

Las Vegas

COLLEGE

Las Vegas 0904

MAIN CAMPUS

4100 West Flamingo Road, Suite 2100

Las Vegas, NV 89103

702.368.6200 - fax 702.368.6464

BRANCH CAMPUS

170 North Stephanie, 1st Floor

Henderson, NV 89014

702.567.1920 - fax 702.566.9725

2004-2005 CATALOG

Las Vegas COLLEGE

Las Vegas 0904

Las Vegas College is accredited by the
Accrediting Council for Independent Colleges and Schools
to award diplomas and associate degrees.

Publishing Date September 2004

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Effective September 20, 2004 through December 31, 2005

This catalog is the official announcement of the programs, requirements, and regulations of Las Vegas College. Students enrolling in the College are subject to the provisions stated herein and therefore should read this catalog carefully. Students are responsible for knowing the rules, regulations, and policies of the College and enrollment constitutes an agreement by the student to abide by them. Failure to read this catalog does not excuse students from the requirements and regulations described herein.

FROM THE PRESIDENT

Welcome to Las Vegas College!

Founded in 1979, Las Vegas College is a two year institution and a member of the Rhodes College system. The Rhodes College system is a branch of Corinthian Colleges, Inc., which consists of private post-secondary learning institutions throughout the United States.

The College offers professional programs in accounting, business, computer office technologies, criminal justice, court reporting, homeland security, medical assisting, and paralegal. Each of the courses is taught by faculty members who come to us with a special combination of education and practical work experience, which enables each student to not only obtain an education, but be trained for the exciting and practical real world experience awaiting them.

We are committed to help you develop the skills and acquire the knowledge that is necessary to achieve a richer and more rewarding life. From the first day that you sit in class, your goals will also become ours. I ask you to come to class every day with enthusiasm and a true desire to succeed so that, in a short time, I will have the honor of shaking your hand and conferring upon you a degree or diploma on graduation day.

I extend to you my very best wishes.

Sincerely,

A handwritten signature in cursive script that reads "Sam A. Gentile". The signature is written in black ink and is positioned above the printed name and title.

Sam A. Gentile
College President

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ABOUT LAS VEGAS COLLEGE

MISSION AND OBJECTIVES

Las Vegas College provides the competitive skills and knowledge necessary to obtain professional employment and career advancement in a variety of professional occupations. The College offers specific and practical educational programs that adapt to the challenges of technological advancement and changes in the business environment. These programs provide the students with the skills and knowledge for immediate job entry. Thus, the College seeks to provide a meaningful, quality education that will prepare its graduates for a successful and rewarding career.

In order to assure continued fulfillment of its mission, Las Vegas College has established the following goals:

1. Las Vegas College will continually improve its educational process at all levels and seek to impart essential skills, competencies, and attitudes that students need for successful careers and for continued study.
2. The College shall strive to develop in all students the intellectual potential that will lead them to realize their capacities for independent thinking, intelligent decision making, and individual expression of opinions.
3. Las Vegas College is committed to quality in teaching and excellence in education and to this means shall seek qualified faculty who will bring excitement to the classroom and stimulate enthusiasm and eagerness for learning in the student.
4. By providing positive role models, emotional support, and opportunities to develop new and beneficial relationships, Las Vegas College shall strive to develop mature citizens who contribute to their communities.
5. Las Vegas College assists graduates in securing career-related employment.

HISTORY AND OWNERSHIP

Las Vegas College was founded by Betty Krolak in 1979 under the name Krolak Business Institute. Barbara A. and E. T. Paulus purchased the Institute in December of 1980 and incorporated it under the name of TO-Ba Corporation. The Institute was granted a license to grant Associate Degrees on January 7, 1986, and the Institute's name was changed to Las Vegas Business College. The College was acquired by Rhodes Colleges, Inc. on October 17, 1996. At that time, the name of the institution was changed to Las Vegas College. Las Vegas College opened a branch campus, located in Henderson Nevada on December 5, 2003.

LOCATION

Las Vegas College is conveniently located on the northwest corner of West Flamingo and Wynn Road, adjacent to the Gold Coast Hotel and Casino and directly across the street from The Palms Casino.

4100 W. Flamingo Road, Suite 2100
Las Vegas, Nevada 89103
(702) 368-6200

The new Henderson branch campus is located at:

170 North Stephanie, 1st Floor
Henderson, NV 89014
702.567.1920 - fax 702.566.9725

BUSINESS HOURS

The College is open Monday through Friday from 8:00 a.m. to 10 p.m. and Saturday from 9:00 a.m. to 5:00 p.m.

COLLEGE FACILITIES

The Las Vegas campus includes 17,884 square feet of well-designated offices, laboratory, library and classrooms. The entire College is accessible to the handicapped. The facilities are equipped with a central air- conditioning and heating system. Free student parking and convenient public transit services are available. The Henderson campus occupies a new 31,700 sq. ft. facility housing its classrooms, labs, library, and administrative offices. Students have access to the latest technology supporting their training. The facility is handicap accessible and free student parking is available

ACCREDITATION AND LICENSURE

Las Vegas College is accredited by the Accrediting Council for Independent Colleges and Schools to award occupational associate's degrees and diplomas. The Accrediting Council for Independent Colleges and Schools (ACICS) is located at 750 First Street, NE, Washington, D.C. 20002; (202) 336-6780.

Accreditation assures students (1) that the College is recognized as a qualified institution of higher learning with approved programs of study which 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.

School approvals and memberships are displayed in the lobby. The School President can provide additional information. Licensed by:

- Nevada Commission on Postsecondary Education

Approvals:

- National Court Reporters Association
- Some programs are approved for the training of veterans
- Immigration and Naturalization Service

STATEMENT OF NON-DISCRIMINATION

Las Vegas College does not discriminate on the basis of sex, age, disability, race, creed or religion 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 school president. The College President must act equitably and promptly to resolve complaints and should provide a response within seven working days. Students who feel that the complaint has not been adequately addressed should contact the Student Help Line, (800) 874-0255.

College applicants or students with a disability who wish to ask the campus for accommodations should see the College President.

ADMISSIONS

It is recommended that applicants and their families visit Las Vegas College so they may gain a better understanding of the school and view its facilities and equipment. A personal interview must be scheduled with a member of the Admissions staff. The applicant should call or write the Admissions Department in advance so a convenient time can be arranged.

ADMISSIONS REQUIREMENTS

Graduation from high school or its equivalent is a prerequisite for admission into any degree program offered at the College.

Diploma Students

All applicants must have a high school diploma or equivalent. However, the educational requirement may also be met if the applicant is at least 17 years of age and can demonstrate the "Ability to Benefit" from the training. Applicants enrolling under the Ability to Benefit provision are required to achieve a passing score on an independently administered, standardized, nationally recognized test that is approved by the U.S. Department of Education. The Ability to Benefit will be determined by passing the Career Programs Assessment Test (CPAT) offered by ACT, Inc. Applicants must achieve minimum scores of 42 on Language Usage, 43 on Reading, and 41 on Numerical Skills. This test is designed to measure prospective students' ability to benefit from the course of instruction. Applicants who pass this test have fulfilled the school's entrance test requirements. Applicants who fail the test can be retested using the test developer's guidelines. The re-test(s) will be administered within the period specified by the test developer or one week, whichever is longer. Students must begin classes within one year of their test date. Students who withdraw after starting school, or are terminated by the school and re-enter more than one year after their test date, must take the test again.

Foreign Students

Foreign students must present written evidence of competency in English. For further information, interested foreign students should contact the Admissions Department.

ORIENTATION

All new students will be notified by mail of the time and date of the next orientation session. Attendance is required. Students not able to attend should contact their admissions representative and make special arrangements.

During orientation, students become familiar with facilities, introduced to various faculty and staff members, and issued class schedules. College orientation will also enable students to seek any additional advising from the Admissions, Financial Aid, or Academic Offices before classes start.

TRANSFER TO OTHER COLLEGES

Las Vegas College neither implies nor guarantees that credits completed at Las Vegas College will be accepted in transfer at other institutions. Each institution has policies which govern the acceptance of credit from other institutions as policies and grade requirements vary from institution to institution. Transfer of credit is a privilege granted by the institution to which a student may seek admission. Students intending to transfer credits to other institutions should contact those institutions regarding the policies and procedures governing the transfer of credits. The degree and diploma programs of Las Vegas College are intended to be terminal in nature and are designed primarily to prepare the graduate for employment.

ADMINISTRATIVE POLICIES

TELEPHONES

No student will be called out of class for a telephone call, except in an emergency. We suggest that students inform family and friends of this rule. Cell phones must be turned off during class time.

SMOKING/EATING

Students are welcome to pause, relax, and eat or smoke in designated areas before or after classes; however, absolutely no smoking is allowed inside the building. Smoking is allowed outside in the designated smoking area. No eating is permitted in any classroom, and no eating or drinking is permitted in any of the labs.

DRESS CODE

Employers and other guests important to your career frequently visit the College. They form an opinion of the students while they are here; therefore, students are expected to dress neatly and to be properly groomed at all times. Each student is encouraged to develop a professional wardrobe appropriate to his/her chosen field. Short-shorts, see-through attire, and any shirt with offensive sayings or words are not permitted.

PARKING

Students should obey all parking ordinances. Las Vegas College is not responsible for any damage to any vehicle on the premises or in the area before, during, or after school. Handicap spaces are provided. Please do not park in the reserved parking areas for this building or the neighboring bank building. Failure to observe this rule may cause your car to be towed.

HANDICAP ACCESS

Las Vegas College facilities are handicapped accessible. Special facilities include designated parking, ramps, accessible restrooms and accessible water fountains. All areas of the building are handicapped accessible.

GUESTS

Guests must register with the Receptionist. Children are not permitted in the classrooms.

STUDENT CODE OF CONDUCT

Each student is held responsible for conforming to local, state, and federal laws and for behaving in a manner consistent with the best interest of the College and of the student body.

Students should not interfere with other students' rights, safety or health, or right to learn. Violations to conduct standards include, but are not limited to:

1. Theft
2. Dishonesty including plagiarism
3. Disruptive behavior
4. Possession or use of firearms except by designated law enforcement official, explosives, or other dangerous substances
5. Vandalism, or threats of actual damage to property or physical harm to others
6. Possession, sale, transfer, or use of illegal drugs
7. Appearance under the influence of alcohol or illegal drugs
8. Harassing or abusive acts which invade an individual's right to privacy including sexual harassment, or abuse against members of a particular race, ethnic, religious, or cultural group.
9. Reckless or intentional use of invasive software such as viruses and worms destructive to hardware, software, or data files.
10. Unprofessional conduct

The College reserves the right to suspend or dismiss any student at any time for misconduct or when such action is deemed to be in the best interest of the student and the student body.

Alcohol and Substance Abuse Statement

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

CAMPUS SECURITY POLICY

It is the responsibility of Las Vegas College to provide a safe environment for study and to prevent crime. Las Vegas College is concerned about the safety and welfare of the students and employees. Therefore, the following policy will be implemented for the protection of students, staff and faculty.

Las Vegas College will be open during posted hours. In the event a crime is committed during these hours, the incident should be reported to the Academic Dean. Administration officials with primary responsibility of student and campus activities will be responsible for campus security. Las Vegas College is required to report crimes to local authorities such as:

- Murder
- Rape
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft

Las Vegas College is responsible for reporting the number of arrests for the following crimes on campus:

- Liquor law violations
- Drug abuse violations, and
- Weapons possessions

In the event a crime is committed after hours, the incident should be reported to the police and the Academic Dean as soon as practicable.

Any student, staff or faculty personnel involved in any of the above-mentioned crimes will be subject to disciplinary action. Such a violation of the College's policy could result in suspension or termination and if municipal laws have been violated, the incident will be reported to the local police.

SEXUAL HARASSMENT

Federal law provides that it shall be an unlawful discriminatory practice for any employer, because of the sex of any person, to discharge without cause, to refuse to hire or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment or academic standing. Harassment of an employee on the basis of sex violates this federal law.

Sexual harassment of employees or students at Las Vegas College is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements. Unwelcome sexual advancements, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing;
2. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or
3. Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic environment.

Individuals who feel they have a complaint or a matter they wish to discuss may report the problem directly to the school's administrative officers.

ACADEMICS

CLASS SCHEDULES

To allow for maximum flexibility in scheduling, classes are scheduled Monday through Friday between 8:00 a.m. and 12:00 a.m. and Saturday from 9:00 a.m. to 5:00 p.m.

FULL-TIME STATUS

Full-Time status is defined as at least 12 credit hours per academic quarter. Programs require 16 credit hours per academic quarter to complete in a timely fashion

QUARTER CREDITS

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

DROP/ADD PERIOD

The first fourteen calendar days of each academic quarter is designated as the drop/add period and is designed to allow for adjustments to student schedules that may be necessary. This is the period when students may add or delete courses in order to finalize their schedules. Holidays that fall during this timeframe are not counted as part of the drop/add period. Students who wish to make course changes must request approval from the 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 drop/add period. A student who attends a class beyond the drop/add period or who attends a class and does not drop it within the drop/add period will be charged for the class. For this reason it is important that students drop classes in a timely manner.

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

ATTENDANCE POLICY

Students should strive for perfect attendance and punctuality on a daily basis to emulate the attendance

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

Students must sit for attendance within the first fourteen (14) days of each term start. If a student fails to attend class within the first fourteen days of a term start, the student may be withdrawn from the course by the Academic Dean.

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

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

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

Tardiness/Early Departure

Students who arrive for class after the scheduled start time will receive a tardy on their attendance record. Students who depart from class before the scheduled completion time will receive an early departure on their attendance record.

Students who accumulate a total of four (4) tardies and/or early departures will accrue one (1) day of absence on their attendance record. Students who miss more than 51% of the class period, may be marked absent for that class.

GRADING STANDARDS

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

The following grading system is used:

GRADE	EVALUATION	QUALITY POINTS PER QTR HOUR
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average*	1
F	Failed to Meet Course Objectives	0
I	Incomplete	0
P	Pass	Not Calculated
PE	Proficiency Exam	Not Calculated
PL	Prior Learning/Experiential Learning Credit	Not Calculated
TR	Transfer	Not Calculated
W	Withdrawal	Not Calculated
WD	Withdrawal during drop/add	Not Calculated
WZ	Withdrawal Military	Not Calculated

*(Not used in Modular Allied Health Programs)

COURSE REPEAT CODES	
REXC	Class has repeated, grade excluded from statistics
RINC	Class repeated, grade included in statistics

GPA and CGPA Calculations

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

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

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" for the course. The "F" will be averaged in with the students' other grades to determine the cumulative GPA.

Grade Appeals

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

Transfer Credits and Repeated Courses

Transfer credits are not included in the calculation of CGPA but are included in the "Total Number of Credits Attempted" (in the Satisfactory Progress charts on the following pages) in order to determine the required levels for CGPA and percentage of credits completed. Transfer credits are included as credits successfully completed. The College, at its sole discretion, reserves the right to determine what transfer credits, if any, will be accepted.

Courses that are graded on a pass/fail basis, if any, are not included in calculating CGPA. Courses taken on a pass/fail basis are, however, considered as hours attempted in the determination of progression toward completion.

A grade for a repeated course replaces the original grade in the calculation of CGPA; however, the original course credits remain included in the "Total Number of Credits Attempted" in order to determine the required levels for CGPA and percentage of credits completed. The original credits are considered as not successfully completed.

Because many of the curricula and courses are standardized throughout the Corinthian Colleges system, many courses and passing grades are directly transferable among the various Corinthian campuses.

PROFICIENCY EXAMINATION POLICY

There is a fee of \$20 for a proficiency examination. Students must be able to show that they have special qualifications, skills, or knowledge obtained through work or other experience and that it is reasonable that they may be able to demonstrate proficiency through special examination in the course subject matter. Credit by proficiency examination is applicable ONLY to the following courses:

- CGS 2110 Computer Applications
- ENC 1106 Composition I
- MAC 1000 College Business Mathematics
- OFT 1141 Keyboarding
- OFT 1143 Intermediate Keyboarding

-
-
- OFT 1144 Advanced Keyboarding
 - Software Courses and Court Reporting Speed Courses with the approval of the Academic Dean.

Such qualifications, skills, or knowledge obtained as the result of academic coursework already accepted in transfer cannot be used as the basis to attempt a proficiency examination. Credits earned as a result of credit by proficiency examination may not be used to satisfy more than 25% of the credits necessary for the program credential or more than 10% of the major field of study, and are not considered as credits earned "in residence" at the college. Successful completion of the proficiency examination (minimum success grade is "B") will earn the student a grade of PE on the academic transcript and credit for the course. Students who fail a proficiency examination **may not** make a second attempt and must register for and complete the course in question.

DIRECTED STUDY

Course work by Directed Study allows students to work closely with an assigned Instructor. A syllabus is given to the student outlining the program of study, the anticipated results, the reading list, and the methods of evaluation. The student must obtain the permission of the appropriate Academic Department Chairperson, and complete a signed agreement with the instructor and Academic Dean before engaging in directed study. A student may participate in only one directed study course per quarter. The following criteria must be met in order to qualify for a directed study course:

1. Minimum 3.0 CGPA, and
2. Within two (2) quarters of graduation, and
3. Receive written permission of the Academic Dean.

