encyclopedias. Emphasis is placed on developing writing skills by preparing a memorandum of law. Students are also introduced to computerized legal researching. Prerequisite: PLA 1105. Lecture hours: 030. Lab hours: 020. Other hours: 000.

PLA 2203 Civil Procedure	**4 Quarter credit hours**

This course provides the student with an introduction and overview to the procedures applicable to and governing civil matters, including procedures related to pleading, motions, discovery, trial practice, post-trial motions, and other issues. Prerequisite: PLA 1003. Lecture hours: 040. Lab hours: 000. Other hours: 000.

PLA 2273 Torts	**4 Quarter credit hours**

This course provides an introduction to the substantive law of torts, including elements, defenses, and damages applicable to intentional torts and to unintentional torts based on negligence, product liability, strict liability, and professional malpractice. Moreover, this course introduces the student to practical application of litigation methods and procedures, including interviewing, investigation, and drafting documents essential to the tort litigation process. Prerequisite: PLA 1003. Lecture hours: 040. Lab hours: 000. Other hours: 000.

PLA 2308 Criminal Procedure	**4 Quarter credit hours**

This course is an examination of the concepts of criminal procedure as applied by the courts, particularly the United States Supreme Court. The course examines basic concepts of constitutional criminal procedure including searches and seizures, arrests, interrogations and confessions, exclusion and admissibility of evidence, trial, appeals, and punishment. Prerequisite: PLA 1003. Lecture hours: 040. Lab hours: 000. Other hours: 000.

PLA 2423 Contract Law	**4 Quarter credit hours**

The principles of contract law are addressed and discussed in this course including the major provisions of the Uniform Commercial Code. Basic contract provisions and drafting techniques are explained and practiced through the drafting of various types of contracts. Contract litigation is also covered. Prerequisite: PLA 1003. Lecture hours: 040. Lab hours: 000. Other hours: 000.

PLA 2433 Business Organizations	**4 Quarter credit hours**

This course is designed to introduce the student to the basic rules, processes, and practices of the business enterprise. It describes organizational form while emphasizing the business corporation. It includes information on corporate formation, corporate organizations, and corporate financing. Prerequisite: PLA 1003

PLA 2460 Bankruptcy	**4 Quarter credit hours**

This course is an introduction to the U.S. Bankruptcy Code, its functions and procedures, from both the creditor's and debtor's point of view. Moreover, this course will present applicable law and procedure as related to liquidations, business and individual reorganizations, family farmer reorganizations, and adversary proceedings arising out of bankruptcy cases. Prerequisite: PLA 1003. Lecture hours: 040. Lab hours: 000. Other hours: 000.

PLA 2600 Wills, Trusts and Probate	**4 Quarter credit hours**

This course examines the field of probate, the drafting of wills, the creation and administration of trusts and estates, inheritance of property, and the devices used to direct inheritance. The course will also look at estate planning and estate and gift taxation as these relate to wills, trusts, and probate. Prerequisite: PLA 1003. Lecture hours: 040. Lab hours: 000. Other hours: 000.

PLA 2610 Real Estate Law	**4 Quarter credit hours**

In this course, students are instructed in basic real estate law. Emphasis is placed on title examination and completing documents used in a typical residential real estate transaction, including deeds, mortgages, promissory notes, and closing statements. Prerequisite: PLA 1003. Lecture hours: 040. Lab hours: 000. Other hours: 000.

PLA 2800 Family Law	**4 Quarter credit hours**

In this course, students are instructed in the theory of law governing marriage, divorce, property settlement agreements, child custody and support obligations, paternity, adoptions, alimony, name changes, and domestic violence. Students will be introduced to state-specific procedures and prepare various pleadings or documents related to these topics. Prerequisite: PLA 1003. Lecture hours: 040. Lab hours: 000. Other hours: 000.

PLA 2940 Paralegal Externship	**4 Quarter credit hours**

This course provides students with the opportunity to directly apply the knowledge and skills learned in the program by working in a pre-arranged and pre-approved law office or other suitable location for 120 hours. Prerequisites: Available to Paralegal students in their last or next to last quarter before graduating with an Associate degree. Students must have a good attendance record, have a 3.0 GPA in the major core courses, and obtain the approval of the department chairperson. Students below a 3.0 GPA must secure the approval of both the department chairperson and the Dean to enroll in the Externship course. Lecture hours: 000. Lab hours: 000. Other hours: 160.