ONLINE LEARNING

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

To maximize success within the online courses students must:

- Have a computer with a system profile that meets or exceeds requirements listed on the Online Learning Application at the time of enrollment.
- Students will be required to complete the application only once but must check quarterly to make sure they are maintaining the correct systems profile.
- Have Internet access and an established email account.
- Students are required to verify their email account/address with their online coordinator at the time of registration each quarter.
- Commence online contact with the course site within the first few days of the registration.
- Understand that student participation and class activities occur weekly throughout the course.
- Understand that if a student fails to participate in class activities during two consecutive weekly periods of a six-week course or three consecutive periods of a twelve-week course, the student may be withdrawn from the course and may not be allowed to reenter the course during that term.

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

SATISFACTORY ACADEMIC PROGRESS FOR QUARTER PROGRAMS

Students must maintain satisfactory academic progress in order to remain eligible to continue as regularly enrolled students of the College. Additionally, satisfactory academic progress must be maintained in order to remain eligible to continue receiving federal financial assistance. Satisfactory academic progress is determined by measuring the student's Cumulative Grade Point Average (CGPA) and the student's Rate of Progress toward completion of the academic program. These are outlined below.

Cumulative Grade Point Average (CGPA) Requirements

Students must meet specific cumulative grade point average requirements at specific points during their enrollment in order to be considered to be making satisfactory academic progress. These requirements are noted in the tables below, along with Rate of Progress requirements. These will be reviewed at the end of each academic quarter, after grades have been posted, to determine if the student's CGPA is in compliance.

Rate of Progress Toward Completion Requirements

In addition to the CGPA requirements, a student must successfully complete a certain percentage of the credits attempted to be considered to be making satisfactory academic progress. Credits attempted are defined as those credits for which students are enrolled at the end of the add/drop period of an academic term. These percentage requirements are noted in the tables below, along with CGPA requirements. As with the determination of CGPA, the percentage completion requirements will be reviewed at the end of each academic quarter, after grades have been posted, to determine if the student is progressing satisfactorily.

Maximum Time in Which to Complete

A student is not allowed more than 1.5 times, or 150% of, the standard length of the program in which to complete the requirements for graduation. This will be measured by limiting students to attempting 1.5 times, or 150% of, the number of credits in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will be able to complete their programs within the maximum time frame. The maximum allowable attempted credits are noted in each of the following tables.

Academic Probation

At the end of the quarter, after grades have been posted, each student's cumulative grade point average (CGPA) and rate of progress is reviewed to determine whether the student is meeting the requirements stated below. Students will be placed on academic probation when the CGPA or the rate of progress does not meet the requirements detailed below. The student will remain on academic probation as long as his or her CGPA or rate of progress remains in the probation ranges specified. When both the CGPA and rate of progress are above the probation ranges specified, the student is removed from probation. During the period of academic probation students are considered to be making satisfactory progress both for academic eligibility and financial aid eligibility.

Students on probation must participate in academic advising as deemed necessary by the College as a condition of their probation. In addition, students whose probation status extends over multiple academic terms may be directed to participate in extra tutorial sessions or developmental classes. Students who fail to comply with these requirements are subject to suspension even though their CGPA or rate of progress may be above the suspension levels.

Academic Suspension

If the student's CGPA or rate of progress ever falls into the suspension ranges specified below, the student is considered not to be making satisfactory progress, is placed on academic suspension, and must be withdrawn from the College.

Readmittance Following Suspension

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

Academic Dismissal

Students who have been readmitted following academic suspension who fail to improve their CGPA into the probation range by the end of the first academic term after readmittance will receive an academic dismissal and the student must be withdrawn from the College. Students who have been dismissed are not eligible for readmittance to the College.

Appeals Procedures

Students who have been determined not to be making satisfactory academic progress and who feel that there are mitigating or extenuating circumstances that led to the failure to maintain satisfactory progress and believe they have resolved those circumstances may appeal by requesting in writing a review of their satisfactory academic progress. Examples of such mitigating circumstances include injury or illness to the student or death of an immediate family member. Such review shall be conducted by the Academic Dean and/or the Campus President or an appeal committee appointed by the campus President. Should the appeal be denied and the student suspended, the student is eligible for readmittance, as outlined above. Should the appeal be granted, the student will not be required to sit out at least one academic term and will be continued on probation and will receive one additional academic term in which to regain satisfactory progress. Should the student still fail to meet the satisfactory academic progress requirements, the student will receive academic dismissal, as outlined above.

Application of Grades and Credits

Transfer credits are not included in the calculation of CGPA, but are included in the "Total Number of Credits Attempted" (see charts) in order to determine the required levels for CGPA and rate of progress. Transfer credits are included as credits attempted and successfully completed in calculating the rate of progress. For students who transfer between programs at the campus, all grades and credits attempted for courses that are common to both programs will transfer to the new program and be calculated in the SAP measurements of the new program. If a student graduates from one program at the campus and then enrolls in another program at the campus, all grades and credits attempted for courses that are common to both programs will transfer to the new program and be calculated in the SAP measurements of the new program.

A grade for a repeated course replaces the original grade in the calculation of CGPA; however, the original course credits remain included in the "Total Number of Credits Attempted" (in the charts below) in order to determine the required progress level. The original credits are considered as not successfully completed.

For calculating rate of progress, grades of F (failure) and W (withdrawn) are counted as hours attempted, but are not counted as hours successfully completed. A grade of I (incomplete) will also be counted as hours attempted, but not as hours successfully completed; however, when the "I" is replaced with a letter grade, the GPA and satisfactory progress determination will be recalculated based on that letter grade and the credits earned. Any courses offered as pass/fail remedial courses are not calculated in the grade point average or rate of progress.

The student has 14 calendar days following the end of the academic term to complete the coursework, at which point the final grade is determined and replaces the incomplete grade. A WD (withdrawal during add/drop) is not counted as hours attempted nor is it calculated in the CGPA.

Continuation As A Non-Regular Student

Students who have been suspended or dismissed due to failure to maintain satisfactory academic progress may be allowed to continue as students of the College under the following conditions:

- The student is allowed to continue in a Non-Regular Student status for a period of time not greater than 25% of the normal program length.
- The student is not eligible for student financial aid.
- The student is obligated to pay tuition, according to the established tuition rate per credit hour, for any courses in which the student is enrolled.
- During the time as a non-regular student, the student is to be working toward coming into compliance with the standards of satisfactory progress, or at the least, close enough to qualify for readmittance as noted (i.e., can come into compliance within the time frame specified below). If, by the end of the maximum period allowed on non-regular status the student has not improved his/her academic standing to the probation range, he/she will be dismissed.

Reinstatement As A Regular Student From Non-Regular Status:

Students who have attempted the maximum number of credits allowed under their program, but have not earned all of the credits necessary to complete their program may be allowed to enter non-regular status; however, they will never be eligible for readmittance to regular status in the program from which they were suspended or dismissed, but may continue on non-regular status up to the maximum period allowed for the

purposes of completing all required credits. Further, these students who have entered non-regular status are not eligible for graduation (cannot receive a degree or diploma) from their programs, but can receive a certificate for the credits they successfully completed.

Satisfactory Progress and Financial Aid

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

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

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

Satisfactory Progress Tables

140 Quarter Credit Program

The total credits that may be attempted (maximum program length) is 210 (150% of 140).

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 16	2.00	N/A	66%	N/A
17 - 32	2.00	1.00	66%	N/A
33 - 48	2.00	1.20	66%	50%
49 - 60	2.00	1.30	66%	60%
61 - 72	2.00	1.50	66%	65%
73 - 95	2.00	1.75	N/A	66%
96 - 210	N/A	2.00	N/A	66%

97 Quarter Credit Program

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

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 16	2.00	N/A	66%	N/A
17 - 32	2.00	1.00	66%	N/A
33 - 48	2.00	1.20	66%	50%
49 - 60	2.00	1.30	66%	60%
61 - 72	2.00	1.50	66%	65%
73 - 95	2.00	1.75	N/A	66%
96 - 145	N/A	2.00	N/A	66%

96 Quarter Credit Program

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

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

64 Quarter Credit Program

The total credits that may be attempted (maximum program length) is 96 (150% of 64).

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 16	2.00	N/A	66%	N/A
17 - 28	2.00	1.00	66%	N/A
29 - 40	2.00	1.25	66%	50%
41 - 52	2.00	1.50	66%	60%
53 - 64	2.00	1.75	66%	65%
65 - 96	N/A	2.00	N/A	66%

58 Quarter Credit Program

The total credits that may be attempted (maximum program length) is 87 (150% of 58).

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 16	2.00	N/A	66%	N/A
17 - 28	2.00	1.00	66%	N/A
29 - 40	2.00	1.25	66%	50%
41 - 52	2.00	1.50	66%	60%
53 - 64	2.00	1.75	66%	65%
65 - 87	N/A	2.00	N/A	66%

52 Quarter Credit Program

The total credits that may be attempted (maximum program length) is 78 (150% of 52).

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 16	2.00	N/A	66%	N/A
17 - 28	2.00	1.00	66%	N/A
29 - 40	2.00	1.50	66%	60%
41 - 56	2.00	1.75	66%	65%
57 - 78	N/A	2.00	N/A	66%

48 Quarter Credit Program

The total credits that may be attempted (maximum program length) is 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	2.00	N/A	66%	N/A
17 - 28	2.00	1.00	66%	N/A
29 - 40	2.00	1.50	66%	60%
41 - 54	2.00	1.75	66%	65%
55 - 72	N/A	2.00	N/A	66%

Progression Toward Completion

In addition to the CGPA requirements, a student must successfully complete a certain percentage of the credits attempted to be considered to be maintaining satisfactory academic progress. Credits attempted are defined as those credits for which students are enrolled at the end of the add/drop period of the academic term. These percentage requirements are noted in the preceding tables, along with CGPA requirements. As with the determination of CGPA, the percentage completion requirements will be reviewed at the end of each academic quarter to determine if the student is progressing satisfactorily.

For determining progression toward completion, grades of F (failure) and W (withdrawal) are counted as hours attempted but are not counted as hours successfully completed.

Grades I (incomplete) will also be counted as hours attempted but not as hours successfully completed; however, when the I (incomplete) is replaced with a letter grade, the CGPA and satisfactory progress determination will be recalculated based on that letter grade.

SATISFACTORY ACADEMIC PROGRESS FOR MODULAR PROGRAMS

Requirements

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

- Achieve a cumulative grade percent average (GPA) of at least 2.0 or be on academic probation;
- Progress at a satisfactory rate toward completion of their programs; and
- Complete the training programs within 1 1/2 times the planned program length.

Students whose cumulative GPA falls below 2.0 are notified that they are being placed on academic probation, which will begin at the start of the next term. Students on academic probation are considered to be making satisfactory academic progress.

Students who have reached the twenty-five percent (25 percent) point of their maximum program completion time and have not achieved a cumulative GPA of at least 1.5 and a rate of progress of at least 55 percent will be placed on probation.

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

Academic Probation

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

If, by the end of the probationary period, students achieve a cumulative GPA of at least 2.0 and a rate of progress of at least 60 percent, they are notified that the probationary status is removed. If they have not achieved a cumulative GPA of at least 2.0 and a rate of progress of at least 60 percent, but have achieved a GPA of at least 2.0

and a rate of progress of at least 60 percent for the term, students may continue their training programs for a second probationary period. Students who do not achieve a GPA of 2.0 and a rate of progress of at least 60 percent for the term will be withdrawn from training by the school.

Students who continue their training for a second probationary period will remain eligible for financial aid. If they achieve a cumulative GPA of at least 2.0 and a rate of progress of at least 60 percent by the end of the second probationary period, they are informed that they have been removed from probation. Students who do not achieve a cumulative GPA of 2.0 and a rate of progress of at least 60 percent will be withdrawn from training by the school.

Reinstatement Policy

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

Incompletes

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

Withdrawals

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

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

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

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

Exit Interviews

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

Repeat Policy

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

When students repeat a module, the last grade received for that module replaces the original grade on the

transcript (even if the original grade was higher), and this new grade is used to calculate the cumulative GPA. The attendance for the repeated module will replace the attendance for the original module.

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

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

Maximum Program Completion Time

Classroom Training

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

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

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

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

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

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

Externship Training

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

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

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

Additional Information on Satisfactory Academic Progress

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

Student Appeal Process

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

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

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

The following Attendance Policy will apply to the Modular Programs:

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

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

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

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

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

Tardiness/Early Departure

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

Reentry Policy

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

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

Make-up Work

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

STUDENT AWARDS

Students who complete at least twelve credit hours during a term and attain a 4.0 GPA will be named to the President's List. Students who complete at least twelve credit hours during a term and attain a GPA of 3.5 to 3.99 will be named to the Dean's List. Full-time students with no absences, tardies or left-earlies during a term will receive a Perfect Attendance award.

GRADUATION

In order to graduate, a student must have earned a minimum of a 2.0 CGPA. The CGPA requirement and all other graduation requirements are outlined below.

Graduation Requirements

All candidates must make application for graduation with the Registrar one term/quarter prior to graduation.

To be eligible for graduation, the candidate must fulfill the following requirements:

1. Successfully complete all classes required within the maximum credits that may be attempted;
2. Achieve a 2.0 overall grade point average;
3. Return all library books and pay any library fines;
4. Have all financial obligations satisfied;
5. Establish a complete placement file with the Placement Director; and
6. Earn at least one half (50%) of required credits at Las Vegas College, (requirement is waived if transferring from another CCI school.)

Each graduate is encouraged to participate in commencement ceremonies.

Commencement Ceremonies

One Commencement ceremony is held each year for Las Vegas College graduates at the end of the Spring Quarter. All graduates are strongly encouraged to participate in the ceremony.

TRANSFER OF CREDITS FROM OTHER INSTITUTIONS

Transfer credit will be considered for work completed at accredited business schools, colleges, junior colleges and universities. Courses must be equivalent to courses offered at Las Vegas College, and grade earned must be a "C" or better. A minimum 50% of all credits must be earned at Las Vegas College toward degree programs. All credits accepted for transfer must have been earned within the 10 years immediately preceding application. Transfer credits accepted are combined with credits earned in residence at Las Vegas College toward the completion of program requirements. Because many of the curricula and courses are standardized throughout the Corinthian system, many courses with passing grades are directly transferable among the various Corinthian campuses. The College, at its sole discretion, reserves the right to determine what transfer credits, if any, will be accepted.

RE-ENTRY POLICY

Any student withdrawn from school may apply for re-entry. The re-entry petition can be made only after the student has been out of school for a full quarter if the student was withdrawn by the school for failure to meet Satisfactory Academic Progress. Any student withdrawn may re-enter no more than two times. The application petition must be completed by the student and addressed to the Academic Dean. The petition will be reviewed by the acceptance committee and approved or rejected depending on attendance, academic and financial history. Students who re-enter the college will sign a new Enrollment Agreement and will be subject to the tuition rates and program requirements in effect at the time of re-entry.

INFORMATION TECHNOLOGY PROGRAM STUDENT DISCLOSURE

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

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

ACADEMIC TRANSCRIPTS, DEGREES, AND DIPLOMAS

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

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

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

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

Family Educational Rights and Privacy Act of 1974, As Amended

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

1. The right to inspect and review the student's education records within 45 days of the day the Institution receives a request for access. Students should submit to the Institution President written requests that identify the record(s) they wish to inspect. The Institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the Institution to amend a record that they believe is inaccurate or misleading. They should write the Institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Institution decides not to amend the record as requested by the student, the Institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to institution officials with legitimate educational interests. An institution official is a person employed by the Institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institution has contracted (such as an attorney, auditor, or collection agent); a

person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his or her tasks. An institution official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Institution discloses education records without consent to officials of another institution in which a student seeks or intends to enroll.

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

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

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

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

GRIEVANCE POLICY

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

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

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

STUDENT SERVICES

PLACEMENT ASSISTANCE SERVICES

Las Vegas College is dedicated to assisting graduates in securing employment in their chosen fields. Students must understand that securing employment is a cooperative effort. The Director of Career Planning and Placement, through professional contacts, promotes the availability of graduates with the use of announcement letters and employment surveys.

The Placement Office is open to graduates for employment counseling and guidance. Before graduation, students interview with the Director of Career Planning and Placement to determine the students' qualifications, personal characteristics, employment interests, and general location of employment desired. After completing the interview, the Director of Career Planning and Placement will attempt to arrange employment interviews with firms that are compatible with the students' qualifications and employment goals.

Students must aid the job development effort with quality academic work, excellent attendance, a cooperative attitude, a desire to succeed, and reasonable salary expectations.

Each student, upon enrollment, is advised to visit the Director of Career Planning and Placement, at which time he/she will be given an information form. After this form is completed, the Director of Career Planning and Placement will review it carefully with the student. During the meeting, procedures of placement assistance will

be outlined so the student will know how to use the Placement Services to his/her best advantage.

The Career Skills course is designed to assist the student in preparing personalized resumes, employment applications, the art of interviewing successfully, as well as the importance of personal appearance and attitude when on a job interview.

The reputation and growth of Las Vegas College has been achieved by the successful employment of graduates in their chosen career fields. We treasure this reputation for excellence, both for the respect it affords our graduates and opportunities it offers future graduates.

Las Vegas College provides placement assistance throughout their career to all graduates.

NOTE: Las Vegas College prepares the student educationally for employment and assists the student in securing employment interviews but does not in any way guarantee employment.

LEARNING RESOURCE CENTER

The College maintains a Learning Resource Center (LRC). The LRC generally supports the various curricula and provides learning resources for students and faculty. The collection encompasses reference, technical, general education books and tapes, and various periodicals. Audio/Visual materials and equipment are provided for faculty/student use. The Learning Resource Center uses the Dewey Decimal system to classify materials and standard check-out and return policy for circulation. To ensure that the College curriculum is supported and all educational needs of students are met, the LRC attempts to expand both its print and A/V materials on a continuous basis. Faculty and students, who are Nevada residents, may also borrow materials from UNLV, Clark County Community College, and the Las Vegas Clark County Library District upon presentation of the proper identification.

Students in the Paralegal program will be required to conduct research at various legal libraries located in the Las Vegas area. While Las Vegas College maintains basic legal reference works necessary to support the program, an integral component of legal research is the knowledge and skills necessary to utilize multiple legal reference collections. Most law firms or corporate legal departments will require research that requires the use of public and/or private legal libraries. Students enrolled in or interested in enrolling in the Paralegal program should be aware of the necessity to utilize outside legal libraries, and plan for the additional time and for the additional transportation needs.

STUDENT ASSOCIATION

The Student Association serves the students, the College, and the community by sponsoring extra-curricular activities throughout the academic year. The Student Association organizes and sponsors charitable events, bake sales, and other fundraising activities. Elections are held semi-annually. New students are encouraged to participate in the organization, administration and expansion of student association activities.

CLUBS AND ORGANIZATIONS

Las Vegas College encourages the establishment of clubs and organizations on campus to enhance students socially, physically, and psychologically as they prepare to pursue careers after graduation. Students desiring to participate in existing campus organizations or those students who desire to establish new organizations should contact the Student Success Coordinator for further assistance.

FRIDAY ENRICHMENT PROGRAM

On Fridays the Court Reporting, Medical, Typing and Computer Labs are open to provide individual opportunities to practice and study. All facilities and equipment are available to enhance learning skills and speeds. Students are encouraged to use this Friday availability to achieve performance goals for their classes and their programs.

HOUSING

Las Vegas College does not have housing facilities for the students; however, living quarters are available throughout the surrounding Las Vegas community.

HEALTH SERVICES

Las Vegas College maintains first aid supplies for minor injuries that may occur while students are in school. Students who have a medical history of illness requiring special attention are asked to notify the Student Success Coordinator during registration about all relevant information, including the name of the preferred physician, hospital, or clinic. The College does not charge a medical insurance fee and is not responsible for the payment of personal hospital bills or physicians' charges.

DRUG AND ALCOHOL ABUSE PREVENTION

Las Vegas College will make available to students literature, brochures and pamphlets from local Drug Abuse Information and Treatment Centers in order to increase drug abuse awareness and prevention. Students, faculty, and staff requiring or requesting information about drug abuse treatment should contact the Student Success Coordinator for the names of local agencies.

LOST AND FOUND

Lost articles may be claimed upon proper identification through the Receptionist or Registrar. Students are advised not to leave purses or other valuables unattended at any time. The College will not assume responsibility for any lost or stolen articles.

FINANCIAL INFORMATION

TUITION AND FEE SCHEDULE

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

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

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

All Programs cost:	
Las Vegas Campus	\$266 per credit
Henderson Campus	\$251 per credit

Tuition will be charged on a quarterly basis. A \$25.00 registration fee will be charged to all students each quarter. Additional Fees, not included in the above costs, may be assessed. Information concerning additional fees may be found below.

Students are required to obtain a Stenograph Machine in their first quarter of Court Reporting classes. Machines may be purchased privately, or through the college at a cost of \$1,436 plus tax.

Additional Fees

Late payment	\$5
Medical Fee	\$100 per clinical class
NSF fee	\$15
Online Learning Fee (per course)	\$100
Proficiency Challenge Fee	\$20 per credit hour
Quarterly Lab Fee for COTA Program	\$50
Student Activity Fee	\$20 per term
Transcript Fee *	\$5

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

FINANCIAL ASSISTANCE INFORMATION

It is the goal of Las Vegas College to assist every eligible student in procuring Financial Aid in order to enable the student to attend College. The College participates in various federal and state student financial assistance programs. The Financial Aid programs are designed to provide assistance to students who are currently enrolled or accepted for enrollment, but whose financial resources are inadequate to meet the full cost of their education.

The majority of Financial Aid available to students is provided by the Federal Government and is called Title IV Student Assistance. This includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study (FWS), Federal Family Educational Loan Program (subsidized and unsubsidized Stafford), and Federal Parent Loans for Undergraduate Students (PLUS).

The primary responsibility for meeting the costs of education rest with the individual student and their families. All financial aid is awarded on the basis of need, regardless of sex, age, race, color, religion, creed or national origin. Need is defined as the difference between the cost of education for one academic year and the amount a student's family can be reasonably expected to contribute to this cost of education for the same period. The Henderson campus is not currently eligible to participate in Title IV financial assistance programs.

Consumer Information

Most of the information dissemination activities required by the Higher Education Amendments of 1986 have been satisfied within this catalog. However, Financial Aid personnel are available, in accordance with federal regulations, to discuss consumer information in more detail with current and prospective students.

Eligibility for Financial Aid

To be eligible for Title IV Financial Aid, a student must:

- be enrolled as a regular student in an eligible program of study on at least a half-time basis.
- be a U.S. citizen or national, or an eligible non-citizen. Verification of eligible non-citizen status may be required;
- have financial need as determined by a need analysis system approved by the Department of Education;
- maintain satisfactory academic progress;
- provide required documentation for the verification process and determination of dependency status;
- not owe a refund on a Pell Grant, SEOG, or state grant previously received from any College;
- not be in default on a Perkins Loan (formerly NDSL), PLUS, SLS, Stafford Loan (formerly GSL), or an Income Contingent Loan previously received from any College.
- not have borrowed in excess of the annual aggregate loan limits for the Title IV Financial Aid programs;
- be registered for the Selective Service, if a male born after December 31, 1959;
- have a valid Social Security Number.

Application Procedures

To apply for Financial Aid, a student must complete a standard application such as the Free Application for Federal Student Aid (FAFSA). The application must be completed with extreme care and accuracy. Our Student Finance Department is available to assist students in the completion of this form and to answer any questions.

The FAFSA is used to determine eligibility for all types of Financial Aid programs. Once processed, the application will produce an Expected Family Contribution (EFC).

Financial Aid from federal programs is not guaranteed from one year to the next. Each student must reapply every academic year. Also, if the student changes Colleges their aid does not automatically go with them. Each student should check with their new College to find out what steps to take. The academic year covers a period of approximately 36 weeks, divided into three academic quarters of approximately 12 weeks each.

Need and Cost of Education

Once the application is completed, the information will be used in formulas that calculate need and help determine eligibility. When combined with other aid and resources, a student's aid package may not exceed the cost of education.

Financial Aid and Satisfactory Academic Progress

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

The Student Finance Office will provide details to all eligible recipients. Students should read these standards carefully and refer any questions to academic or student finance personnel.

Satisfactory academic progress for purposes of determining continuing federal financial assistance is determined by applying the CGPA requirements, progression towards completion requirements, maximum completion time restrictions, probation provisions, suspension and dismissal procedures, and appeals procedures as outlined in the Satisfactory Academic Progress section of this 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.

Student Rights and Responsibilities

The borrower has a right to:

- Written information on loan obligations, including loan consolidation and refinancing, and information on borrower's rights and responsibilities;
- A copy of the promissory note, and return of the note when the loan is paid in full;
- Before repayment, information on interest rates, fees, the balance owed on loans, and a loan repayment schedule;
- Notification, if the loan is sold or transferred to a loan service;
- Federal interest benefits, if qualified;
- A grace period, if applicable, and an explanation of what that means;
- Prepayment of the loan without penalty;
- Deferment, if the borrower qualifies; and
- Request forbearance.

The borrower has a responsibility to:

- Repay the loan in accordance with the repayment schedule, and notify both the College and lender of anything that affects ability to repay, or eligibility for deferment or cancellation;
- Notify the lender if he/she graduates, withdraws from College, drops below half-time status, transfers to another College, or changes name, address, or Social Security number;
- Notify the lender if he/she fails to enroll for the period covered by the loan; and
- Notify the College of a change of address.

Verification of Application Information

Verification is the process used to check the accuracy of the information that a student gives when applying for federal student aid. This College verifies all selected applicants (with exception of the PLUS program and unsubsidized Stafford Loans). The selected applicant and spouse must submit, at a minimum, a U.S. Tax Return(s) if filed, and a verification worksheet. The dependent student must also submit the parent's tax return(s).

Policies and Procedures for Verification

1. All selected applicants will be verified.
2. Selected applicants must submit required verification documents within twenty-eight (28) days of notification.
3. If the student fails to provide the required documentation within the established time frame, then the student will be treated as a cash paying student until all documents are provided.
4. If the student does not meet the deadline and is not capable of making a cash payment at the end of the deadline, he/she will be dismissed from the College. The student may re-enter the College only when he/she can provide the documentation.

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5. The Student Finance Office reserves the right to make exceptions to the above-stated policies due to extenuating circumstances, on a case-by-case basis.
 6. Students will be given a clear explanation of the documentation needed to satisfy the verification requirements and the process for document submission.
 7. The College will inform students in a timely manner of the consequences of failing to complete the verification requirements and the actions the College will take if the student does not submit the requested documentation within the time period specified by the College.
 8. Students will be informed of their responsibilities regarding the verification of application information, including the College's deadline for completion of any actions required.
 9. Students will be notified by mail or in person if the results of verification change the student's scheduled award.
 10. The College will assist the student in correcting erroneous information.
 11. Any suspected case of fraud will be reported to the Regional Office of the Inspector General or, if more appropriate, to a state or local law enforcement agency having jurisdiction to investigate the matter. Referrals to local or state agencies will be reported on an annual basis to the Inspector General.
 12. No interim disbursements of Title IV aid will be made prior to the completion of verification.

Tuition Charges

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

Detailed below are other educational expenses considered in determining the student's cost of attendance and information on how those costs were arrived. These include personal, room and board, and transportation.

The amount of personal expenses allowed all students is \$210.00 per month. This figure was determined by a national average obtained from the Bureau of Labor and Statistics.

Room and board costs are also obtained from the Bureau of Labor and Statistics. The allowable costs for students without dependents who live with their parents is \$330.00 per month. The allowable costs for students without dependents who do not live with their parents and students with dependents is \$665.00 per month. These dollar amounts are for 2004-2005.

Transportation costs are calculated by applying the formula stated below or by use of an average cost.

The calculation for determining transportation costs is the average number of one-way trips per week times the average number of miles traveled one way times 4.33 weeks per month times 35 cents per mile, which averages \$218 per month.

Cash Installment Payments

All students are expected to make cash payments for the academic year or term, which will be set up by the Student Finance Office. Students are required to sign a promissory note and must make payments within 10 days of billing.

Books

The Las Vegas College bookstore has new books and other miscellaneous items for sale.

FINANCIAL AID PROGRAMS

General

All Title IV financial aid funds received by the institution will be credited to the student's account (excluding Federal Work-Study) with the exception of requirements set forth in Section 682.604 of current federal regulations. The different types of financial aid programs available to those who qualify are discussed in detail below.

Selection of Eligible Applicants

In accordance with Federal Regulation 668.43(b) (3) the following procedures describe how aid recipients are selected from the pool of eligible applicants.

Federal Pell Grant

This grant is designed to assist needy students who desire to continue their education beyond high school. Each student is entitled to apply for a Federal Pell Grant. Eligibility is determined by the student's need, the cost of attendance, and the amount of money appropriated by Congress to fund the program. The amount of the grant is determined by a standard formula used by the Department of Education. The amount of the grant available to the student will depend on the Expected Family Contribution (EFC) and cost of attendance.

The Federal Pell Grant makes it possible to provide a "foundation" of financial aid to help defray the cost of a college education. Students or prospective students may secure an application to participate in the Federal Pell Grant program from the Student Finance Office of the College or from a high school counselor. The application will be transmitted electronically through a federally approved need analysis system which will determine the applicant's Expected Family Contribution.

Federal Supplemental Educational Opportunity Grant (FSEOG)

This grant is available to students with exceptional financial need, with priority given to Federal Pell Grant recipients.

In determining student eligibility, the College will base the selection on procedures designed to make FSEOG awards to those students with the lowest EFC who will also receive Federal Pell Grant in that award year.

The amount of the grant, and the number of students who may receive this grant, depend on the availability of funds from the U.S. Department of Education.

Federal Work-Study Program (FWS)

The Federal College Work-Study Program provides part-time employment of students who need the earnings to defray the cost of their education. Students may work on campus or off-campus performing community service duties relevant to their field of study or for a qualified public or private organization. Application for the FWS program may be made through the Student Finance Office and eligibility is based on financial need and the availability of funds. The College will attempt to place students in jobs related to their program of study, and work schedules will be arranged according to class schedules.

Nevada Student Incentive Grant

This grant is available to students with exceptional need, with priority given to Federal Pell Grant recipients.

Application for the NSIG program may be made through the Student Finance Office and eligibility is based on financial need and the availability of funds.

Veterans Benefits

The College is approved for Veterans Training. Applications for veterans benefits may be picked up at the College or by contacting the Department of Veterans Affairs. Approval of training benefits to be awarded is the responsibility of the Department of Veterans Affairs.

Subsidized Federal Stafford Loans (Formerly GSL)

Federal Stafford Loans are low interest loans that are insured by a guarantee agency and made to the student by a lender such as a bank, credit union, or savings and loan association.

For students borrowing for the first time on or after July 1, 1988, the interest rate is 8% for the first four years of repayment and 10% thereafter. For students who borrowed Stafford at an interest rate of 7% or 9%, that interest rate remains applicable as long as there is an outstanding balance on these loans. For disbursements made after July 1, 1994, to any borrower (regardless of prior loans) the interest rate will be variable and determined June 1. The interest rate will not exceed 8.25%. There is a 3% origination fee. This must be repaid.

A student may borrow up to \$2,625 for his/her first academic year (36 credit hours). A student who has completed the first academic year (36 credit hours) but not the remainder of the program may borrow up to \$3,500. The maximum loan amount to a dependent at an undergraduate level is \$23,000.00, and \$46,000 to an independent undergraduate.

The Federal Stafford Loan is deferred while the student is enrolled in College, at least as a half-time status, and for a period of six months beyond the student's last date of attendance. During this period the interest is paid by the Federal Government as long as the student remains in College as at least a half-time status. Deferments after the student drops below half-time status are not automatic and the student must contact the lender concerning their loan. Applications can be obtained from the College's Student Finance Office or from the lender.

For additional deferment information contact the Student Finance Office.

Unsubsidized Federal Stafford Loans

The Unsubsidized Federal Stafford Loan Program was a new program available to eligible students, regardless of family income, for periods of enrollment beginning on or after October 1, 1992, who do not qualify in whole or in part, for Subsidized Federal Stafford Loans. The term "unsubsidized" means that interest is not paid for the student by the federal government during the enrollment period.

The terms of an Unsubsidized Stafford Loan are the same as those for a Subsidized Stafford Loan with the exceptions of the description below:

The Government does not pay interest on the students behalf on an Unsubsidized Federal Stafford Loan. All interest that accrues on the loan during enrollment and the grace period is required to be paid by the student. The student has two options of repayment of the accrued interest: make monthly or quarterly payments to the lender; or the student and the lender may agree to capitalization of the accrued interest.

The student will be charged a 3% origination fee on each disbursement of their Unsubsidized Stafford Loan. The fee will be deducted from each disbursement and paid to the federal government.

Federal PLUS Loans

The Federal PLUS Loan is available to parents of dependent students to help pay for the educational expenses of the student. PLUS Loans are not based on need, but when combined with other resources cannot exceed the student's cost of education.

Parents may borrow up to the cost of attendance, minus any other aid per academic year with a maximum of \$20,000.00 for each dependent. This maximum is for graduate and undergraduate level students. There is a 3% origination fee on a PLUS Loan made on or after October 1, 1994. The interest rate is variable with a maximum of 9%. Parents with adverse credit history are not eligible. Upon submission of a denied PLUS loan, a dependent student may become eligible for the Unsubsidized Federal Stafford Loan.

Repayment period begins on the day of the final disbursement unless the parent qualifies for and is granted a deferment by the lender. Although the minimum payment amount is \$50.00 per month with at least five years but no more than 10 years of repayment, the actual payment schedule is determined by the total amount borrowed. Applications can be obtained from the College's Student Finance Office or from the lender.

For deferment information contact the Student Finance Office.

Sallie Mae Alternative Loan Program (SLM)

SLM Financial and Corinthian Colleges (CCI) have developed a customized private student loan program that will offer students educational financing for their direct academic costs. This program offers a tiered loan program that gives the applicant three opportunities to obtain CCI loan approval. Borrowers with excellent credit histories will be provided the most favorable loan terms and conditions with borrowers having good or moderate credit offered slightly higher fees and rates. Co-borrowers are encouraged and will generally improve the loan terms and conditions for the applicant. This loan has a variable interest rate that is tied to the prime lending rate. Contact the financial aid office for application and information.