PSY 2012 General Psychology*	**4 Quarter credit hours**

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

PTN 1702 Introduction to Pharmacy	**4 Quarter credit hours**

This course is designed to provide the student with an overall understanding and orientation to the field of pharmacy technology. Included in the course is an overview and historical development of pharmacy and health care, organizational structure and function of the hospital, an introduction to home health care and long-term care, an overview of regulatory standards in pharmacy practice, and law and ethics as it relates to the profession of pharmacy. Prerequisites: None. Lecture hours: 040. Lab hours: 000. Other hours: 000.

PTN 1703 Pharmaceutical Calculations	**4 Quarter credit hours**

In this course, students will be introduced to pharmaceutical calculations. Subjects covered include systems of measurements and conversions between each, actual pharmaceutical calculations of drug dosages, and working with compounds, admixtures, and parenteral and IV medications. Prerequisites: None. Lecture hours: 030. Lab hours: 020. Other hours: 000.

PTN 1704 Professional Aspects of Pharmacy Technology	**4 Quarter credit hours**

This course is designed to introduce the student to the professional aspects of working in pharmacy technology. Subjects covered include pharmaceutical terminology and medical abbreviations, pharmaceutical dosage forms, and a review of basic mathematics and introduction to pharmaceutical calculations. Prerequisites: None. Lecture hours: 030. Lab hours: 020. Other hours: 000.

PTN 1733C Pharmacy Operations	**4 Quarter credit hours**

In this course, emphasis is placed on the role and responsibilities of the pharmacy technician, 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, drug distribution process, pharmacy environments, including ambulatory and institutional pharmacy practice, and fundamentals of reading prescriptions, and infection control in the pharmacy. Prerequisites: None. Lecture hours: 010. Lab hours: 030. Other hours: 000.

PTN 1740 Externship	**5 Quarter credit hours**

This 160-hour course 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 and gaining experiences in all aspects of drug preparation and distribution utilized by participating sites. Prerequisite: Completion of Didactic Program. Lecture hours: 000. Lab hours: 000. Other hours: 160.

PTN 1780C Administrative Aspects of Pharmacy	**4 Quarter C credit hours**

This course is designed to provide the student with an overall understanding of the administrative aspects and hands-on applications involved in working in a pharmacy. Included in this course is use of policy and procedures manuals, materials management of pharmaceuticals, the pharmacy formulary system, computer applications in drug-use control, receiving and processing medication orders and medications errors, 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. Prerequisites: None. Lecture hours: 030. Lab hours: 020. Other hours: 000.

SBM 2000 Small Business Management	**4.0 Quarter credit hours**

This course examines the various aspects of starting, acquiring, and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small business. A study of management principles and procedures provides methods of resolving these problems. Prerequisites: None. Lecture hours: 040. Lab hours: 020. Other hours: 000.

SLS 1105 Strategies for Success	**4 Quarter credit hours**

This course is designed to equip students for transitions in their education and life. The course includes introduction to the College 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	**2 Quarter credit hours**

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

SLS 1505 Basic Critical Thinking*	**2 Quarter credit hours**

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

SPC 2016 Oral Communications*	**4 Quarter credit hours**

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

SYG 2000 Principles of Sociology*	**4 Quarter credit hours**

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

TAX 2000 Tax Accounting	**4 Quarter credit hours**

This is a survey course covering the laws, procedures, returns, and subsidiary schedules involved in the preparation of Federal personal tax returns. Prerequisites: None. Lecture hours: 030. Lab hours: 020. Other hours: 000.

TR 100A Transcription	**2 Quarter credit hours**

This course teaches transcription skills and emphasizes punctuation and proofreading ability, spelling, correct number usage, abbreviations, English grammar, and formatting. It emphasizes specialization within the student's field of study. Prerequisites: TW 110, ENG 1000, ENC 1101. Lecture hours: 000. Lab hours: 040. Other hours: 000.

TW 110 Keyboarding II	**2 Quarter credit hours**

Intermediate Keyboarding is a course designed to increase speed and accuracy and to provide skill in production typing. Business letters, interoffice memoranda, tables and manuscripts are emphasized. Speed goal varies according to graduation recommendation per individual program. Prerequisite: OST 1141L or equivalent. Lecture hours: 000. Lab hours: 040. Other hours: 000.

TW 130 Keyboarding III Administrative	**2 Quarter credit hours**

This is an advanced typing course on the microcomputer in which more complex production work and office typing are stressed through use of specialized job simulations. Speed goal varies according to graduation recommendation per individual program. Prerequisite: TW 110. Lecture hours: 000. Lab hours: 040. Other hours: 000.

TW 135 Keyboarding III Legal	**2 Quarter credit hours**

This is an advanced typing course that emphasizes complex production work and the preparation of a variety of legal forms and documents. Prerequisite: OST 1141L. Lecture hours: 000. Lab hours: 040. Other hours: 000.

WP 105 Word Processing I	**2 Quarter credit hours**

This course is an introduction to word processing concepts, theories, and operations. The students learn these concepts through hands-on applications utilizing the microcomputer and word processing applications software. Prerequisite: OST 1141L. Lecture hours: 000. Lab hours: 040. Other hours: 000.

WP 115 Information Processing	**2 Quarter credit hours**

This course utilizes the microcomputer and word processing applications software to instruct the student in using advanced information processing commands and features, performing complex operations, and developing and working with long documents. Terminology, concepts, and techniques used in the Windows operating environment are introduced. Prerequisite: WP 105. Lecture hours: 000. Lab hours: 040. Other hours: 000.

WP 125 Desktop Publishing	**2 Quarter credit hours**

This course is designed to instruct students in methods for enhancing the appearance of documents by using fonts, graphics, layouts, and tables. Exercises include creating brochures, flyers, catalogs, newsletters, books, and magazines using word processing software with desktop publishing applications. Prerequisite: WP 105. Lecture hours: 000. Lab hours: 040. Other hours: 000.

CORINTHIAN COLLEGES, INC.

The following schools in the United States are owned by Corinthian Colleges, Inc.:

Everest College
 Alhambra, CA (main campus)
 Anaheim, CA (main campus)
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 Aurora, CO (branch of Everest College, Thornton, CO)
 Bremerton, WA (main campus)
 Burr Ridge, IL (branch of Everest College, Skokie, IL)
 Chesapeake, VA (branch of Everest Institute, Newport News, VA)
 Chicago, IL (branch of Everest College, San Francisco, CA)
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 Colorado Springs, CO (main campus)
 Dallas, TX (branch of Everest College, Portland, OR)
 Everett, WA (branch of Everest College, Bremerton, WA)
 Fife, WA (branch of Everest College, Seattle, WA)
 Fort Worth, TX (branch of Everest College, Salt Lake City, UT)
 Gardena, CA (main campus)
 Hayward, CA (main campus)
 Los Angeles (Wilshire), CA (main campus)
 McLean, VA (branch of Everest College, Colorado Springs, CO)
 Merrillville, IN (branch of Everest Institute, Grand Rapids, MI)
 Merrionette Park, IL (branch of Everest University, Pompano Beach, FL)
 Mesa, AZ (branch of Everest College, Phoenix, AZ)
 Newport News, VA (main campus)
 North Aurora, IL (branch of Everest Institute, Brighton, MA)
 Ontario, CA (main campus)
 Ontario (Metro), CA (branch of Everest College, Springfield, MO)
 Phoenix, AZ (main campus)
 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)
 Seattle, WA (main campus)
 Skokie, IL (main campus)
 Springfield, MO (main campus)
 St. Louis (Earth City), MO (branch of Everest College, Bremerton, WA)
 Tacoma, WA (branch of Everest College, Bremerton, WA)
 Thornton, CO (main campus)
 Torrance, CA (main campus)
 Vancouver, WA (branch of Everest College, Portland, OR)
 Vancouver, WA (branch of Everest College, Seattle, WA)
 West Los Angeles, CA (main campus)
Everest Institute
 Atlanta (DeKalb), GA (branch of Everest Institute, Cross Lanes, WV)
 Austin, TX (branch of Everest Institute, Southfield, MI)
 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)
 Detroit, MI (branch of Everest Institute, Southfield, MI)
 Eagan, MN (branch of Everest Institute, Cross Lanes, WV)
 Fort Lauderdale, FL (branch of NST, Kendall, FL)
 Gahanna, OH (branch of Everest College, Ontario, CA)
 Grand Rapids, MI (main campus)
 Hialeah, FL (branch of NST, 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 Institute, Ontario, CA)
 Kalamazoo, MI (branch of Everest Institute, Grand Rapids, MI)
 Marietta, GA (branch of Everest Institute, 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 (branch of Everest College, Seattle, WA)
 Rochester, NY (main campus)
 San Antonio, TX (main campus)
 Southfield, MI (main campus)
 South Plainfield, NJ (branch of Everest Institute, Southfield, MI)
 Silver Spring, MD (branch of Everest College, Portland, OR)
Everest University
 Tampa (Brandon), FL (branch of Everest University Tampa, FL)
 Jacksonville, FL (branch of Everest University, Clearwater (Pinellas), FL)
 Lakeland, FL (branch of Everest University, Clearwater (Pinellas), FL)
 Melbourne, FL (branch of Everest University, Orlando, FL)
 North Orlando, FL (main campus)
 Orange Park, FL (branch of Everest University, Tampa, FL)
 Clearwater (Pinellas), FL (main campus)
 Pompano Beach, FL (main campus)
 South Orlando, FL (branch of Everest University, North Orlando, FL)
 Tampa, FL (main campus)
Las Vegas College
 Henderson, NV (main campus)
WyoTech
 Blairsville, PA (branch of WyoTech, Laramie, WY)
 Daytona Beach, FL (main campus)
 Fremont, CA (main campus)
 Laramie, WY (main campus)
 Long Beach, CA (main campus)
 Oakland, CA (branch of WyoTech, Fremont, CA)
 Sacramento, CA (branch of WyoTech, Laramie, WY)