Student Tuition Assistance Resource Loan (STAR Loan)

Students who do not qualify for the Sallie Mae Alternative Loan Program may be eligible to borrow up to fifty percent of their tuition costs through the STAR Loan program. The STAR Loan is not available for full tuition financing. Students must have a primary source of tuition funding to be eligible for this plan.

Imagine America Scholarships

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

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

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

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

Entrance and Exit Interview/Loan Counseling

The Department of Education requires that any student receiving a Federal Perkins Loan or Federal Stafford Loan (GSL) be notified concerning their loans. The College counsels each student regarding loan indebtedness and gives each student an entrance and exit interview test regarding the loan to make sure the student understands the amount borrowed and the student's rights and responsibilities regarding repayment.

The student must report to the Student Finance Office prior to withdrawal or graduation for loan counseling. The purpose of this session is to inform the student of their tentative loan debt while in attendance at the College, refunds that may have been made, and to provide the student with an estimated payment schedule. If the student is unable to meet with the Student Finance Office, an exit interview will be mailed.

CANCELLATION AND REFUND POLICY

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

The College employs a fair and equitable refund policy that complies with federal, state, and accrediting guidelines for the return of unearned tuition and fees in the event of cancellation, termination or withdrawal.

Detailed below are the specific federal, state and institutional refund policies and procedures that will be used to ensure that the College retains only funds that have been earned according to the applicable refund policy. In the event that a refund is required, these policies will ensure that any and all refunds are paid to the appropriate entity in a timely fashion.

Cancellations

The Enrollment Agreement does not constitute a contract until it has been approved by an official of the college. If the agreement is not accepted by the college, all moneys paid will be refunded. The applicant may also request cancellation in writing within three days after signing this agreement and receive a full refund of all moneys paid. The refund will be made within 30 days of receipt of such notice. Students who withdraw within seven calendar days after classes or education have commenced will be considered cancellations and all moneys paid will be refunded within 30 days of the date the college becomes aware of the withdrawal.

Refunds

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

To calculate refunds under the Federal Return of Title IV Funds policy, institutions must complete two separate calculations. First, the institution must determine how much of the tuition, fees and other institutional charges it

is eligible to retain using either the state or institutional refund policy. Then, using the Federal Return of Title IV Funds policy, the institution determines how much federal assistance the student has earned which can be applied to the institutional charges.

If the student received more SFA funds than he or she earned under the Federal Return of Title IV Funds policy, the institution, and in some cases the student, is required to return the unearned funds to the Federal Treasury.

Any unpaid balance that remains after the Return of Title IV Funds policy has been applied to the state or institutional policy must be paid by the student to the institution.

Refund Policies

Any moneys due an applicant or student shall be refunded within 30 days of the date of cancellation, withdrawal, or termination. A withdrawal is considered to have occurred on the earlier of a) the date the student officially notifies the school of their intent to withdraw, or b) the point at which the student fails to meet the published attendance policies outlined in the school catalog. 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 remainder of the moneys will be applied to any student financial aid programs from which the student received funding. Any remaining balance of funds will then be returned to the student. The refund computation will be based on the last date of student attendance.

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.

Federal Return of Title IV Funds Policy

All institutions participating in the SFA programs are required to use a statutory schedule to determine the amount of SFA funds the student had earned when he or she ceases to attend, which is based on the period of time the student was in attendance.

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

The percentage of the payment period or period of enrollment completed is determined by:

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

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

Return of Unearned SFA Program Funds

The College 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: The student (parent) must make satisfactory arrangements with the U.S. Department of Education and/or the Institution to repay any outstanding balances owed by the student. However, there are a number of repayment plans that are available to assist the student in meeting repayment obligations. The Student Finance

Department will counsel the student in the event that a student repayment obligation exists. The individual might be ineligible to receive additional student financial assistance in the future if the financial obligation(s) are not satisfied.)

Remittance to the Federal Government

If it is determined that a federal refund is due, the statute and the regulations clearly define the order in which remaining federal student financial aid program funds are to be returned. Based on the student's financial aid award(s) (his/her parent(s) in the case of PLUS Loans) the return of federal funds will be remitted to the appropriate program in the following order:

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

Institutional Refund Calculation

For students attending this campus who terminate their training before completing more than 60 percent of an enrollment period, the school will perform a pro rata refund calculation.

Under a pro rata refund calculation, the school is entitled to retain only the percentage of school 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 enrollment period into the number of weeks completed in that period (as of the last recorded day of attendance by the student).

The percentage of weeks attended is rounded up to the nearest 10 percent and multiplied by the school charges for the period of enrollment. A reasonable administrative fee not to exceed \$100 or 5% of the total institutional charges, whichever is less, will be excluded from the institutional charges used to calculate the pro rata refund.

The school may retain the entire contract price of the period of enrollment - including tuition, fees and other charges - if the student terminates the training after completing more than 60 percent of the enrollment period.

PROGRAMS BY LOCATION

	Henderson	Las Vegas
Administrative Medical Assistant (Diploma)	X	X
Bookkeeping (Diploma)		X
Computer Office Technologies and Applications (Degree)		X
Computer Office Technologies and Applications (Diploma)		X
Legal Administrative Assistant (Diploma)		X
Medical Insurance Billing and Coding (Diploma)		X
Scoping Technology (Diploma)		X
Specialized Associate in Accounting (Degree)		X
Specialized Associate in Administrative Assistant (Degree)		X
Specialized Associate in Business Administration (Degree)	X	X
Specialized Associate in Court Reporting (Degree)		X
Specialized Associate in Criminal Justice (Degree)	X	X
Specialized Associate in Homeland Security (Degree)		X
Specialized Associate in Medical Assistant (Degree)	X	X
Specialized Associate in Paralegal (Degree)		X

PROGRAMS OF STUDY

The following programs of study are all offered at the main campus of Las Vegas College. The Henderson branch campus offers two programs of study; Specialized Associate in Business Administration (Degree) and Specialized Associate in Criminal Justice (Degree).

ADMINISTRATIVE MEDICAL ASSISTANT (DIPLOMA)

3 TERMS/9 MONTHS

540 CLOCK HOURS

48 CREDIT HOURS

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 in a front office setting.

COURSE NUMBER	COURSE	CLOCK HOURS	CREDIT HOURS
ACO1910	Office Accounting	40	4
APB1100	Anatomy & Physiology I	40	4
APB1110	Anatomy & Physiology II	40	4
CGS2110	Computer Applications	50	4
ENG1000	Business English	40	4
MEA1239	Medical Terminology	40	4
HSC1561	Medical Law & Ethics	20	2
MEA2714	Medical Insurance Billing	40	4
OFT1141	Keyboarding	40	2
OST2301	Medical Office Practice	50	4
OST2614	Medical Transcription	40	2
PSI 201	U.S. and Nevada Constitution	40	4
SLS1130	Strategies for Success	40	4
SLS1320	Career Skills	20	2
TOTAL HOURS REQUIRED FOR GRADUATION		540	48

BOOKKEEPING (DIPLOMA)

3 TERMS/9 MONTHS
540 CLOCK HOURS
48 CREDIT HOURS

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	CLOCK HOURS	CREDIT HOURS
APA 2111	Principle of Accounting I	40	4
APA 2121	Principle of Accounting II	40	4
ACO 1806	Payroll Accounting	50	4
ACG 2141	Computerized Accounting	50	4
CGS 2110	Computer Applications	50	4
CGS 1514	Spreadsheets	50	4
ENG 1000	Business English	40	4
MAC 1000	College Business Mathematics	40	4
MAN 1030	Introduction to Business Enterprise	40	4
OFT 1141	Keyboarding	40	2
SLS 1130	Strategies for Success	40	4
SLS 1320	Career Skills	20	2
PSI 201	U.S.& Nevada Constitution	40	4
TOTAL HOURS REQUIRED FOR GRADUATION		540	48

COMPUTER OFFICE TECHNOLOGIES AND APPLICATIONS (DEGREE)

6-8 TERMS/18-24 MONTHS

1,160 CLOCK HOURS

96 CREDIT HOURS

The Computer Office Technologies and Applications (COTA) Associate of Applied Science degree program is designed to give the student the skills necessary to excel in today's high-tech office environment. Software applications studied include the Windows 98 desktop operating system, office productivity software with Microsoft Word, PowerPoint, Excel, Access, and Outlook, and also powerful web development tools such as FrontPage 2000 and PageMaker. Emphasis is placed on developing effective interpersonal communication skills. Graduates will qualify for a wide range of administrative occupations in a variety of professional settings.

COURSE NUMBER	COURSE	CLOCK HOURS	CREDIT HOURS
COLLEGE CORE REQUIREMENTS			
MAC 1000	College Business Math	40	4
OST 1145	Speed Building Skills	30	2
OST 2335	Business Communications	40	4
SLS 1130	Strategies for Success	40	4
SLS 1320	Career Skills	20	2
	Total College Core Requirements	170	16
MAJOR CORE REQUIREMENTS			
CGS 1375	Beginning Web Development with FrontPage 2000	50	4
CGS 1410	Essentials of Communications and Document Formatting	30	2
CGS 1503	Introduction to Windows 98	50	4
CGS 1514	Introduction to Spreadsheets	30	2
CGS 1520	Introduction to Database	30	2
CGS 1524	Introduction to Presentations	30	2
CGS 2076	Intermediate Spreadsheets	50	4
CGS 2176	Intermediate Database Management	50	4
CGS 2375	Advanced Web Development with FrontPage 2000	50	4
CGS 2536	Advanced Spreadsheets	50	4
CGS 2604	Advanced Presentations	50	4
CGS 2642	Advanced Database Management	50	4
OSP 2717	Intermediate Word Processing	50	4
OST 1410	Office Operations	30	2
OST 1415	Electronic Communication	30	2
OST 2705	Introduction to Word Processing	30	2
OST 2739	Advanced Word Processing	50	4
OST 2822	Introduction to Desktop Publishing	30	2
OST 2823	Desktop Publishing Skills	50	4
	Total Major Core Courses	790	60
GENERAL EDUCATION REQUIREMENTS			
ENC 1106	Composition I	40	4
ENC 1107	Composition II	40	4
PSI 201	U.S. and Nevada Constitution	40	4
PSY 2012	General Psychology	40	4
SPC 2016	Oral Communications	40	4
	Total General Education Courses	200	20
TOTAL HOURS REQUIRED FOR GRADUATION		1,160	96

COMPUTER OFFICE TECHNOLOGIES AND APPLICATIONS (DIPLOMA)

4 TERMS/12 MONTHS

810 CLOCK HOURS

64 CREDIT HOURS

The Computer Office Technologies and Applications (COTA) program is designed to give the student the skills necessary to excel in today's high-tech office environment. Software applications studied include the Windows 98 desktop operating system, office productivity software with Microsoft Word, PowerPoint, Excel, Access, and Outlook, and also powerful web development tools such as FrontPage 2000 and PageMaker. Emphasis is placed on developing effective interpersonal communication skills. Graduates will qualify for a wide range of administrative occupations in a variety of professional settings.

COURSE NUMBER	COURSE	CLOCK HOURS	CREDIT HOURS
MAC 1000	College Business Math	40	4
SLS 1130	Strategies for Success	40	4
CGS 1503	Introduction to Windows 98	50	4
OST 1145	Speed Building Skills	30	2
OST 2705	Introduction to Word Processing	30	2
CGS 1524	Introduction to Presentations	30	2
CGS 1520	Introduction to Database	30	2
CGS 1514	Introduction to Spreadsheets	30	2
CGS 1410	Essentials of Communications and Document Formatting	30	2
SLS 1320	Career Skills	20	2
OSP 2717	Intermediate Word Processing	50	4
CGS 2076	Intermediate Spreadsheets	50	4
CGS 2176	Intermediate Database Management	50	4
OST 1410	Office Operations	30	2
OST 1415	Electronic Communication	30	2
OST 2822	Introduction to Desktop Publishing	30	2
CGS 1375	Beginning Web Development with FrontPage 2000	50	4
ENC 1106	Composition I	40	4
	Additional Credits from Major COTA Degree Core	150	12
TOTAL HOURS REQUIRED FOR GRADUATION		810	64

LEGAL ADMINISTRATIVE ASSISTANT (DIPLOMA)

4 TERMS/12 MONTHS
750 CLOCK HOURS
64 CREDIT HOURS

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	CLOCK HOURS	CREDIT HOURS
APA 1114	Office Accounting	40	4
CGS 2110	Computer Applications	50	4
OST 2335	Business Communications	40	4
ENC 1106	Composition I	40	4
ENG 1000	Business English	40	4
LE 100	Legal Concepts	40	4
BUL 2131	Applied Business Law	40	4
MAC 1000	College Business Mathematics	40	4
OFT 1141	Keyboarding	40	2
OFT 1143	Intermediate Keyboarding	40	2
OFT 1144	Advanced Keyboarding	40	2
SCR 110	Office Procedures	40	4
SLS 1130	Strategies for Success	40	4
SLS 1320	Career Skills	20	2
TR 100	Transcription	40	2
OST 2705	Introduction to Word Processing	30	2
CGS 1501	Computer Fundamentals	50	4
PSI 201	U.S.& Nevada Constitution	40	4
PLA 1700	Legal Ethics and Social Responsibility	40	4
TOTAL HOURS REQUIRED FOR GRADUATION		750	64

MEDICAL INSURANCE BILLING & CODING (DIPLOMA)

6 MONTHS (DAY)

TOTAL CREDIT UNITS REQUIRED: 35

TOTAL HOURS: 560

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

***Either a Practicum or an Externship, but not both**

Major Equipment

Calculators

Personal Computers

SCOPING TECHNOLOGY (DIPLOMA)

5-7 TERMS/15-21 MONTHS

934 CLOCK HOURS

58 CREDIT HOURS

Scoping is a growing professional career. A scopist works closely with court reporters proofreading and editing transcripts, employing proper punctuation, English and format. With advancement of CAT technology (Computer Aided Transcription), the web, and e-mail, scopists may work for court reporters virtually anywhere in the world. Because the demand for court reporters is growing, the demand for scopists is also increasing.

COURSE NUMBER	COURSE	CLOCK HOURS	CREDIT HOURS
SLS 1130	Strategies for Success	40	4
OFT 1141	Keyboarding	40	2
OFT 1143	Intermediate Keyboarding	40	2
CGS 2110	Computer Applications	50	4
CTR 100	Theory I	120	6
CTR 101	Theory II	120	6
CTR 102	Intermediate CR I (80 wpm)	144	6
CTR 130	Theory III A	40	2
CTR 132	Theory III C	40	2
CTR 140	Theory IV A	40	2
CTR 141	Theory IV B	40	2
CTR 142	Theory IV C	40	2
EGL 105	English for Court Reporters	40	4
EGL 103	Vocabulary	40	4
MEA 1239	Medical Terminology	40	4
LEG 210	Legal Terminology	40	4
SLS 1320	Career Skills	20	2
TOTAL HOURS REQUIRED FOR GRADUATION		934	58

SPECIALIZED ASSOCIATE IN ACCOUNTING (DEGREE)

6-8 TERMS/18-24 MONTHS

1,030 CLOCK HOURS

96 CREDIT HOURS

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

COURSE NUMBER	COURSE	CLOCK HOURS	CREDIT HOURS
GENERAL EDUCATION REQUIREMENTS			
ENC 1106	Composition I	40	4
ENC 1107	Composition II	40	4
PSI 201	U.S. and Nevada Constitution	40	4
PSY 2012	General Psychology	40	4
SPC 2016	Oral Communications	40	4
	Total General Education Requirements	200	20
COLLEGE CORE COURSES			
BUL 2131	Applied Business Law	40	4
CGS 2110	Computer Applications	50	4
MAC 1000	College Business Mathematics	40	4
MAN 1030	Introduction to Business Enterprise	40	4
MAR 2305	Customer Relations and Servicing	40	4
OFT 1141	Keyboarding	40	2
SLS 1130	Strategies for Success	40	4
SLS 1320	Career Skills	20	2
	Total College Core Courses	310	28
MAJOR CORE COURSES			
APA 2111	Principles of Accounting I	40	4
APA 2121	Principles of Accounting II	40	4
APA 2161	Introductory Cost/Managerial Accounting	40	4
ACG 2021	Introduction to Corporate Accounting	40	4
ACG 2072	Cost Accounting	40	4
ACG 2141	Computerized Accounting	50	4
ACG 2542	Financial Statement Analysis	40	4
ACO 1806	Payroll Accounting	50	4
CGS 1514	Spreadsheets	50	4
FIN 1103	Introduction to Finance	40	4
MAN 2727	Strategic Planning for Business	40	4
TAX 2000	Tax Accounting	50	4
	Total Major Core Courses	520	48
TOTAL HOURS REQUIRED FOR GRADUATION		1,030	96

SPECIALIZED ASSOCIATE IN ADMINISTRATIVE ASSISTANT (DEGREE)

6-8 TERMS/18-24 MONTHS

1,080 CLOCK HOURS

96 CREDIT HOURS

The Administrative Assistant Degree program prepares students for the varied responsibilities of today's office workplace. Significant emphasis is placed on knowledge of the computer and its use in the business world. Graduates will be able to perform practical applications in accounting, English, data entry, word processing, personnel management and office procedures. Students completing this program will be prepared for positions as entry-level administrative assistants.