STATEMENT OF OWNERSHIP

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

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

APPPENDIX A: FACULTY AND STAFF

ADMINISTRATION AND FACULTY

Everest College faculty members are selected for their academic qualifications and working backgrounds, represent many years of practical experience, and are qualified to provide job-relevant training. An additional characteristic required of Everest College faculty is a genuine interest in assisting students to achieve their career goals. The College faculty are listed below.

PORTLAND		
Mickey Sieracki	President	B.A., College of Saint Teresa M.A., George Washington University
Helen Dunford	Academic Dean	M.A., University of London B.A., University of Manchester
James Bartlett	Associate Academic Dean	J.D., University of San Francisco A.B., Humboldt State University
Laurel Coke Buchanan	Director of Admissions	
Anny Hawkins	Director of Student Finance	B.S. Florida Metropolitan University
Michelle Mesman Michaelis	Director of Student Accounts	B.S. Florida Metropolitan University
Chad Cottrill	Director of Career Services	B.A. University of Arkansas

PORTLAND Full-time Faculty		
Larry Andersen	Accounting	B.A., University of Washington
Marc Roberts	General Education	B. A. Southern Connecticut State M.A. University of Massachusetts
William Bates	Pharmacy	Pharm D, Idaho State University MPA:HA, Portland State University
Darlene Foresman	Medical	M.S.N., Oregon Health Sciences University B.S.N., Eastern Michigan University B.S., Michigan State University
R. Terre Harper	Travel/Hospitality	B.S., Oregon State University
Walt Junewick	Paralegal	J.D., Salmon P. Chase College of Law, University of Northern Kentucky B.A., Miami University
Dennis Gavin	Criminal Justice	B.A. Western Michigan University M.P.A. Western Michign University
Jennifer Priest	Paralegal	J.D. University of Washington B.A. Reed College
Toni Slocum	Medical Billing & Coding	Diploma MIBC, Everest College
Steve Richards	General Education/Computers	MBA Portland State University BS Western Oregon University
Kenneth S. Price	General Education/Computers	B.A., Humboldt State University
Dona Yarnall	Accounting	B.S. Humboldt State University CPA – Oregon Certificate
James Wishart	Computer Applications	M.A., University of Oregon M.S., University of Arkansas B.A., Portland State University
Laurel Pollock	Keyboarding	B. A. University of Oregon
Kim Biethan	Medical Billing and Coding	MIBC Diploma, Everest College

RENTON		
Michele O'Neill	President	BS, Central Washington University, Ellensburg, WA
Jennifer Cox	Director of Education	BA, University of Washington
Rebecca Souther	Director of Student Finance	MBA/TM, University of Phoenix
Eydie Leighty	Director of Admissions	BS, BA San Jose State University, CA
Monica Taylor-Joiner	Director of Career Services	BBA, Pacific Lutheran University
Department Chairs		
Noel Montgomery	Medical Administrative Assisting / MIBC/ Dental Assisting	CMA, NCICS-North Seattle Community College, WA
Teresa Williamson	Medical Assistant/Pharmacy Technician	AAS, Highline Community College, Des Moines, WA

Medical Assisting Instructors		
Lisa Bowl	Medical Assisting	CDA, Chemeketa Community College, Salem, OR LPN, U.S. Army
Debbie Lee	Medical Assisting	M.A., Bryman College, Renton, WA
Noel Montgomery	Medical Assisting	CMA, NCICS-North Seattle Community College, WA
Jodie Pierce	Medical Assisting	MA, Pasadena City College, CA
Teresa Williamson	Medical Assistant	AAS, Highline Community College, Des Moines, WA
Jeffrey Winner	Medical Assisting	NCMA, Medical Assistant-US Army Medical School

Dental Assisting Instructors		
Molly Flynn	Dental Assisting	DA, Lake Washington Technical College, WA
Dr. Harry Keyes	Dental Assisting	D.D.S., University of Washington

Medical Administrative Assistant Instructors		
Barbara Christensen	Medical Admin. Assistant	Medical Office Assistant-Clover Park Technical College, WA

Pharmacy Technician Instructors		
Ava Tausz	Pharmacy Technician	AA/AAS Macomb College, Mt. Clemens, MI WA State Pharmacy Tech License NPTA Certification

Medical Insurance Billing and Coding Instructors		
Rae Smith	MIBC	Medical Certified Coder – MPSC, Fresno, CA Certified Professional Coder, AAPC

VANCOUVER		
Edward Yakimchick	President	B.A., Seattle Pacific University
Mary Durall-DuPree	Academic Dean	M.S.T., Portland State University B.A., George Fox University
Renee Schiffhauer	Director of Admissions	M.A., Indiana University of Pennsylvania B.S., St. Vincent College
Bobi Jo Wakefield	Director of Student Finance	B.S., Hawaii Pacific University
Michele O'Rourke	Director of Career Services	B.S., Brigham Young University

VANCOUVER Full-time Faculty		
Linda Aleksa	English/Communication	B.S. Northern Illinois University
Holly Bower	Computer Applications	B.A., Linfield College A.A.S. Computer Programming, Clark College
Evalinn Elhart	Medical	B.S., Humboldt State University
Daniel Highley	Accounting	B.A., Miami University
Debi Jack	Human Relations/English/Word Processing	B.A., Boise State University
Karen Redden	Medical	B.S., Portland State University
Jennie Sprouse	English, Human Relations	B.A., Central Washington University
Gail Stevens	Paralegal	J.D., University of Oregon B.A., University of Oregon
Patricia Stoddard	Medical	M.S., Portland State University B.A., Linfield College

APPENDIX B: TUITION AND FEES

PORTLAND AND VANCOUVER CAMPUSES

Program	No. of Credits	Cost per Credit	Total Program Cost	Cost per Quarter (based on class load of 16 credits)
Accounting AAS degree	96	$293	$28,128	$4,688
Accounting/Business Administration diploma (Washington Only)	64	$293	$18,752	$4,688
Bookkeeping diploma (Washington Only)	48	$293	$14,064	$4,688
Business Accounting diploma	48	$293	$14,064	$4,688
Advanced Microcomputer Apps AAS degree	90	$293	$26,370	$4,688
Operations Specialist diploma	48	$293	$14,064	$4,688
Criminal Justice AAS degree	96	$293	$28,128	$4,688
Computer Information Science AAS degree	96	$293	$28,128	$4,688
Network Internet Security Specialist diploma	72	$293	$21,096	$5,274 (based on 3 modules – 18 credits)
Medical Assistant AAS degree	97	$293	$28,421	$4,688
Medical Assistant diploma	75	$293	$21,975	$4,688
Administrative Medical Assistant	48	$293	$14,064	$4,688
Pharmacy Technician AAS degree	97	$293	$28,421	$4,688
Pharmacy Technician diploma	49	$293	$14,357	$4,688
Administrative Assistant diploma (Washington Only)	64	$293	$18,752	$4,688
Executive Assistant AAS degree	90	$293	$26,370	$4,688
Legal Administrative Assistant	64	$293	$18,752	$4,688
Paralegal AAS degree	96	$293	$28,128	$4,688
Travel/Hospitality diploma	48	$293	$14,064	$4,688
Medical Insurance Billing and Coding (Oregon Only)	35 – 6 modules	$1,603/module	$9,620	$4,809 (based on 3 modules)
Medical Insurance Billing and Coding (Washington Only)	47 – 8 modules	$1,649/module	$13,191	$4,947 (based on 3 modules)

Effective date: October 1, 2008

Students in the Medical Assisting programs are required to have current PPD and Hepatitis B vaccinations prior to beginning their externships. Expenses for these vaccinations are approximately $165.00 depending on where the student chooses to have these done.

Other fees: A $38 fee will be charged for programs requiring a background check.

Students in the Medical Assisting and Pharmacy programs are required to take certification exams. These fees are $95 for the Medical Assisting examination and approximately $129 for the Pharmacy national certification examination.

Tuition will be charged on a quarterly basis. A $25 registration fee will be charged to all students each quarter. A non-refundable fee of $20 per credit hour is assessed for each special Proficiency Examination (cannot be paid from Title IV financial aid funds). A $100 fee will be charged for each online course. Additional fees not included in the above costs may be assessed. There is no additional charge to out-of-state students.

Estimated monthly transportation costs are $76-$400, depending on the means of transportation utilized and the student's distance from the school.

Book charges are estimated at $500 per quarter for most programs. The Medical Insurance Billing and Coding books run approximately $640 for the entire program.