COURSE NUMBER	COURSE	CLOCK HOURS	CREDIT HOURS
GENERAL EDUCATION REQUIREMENTS			
ENC 1106	Composition I	40	4
ENC 1107	Composition II	40	4
PSI 201	U.S. and Nevada Constitution	40	4
PSY 2012	General Psychology	40	4
SPC 2016	Oral Communications	40	4
	Total General Education Requirements	200	20
COLLEGE CORE COURSES			
CGS 2110	Computer Applications	50	4
EGL 103	Vocabulary	40	4
MAC 1000	College Business Mathematics	40	4
SLS 1130	Strategies for Success	40	4
SLS 1320	Career Skills	20	2
	Total College Core Courses	190	18
MAJOR CORE COURSES			
APA 1114	Office Accounting	40	4
CIS 104A	Software Applications: Word Processing	80	6
CIS 115	Integrated Software	80	6
CGS 1514	Spreadsheets	50	4
MAN 1030	Introduction to Business Enterprise	40	4
MAN 2021	Principles of Management	40	4
MAN 2300	Introduction to Human Resources	40	4
MAR 2305	Customer Relations and Servicing	40	4
OFT 1141	Keyboarding	40	2
OFT 1143	Intermediate Keyboarding	40	2
OFT 1144	Advanced Keyboarding	40	2
SCR 110	Office Procedures	40	4
	Total Major Core Courses	570	46
ELECTIVES - 12 Credit Hours			
BUL 2131	Applied Business Law	40	4
MEA 1239	Medical Terminology	40	4
LEG 210	Legal Terminology	40	4
MAR 1011	Introduction to Marketing	40	4
MEA 2714	Medical Insurance Billing	40	4
OST 2301	Medical Office Practice	50	4
PLA 1003	Introduction to Legal Assisting	40	4
	Total Electives	120	12
TOTAL HOURS REQUIRED FOR GRADUATION		1,080	96

SPECIALIZED ASSOCIATE IN BUSINESS ADMINISTRATION (DEGREE)

6-8 TERMS/18-24 MONTHS

990 CLOCK HOURS

96 CREDIT HOURS

The Business Administration degree program provides an extensive combination of business courses with emphasis in management and marketing. Good speaking and writing skills are expected and practiced. Graduates will be versed in accounting, computer and management applications. Students completing this program are prepared for entry-level management positions in business, industry, and government.

COURSE NUMBER	COURSE	CLOCK HOURS	CREDIT HOURS
GENERAL EDUCATION REQUIREMENTS			
ENC 1106	Composition I	40	4
ENC 1107	Composition II	40	4
PSI 201	U.S. and Nevada Constitution	40	4
PSY 2012	General Psychology	40	4
SPC 2016	Oral Communications	40	4
Total General Education Requirements		200	20
COLLEGE CORE COURSES			
BUL 2131	Applied Business Law	40	4
CGS 2110	Computer Applications	50	4
CIS 104A	Software Applications: Word Processing	80	6
MAC 1000	College Business Mathematics	40	4
SLS 1130	Strategies for Success	40	4
SLS 1320	Career Skills	20	2
Total College Core Courses		270	24
MAJOR CORE COURSES			
APA 2111	Principles of Accounting I	40	4
APA 2121	Principles of Accounting II	40	4
APA 2161	Introductory Cost/Managerial Accounting	40	4
ECO 1100	Contemporary Economic Issues	40	4
FIN 1103	Introduction to Finance	40	4
MAN 1030	Introduction to Business Enterprise	40	4
MAN 2021	Principles of Management	40	4
MAN 2300	Introduction to Human Resources	40	4
MAN 2727	Strategic Planning for Business	40	4
MAR 1011	Introduction to Marketing	40	4
MAR 2305	Customer Relations and Servicing	40	4
MNGT 205	Creative Selling	40	4
MAR 2323	Advertising	40	4
Total Major Core Courses		520	52
TOTAL HOURS REQUIRED FOR GRADUATION		990	96

SPECIALIZED ASSOCIATE IN COURT REPORTING (DEGREE)

12 TERMS/36 MONTHS

2,442 CLOCK HOURS

140 CREDIT HOURS

The Court Reporting program provides extensive training in performing machine shorthand skills, reading shorthand notes and transcribing dictation material. Graduates will be eligible for entry-level positions as freelance, agency or court-employed shorthand reporters.

COURSE NUMBER	COURSE	CLOCK HOURS	CREDIT HOURS
GENERAL EDUCATION REQUIREMENTS			
ENC 1106	Composition I	40	4
ENC 1107	Composition II	40	4
PSI 201	U.S. and Nevada Constitution	40	4
SPC 2016	Oral Communications	40	4
	Total General Education Requirements	160	16
COLLEGE CORE COURSES			
BUL 2131	Applied Business Law	40	4
CGS 2110	Computer Applications	50	4
CIS 104A	Software Applications Word Processing	80	6
EGL 103	Vocabulary	40	4
MEA 1239	Medical Terminology	40	4
LEG 210	Legal Terminology	40	4
SLS 1130	Strategies for Success	40	4
SLS 1320	Career Skills	20	2
OFT 1141	Keyboarding	40	2
OFT 1143	Intermediate Keyboarding	40	2
OFT 1144	Advanced Keyboarding	40	2
	Total College Core Courses	470	38
MAJOR CORE COURSES			
CTR 100	Theory I	120	6
CTR 101	Theory II	120	6
CTR 102	Intermediate CR I (80 wpm)	144	6
CTR 103	Intermediate CR II (100 wpm)	144	6
CTR 104	Intermediate CR III (120 wpm)	144	6
CTR 105	Intermediate CR IV (140 wpm)	144	6
CTR 106	Advanced CR I (160 wpm)	144	6
CTR 107	Advanced CR II (180 wpm)	144	6
CTR 108	Advanced CR III (200 wpm)	144	6
CTR 109	Advanced CR IV (225 wpm)	144	6
Continued on following page			

SPECIALIZED ASSOCIATE IN COURT REPORTING

(Continued)

COURSE NUMBER	COURSE	CLOCK HOURS	CREDIT HOURS
MAJOR CORE COURSES (continued)			
CTR 130	Theory III A	40	2
CTR 131	Theory III B	40	2
CTR 132	Theory III C	40	2
CTR 140	Theory IV A	40	2
CTR 141	Theory IV B	40	2
CTR 142	Theory IV C	40	2
CTR 215	Court Reporting Procedures	40	4
CTR 250	Externship	60	2
CTR 300	CCR Prep Class	40	4
EGL 105	English for Court Reporters	40	4
	Total Major Core Courses	1,812	86
TOTAL HOURS REQUIRED FOR GRADUATION		2,442	140

The length of time required for students to graduate will vary due to differing abilities to obtain speed proficiency.

Graduation from the Court Reporting program requires passing the following tests with no less than 97.5% accuracy:

- Three 5 minute literary tests of 180 wpm
- Three 5 minute jury charge tests at 200 wpm
- Three 5 minute Q&A tests at 225 wpm
- Three 10 minute four-voice tests at 200 wpm

The student must also

- Pass two 5-minute typing tests at a minimum of 60 gross words per minute with a maximum of 5 errors,
- Complete 60 verified hours of writing time on externship with 50 pages of typed transcript and
- Complete a deposition project at 180 wpm

SPECIALIZED ASSOCIATE IN CRIMINAL JUSTICE (DEGREE)

6-8 TERMS/18-24 MONTHS

990-1,070 CLOCK HOURS

96 CREDIT HOURS

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. This is not a training program for law enforcement officers.

COURSE NUMBER	COURSE	CLOCK HOURS	CREDIT HOURS
GENERAL EDUCATION REQUIREMENTS			
ENC 1106	Composition I	40	4
ENC 1107	Composition II	40	4
PSI 201	U.S. and Nevada Constitution	40	4
PSY 2012	General Psychology	40	4
SPC 2016	Oral Communications	40	4
	Total General Education Requirements	200	20
COLLEGE CORE REQUIREMENTS			
MAC 1000	College Business Mathematics	40	4
CGS 2110	Computer Applications	50	4
MAN 1030	Introduction to Business Enterprise	40	4
MAN 2021	Principles of Management	40	4
SLS 1130	Strategies for Success	40	4
SLS 1320	Career Skills	20	2
BUL 2131	Applied Business Law	40	4
OFT 1141	Keyboarding	40	2
	Total College Core Requirements	310	28
MAJOR CORE REQUIREMENTS			
CCJ 1011	Criminology	40	4
CCJ 1024	Introduction to Criminal Justice	40	4
CJL 2130	Criminal Evidence	40	4
CJL 2132	Criminal Procedure	40	4
CJE 2600	Criminal Investigation and Police Procedures	40	4
CCJ 2250	Constitutional Law for the Criminal Justice Professional	40	4
CCJ 2306	Introduction to Corrections	40	4
CCJ 2501	Juvenile Delinquency	40	4
PLA 1700	Legal Ethics and Social Responsibility	40	4
The Student is required to take any THREE of the following courses:			
CCJ 2110	Policing in America	40	4
CCJ 2943	Current Issues in Criminal Justice	40	4
CCJ 2358	Criminal Justice Report Writing	40	4
CCJ 2940	Criminal Justice Externship*	120	4
	Total Major Core Requirements	480 or 560	48
HOURS REQUIRED FOR GRADUATION		990 or 1070	96

SPECIALIZED ASSOCIATE IN HOMELAND SECURITY (DEGREE)

6-8 TERMS/18-24 MONTHS

970 CLOCK HOURS

96 CREDIT HOURS

The Homeland Security program focuses on the issues of security, intelligence operations, emergency services and crisis management. The Homeland Security program is designed to serve three types of students:

- Students wishing to continue their education and pursue an upper level degree in an area of homeland security studies.
- Students wishing to secure employment in the field of corporate or government security.
- Professionals who need to increase their skills for their present duties.

The Homeland Security program provides a broad understanding of the intelligence cycle, business continuity cycle and security. The degree programs prepare graduates for entry-level career opportunities in corporate or government security operations.

The Specialized Associate's degree offers a broad range of skills training. The student is offered an interdisciplinary approach to the understanding of the mechanisms of intelligence, business continuity, crisis management, threat assessments and emergency services.

College Core Requirements	Clock Hours	Credit Hours
SLS 1130 Strategies for Success	4.0	40
SLS 1320 Career Skills	2.0	20
CGS 2110 Computer Applications	4.0	50
Total Quarter Credit Hours	10.0	110
Major Core Requirements		
HSS 1110 Civil & Criminal Justice	4.0	40
HSS 2210 Emergency Planning & Security Measures I	4.0	40
HSS 2310 Security: Principles, Planning & Procedures I	4.0	40
HSS 2320 Security: Principles, Planning & Procedures II	4.0	40
HSS 1400 Tactical Communications	4.0	40
HSS 1510 Domestic & International Terrorism I	4.0	40
HSS 1520 Domestic & International Terrorism II	4.0	40
HSS 1610 Emergency Medical Services & Fire Operations I	4.0	40
HSS 1700 Business & Ethics for Security Specialists	4.0	40
HSS 2810 Information Technology Security I	4.0	40
HSS 2220 Emergency Planning & Security Measures II	4.0	40
HSS 1620 Emergency Medical Services & Fire Operations II	4.0	40
CCJ 1800 Criminal Investigations	4.0	40
CCJ 2288 Spanish for the Criminal Justice Professional	4.0	40
CCJ 2268 Introduction to Victims Advocacy	4.0	40
HSS 2820 Information Technology Security II	4.0	40
Total Quarter Credit Hours	64.0	640
General Education Core Requirements		
ENC 1106 Composition I	4.0	40
ENC 1107 Composition II	4.0	40
SPC 2016 Oral Communications	4.0	40
PSY 2012 General Psychology	4.0	40
PHI 1001 Basic Critical Thinking	2.0	20
PSI 201 U.S. and Nevada Constitution	4.0	40
Total Quarter Credit Hours	22.0	220
Total Quarter Credit Hours Required for Graduation	96.0	970

SPECIALIZED ASSOCIATE IN MEDICAL ASSISTANT (DEGREE)

6-8 TERMS/18-24 MONTHS

1,200 CLOCK HOURS

97 CREDIT HOURS

The objective of the Medical Assistant program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as medical assistants. The program teaches the fundamentals of medical terminology, anatomy and physiology, pharmacology, medical law, clinical and laboratory procedures and current medical office management. Since medical assistants are trained in both administrative and clinical procedures, they are capable of filling a variety of entry-level positions that include clinical or administrative assistant, medical receptionist and medical insurance biller. These services are requested by hospitals, clinics, nursing homes, medical supply businesses, home health agencies, insurance companies and pharmaceutical companies.

COURSE NUMBER	COURSE	CLOCK HOURS	CREDIT HOURS
GENERAL EDUCATION REQUIREMENTS			
ENC 1106	Composition I	40	4
ENC 1107	Composition II	40	4
PSI 201	U.S. and Nevada Constitution	40	4
PSY 2012	General Psychology	40	4
SPC 2016	Oral Communications	40	4
	Total General Education Requirements	200	20
COLLEGE CORE REQUIREMENTS			
APA 1114	Office Accounting	40	4
CGS 2110	Computer Applications	50	4
MAC 1000	College Business Mathematics	40	4
OFT 1141	Keyboarding	40	2
SLS 1130	Strategies for Success	40	4
SLS 1320	Career Skills	20	2
	Total College Core Courses	230	20
MAJOR CORE REQUIREMENTS			
APB 1100	Anatomy & Physiology I	40	4
APB 1110	Anatomy & Physiology II	40	4
HC 2941	Medical Externship	160	5
MEA 1239	Medical Terminology	40	4
MEA 1385	Medical Law & Ethics	20	2
HUN 1001	Basic Nutrition	20	2
MEA 1671	Patient Interpersonal Relations	20	2
NEA 1105	Domestic Violence	20	2
MEA 2455	Clinical Lecture A	40	4
MEA 2456	Clinical Lecture B	40	4
MEA 2457	Clinical Lecture C	40	4
MEA 2714	Medical Insurance Billing	40	4
MLS 2325	Clinical Lab A	40	2
MLS 2326	Clinical Lab B	40	2
MLS 2327	Clinical Lab C	40	2
OST 2301	Medical Office Practice	50	4
OST 2614	Medical Transcription	40	2
PHA 2245	Pharmacology & Medical Math	40	4
	Total Major Core Courses	770	57
TOTAL HOURS REQUIRED FOR GRADUATION		1,200	97

SPECIALIZED ASSOCIATE IN PARALEGAL (DEGREE)

7-8 TERMS/21-24 MONTHS

1,070 CLOCK HOURS

96 CREDIT HOURS

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

COURSE NUMBER	COURSE	CLOCK HOURS	CREDIT HOURS
GENERAL EDUCATION REQUIREMENTS			
ENC 1106	Composition I	40	4
ENC 1107	Composition II	40	4
PSI 201	U.S. and Nevada Constitution	40	4
PSY 2012	General Psychology	40	4
SPC 2016	Oral Communications	40	4
	Total General Education Requirements	200	20
COLLEGE CORE COURSES			
APA 1114	Office Accounting	40	4
CGS 2110	Computer Applications	50	4
MAC 1000	College Business Mathematics	40	4
OFT 1141	Keyboarding	40	2
POS 2041	American National Government	40	4
SLS 1130	Strategies for Success	40	4
SLS 1320	Career Skills	20	2
	Total College Core Courses	270	24
MAJOR CORE COURSES			
PLA 1003	Introduction to Legal Assisting	40	4
PLA 1105	Legal Research and Writing I	40	4
PLA 1700	Legal Ethics and Social Responsibility	40	4
PLA 2106	Legal Research and Writing II	40	4
PLA 2203	Civil Procedure	40	4
PLA 223	Criminal Law	40	4
PLA 2273	Torts	40	4
PLA 2423	Contract Law	40	4
PLA 2433	Business Organizations	40	4
PLA 2610	Real Estate Law	40	4
PLA 2600	Wills, Trusts and Probate	40	4
PLA 2800	Family Law	40	4
PLA 2940	Paralegal Externship	120	4
	Total Major Core Courses	600	52
TOTAL HOURS REQUIRED FOR GRADUATION		1,070	96

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

COURSE DESCRIPTIONS

ACG 2021 Introduction to Corporate Accounting (40 hours) 4 credits

This course emphasizes a practical understanding of corporate accounting principals, stocks, bonds, consolidations, investments, and analysis of financial statements. In addition, the cash flow statement is introduced. Prerequisite: APA 2121.

ACG 2072 Cost Accounting (40 hours) 4 credits

This course studies the various aspects of manufacturing accounting by analyzing job order costing, process costing, standard costs, direct costs, and other related topics in this field of accounting. The use of these items in the management of manufacturing businesses is studied. Students learn to relate budgets to actual expenditures. Prerequisite: APA 2121.

ACG 2141 Computerized Accounting (50 hours) 4 credits

This course emphasizes the practical application of fundamental accounting principles through the use of automated accounting software. Students will gain experience in integrated software designed to handle general ledger, accounts payable, accounts receivable, financial statement analysis, fixed assets, sales order processing, inventory, and payroll. Prerequisite: APA 2121.