Room and board costs are not applicable.

RENTON CAMPUS

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)
Dental Assisting (Day)	8 Months	47	$13,537	$738.38*
Dental Assisting (Evening)	10 Months			
Medical Administrative Assistant (Day)	8 Months	47	$13,542	$1226.83
Medical Administrative Assistant (Evening)	10 Months			
Medical Assisting (Day)	8 Months	47	$13,545	$1096.49

Medical Assisting (Evening)	10 Months			
Medical Assisting (Weekend)	10 months			
Medical Insurance Billing & Coding (Day)	8 Months	47	$12,563	$1778.06
Medical Insurance Billing & Coding (Evening)	10 Months			
Pharmacy Technician*	9 Months	50	$13,576	$641.07**
*Other fees: A $52 fee will be charged for required background check.				
**A $152 background check fee and license fee will be charged.				
Effective date: July 1, 2008				

APPENDIX C: CALENDARS FOR QUARTERLY PROGRAMS

FY 2008 - 2009 Academic Calendar				
Summer Term Starts		July	14	2008
Summer Term Add/Drop Deadline		July	26	2008
Mini-Term Starts		August	25	2008
Mini-Term Add/Drop Deadline		August	30	2008
Labor Day Holiday		September	1	2008
Micro-Term Starts		September	15	2008
Summer Term Ends		October	4	2008
Fall Break	From:	October	6	2008
	To:	October	11	2008
Fall Term Start		October	13	2008
Fall Term Add/Drop Deadline		October	25	2008
Thanksgiving Day Holiday	From:	November	27	2008
	To:	November	29	2008
Mini-Term Starts		November	24	2008
Mini-Term Add/Drop Deadline		December	2	2008
Micro-Term Starts		December	8	2008
Winter Holiday	From:	December	24	2008
	To:	January	1	2009
Classes Resume		January	2	2009
Fall Term Ends		January	10	2009
Winter Term Starts		January	12	2009
M.L. King Jr. Birthday Holiday		January	19	2009
Winter Term Add/Drop Deadline		January	26	2009
Presidents' Day		February	16	2009
Mini-Term Starts		February	23	2009
Mini Term Add/Drop Deadline		February	28	2009
Micro-Term Starts		March	16	2009
Winter Term Ends		April	4	2009
Spring Vacation	From:	April	6	2009
	To:	April	11	2009
Spring Term Starts		April	13	2009
Spring Term Add/Drop Deadline		April	25	2009
Memorial Day Holiday		May	25	2009
Mini-Term Starts		May	26	2009
Mini Term Add/Drop Deadline		June	1	2009
Micro-Term Starts		June	15	2009
Spring Term Ends		July	2	2009
Independence Day Holiday		July	3	2009
Summer Vacation	From:	July	6	2009
	To:	July	11	2009

FY 2009 - 2010 Academic Calendar				
Summer Term Starts		July	13	2009
Summer Term Add/Drop Deadline		July	26	2009
Mini-Term Starts		August	24	2009
Mini-Term Add/Drop Deadline		August	30	2009
Labor Day Holiday		September	7	2009
Micro-Term Starts		September	14	2009
Summer Term Ends		October	3	2009
Fall Break	From:	October	5	2009
	To:	October	11	2009
Fall Term Start		October	12	2009
Fall Term Add/Drop Deadline		October	25	2009
Thanksgiving Day Holiday	From:	November	26	2009
	To:	November	29	2009
Mini-Term Starts		November	23	2009
Mini-Term Add/Drop Deadline		December	2	2009
Micro-Term Starts		December	7	2009
Winter Holiday	From:	December	20	2009
	To:	January	3	2010
Classes Resume		January	4	2010
Fall Term Ends		January	9	2010
Winter Term Starts		January	11	2010
M.L. King Jr. Birthday Holiday		January	18	2010
Winter Term Add/Drop Deadline		January	26	2010
Presidents' Day		February	15	2010
Mini-Term Starts		February	22	2010
Mini Term Add/Drop Deadline		February	28	2010
Micro-Term Starts		March	15	2010
Winter Term Ends		April	3	2010
Spring Vacation	From:	April	4	2010
	To:	April	11	2010
Spring Term Starts		April	12	2010
Spring Term Add/Drop Deadline		April	25	2010
Memorial Day Holiday		May	31	2010
Micro-Term Starts		June	14	2010

MODULAR CALENDARS

PORTLAND

Medical Insurance Billing and Coding (MIBC), Portland Campus			
Day Schedule – Five-Day Week (Monday through Friday)			
2008			
Start Date		End Date	
Sep 22	Mon	Oct 24	Fri
Oct 27	Mon	Nov 21	Fri
Nov 24	Mon	Dec 19	Fri

Medical Insurance Billing and Coding (MIBC), Portland Campus			
Evening Schedule- Four-Day Week Monday through Thursday			
2008			
Start Date		End Date	
Sep 22	Mon	Oct 24	Thurs
Oct 27	Mon	Nov 20	Thurs
Nov 24	Mon	Dec 18	Thurs

Network and Internet Security Specialist Portland Campus			
Day Schedule – Four-Day Week (Monday through Thursday)			
2008			
Start Date		End Date	
Sep 22	Mon	Oct 24	Thurs
Oct 27	Mon	Nov 20	Thurs
Nov 24	Mon	Dec 18	Thurs

Medical Insurance Billing and Coding (MIBC), Portland Campus			
Day Schedule – Five-Day Week (Monday through Friday)			
2009			
Start Date		End Date	
Jan 5	Mon	Jan 30	Fri
Feb 2	Mon	Feb 27	Fri
Mar 2	Mon	Mar 27	Fri
Mar 30	Mon	May 1	Fri
May 4	Mon	May 29	Fri
June 1	Mon	June 26	Fri
June 29	Mon	July 31	Fri
Aug 3	Mon	Aug 29	Fri
Aug 31	Mon	Sept 25	Fri
Jan 5	Mon	Jan 30	Fri
Feb 2	Mon	Feb 27	Fri
Mar 2	Mon	Mar 27	Fri
Mar 30	Mon	May 1	Fri

Network and Internet Security Specialist (NISS) Portland Campus			
Day Schedule – Five-Day Week (Monday through Friday)			
2009			
Start Date		End Date	
Jan 5	Mon	Jan 30	Fri
Feb 2	Mon	Feb 27	Fri
Mar 2	Mon	Mar 27	Fri
Mar 30	Mon	May 1	Fri
May 4	Mon	May 29	Fri
June 1	Mon	June 26	Fri
June 29	Mon	July 31	Fri
Aug 3	Mon	Aug 29	Fri
Aug 31	Mon	Sept 25	Fri
Jan 5	Mon	Jan 30	Fri
Feb 2	Mon	Feb 27	Fri
Mar 2	Mon	Mar 27	Fri
Mar 30	Mon	May 1	Fri

RENTON

All Programs (Medical Assisting, Medical Administrative Assisting, Dental Assisting, Pharmacy Technician, Medical Insurance Billing & Coding)	
Day Schedule – Five-Day Week (Monday through Friday)	
2008 - 2009	
Start Dates	End Dates
7/28	8/22
8/26	9/23
9/24	10/21
10/22	11/18
11/19	12/18
12/19/08	1/30/09
1/5/09	2/2/09
2/3/09	3/3/09
3/5/09	4/1/09
4/2/09	5/1/09
5/4/09	6/1/09
6/3/09	6/30/09
7/1/09	07/24/09
8/3/09	8/28/09
9/1/09	9/29/09
10/1/09	10/28/09
11/2/09	12/01/09
12/02/09	1/12/10

All Programs (Medical Assisting, Medical Administrative Assisting, Dental Assisting, Pharmacy Technician, Medical Insurance Billing & Coding)	
Evening Schedule – Four-Day Week (Monday through Thursday)	
2008 - 2009	
Start Dates	End Dates
7/28	8/28
9/2	10/6
10/8	11/11
11/13	12/18
1/5/09	2/9/09
2/11/09	3/18/09
3/23/09	4/27/09
4/29/09	6/3/09
6/8/09	7/9/09
7/13/09	8/13/09
8/17/09	9/21/09
9/23/09	10/27/09
10/28/09	12/2/09
12/7/09	1/21/2010

Medical Assisting	
Day Schedule – Five-Day Week (Monday through Friday) 10:30am – 2:30pm	
2008 - 2009	
Start Dates	End Dates
7/9/08	8/5/08
8/7/08	9/4/08
9/8/08	10/3/08
10/6/08	10/31/08
11/3/08	12/2/08
12/3/08	1/13/09
1/14/09	2/11/09
2/12/09	3/12/09
3/13/09	4/9/09
4/14/09	5/11/09
5/12/09	6/9/09
6/11/09	7/8/09
7/13/09	8/7/09
8/10/09	9/04/09
9/8/09	10/05/09
10/7/09	11/03/09
11/05/09	12/04/09
12/7/09	1/15/10

Medical Assisting Weekend Schedule 2009	
START	END
12/13/08	02/01/09
03/21/09	04/26/09
05/02/09	06/07/09
06/13/09	07/19/09
07/25/09	08/23/09
08/29/09	10/04/09
10/10/09	11/08/09
11/14/09	12/20/09