ACG 2542 Financial Statement Analysis (40 hours) 4 credits

The basics of financial statement analysis in directing a firm's operations are covered in this course. The student will gain an understanding of how funds are acquired in financial markets and the criteria used by investors in deciding where to place their funds. Prerequisite: ACG 2021.

ACO 1806 Payroll Accounting (50 hours) 4 credits

This course provides the student with a working knowledge of payroll laws, principles, practices, methods and systems. The student gains hands-on experience performing the payroll function. Prerequisite: APA 2111.

AFL 2010 Introduction to American Literature 4 credits

This course concentrates on the major writers of Modern American literature. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

APA 1114 Office Accounting (40 hours) 4 credits

This course is designed to introduce the student to basic accounting procedures. A strong emphasis is placed on the payroll phase of accounting. Prerequisite: None.

APA 2111 Principles of Accounting I (40 hours) 4 credits

Accrual accounting based upon generally accepted accounting principles is stressed in this course. Analysis of income statement procedures, computerized accounting applications and the accounting cycle are highlighted. Prerequisite: None.

APA 2121 Principles of Accounting II (40 hours) 4 credits

This course emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bank statement reconciliation, bad debt, accounts receivable, notes receivable, accounts payable, notes payable, various methods of inventory pricing, fixed asset allocations, intangible assets, and natural resources. Prerequisite: APA 2111.

APA 2161 Introductory Cost/Managerial Accounting (40 hours) 4 credits

This course examines the development and operation of cost accounting systems. Topics include basic cost concepts and product costing techniques including job-order, process costing, and standard costing with emphasis on managerial application. Prerequisite: APA 2121.

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- APB 1110 Anatomy & Physiology II (40 hours)** **4 credits**
This course is a scientific study of the structure of the human body and its parts including relationships, functions, and disease processes of the cardiovascular, respiratory, digestive, urinary and reproductive systems. Prerequisite: None.
- BUL 2131 Applied Business Law (40 hours)** **4 credits**
This course is designed to provide the student with information on the essentials of the nature of law and the functions of the judicial system in the business environment. Emphasis is placed on the study of criminal law, torts, contracts, Uniform Commercial Code, and their relevance in commercial transactions. An overview of legal characteristics of a sole proprietorship, partnerships and corporations are discussed. Prerequisite: None.
- CCJ 1011 Criminology** **4 credits**
A study of the nature and extent of crime and delinquency, the cause and explanation of criminal behavior, and the response of the criminal justice system. Prerequisite: CCJ 1024.
- CCJ 1024 Introduction to Criminal Justice** **4 credits**
This is an introductory course dealing with the criminal justice system in the United States, and includes discussion of the elements and processes of court systems, correctional organizations, and law enforcement agencies.
- CCJ 1800 Criminal Investigations** **4 credits**
Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ 2110 Policing in America** **4 credits**
This course utilizes a historical perspective to examine policing from its inception to law enforcement in modern American society. Prerequisite: CCJ 1024.
- CCJ 2250 Constitutional Law for the Criminal Justice Professional** **4 credits**
This course examines the United State's Constitution and its implication for criminal justice system policies and practices. Prerequisite: CCJ 1024.
- CCJ 2268 Introduction to Victims Advocacy** **4 credits**
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: CCJ1024 (None for HS Major). Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ 2288 Spanish for the Criminal Justice Professional** **4 credits**
This course provides criminal justice professionals with a fundamental communication skill set in the Spanish language. Students will address Spanish phrases and terms that will enhance the ability to respond to emergencies and function in other justice related environments. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ 2306 Introduction to Corrections** **4 credits**
This course focuses on historical and contemporary views of offender management and treatment. Correctional system operation, the effects of institutional and non-institutional alternatives to incarceration will be explored. Prerequisite: CCJ 1024.
- CCJ 2358 Criminal Justice Report Writing** **4 credits**
This course prepares students, through instruction and practice, to properly prepare written reports, common to the criminal justice community. A variety of criminal justice scenarios are presented and students are instructed as to the proper report format, content, and presentation. Prerequisite: CCJ 1024.
- CCJ 2501 Juvenile Delinquency** **4 credits**
Examination of the historical development of concepts of delinquency and modern juvenile justice system. Theories of delinquency, juvenile court processes, intake services, remedial procedures and the effects of the system are included in this course. Prerequisite: CCJ 1024.

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- CCJ 2940 Criminal Justice Externship** 4 credits
This course provides students with the opportunity to directly apply the knowledge and skills learned in the program by working in a criminal justice agency or other suitable location for 120 hours. Prerequisites: Students must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have approval of the Department Chair.
- CCJ 2943 Current Issues in Criminal Justice** 4 credits
This course presents an analysis of significant issues confronting modern day criminal justice practitioners. Critical concepts concerning law enforcement, the courts, corrections and juvenile justice will be addressed. Prerequisite: CCJ 1024.
- CGS 1326 Project Development (30 hours)** 2 credits
This course prepares the student 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. Prerequisite: None.
- CGS 1375 Beginning Web Development Using FrontPage 2000 (50 hours)** 4 credits
This course is designed to cover the major features of FrontPage 2000. Students will create and work with web components, design a navigation structure, implement active components, work with Tasks view, work with links, and format and enhance Web pages. Students will also learn how to work with tables, themes, style sheets, frames, use components and forms, use web creation shortcuts, explore graphics and animation, and finalize and publish their web sites locally or remotely over the Internet. Throughout the course, the concept of automating web creation, and sharing design patterns is heavily discussed and exercised. Prerequisite: None
- CGS 1410 Essentials of Communications and Document Formatting (30 hours)** 2 credits
This course provides instruction in both the essentials of basic writing strategies and formatting for document production. Tips for the development of correspondence such as letters and memos, electronic documents such as faxes and email, and general documents such as tabular and narrative reports are a focus of the course. Emphasis is placed on proofreading, grammar, punctuation, capitalization style, and number usage. Prerequisite: None.
- CGS 1501 Computer Fundamentals (50 hours)** 4 credits
This course provides an introduction to and an overview of the fields of computing. There is an emphasis on terminology, hardware, and software features associated with various components of computing. Specific topics to be covered include computer system architecture, basics of telecommunications and networks, end-user Internet skills, common application software, operating systems, virus scan software, certification, multimedia, Online Learning, and computer programming. Prerequisite: None.
- CGS 1503 Introduction to Windows 98 (50 hours)** 4 credits
This course provides an introduction to desktop computing. There is an emphasis on learning the software applications and accessories that is a part of the Microsoft Windows 98 operating system. Essential computing skills such as using icons, creating desktop shortcuts, performing system checkups and completing minor system diagnostics will be covered. Other topics that will be discussed include computer system architecture, virus protection software, multimedia software, and the Internet. Prerequisite: None
- CGS 1514 Introduction to Spreadsheets (30 hours)** 2 credits
This course provides an introduction to spreadsheets. There is an emphasis on terminology and the creation and editing of simple spreadsheets such as marketing and sales reports, expense reports, invoices and purchase orders, and basic financial statements. Students will create and modify spreadsheets. In addition, students will print worksheets, apply basic formatting, and perform file management skills such as saving spreadsheets under the same and a different name, locating and opening existing spreadsheets, and creating subdirectories. Prerequisite: None.
- CGS 1514 Spreadsheets (50 hours)** 4 credits
This course explores the use of electronic spreadsheets in business applications. The student develops a thorough knowledge of spreadsheet software packages through application of spreadsheet, database and graphic abilities. Prerequisite: None.
- CGS 1520 Introduction to Database (30 hours)** 2 credits
This course provides an introduction to database operations. Emphasis will be placed on terminology and the creation and editing of simple database forms and reports. Students will create, edit, and print basic database documents. In addition, students will learn to view and locate information from simple queries. Prerequisite: None.

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- CGS 1524 Introduction to Presentations (30 hours)** **2 credits**
This course provides an introduction to presentations. There is an emphasis on terminology, and the creation and editing of simple presentations. Students will create, edit, spell check, save, and print a presentation. In addition, they will apply character formatting to a document. Students will use templates to create presentations. Students will perform file management skills such as saving a presentation under the same and a different name, locating, opening, and closing an existing presentation. Prerequisite: None.
- CGS 2075 Spreadsheets Core Skills (50 hours)** **4 credits**
This course provides instruction in the core spreadsheet skills. The emphasis of the course is on working with cells, working with files, formatting worksheets, page setup and printing, working with worksheets and workbook structure, working with formulas and functions and using charts and objects. Prerequisite: CGS 1514.
- CGS 2076 Intermediate Spreadsheets (50 hours)** **4 credits**
This intermediate course concentrates on working with and modifying worksheets and workbook structure. Essential skills such as working with formulas and functions that are required to create and modify professional spreadsheets are covered. A large portion of the course is focused on working with files and formatting worksheets. Prerequisite: CGS 1514.
- CGS 2110 Computer Applications (50 hours)** **4 credits**
This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for business and personal use. Prerequisite: None.
- CGS 2175 Database Management Core Skills (50 hours)** **4 credits**
This course provides instruction in core data management skills. The emphasis is on planning and designing databases, working with Access, building and modifying tables and forms, viewing and organizing information, defining relationships, producing reports, integrating simple data from the Access software program with other applications, and using Access tools. Prerequisite: CGS 1520.
- CGS 2176 Intermediate Database Management (50 hours)** **4 credits**
This course concentrates on the enhancement of database documents. Instruction is focused on the use of wizards, and the refining and management of tables, forms, and reports. Emphasis is placed on working with and designing queries. Prerequisite: CGS 1520.
- CGS 2375 Advanced Web Development Using FrontPage 2000 (50 hours)** **4 credits**
This is a follow up for the "Beginning Web Development Using FrontPage 2000" course, and is designed to cover the advanced and professional features of FrontPage 2000. Throughout this intensive course, students will create, and work with web enhancements such as Audio/Video additions, generate graphically rich structures and documents, implement animated components, add HTML and DHTML tables to their Web Sites, work with advanced features of links, and format and enhance their web pages. Having a more advanced approach now, students will learn how to troubleshoot different web components such as tables, themes, style sheets, frames, and how to use embedded tools in FrontPage 2000. Prerequisite: CGS 1275.
- CGS 2533 Spreadsheet Advanced Skills (50 hours)** **4 credits**
This course provides instruction for the development of advanced spreadsheet skills. The emphasis of the course is on application development using customized and advanced spreadsheet features such as importing and exporting data, templates, multiple workbooks, pivot tables, and complex formulas. Printing workbooks, customizing with toolbars, using macros, auditing a worksheet, displaying and formatting data, using analysis tools and collaborating with workgroups. Prerequisite: CGS 2075.
- CGS 2536 Advanced Spreadsheets (50 hours)** **4 credits**
This spreadsheet course concentrates on the use and modification of charts, worksheets, and objects. The enhancement and formatting of charts and worksheets is emphasized, while advanced file management skills such as linking multiple workbooks through formulas, will be taught. Prerequisite: CGS 2076.

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- CGS 2603 Presentation Advanced Skills (50 hours)** **4 credits**
This course provides instruction for the development of advanced presentation skills. The emphasis of the course is on application development using customized and advanced features of PowerPoint while creating or modifying presentations. Preparation of graphics such as pictures, charts, and tables with special effects, macros, and working with complex visual elements. Creating various types of output, delivering a presentation, managing files, working with PowerPoint, collaborating with workgroups and working with charts and tables. Prerequisite: OST 2826.
- CGS 2604 Advanced Presentations (50 hours)** **4 credits**
This course covers the intermediate and advanced functionality of Microsoft PowerPoint. Emphasis is placed on working with text and visual elements, customizing a presentation, creating output, and delivering a presentation. The course focuses on the addition, modification, and formatting of advanced PowerPoint features. Prerequisite: CGS 1550.
- CGS 2641 Database Management Advanced Skills (50 hours)** **4 credits**
This course provides instruction for the development of advanced database management skills. The emphasis of the course is on application development using advanced features such as macros, queries, and replication, building and modifying custom forms. Tables, action queries, producing complex reports, defining relationships, utilizing formatting capabilities, and using custom Access tools will also be addressed. Prerequisite: CGS 2175.
- CGS 2642 Advanced Database Management (50 hours)** **4 credits**
This course provides instruction for the development of expert database management skills. The emphasis of the course is on application development using advanced features such as macros, queries, and replication, building and modifying custom forms. Tables, action queries, producing complex reports, defining relationships, utilizing formatting capabilities, and using custom Access tools will also be addressed. Prerequisite: CGS 2176.
- CGS 2805 Microsoft Office and Web Browsers (30 hours)** **2 credits**
This capstone course provides instruction in the development of online skills for applications using Microsoft Office software. The course will focus on working with World Wide Web browsers, creating Web pages, and sharing information online. The emphasis of this course is on using browser software features, web addresses and URLs, navigating and searching the web, using bookmarks and saving in HTML format, creating web pages, working with frames and posting to the Web. Prerequisites: OST 2738, CGS 2533, CGS 2603 and CGS 2641.
- CIS 104A Software Applications Word Processing (80 hours)** **6 credits**
This course provides an understanding of the concepts and capabilities of word processing applications, and includes experience using word processing software. This course consists of 40 clock hours of lecture and 40 clock hours of lab. Prerequisite: CGS 2110.
- CIS 115 Integrated Software (80 hours)** **6 credits**
This course teaches the concepts of integrated software and how it can be used in the business environment to improve productivity through data maintenance. The student will learn to use an integrated package. The course consists of 40 clock hours of lecture and 40 clock hours of lab. Prerequisite: None.
- CJE 2600 Criminal Investigation and Police Procedures** **4 credits**
Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. Prerequisite: CCJ 1024.
- CJL 2130 Criminal Evidence** **4 credits**
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, and recorded. Prerequisite: CCJ1024 Lecture Hrs: 40
- CJL 2132 Criminal Procedure** **4 credits**
This course focuses on the constitutional provisions affecting the criminal process and the state Rules of Criminal Procedure. Primary emphasis is on the right to counsel, bail, search and seizure, arrest, identification, trial and post-trial proceedings. Prerequisite: CCJ 1024.
- CTR 100 Theory I (120 hours)** **6 credits**
This course represents the fundamental principles and theory of machine shorthand for the computer-aided transcription stenography program. Introduces brief forms, rapid note reading with beginning note transcription. In order to successfully complete this course, the student must produce 40 hours of tape lab practice per quarter. Prerequisite: OFT 1141.

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- CTR 101 Theory II (120 hours) 6 credits**
Theory II is a review of the theory principles introduced in CTR 100, Theory I, and presents advanced theory instruction. The scopist and/or court reporting student must complete both courses in order to fully learn the "language" of steno. Through periodic testing, the student is able to demonstrate his or her ability to accurately translate and transcribe the spoken word using correct punctuation. Prerequisite: CTR 100.
- CTR 102 Intermediate Court Reporting I (80 wpm) (144 hours) 6 credits**
Intermediate Court Reporting I emphasizes note reading, speed building, and accuracy. Although speed building on a machine may not be necessarily for the scopist, the building of speed for transcription and editing purposes is essential. Students demonstrate their ability to read notes efficiently. Accuracy is important for both the scopist and the court reporter. This course introduces the student to production procedures of written instruments, including court and deposition transcripts, with emphasis on literary, jury charge, Q & A, multiple-voice, and business letter material. Prerequisite: CTR 101.
- CTR 103 Intermediate Court Reporting II (100 wpm) (144 hours) 6 credits**
Improves speed and accuracy. Continued emphasis on note reading, writing, and transcription. In order to successfully complete this course, the student must produce 40 hours of tape lab practice per quarter. Prerequisite: CTR 102.
- CTR 104 Intermediate Court Reporting III (120 wpm) (144 hours) 6 credits**
Improves speed and accuracy. Continued emphasis on note reading, writing, and transcription. In order to successfully complete this course, the student must produce 40 hours of tape lab practice per quarter. Prerequisite: CTR 103.
- CTR 105 Advanced Court Reporting I (140 wpm) (144 hours) 6 credits**
Improves speed and accuracy. Continued emphasis on reading, writing, and transcription. In order to successfully complete this course, the student must produce 40 hours of tape lab practice per quarter. Prerequisite: CTR 104.
- CTR 106 Advanced Court Reporting II (160 wpm) (144 hours) 6 credits**
Improves speed and accuracy. Also includes emphasis on congressional record, literary, jury charge and two-voice dictation material. In order to successfully complete this course, the student must produce 40 hours of tape lab practice per quarter. Prerequisite: CTR 105.
- CTR 107 Advanced Court Reporting III (180 wpm) (144 hours) 6 credits**
Dictation, speed building, and transcription of multiple-voice testimony. In order to successfully complete this course, the student must produce 40 hours of tape lab practice per quarter. Prerequisite: CTR 106.
- CTR 108 Advanced Court Reporting IV (200 wpm) (144 hours) 6 credits**
Extensive sustained dictation is on courtroom testimony and jury charge material. Transcription projects are used to develop research skills. In order to successfully complete this course, the student must produce 40 hours of tape lab practice per quarter. Prerequisite: CTR 107.
- CTR 109 Advanced Court Reporting V (225 wpm) (144 hours) 6 credits**
Emphasis on four-voice dictation and preparation for externship. Trial transcripts are used to prepare the student for actual courtroom experiences. In order to successfully complete this course, the student must produce 40 hours of tape lab practice per quarter. Prerequisite: CTR 108.
- CTR 130 Theory III A (40 hours) 2 credits**
Theory III A is a transcription preparation course. Students learn the various document formats and their functions. Students demonstrate their ability to prepare professional looking court and deposition transcripts, including title page, appearance page, certificate of deponent, reporter's certificate, etc. The student expands his or her vocabulary and research skills through technical dictation and lesson material. The application of correct grammar where necessary, spelling, and punctuation is achieved through periodic practice and evaluation. Prerequisite: CTR 101.
- CTR 131 Theory III B (40 hours) 2 credits**
This lab class is designed to provide students with medical related material. Dictation of medical exercises is given several times at various speed levels while expanding his/her medical vocabulary and general knowledge. Technical medical dictation/lesson material is used. Prerequisite: CTR 101.