Pharmacy Technician Evening Schedule 2008 - 2009	
START	END
10/30/08	11/26/08
12/3/08 w/alt	1/13/09 w/alt
1/14/09 w/alt	2/11/09 w/alt
2/12/09 w/alt	3/12/09 w/alt
3/16/09 (alt is F 13th)	4/9/09 w/alt
4/14/09 w/alt	5/11/09 w/alt
5/12/09 w/alt	6/9/09 w/alt
6/11/09 w/alt	7/8/09 (alt on Th 9th, Pht eve is on mod break to align next start)
7/13/09 w/alt	8/6/09 (alt on F 7th)
8/10/09 w/alt	9/3/09 (alt on F 4th)
9/8/09 w/alt	10/5/09 w/alt
10/7/09 w/alt	11/3/09 w/alt
11/5/09 w/alt	12/3/09 w/alt
12/7/09 w/alt	1/14/10 (alt on F 15th)

STUDENT BREAKS 2008	
New Year's	Jan 1, 2
Martin Luther King, Jr.	Jan 21
President's Day	Feb 18
Spring Break	April 28, 29
Memorial Day	May 26
Independence Day	July 4
Labor Day	Sept 1
Thanksgiving	Nov 27-28
Winter Break	Dec 22—Jan 2

VANCOUVER

Medical Insurance Billing and Coding (MIBC), Vancouver Campus 208 - 2009			
MIBC Daytime		MIBC Evening	
Start Date	End Date	Start Date	End Date
Aug 12, 2008	Sept 9, 20008	Oct 1, 2008	Nov 11, 2008
Sept 10, 2008	Oct 14, 2008	Nov 12, 2008	Dec 17, 2008
Oct 15, 2008	Nov 11, 2008	Dec 18, 2008	Feb 3, 2009
Nov 12, 2008	Dec 9, 2008	Feb 4,2009	Mar 11, 2009
Dec 10, 2008	Jan 15, 2009	Mar 12, 2009	Apr 22, 2009
Jan 20, 2009	Feb 17, 2009	Apr 23, 2009	May 28, 2009
Feb 18, 2009	Mar 17, 2009	June 1, 2009	July 2, 2009
Mar 18, 2009	Apr 21, 2009	July 13, 2009	Aug 13, 2009
Apr 22, 2009	May 19, 2009	Aug 17, 2009	Sept 21, 2009
May 20, 2009	June 17, 2009	Sept 22, 2009	Nov 2, 2009
June 18, 2009	July 22, 2009	Nov 3, 2009	Dec 8, 2009
July 23, 2009	Aug 19, 2009	Dec 9, 2009	Feb 3, 2009
Aug 20, 2009	Sept 17, 2009		
Sept 21, 2009	Oct 22, 2009		
Oct 26, 2009	Nov 19, 2009		
Nov 23, 2009	Jan 4, 2010		

STUDENT BREAKS 2009	
Martin Luther King, Jr.	Jan 19
President's Day	Feb 16
Spring Break	April 6 - 11
Memorial Day	May 25
Independence Day	July 3
Summer Break	July 6 - 11

APPENDIX D: HOURS OF OPERATION

PORTLAND

Portland day classes are scheduled in eight periods between 8:00 a.m. and 3:15 p.m. Evening classes are scheduled in four periods between 5:00 p.m. and 10:00 p.m.

RENTON

Administration Hours of Operation:	
Monday through Thursday	8:00am - 8:00pm
Friday	8:00am - 5:00pm
Class Program Hours:	
Medical Administrative Assistant	8:30am - 12:30pm M-F, 1:00pm – 5:00pm M-F, 6:00pm – 10:00pm M-TH
Medical Insurance Billing & Coding	8:30am - 12:30pm M-F, 1:00pm – 5:00pm M-F, & 6:00pm - 10:00pm M-TH
Medical Assisting	6:30am – 10:30am M-F, 8:30am - 12:30pm M-F, 10:30am – 2:30pm M-F &

	1:00pm - 5:00pm M-F & 6:00pm - 10:00pm M-TH, 8:00am – 5:00 pm Sat & Sun
Dental Assisting	8:30am - 12:30pm M-F, 1:00pm – 5:00pm M-F, & 6:00pm - 10:00pm M-TH
Pharmacy Technician	8:30am-12:30pm M-F, 10:00am-2:00pm M-F

VANCOUVER

Vancouver day classes are scheduled in seven periods between 8:00 a.m. and 2:45 p.m. Evening classes are scheduled in four periods between 5:00 p.m. and 10:00 p.m.