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- CTR 132 Theory III C (40 hours)** **2 credits**
Theory III C is a transcription preparation course. Various types of general, medical, and legal proceeding documentation are introduced, with emphasis on legal. The students will prepare a transcript of a felony DUI case proceeding, Arraignment proceeding, Sentencing proceeding, etc. The student expands his or her legal vocabulary and research skills through dictation and lesson material. The application of correct grammar where necessary, spelling, and punctuation is achieved through periodic practice and evaluation. Prerequisite: CTR 101.
- CTR 140 Theory IV A (40 hours)** **2 credits**
Theory IV A is a computer aided transcription (CAT) course. Various CAT and other software programs are addressed, and students receive hands-on instruction of the Eclipse program. In addition, the student demonstrates ability to send transcripts and other documents via e-mail. Court Reporting, recently identified and categorized as an IT career within the legal profession, involves the use of advanced technology. In order to compete in today's ever changing market, the professional scopist and/or court reporter must be familiar with trends and advancements in technology. Prerequisites: CGS 2110 and CTR 101.
- CTR 141 Theory IV B (40 hours)** **2 credits**
Theory IV B is a computer aided transcription (CAT) course. Various CAT and other software programs are addressed, and students receive hands-on instruction of the Eclipse program. In addition, the student demonstrates ability to send transcripts and other documents via e-mail. Court Reporting, recently identified and categorized as an IT career within the legal profession, involves the use of advanced technology. In order to compete in today's ever changing market, the professional scopist and/or court reporter must be familiar with trends and advancements in technology. Prerequisite: CTR 140.
- CTR 142 Theory IV C (40 hours)** **2 credits**
Theory IV C is a computer aided transcription (CAT) course. Various CAT and other software programs are addressed, and students receive hands-on instruction of the Eclipse program. In addition, the student demonstrates ability to send transcripts and other documents via e-mail. Court reporting, recently identified and categorized as an IT career within the legal profession, involves the use of advanced technology. In order to compete in today's ever changing market, the professional scopist and/or court reporter must be familiar with the trends and advancements in technology. Prerequisite: CTR 140.
- CTR 215 Court Reporting Procedures (40 hours)** **4 credits**
Introduction to deposition and courtroom procedures, transcript set-ups, emphasizing professional simulated court reporting business operations. Prerequisite: CTR 101.
- CTR 250 Externship (60 hours)** **2 credits**
Each student will complete a minimum of 60 hours of actual writing time with a Certified Court Reporter at depositions, court trials, and administrative hearings. This course enables the student to report under actual working conditions. The student must also produce a minimum of 50 pages of transcript to be graded. Prerequisite: Passing grade on two Q & A tests at 200 wpm.
- CTR 300 CCR Prep Class (40 hours)** **4 credits**
This course is designed to prepare the student for the Nevada CCR Examination and the NCRA RPR Examination. It will comprise a review of medical and legal terminology, vocabulary development, grammar and punctuation exercises. Also, a mock CCR Examination will be given as a final exam. Prerequisites: CTR 107, ENC 1107, EGL 103, EGL 105, MEA 1239 and LEG 210.
- ECO 1100 Contemporary Economic Issues (40 hours)** **4 credits**
This course considers the overall level of economic activity and the factors affecting the economy. Contemporary events are considered as they relate to the national wealth, components of spending, balance between spending and production, and the impact of technology on economic growth. Prerequisite: None.
- EGL 103 Vocabulary (40 hours)** **4 credits**
This course creates an appreciation for the basic framework of the English language as the students build their vocabulary through the study of root words, prefixes and suffixes and the origin of words. Prerequisite: None.

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- EGL 105 English for Court Reporters (40 hours)** **4 credits**
This course is designed especially for reporters. This English class will enable court reporting students to transcribe transcripts using grammar and punctuation used in the courtroom for the NCRA and Nevada CSR examinations. Prerequisite: None.
- ENC 1106 Composition I (40 hours)** **4 credits**
This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity, and coherence of central idea and supporting material. Prerequisite: None.
- ENC 1107 Composition II (40 hours)** **4 credits**
This course builds on the foundation of the written communication skills developed in English Composition I. It further develops the student's skills in composing essays and other written communication, including the documented research paper. Prerequisite: ENC 1106.
- ENG 1000 Business English (40 hours)** **4 credits**
This course offers a thorough review of grammar and sentence structure and an overview of the sentence with focus on nouns, pronouns, verbs, adverbs, prepositions, conjunctions and interjections. Prerequisite: None.
- FIN 1103 Introduction to Finance (40 hours)** **4 credits**
This course is a survey of the financial considerations encountered during life, including purchases, credit, banking, taxes, insurance, investments, retirement and estate planning. Prerequisite: None.
- HC 2941 Externship (160 hours)** **5 credits**
This course is 160 hours of unpaid, supervised, practical in-service in a medical office or clinic in which the student practices direct application of all administrative and clinical functions of the medical assistant. Prerequisite: All classes required for Medical Core Requirements must be completed prior to enrollment.
- HSS 1110 Civil & Criminal Justice** **4 credits**
This course introduces students to the legal and procedural issues involved in safety and security operations which present a new challenge in the field of law. Topics include an introduction to criminal and civil law, constitutional law, search and seizure, and a discussion of employment law and liability. As the ever-growing number of agencies become involved in legal issues, it is important that the student be aware of the basis of the laws and regulations in order to prepare for changes in these areas. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HSS 1400 Tactical Communications** **4 credits**
This course is designed to introduce the student to basic communications ranging from a conflict to communication during a catastrophic event. Topics covered include radio and cell phone communications, and planning for communication alternatives when the traditional methods of communication fail. Other face-to-face communication tactics are covered including interview and interrogation, detecting deception, and handling a conflict with confrontation. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HSS 1510 Domestic & International Terrorism I** **4 credits**
This course introduces participants to various aspects of domestic and international terrorist organizations in part I. The student will be introduced to basic principles of terrorist investigations, domestic security threats, and the motivational factors and tactics that drive these organizations. The student will learn techniques for evaluating their own organization's vulnerability against attacks that involve chemical, biological, HazMat, radioactive, or sabotage. Students will learn the roles and responsibilities of state, local and federal agencies in terrorism investigations and responses. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HSS 1520 Domestic & International Terrorism II** **4 credits**
This course, part II, introduces participants to more advanced aspects of domestic and international terrorist organizations. The student will be introduced to federal terrorism laws, prosecution of international terrorists, handling the media, and about groups such as militias, religious extremists, outlaw biker gangs, drug cartels, and extremist groups. The student will learn about the commander's role in a terrorist incident, and about the roles of the command post. Prerequisite: HSS 1510. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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- HSS 1610 Emergency Medical Services & Fire Operations I** **4 credits**
This course introduces students to the knowledge and skills necessary to function as a trained First Responder to respond to patients in the pre-hospital setting. Students are trained in patient assessment and taking vital signs, handling patients' airways, and are trained in Adult and Pediatric CPR. (More advanced skills are taught in Emergency Medical Services & Fire Operations II.) Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HSS 1620 Emergency Medical Services & Fire Operations II** **4 credits**
This course continues to introduce students to the knowledge and skills necessary to function as a trained First Responder and identify and manage the most common types of injuries and illnesses encountered in the pre-hospital setting. This course builds on the knowledge learned in Emergency Medical Services & Fire Operations I. This course also introduces students to the concepts surrounding an organized response to fire, hazmat and evacuation operations as well as an overview of the incident command system. Prerequisite: HSS 1610. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HSS 1700 Business & Ethics for Security Specialists** **4 credits**
This course introduces the student to business management, organizational leadership and business ethics. Topics will include corporate structure and values, strategic management, leadership, ethical values, and models of ethical decision making. Additional topics include leadership strategies, team development, corporate compliance issues, and ethical scenarios. Application projects will emphasize how business knowledge will help a Homeland Security Specialist. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HSS 2210 Emergency Planning & Security Measures I** **4 credits**
This course introduces emergency planning and security measures for corporate security. Students will cover emergency planning models, contingency planning exercises, incident command systems, damage assessment and disaster recovery planning, resource accountability, asset security matters, economic responses from attack (FEMA, state and local assistance), employee evacuation planning, and the development of a security plan. Students will learn the skills necessary for developing data survival tactics, best practices for avoiding disasters and safeguarding corporate assets, conducting risk analysis, identifying and prioritizing assets, and will identify general models for facility protection. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HSS 2220 Emergency Planning & Security Measures II** **4 credits**
This course builds on the emergency planning and security measures learned for corporate security in Emergency Planning & Security Measures I. Students will cover emergency planning models, contingency planning exercises, damage assessment and disaster recovery planning, and employee evacuation planning. Students will chose a scenario and location for a disaster drill, create a disaster plan for the site, and will participate in the disaster drill, then review the strengths and weaknesses of the disaster plan, and the incident response during the drill. Prerequisite: HSS 2210. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HSS 2310 Security: Principles, Planning & Procedures I** **4 credits**
This course, in part I, introduces participants to a broad, in-depth look at security planning and procedures. Students will learn to develop skills in interviewing and interrogation techniques, intelligence gathering, surveillances, perimeter and crime scene security, criminal evidence preservation and collection, and principles of crowd and riot control. Additional topics include threat assessment and response, and facility security and vulnerabilities. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HSS 2320 Security: Principles, Planning & Procedures II** **4 credits**
This course continues to introduce participants to a broad, in-depth look at security planning and procedures, building upon the topics learned in Security: Principles, Planning & Procedures I. Students will learn to develop skills in substance abuse recognition, theft, sabotage and espionage. Students will also learn techniques for dealing with computer security, electronic criminal investigations, firewalls and security software as well as crime prevention techniques. Additional topics include crime prevention, security access control, and security force management. Prerequisite: HSS 2310. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HSS 2810 Information Technology Security I** **4 credits**
This course introduces students to the components of information security best practices. Topics covered include types of attacks on information, information security services, policy and law with regard to information security, risk assessment, and how to analyze and manage risk. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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- HSS 2820 Information Technology Security II** 4 credits
This course builds on the knowledge learned in Information Technology Security I, and introduces the student to more technical information about information technology security. Topics covered include internet architecture, virtual private networks, e-commerce security, encryption, hacker techniques, and intrusion detection. It also covers the security issues of common operating systems, and compares the security of the 3 most common operating systems in the business and government world: UNIX, Windows NT, and Windows 2000. Prerequisite: HSS 2810. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAC 2104 College Algebra** 4 credits
The algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. The course emphasizes critical thinking and problem-solving skills. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MEA 1239 Medical Terminology (40 hours)** 4 credits
This course is designed to provide an understanding of the meanings of a variety of medical word elements (roots, prefixes, and suffixes). The student learns to combine elements to create numerous terms common to the medical profession. Prerequisite: None
- MEA 2456 Clinical Lecture B (40 hours)** 4 credits
This course is designed to present the theories and principles of patient care, including vital signs, physical and specialty exams, and electrocardiograms. Prerequisites: MEA 2455 and MLS 2325.
- MEA 2457 Clinical Lecture C (40 hours)** 4 credits
This course will introduce the student to the theories and practices related to common procedures and test 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 and MLS 2325.
- MEA 2714 Medical Insurance Billing (40 hours)** 4 credits
This course will train the student in the major medical insurance and claim 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: MEA 1239.
- MLS 2325 Clinical Lab A (40 hours)** 2 credits
This course is designed to acquire and practice the skills discussed in Clinical Lecture A. This course consists of 40 hours of laboratory work. Prerequisites: MEA 1239 and either APB 1100 or APB 1110.
- MLS 2326 Clinical Lab B (40 hours)** 2 credits
This course is designed to acquire and practice the skills discussed in Clinical Lecture B. This course consists of 40 hours of laboratory work. Prerequisites: MEA 2455 and MLS 2325.
- MLS 2327 Clinical Lab C (40 hours)** 2 credits
This course is designed to acquire and practice the skills discussed in Clinical Lecture C. This course consists of 40 hours of laboratory work. Prerequisite: MEA 2455 and MLS 2325.
- MNGT 205 Creative Selling (40 hours)** 4 credits
Students will study consumer buying behavior, consumer motivation, and types of personal selling. They will gather product knowledge, locate customers, and prepare and practice sales presentations. Prerequisite: None.
- NEA 1105 Domestic Violence (20 hours)** 2 credits
This course covers the various aspects of family violence, including its legal, social, economic, medical and psychological impact on the family, individual and community. Prerequisite: None.
- OFT 1141 Keyboarding (40 hours)** 2 credits
This course is designed to familiarize the student with basic keyboarding and develop minimum typing skills. Prerequisite: None.
- OFT 1143 Intermediate Keyboarding (40 hours)** 2 credits
This course emphasizes intensive drills in speed building techniques for typing the alphabet, symbols, and numbers. Prerequisite: OFT 1141.

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- OFT 1144 Advanced Keyboarding (40 hours)** **2 credits**
This course emphasizes intensive drills in speed building techniques for typing the alphabet, symbols, and numbers. Prerequisite: OFT 1143.
- OSP2717 Intermediate Word Processing (50 hours)** **4 credits**
This intermediate course in word processing focuses on enhancing the student's ability to manipulate paragraphs and documents through the use of tabs, margins, spacing, borders, and shadings. Emphasis is placed on creating more informative and organized documents through the use of charts, graphs, tables, headers and footers. Advanced file management skills are discussed as well. Prerequisite: OST 2705.
- OST 1145 Speed Building Skills (30 hours)** **2 credits**
This course develops keyboarding speed and accuracy through an intense review of letters, numbers, and symbols. Timed drill activities focus on frequently typed letter combinations, difficult reaches random letter, symbol, and number drills. Prerequisite: None.
- OST 1410 Office Operations (30 hours)** **2 Credits**
This course provides students with the essential knowledge and skills to be successful in today's office workplace. Students will learn to be productive team members, process information using different technologies including the Internet, and communicate effectively to both customers and other members of the organization. Topics also to be covered include using the telephone properly, preparing travel arrangements, and assisting in meeting preparation. These skills will be presented from the perspective of increasing office productivity. Prerequisite: None
- OST 1415 Electronic Communication (30 hours)** **2 Credits**
This course provides a complete overview of electronic communication. There is an emphasis on navigation and integration of e-mail software utilizing Microsoft Outlook. Students will become familiarized with electronic documentation, while learning important skills such as opening and Edit E-mail, sending attachments, Create contacts, managing mail, scheduling appointments, scheduling meetings, scheduling events, Create and updating tasks, integrating calendars with other office components, and printing E-mail sent documents. Prerequisite: None
- OST 2301 Medical Office Practice (50 hours)** **4 credits**
This course introduces the student to the administrative functions of the medical office or clinic. Emphasis is placed on communications, scheduling, medical records, documentation, and filing. In addition, telephone techniques and etiquette will be covered. Manual and computerized bookkeeping is also covered. Prerequisite: None.
- OST 2335 Business Communications (40 hours)** **4 credits**
A course 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.
- OST 2614 Medical Transcription (40 hours)** **2 credits**
This course is designed to provide the student with a working knowledge of medical transcription. Medical reports will be transcribed from individual case studies, each of which relates to a patient with a specific medical problem. The medical reports will include patient history, physical examinations, radiology, operative reports, pathology, requests for consultation, and discharge summaries. This course consists of 40 hours of laboratory work. Prerequisites: MEA 1239, OFT 1141 and CGS 2110.
- OST 2705 Introduction to Word Processing (30 hours)** **2 credits**
This course provides an introduction to word processing. There is an emphasis on terminology, and the creation and editing of simple documents. Students will create, edit, spell check, save, and print a document. In addition, students will apply character formatting to a document. Students will perform file management skills such as saving a document under the same and a different name, locating, opening, and closing an existing document, and creating a subdirectory. Prerequisite: None.
- OST 2716 Word Processing Core Skills (50 hours)** **4 credits**
This course provides instruction in the essential word processing skills. The emphasis is on working with text such as paragraphs and documents, managing files, using tables, and working with pictures and charts. Prerequisite: OST 2705.

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- OST 2738 Word Processing Advanced Skills (50 hours)** **4 credits**
This course provides instruction for the development of advanced word processing skills. The emphasis of the course is on application development using advanced word processing features such as complex formatting of paragraphs and documents with AutoText and citations, macros, and elaborate tables with extensive calculations. Integration of data for graphics, pictures, and charts with advanced formatting such as 3D, mail merge and collaborating with workgroups will also be addressed. Prerequisite: OST 2716.
- OST 2739 Advanced Word Processing (50 hours)** **4 credits**
This course provides students with the remaining tools required to perform advanced business word processing. Upon successful completion of the course the student should be familiar with all the Microsoft Word commands and functions. There is a focus on mail merge, while more efficient and professional documents are obtained through the use of templates, wizards, and graphics. The creation and modification of such tools is discussed intensively. Prerequisite: OSP 2717.
- OST 2822 Introduction to Desktop Publishing (30 hours)** **2 Credits**
This course provides an introduction to desktop publishing. There is an emphasis on terminology, and the creation and editing of simple desktop publishing files. Students will design effective publications by creating, importing, and manipulating graphics. Students will also learn to use PageMaker tools. Prerequisite: None
- OST 2823 Desktop Publishing Skills (50 hours)** **4 credits**
This course provides a complete overview of desktop publishing. The emphasis is on modifying and customizing documents through linking and embedding text, working with visual elements, adding color, importing text and graphics, as well as creating and managing libraries. Students will also learn to use PageMaker's existing templates, and learn how to refine the printing process and work with scanned images. Prerequisite: OST 2822.
- OST 2826 Presentations Core Skills (50 hours)** **4 credits**
This course provides instruction in the core presentation skills. The emphasis of the course is on creating and modifying presentations, using templates, working with text and visual elements, customizing a presentation, creating output, delivering a presentation, and managing files. Prerequisite: CGS 1550.
- PHA 2245 Pharmacology & Medical Math (40 hours)** **4 credits**
This course will include a study of the various medications prescribed for the treatment of illness and diseases; including uses, side effects, and precautions. The course is designed to include dosage calculations, legal aspects of pharmacology, and an introduction to prescriptions and drug administration. Prerequisites: MAC 1000 and either APB 1100 or APB 1110.
- PHI 1001 Basic Critical Thinking** **2 credits**
This course introduces the students to the concepts of critical thinking. Topics covered include self critique and understanding, fair-minded thinking, the levels of thinking, the parts and standards for thinking, and developing ethical and strategic thinking. Students will examine effective ways to think more critically, and will apply these tools in course assignments. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000
- PLA 1003 Introduction to Legal Assisting (40 hours)** **4 credits**
Professional ethics, job qualifications, professional responsibilities, and employment opportunities are discussed in this course. An overview of legal terminology is also presented. Scheduling, time keeping and client billing procedures are practiced through a hands-on exercise completed during the course. Prerequisite: None.
- PLA 1105 Legal Research and Writing I (40 hours)** **4 credits**
The student is introduced to the law library in this course. Emphasis is on teaching the student basic techniques of research and primary sources of law, including the reporters and state statutes. Techniques will be developed for analyzing cases and preparing case briefs. Prerequisite: None.
- PLA 1700 Legal Ethics and Social Responsibility (40 hours)** **4 credits**
This course concerns the area of ethics as that term is used in the legal office. The course includes a survey of the law relating to the regulation of lawyers and legal assistants, the unauthorized practice of law, confidentiality, conflict of interest, advertising, fees and client funds, competence, special issues in advocacy, and professionalism. Prerequisite: None.
- PLA 2106 Legal Research and Writing II (40 hours)** **4 credits**
This course focuses on expanding the students' ability to research statutory and case law through the use of legal citations, digests, and encyclopedias. Emphasis is placed on developing writing skills by preparing a memorandum of law. Students are also introduced to computerized legal researching utilizing the Westlaw system. Prerequisite: PLA 1106.

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- PLA 2203 Civil Procedure (40 hours)** **4 credits**
This course provides an introduction and overview to the procedural rules of court applicable to and governing civil matters, including, but not limited to, rules governing jurisdiction, venue, pleadings, motions, trial practice, and post-trial procedure. While emphasis will be placed on the Federal Rules of Civil Procedure, local rules will also be examined, as well as Federal Rules of Evidence and appellate court rules and procedures. Prerequisite: PLA 1003.
- PLA 223 Criminal Law (40 hours)** **4 credits**
The substantive criminal law defining common law, statutory crimes and punishments, classifications of crimes, Nevada substantive criminal law defining crime, principles of liability by specific defenses, basic criminal procedure concepts. Prerequisite: PLA 1003.
- PLA 2273 Torts (40 hours)** **4 credits**
This course provides an introduction to the substantive law of torts, including elements, defenses, and damages applicable to intentional torts, and to unintentional torts based on negligence, product liability, strict liability, and professional malpractice. Moreover, this course introduces the student to practical application of litigation methods and procedures, including interviewing, investigation, and drafting documents essential to the tort litigation process. Prerequisite: PLA 1003.
- PLA 2423 Contract Law (40 hours)** **4 credits**
The principles of contract law are addressed and discussed in this course including the major provisions of the Uniform Commercial Code. Basic contract provisions and drafting techniques are explained and practiced through the drafting of various types of contracts. Contract litigation is also covered. Prerequisite: PLA 1003.
- PLA 2433 Business Organizations (40 hours)** **4 credits**
This course is designed to introduce the student to the basic rules, processes, and practices of the business enterprise. It describes organizational form while emphasizing the business corporation. It includes information on corporate formation, corporate organizations and corporate financing. Prerequisite: PLA 1003.
- PLA 2610 Real Estate Law (40 hours)** **4 credits**
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.
- PLA 2600 Wills, Trusts and Probate (40 hours)** **4 credits**
This course examines the field of probate, the drafting of wills, the creation and administration of trust and estates, inheritance of property, and the devices used to direct inheritance. The course will also look at estate planning and estate and gift taxation as these relate to wills, trusts, and probate. Prerequisite: PLA 1003.
- PLA 2800 Family Law (40 hours)** **4 credits**
In this course, students are instructed in the theory of law governing marriage, divorce, property settlement agreements, child custody and support obligations, paternity, adoptions, alimony, name changes, and domestic violence. Students will be introduced to state-specific procedures and prepare various pleadings or documents related to these topics. Prerequisite: PLA 1003.
- PLA 2940 Paralegal Externship (120 hours)** **4 credits**
This course provides students with the opportunity to directly apply the knowledge and skills learned in the program by working in a pre-arranged and pre-approved law office or other suitable location for 120 hours. Prerequisite: The student must be within two quarters of graduation.
- POS 2041 American National Government (40 hours)** **4 credits**
This course familiarizes the student with the development, organization, principals, and operation of the Federal Government. The course of study includes discussion of political parties, the government election mechanism, and civil rights. Prerequisite: None.
- PSI 201 U.S. and Nevada Constitution (40 hours)** **4 credits**
This course offers an in-depth study of the U.S. Constitution and the history and Constitution of Nevada. Prerequisite: None.

PSY 2012 General Psychology (40 hours) 4 credits

This course is designed to provide students with an understanding of the general principles and theories underlying modern psychology. Prerequisite: None.

SCI 1001 Environmental Science 4 credits

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

SCR 110 Office Procedures (40 hours) 4 credits

This course helps students to understand functions and procedures used in different office environments. It includes analysis of the secretarial profession, techniques to improve office efficiency, development of a secretarial personality, records maintenance, reception, and related office procedures. Prerequisite: OFT 1141.

SLS 1130 Strategies for Success (40 hours) 4 credits

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

SLS 1320 Career Skills (20 hours) 2 credits

This course is designed to assist the student with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation. Prerequisite: None.

SLS 1500 Workplace Relationships (30 hours) 2 credits

This course provides students the opportunity to study the building of appropriate interpersonal business relationships with coworkers, supervisors, and customers. Specific focus will be on developing and practicing effective customer service principles for building successful business networks. Prerequisite: None.

SPC 2016 Oral Communication (40 hours) 4 credits

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

SYG 2000 Principles of Sociology 4 credits

A study of cultural heritage, of the cultural influence of human nature and personality, and of social interaction. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

TAX 2000 Tax Accounting (50 hours) 4 credits

This is a survey course covering the laws, procedures, returns, and subsidiary schedules involved in the preparation of Federal personal tax returns. Prerequisite: None.

TR 100 Transcription (40 hours) 2 credits

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.

Medical Insurance Billing & Coding

Module Descriptions

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

Module A - Introduction to Medical Insurance and Managed Care 40/40/6.0

Module A introduces students to various types of health care plans, including Managed Care and Health Maintenance Organizations (HMO). Module A develops proficiency in preparing and processing insurance claims, while developing strategies for insurance problem solving. Students are introduced to basic skills required to obtain correct ICD-9 and CPT codes. Students will have the opportunity to practice obtaining information from patient charts, including interpretation of physician notations regarding procedures and diagnoses relevant to claims completion. Also covered in this module, is

basic anatomy and physiology of the human body, including the muscular and skeletal systems, and medical terminology associated with these systems. Students will develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by preparing a resume and completing a job application. **Prerequisite: None**

Module B - Government Programs

40/40/6.0

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

Module C - Electronic Data Interchange and Modifiers

40/40/6.0

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

Module D - Medical Documentation, Evaluation, and Management

40/40/6.0

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

Module E - Health Insurance Claim Forms

40/40/6.0

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

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

Module F - Practicum

0/160/5.0

Upon successful completion of Modules A through E, Medical Insurance billing / coding students participate in a 160 hour practicum on-campus. The practicum provides the student an opportunity to apply principles and practices learned in the program and utilize entry level skills in working with insurance companies and processing claims. Medical insurance / billing students work under the direct supervision of the school staff. Students are evaluated by 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**

Module X - Externship

0/160/5.0

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**

ACADEMIC CALENDARS QUARTER BASED PROGRAMS

2004 CALENDAR				
EVENT		Month	Day	Year
Christmas Holidays	From:	12	22	2003
	To:	1	1	2004
Classes Resume		1	2	2004
Fall Term Ends		1	10	2004
Winter Term Starts		1	12	2004
M.L. King Jr. Birthday Holiday		1	19	2004
Presidents' Day		2	16	2004
Mini-Term Starts		2	23	2004
Winter Term Ends		4	3	2004
Spring Vacation	From:	4	5	2004
	To:	4	10	2004
Spring Term Starts		4	12	2004
Memorial Day Holiday		5	31	2004
Mini-Term Starts		5	24	2004
Spring Term Ends		7	3	2004
Independence Day Holiday		7	5	2004
Summer Vacation	From:	7	6	2004
	To:	7	10	2004
Summer Term Starts		7	12	2004
Mini-Term Starts		8	23	2004
Labor Day Holiday		9	6	2004
Summer Term Ends		10	2	2004
Fall Break	From:	10	4	2004
	To:	10	9	2004
Fall Term Start		10	11	2004
Mini-Term Starts		11	22	2004
Thanksgiving Day Holiday	From:	11	25	2004
	To:	11	26	2004
Christmas Holiday	From:	12	20	2004
	To:	1	1	2005
Classes Resume		1	3	2005
Fall Term Ends		1	15	2005

2005 CALENDAR

2005 CALENDAR				
EVENT				
Christmas Holidays	From:	12	20	2004
	To:	1	1	2005
Classes Resume		1	3	2005
Fall Term Ends		1	15	2005
Winter Term Starts		1	18	2005
M.L. King Jr. Birthday Holiday		1	17	2005
Presidents' Day		2	21	2005
Mini-Term Starts		2	28	2005
Winter Term Ends		4	9	2005
Spring Vacation	From:	4	11	2005
	To:	4	16	2005
Spring Term Starts		4	18	2005
Memorial Day Holiday		5	30	2005
Mini-Term Starts		5	31	2005
Spring Term Ends		7	9	2005
Independence Day Holiday		7	4	2005
Summer Vacation	From:	7	11	2005
	To:	7	16	2005
Summer Term Starts		7	18	2005
Mini-Term Starts		8	29	2005
Labor Day Holiday		9	5	2005
Summer Term Ends		10	8	2005
Fall Break	From:	10	10	2005
	To:	10	15	2005
Fall Term Start		10	17	2005
Mini-Term Starts		11	28	2005
Thanksgiving Day Holiday	From:	11	24	2005
	To:	11	25	2005
Christmas Holiday	From:	12	26	2005
	To:	1	2	2006
Classes Resume		1	3	2006
Fall Term Ends		1	14	2006

MODULAR PROGRAMS

MIBC - Las Vegas 8am-noon Monday-Saturday	
START DATE	END DATE
June 21, 2004	July 17, 2004
July 26, 2004	August 20, 2004
August 23, 2004	September 17, 2004
September 20, 2004	October 15, 2004
October 18, 2004	November 12, 2004
November 15, 2004	December 10, 2004

MIBC- Las Vegas 5pm-10pm Tuesdays-Fridays	
START DATE	END DATE
December 2, 2003	January 9, 2003
January 13, 2004	February 6, 2004
February 10, 2004	March 5, 2004
March 9, 2004	April 2, 2004
April 13, 2004	May 7, 2004
May 11, 2004	June 4, 2004
June 8, 2004	July 2, 2004
July 13, 2004	August 6, 2004
August 10, 2004	September 3, 2004
September 7, 2004	October 1, 2004
October 5, 2004	October 29, 2004
November 2, 2004	November 26, 2004
November 30, 2004	December 23, 2004

MIBC- Las Vegas Noon-5pm Tuesday-Friday	
START DATE	END DATE
December 29, 2003	January 23, 2004
January 27, 2004	February 20, 2004
February 24, 2004	March 19, 2004
March 23, 2004	May 21, 2004
May 25, 2004	June 18, 2004
June 22, 2004	July 16, 2004
July 27, 2004	August 20, 2004
August 24, 2004	September 17, 2004
September 21, 2004	October 15, 2004
October 19, 2004	November 12, 2004
November 16, 2004	December 10, 2004

2003 - 2004 CALENDAR (HENDERSON CAMPUS ONLY)

EVENT				
Winter Term Starts		12	17	2003
Christmas Holidays	From:	12	24	2003
	To:	1	4	2004
Classes Resume		1	5	2004
M. L. King Jr. Birthday Holiday	From:	1	19	2004
	To:	1	20	2004
Mini-Term Starts		2	23	2004
Winter Vacation	From:	2	16	2004
	To:	2	22	2004
Winter Term Ends		4	4	2004
Spring Vacation	From:	4	5	2004
	To:	4	10	2004
Spring Term Starts		4	12	2004
Memorial Day Holiday		5	31	2004
Mini-Term Starts		6	1	2004
Spring Term Ends		7	3	2004
Independence Day Holiday		7	4	2004
Summer Vacation	From:	7	5	2004
	To:	7	10	2004
Summer Term Starts		7	12	2004
Mini-Term Starts		8	23	2004
Labor Day Holiday		9	6	2004
Summer Term Ends		10	3	2004
Fall Break	From:	10	4	2004
	To:	10	9	2004
Fall Term Start		10	11	2004
Mini-Term Starts		11	15	2004
Thanksgiving Day Holiday	From:	11	25	2004
	To:	11	27	2004
Christmas Holiday	From:	12	20	2004
	To:	1	1	2005
Classes Resume		1	3	2005
Fall Term Ends		1	9	2005

RHODES COLLEGES

Rhodes Colleges, Inc. includes the following institutions:

COLLEGE	LOCATION
Blair College	Colorado Springs, CO
Duff's Business Institute	Pittsburgh, PA
Everest College	Phoenix, AZ
Everest College	Rancho Cucamonga, CA
Everest College	Dallas, Texas
Everest College	Arlington, Texas
Las Vegas College	Las Vegas, NV
Mountain West College	Salt Lake City, UT
Parks College	Arlington, VA
Parks College	Aurora, CO
Parks College	Thornton, CO
Rochester Business Institute	Rochester, NY
Springfield College	Springfield, MO
Western Business College	Portland, OR
Western Business College	Vancouver, WA
Florida Metropolitan University - Brandon	Tampa, FL
Florida Metropolitan University - Fort Lauderdale	Fort Lauderdale, FL
Florida Metropolitan University - Jacksonville	Jacksonville, FL
Florida Metropolitan University - Lakeland	Lakeland, FL
Florida Metropolitan University - Melbourne	Melbourne, FL
Florida Metropolitan University - North Orlando	Orlando, FL
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Florida Metropolitan University - Pinellas	Clearwater, FL
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B.A., Memphis State University
J.D., Western State College of Law
B.S., Cal State Fullerton
B.A., St. John's University

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David Ellison	Accounting	M.B.A., Univ. of Nevada, Las Vegas B.S., Univ. of Nevada, Las Vegas
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Cherri Kessler	Medical	B.A., University of Wisconsin, Stevens Point
Melissa Lancaster	Criminal Justice	M.S. Jacksonville State University B.S., Berry College
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Robert McGlone	General Education	M.A., Webster University B.S., University of Nevada, Las Vegas
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Donald Sebo	Criminal Justice	P.H.D, Simon Fraser University M.S., Central Missouri State University B.S., Minot State University
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Margaret Thurn	Paralegal	CCR Certification J.D., Western State College of Law B.A., California State University, Fullerton
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Alice Walker	COTA	M.B.A., Keller Graduate School B.A., Barat College
William T. Whisenhunt	Paralegal	J.D., Glendale University College of Law B.S., California State College at Los Angeles
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